Robert Cavelier University

ACADEMIC CATALOG

July 2025 – June 2026

ACADEMIC CATALOG

The Robert Cavelier University Catalog is published yearly (each academic year) by Robert Cavelier University, 1500 Lafayette St, Suite 109, Gretna, LA 70053.

The Robert Cavelier University Catalog is primarily a digital publication, available in HTML and PDF at www.rcu.education. The Catalog is available on the institution's website, and prospective students are not required to provide any personal details or contact information for access or download.

Robert Cavelier University

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Welcome Message

It is indeed a pleasure to welcome you to Robert Cavelier 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 Cavelier University

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History

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 academic success.

Our Mission

RCU delivers innovative, career-focused graduate business education that empowers working professionals to lead with integrity, agility, and strategic insight in a global economy. Specializing in online MBA education, we offer a rigorous and accessible learning experience grounded in ethical leadership, critical thinking, and real-world problem-solving.

Our dynamic curriculum, applied learning projects, and collaborative virtual environment are designed to align with the demands of today's workforce, enabling students to apply knowledge immediately, drive measurable results, and advance in their careers. Graduates are prepared not only to lead within their organizations but also to contribute to broader societal progress through inclusive, responsible, and sustainable business practices.

Our Vision

Robert Cavelier University (RCU) embraces the wisdom of Socrates: 'Education is the kindling of a flame, not the filling of a vessel.' Guided by this philosophy, RCU inspires curiosity, critical thinking, and lifelong learning in working professionals. As a fully online graduate institution, RCU fosters an engaging virtual environment where students actively explore ideas, apply knowledge to real-world challenges, and learn collaboratively with faculty and peers. This approach develops leaders who achieve career success while promoting ethical, responsible, and sustainable business practices in a global society.

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Institutional Values

1. **Ethical Leadership**

   RCU upholds integrity, transparency, and accountability as the foundation of all leadership and decision-making practices, empowering students to lead with principle and purpose.

2. **Career-Focused Innovation**

   The university values the development of innovative and practical solutions that meet the evolving needs of today's global workforce, emphasizing relevance and impact.

3. **Strategic Thinking**

   RCU fosters a forward-looking mindset, encouraging students to anticipate change, identify opportunities, and make data-driven, long-term decisions that drive organizational success.

4. **Critical Thinking and Real-World Problem-Solving**

   We advocate intellectual rigor, analytical reasoning, and evidence-based solutions to address complex business challenges in dynamic, real-world environments.

5. **Accessibility and Inclusivity**

   RCU is committed to providing equitable access to quality graduate education through a flexible, fully online platform that supports diverse learners across geographies and backgrounds.

6. **Collaborative Learning Community**

   The university promotes a virtual academic environment rooted in meaningful collaboration, mutual respect, and shared success among students, faculty, and alumni.

7. **Social Responsibility and Sustainability**

   RCU prepares graduates to be ethical contributors to society by integrating principles of sustainability, inclusivity, and responsible business practice into academic and professional endeavors.

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Institutional Goals

1. **Deliver High-Quality, Career-Focused Academic Programs**

   RCU will maintain rigorous academic standards and ensure its graduate business curriculum remains relevant to the evolving needs of the global workforce. This includes fostering ethical leadership, critical thinking, and applied problem-solving through faculty excellence, continuous curriculum review, and outcome-driven instruction.

2. **Ensure Accessible, Inclusive, and Flexible Learning Opportunities**

   RCU will expand access to quality education through its fully online format, ensuring equity for diverse learners across geographic and demographic boundaries. This includes optimizing the digital learning environment, streamlining admissions processes, and providing responsive student support services.

3. **Strengthen Financial Sustainability and Operational Efficiency**

   RCU will manage resources responsibly to ensure long-term institutional viability. This includes prudent budgeting, effective tuition collection strategies, investment in scalable technology, and leveraging intercompany support to maintain financial flexibility during early growth.

4. **Leverage Technology to Enhance Learning, Operations, and Engagement**

   RCU will utilize cutting-edge educational technology and data analytics to improve student learning, faculty performance, and administrative efficiency. Strategic use of digital tools will also drive innovation in marketing and student engagement.

5. **Attract, Develop, and Retain Highly Qualified Faculty and Staff**

   RCU will recruit faculty and administrative professionals who are experienced in online education, committed to student success, and aligned with the university's mission. Ongoing professional development and a culture of continuous improvement will support institutional growth and excellence.

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6. **Drive Strategic Enrollment Growth Through Targeted Outreach**

   RCU will implement data-informed marketing and recruitment strategies to attract mission-fit students, particularly working professionals seeking graduate business credentials. Brand messaging will emphasize program quality, career relevance, flexibility, and outcomes.

7. **Foster a Mission-Driven, Outcomes-Based Culture of Assessment and Improvement**

   RCU will implement a robust system for assessing institutional effectiveness, student learning outcomes, and operational performance. Findings will guide resource allocation, policy development, and continuous improvement efforts to ensure the university delivers on its mission and values.

State Licensure

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 yearly, 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

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Faculty

	Name	Title	Professional Qualification	Institute/University	Subject Matter Expertise
1	Prof Krishnamurthy Nagarajan	AF	PhD in Management	Alagappa University India	Project Management
2	Dr. Stuart Milligan	AF	PhD in Strategic Supply Chain Management	University of Bath, England	Capstone Project
3	Dr Farah Amir	AF	PhD in Commerce	University of Central Punjab, Lahore	Finance and Managerial Decision Making
4	Dr. Leena Anum	AF	PhD in Business Administration	National College of Business Administration & Economics, Lahore	Business Innovation and Creativity
5	Dr. Awais ur Rehman	AF	PhD in Finance	University Malaysia Sarawak	Business Ethics and Corporate Governance
6	Dr. Ferdinand Callueng	AF	PhD in Business Management	Philippine Christian University, Manila	Strategic Management
7	Dr. Sadia Arshad	AF	PhD in Human Resource Management	National College of Business Administration and Economics, Lahore	Human Resource Management
8	Dr. Areeba Suleman	AF	PhD in Management	Universiti Utara Malaysia	Business Research Methodology
9	Dr. Sundarapandiyan Natarajan	AF	PhD in Business Management - Human Resource Management	Bharathiar University, Coimbatore, India	Cross-Cultural Management
10	Prof. Md Hasan	AF	PhD in Operations Management	University of Brighton, England	Marketing Management

*AF – Adjunct Faculty

Faculty office hours are arranged according to availability, and students may request an appointment by directly contacting their instructor.

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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

Although the administrative office is closed on these days, students will continue to have full access to their online courses and learning resources through their Learning Management System (LMS)

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Academic Calendar

June 2025 – June 2026

Term/Intake	Application Deadline	Enrollment Deadline	Course Start Date	Course End Date
June 2025	May 19, 2025	May 26, 2025	June 2, 2025	August 1, 2025
August 2025	July 21, 2025	July 28, 2025	August 4, 2025	October 3, 2025
October 2025	September 22, 2025	September 29, 2025	October 6, 2025	December 5, 2025
December 2025	November 24, 2025	December 1, 2025	December 8, 2025	February 6, 2026
February 2026	January 26, 2026	February 2, 2026	February 9, 2026	April 10, 2026
April 2026	March 30, 2026	April 6, 2026	April 13, 2026	June 12, 2026
June 2026	June 1, 2026	June 8, 2026	June 15, 2026	August 14, 2026

	ASSESSMENT TYPES AND SCHEDULE				
MBA COURSES	Discussion Forum	Final Quiz	Midterm	Assignment	Presentation
ASSESSMENT SCHEDULE	Weekly for 8 Weeks	Week 8 of the 8-Week Course	Week 5 of the 8-Week Course	Week 8 of the 8-Week Course	Week 8 of the 8-Week Course
Strategic Management [MBA 610]	✔	✔		✔	✔
Marketing Management [MBA 620]	✔	✔		✔	✔
Cross-Cultural Management [MBA 630]	✔	✔		✔	✔
Finance for Managerial Decision Making [MBA 640]		✔	✔	✔	✔
Project Management [MBA 650]	✔	✔		✔	✔
Human Resource Management [MBA 660]		✔	✔	✔	✔
Business Innovation and Creativity [MBA 670]		✔	✔	✔	✔
Business Ethics and Corporate Governance [MBA 680]	✔	✔		✔	✔
Business Research Methodology [MBA 690]	✔	✔		✔	✔
Capstone Project [MBA 695]				✔	✔

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Legal Control

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

Name	Appointment
Dr. Colin Felix Pereira	Executive Chairman, Board of Directors

Advisory Council Members

Name	Qualifications/Appointment
Dr. Ghauth Jasmon	Higher Education Expert and Industry Leader PhD in Electrical Engineering University of London
Mr. John Shaw	International Education Strategy Specialist Master's By Research University of Central Lancashire
Dr. Raja Rehan	Financial and Academic Expert PhD in Finance University Kuala Lumpur

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University Policies

Admission Requirements

RCU seeks to admit motivated and qualified students into its Master of Business Administration (MBA) program. Admission is open to applicants who demonstrate the academic preparation, professional interest, and commitment necessary to succeed in graduate-level business studies. RCU values students who wish to build a strong foundation in business administration, advance their career opportunities, and fully engage in the rigor of distance education.

Master of Business Administration

Applicants must be at least 21 years of age and submit official documentation verifying the completion of a bachelor's degree from an appropriately accredited institution.

Applicants must provide an official government ID to prove their residency and identity. In addition, international applicants whose prior academic instruction was not conducted in English may be required to provide proof of English language proficiency and/or an evaluation of official transcripts by a recognized credential evaluation agency.

Admissions Procedure

RCU accepts applications on an ongoing basis. Applications are reviewed upon receipt of all required documentation. Applications completed and submitted by the deadline will be evaluated for admission into the next scheduled term.

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.

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All applicants must submit:

1. A completed Application Form - which is available on the RCU website
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. 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 Services (NACES). RCU's preferred provider is World Education Services (WES).

2. Transcripts may also be reviewed by a qualified evaluator who is fluent in the language in which the transcript was issued. Evaluators must possess expertise in the educational practices of the country of origin and include an English translation of the review. All translated documents must be certified as official.

3. 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 complete record of all courses taken, including the corresponding credit hours (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.

   In cases where the official transcript does not contain one or more of the specified details 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).

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4. 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 Cavelier University
Attn: Admissions
1500 Lafayette St, Suite 109
Gretna, LA 70053

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Acceptance to the University

Applications submitted to Admissions are reviewed by the Chief Academic Officer (CAO) for final approval. Applicants who meet all minimum admission requirements will be granted admission to RCU and may commence coursework in the current or next academic term, as outlined in the Academic Calendar.

Applicants who are offered admission will be notified by email. Upon acceptance, students must sign the Enrollment Agreement and provide a copy of a government-issued photo ID.

Students submit the Enrollment Agreement (EA) to RCU electronically. Once reviewed and signed by the CAO, the fully executed EA is returned to the student in PDF format.

Non-discrimination Policy

RCU complies 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 learning environment. The University welcomes all students and strictly prohibits discrimination based on age, ancestry, color, ethnicity, national origin, religion, race, gender, sexual orientation, disability (physical or mental), veteran status, or any other protected characteristic—whether actual, perceived, or through association with others who possess such characteristics.

RCU is dedicated to ensuring that all students have equitable access to learning opportunities. Students requiring accommodations due to a disability or injury are encouraged to contact Student Support. Accommodations are arranged upon submission of appropriate medical or professional documentation, and it is the student's responsibility to self-identify and request support prior to the start of classes. RCU's overarching goal is to provide the necessary resources and support to help every student achieve academic success.

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Transfer 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 Qualifications 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 submitted before any application for transfer credits can be evaluated.
- Courses submitted for transfer of credits must be relevant to the program of study and equivalent in content and degree level. For the RCU MBA program, only graduate-level courses

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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 "B" (3.0). 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 of credits must be completed before enrollment. Submitting an official transcript promptly for evaluation is the sole responsibility of the student.

- The Transfer Credit Specialist determines the eligibility 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 of credits at its discretion.

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

Transfer Credit Evaluation and Appeal Policy

Transfer Credit Evaluation

At Robert Cavelier University (RCU), transfer credit evaluations is conducted by the Transfer Credit Specialist (TCS). The TCS determines the eligibility of transfer credits based on any of the following criteria:

- The institution must be degree-granting and offer graduate-level coursework.
- The institution must be accredited by an agency recognized for the transferability of credit.
- For international institutions, recognition by the respective country's Department of Education is required.

Upon verification, eligible credits will be indicated in the Transfer Credit Request Form and Enrollment Agreement, which will be kept in the student's record.

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The institution may accept transfer credit for up to 50% of the total credits required for a master's degree program. All approved transfer of credit courses must be directly relevant to the student's program of study and equivalent in both content and academic level to courses offered at the graduate level. No transfer of credit is applicable for the Capstone Project.

Appeal of Transfer Credit Decision

A student who believes that a transfer credit determination was made in error has the right to appeal the decision. The appeal must include documentation that demonstrates the equivalency of the course to a specific RCU course. Acceptable supporting materials include, but are not limited to:

- A complete and detailed syllabus of the course for which transfer credit is being requested.
- The academic catalog from the credit-granting institution
- An official letter from the credit-granting institution describing the course and confirming its academic level

Submission Requirements

Appeals must be submitted within ten (10) working days of receipt of the transfer of credit request form, evaluated and signed by the Transfer Credit Specialist, or before the commencement of the program. The appeal, along with all supporting documents, must be submitted via email to: admissions@rcu.education.

The appeal email must include:
- The student's full name and program name
- The name of the previous institution(s), the course title(s) and credit value(s), date of completion, grade earned, and the corresponding RCU course(s) for which transfer equivalency is requested
- A brief written justification for why the credit(s) should be accepted
- A list of all attached supporting materials, along with a short explanation of their relevance

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Review and Final Determination

Appeals are reviewed by the Transfer Credit Review Committee (TRC), which is chaired by the Transfer Credit Specialist (TCS) and includes the CAO along with faculty members who possess relevant subject-matter expertise. The committee will issue a response to the student within five (5) working days of receiving the appeal.

The TRC may request additional documentation before making a final decision. Once a final decision has been made, it will be communicated to the student via email. All decisions made by the TRC are final and not subject to further appeal.

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 Professional Certificate in Business Administration. This four (4)-module graduate program enables students to complete the remaining six (6) courses required to earn the RCU MBA.

Student Privacy and Confidentiality Policy

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

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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 the CAO, is grounds for disciplinary action, including dismissal from the University. Students seeking access to 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

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- 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.

Student Identity Verification

RCU is committed to ensuring the integrity and security of its academic programs by verifying the identity of all students throughout their academic journey. This policy outlines the procedures and technologies used by the institution to confirm that the individual enrolling in courses is the same person who participates in coursework, receives instruction, and earns academic credit.

This applies to all individuals applying for admission to RCU, as well as currently enrolled students participating in online coursework, assessments, and other academic activities until graduation, transfer, or formal withdrawal from the institution.

Initial Student Identity Verification (Admissions Stage)

RCU uses multiple methods to verify the identity of applicants at the time of admission.

These methods include:

A. Submission of Government-Issued Photo Identification
- All applicants are required to submit a clear, valid, and unexpired government-issued photo ID (e.g., passport, driver's license, national ID card).
- The ID must display the applicant's full name, photograph, and date of birth.
- The Program Manager and CAO are responsible for reviewing and cross-checking the submitted ID with the applicant's enrollment details.

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B. Submission of Official Academic Transcripts

- Applicants must submit official transcripts from prior institutions to verify academic background and student identity.
- The documents are reviewed for authenticity and consistency of the student's name and credentials.
- These transcripts may also be used to assess eligibility for transfer of credit where applicable.

C. Enrollment Agreement and Personal Information Verification

- Upon acceptance, applicants complete and submit an EA that includes their legal name, date of birth, and permanent address.
- These details must match the provided government-issued ID and are verified by admissions personnel as part of the identity confirmation process.

Ongoing Student Identity Verification (Onboarding & Enrollment Stage)

RCU maintains continuous identity verification through the following methods:

A. Secure Login and Authentication Protocols

- Each student is issued a unique login ID and password to access the university's Learning Management System (LMS).
- Login credentials must comply with strong password policies and are not to be shared under any circumstances.
- The university's IT Team monitors access logs for suspicious activity such as repeated login failures or irregular access patterns.

B. Proctored Examinations

- RCU employs online proctoring tools to monitor student assessments in four (4) selected courses: Business Innovation and Creativity, Human Resource Management, Finance for Managerial Decision Making and Capstone Project.
- Before starting an exam, students must present their government-issued ID for re-verification.
- Proctoring software uses real-time video monitoring, facial recognition, and screen recording to ensure academic integrity.

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Data Privacy and Compliance

RCU ensures that all student identity verification procedures uphold the highest standards of privacy and data protection:

- All processes comply with the Family Educational Rights and Privacy Act (FERPA) of 1974 and other relevant federal and state laws.
- Student personal data, including identification documents and academic records, is stored securely on cloud servers and the LMS.
- Access to this data is limited to authorized personnel only (CAO, Program Manager, Compliance Officer) and is protected by secure access protocols.

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:

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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 credit for 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.

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- 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.

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- 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.

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.

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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.

Similarity Index Guidelines

At RCU, all submitted academic work for the MBA program must maintain a similarity index of no more than 25% as determined by plagiarism detection software (e.g., Turnitin). The similarity index measures the percentage of text matching external sources, including properly cited material. Faculty will review reports to distinguish between legitimate citations and unattributed content.

If a submission exceeds the 25% threshold, students will be required to revise their work. This may involve correcting citations, rephrasing content, or removing unoriginal material. Repeated violations, or cases of serious plagiarism, may result in academic penalties, including grade reductions, probation, or dismissal from the program.

Student Guidelines

- Proper Citation: Students must follow the required citation style (e.g., APA) as directed by their program or faculty. If help is needed, they should seek guidance from the University Librarian.
- Original Work: All submissions must reflect the student's own analysis, synthesis, and expression, unless prior approval for collaboration or reuse has been granted.
- Plagiarism Detection: All written assignments, including the capstone project, will be reviewed using university-approved plagiarism detection software to ensure compliance with academic integrity standards.
- Responsibility: Students are accountable for understanding and following this policy. Lack of awareness will not be accepted as an excuse.

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To help avoid plagiarism:

- **Seek help when needed**: If you're unsure about whether a source needs citing or how to paraphrase, ask for help from the University Librarian (liza@rcu.education).
- **Act ethically**: Be honest in your academic work and always credit the ideas or words of others.
- **Review your work**: Before submitting, double-check your paper to make sure all sources are properly cited and the content is free from unintentional plagiarism. Using plagiarism detection tools available to students can help you catch any issues early.

Student 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 RCPU'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.

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- 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

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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.

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Probation, Suspensions, Academic and Non-Academic 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.

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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

RCU fosters an environment in which students are treated fairly and with respect. The university encourages students to express concerns or complaints without fear of retaliation and has established clear procedures to ensure that grievances are handled promptly, consistently, and confidentially.

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A. Informal Complaint Process

RCU encourages students to resolve concerns informally when possible. Informal complaints allow issues to be addressed quickly, directly, and without the need for escalation.

Steps to File an Informal Complaint

1. **Identify the Concern**

   The student should first identify the issue or concern related to academic (grading, teaching quality, etc.), discrimination, harassment, faculty, staff, students, or university procedures.

2. **Direct Communication**

   The student is encouraged to address the issue directly with the individual concerned (such as a faculty member, staff, or fellow student) through respectful and prompt communication.

3. **Reach Out for Support (If necessary)**

   If a student feels uncomfortable addressing the issue independently, they can seek help from the CAO, AF, or Program Manager, who can act as a mediator.

4. **Timeframe**

   Informal complaints should be initiated as soon as possible and ideally within ten (10) working days of the incident or concern.

5. **Documentation**

   Although informal complaints do not require formal documentation, it is advisable for students to maintain notes for their own reference should the situation require further escalation.

If a satisfactory resolution is not achieved informally, students are encouraged to proceed with the formal complaint process.

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B. Formal Complaint Process

If a student has a complaint, appeal, grievance, or dispute with RCU regarding procedures, decisions, or judgments that cannot be resolved through informal channels, a complaint related to academic (grading, teaching quality, etc.), discrimination, harassment, faculty, staff, students, or university procedures, the student has a right to seek a satisfactory resolution through the formal avenues of appeal and redress as follows:

Steps to File a Formal Complaint

Step 1: Notification

The student must notify the Complaints and Grievance Officer (CGO) by sending a written complaint via email no later than ten (10) working days after the occurrence.

Required Information

- Student's full name and contact information
- Date of the occurrence
- Name(s) of person(s) involved
- Detailed description of the issue
- Steps taken to resolve the matter informally (if applicable)
- Requested remedy or resolution
- Supporting documentation (e.g., emails, screenshots, communications)

CGO's Email: complaints@rcu.education

Response Timeline

The CGO will respond with a decision in writing within five (5) working days of receiving the complaint.

Step 2: Appeal to the CAO

If the remedy requested is denied, or if the student does not receive a response regarding the decision within five (5) working days after the notification of Step 1 has been sent, the student may appeal via

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email directly to the CAO within an additional ten (10) working day period.

The CAO, in collaboration with the CGO, will review the grievance and render a decision within five (5) working days of receipt of the student's appeal.

If the CAO is the subject of the complaint, the student should bypass Step 2 and submit the appeal directly to the CEO (as outlined in Step 3), who will assume full responsibility for the review process at this stage.

CAO's Email: shuhel@rcu.education

Failure to appeal within the ten (10) working day timeframe indicates that the student accepts the Step 1 decision as final and that the matter is closed.

Response Timeline

The CAO will respond with a decision in writing within five (5) working days of receiving the student's appeal.

Step 3 – Appeal to the CEO

If the remedy requested is denied or if the student does not receive a response regarding the decision within five (5) working days after the Step 2 notice has been sent, the student may appeal via email directly to the CEO within an additional ten (10) working day period.

The CEO, in consultation with the CGO and concerned individual(s), will conduct a final investigation and issue a final decision within five (5) working days of receipt of the student's appeal. The CEO's decision shall be final.

CEO's Email: bala@rcu.education

Failure to initiate a Step 3 appeal within ten (10) days indicates that the student accepts the Step 2 decision as final and that the matter is treated as resolved.

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Response Timeline

The CEO will respond with a decision in writing within five (5) working days of receiving the student's appeal.

Documentation and Tracking of Complaints

Retention of Records

The Academic Department will keep a comprehensive record (electronic copies) of official complaints for up to five (5) years after final disposition:

- The date of the complaint
- The student associated with the complaint
- Characteristics of the complaint
- The university official who dealt with the complaint and the steps taken to resolve it
- The final decision or resolution
- Any external actions that were taken by the complainant

Records of the conclusion of all formal complaints will also be maintained in the student's electronic file in a centralized database.

The CGO shall conduct an annual evaluation of complaints to identify any persistent tendencies and, if such patterns exist, to establish a method to resolve them.

Complaint Withdrawal

A student may withdraw a complaint at any point during the resolution process. To initiate a withdrawal, the student must submit a written notification via email to the CGO. Upon receipt, the complaint will be recorded as resolved and classified as withdrawn.

The CGO is responsible for informing all parties involved in the complaint. Withdrawal of a complaint does not preclude the CGO, in consultation with the CAO, from initiating corrective action if deemed

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necessary.

Notification to State Authorities

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.

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

Protection from Retaliation

RCU prohibits retaliation against any student who submits a complaint in good faith or participates in an investigation. The university is committed to maintaining a safe environment where students can freely raise concerns.

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Student Services

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.

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 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 (for example: marriage, divorce, 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.

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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.

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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 Scheduling 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.

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- Making quality or well-structured contributions to online discussion forums, engaging actively with both faculty members and peers.

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

Academic Credit Policy

Semester credit hours at Robert Cavelier University are equivalent to commonly accepted and traditionally defined units of academic measurement. Each course at Robert Cavelier 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
- Academic Research

The estimated time for all activities within a course is stated in the syllabus.

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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 CAO and must 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.

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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 Cumulative Grade Point Average (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.
- **I** (Incomplete Grade): Students may receive an Incomplete Grade ("I") in a course if extenuating circumstances (e.g., critical illness/injury, severe family emergency, incarceration) arise during the term that prevent the student from completing the final coursework or final examinations for the class. Documentation must be provided supporting the request for the Incomplete Grade. All requests for an Incomplete Grade must be submitted to and approved by the Chief Academic Officer (CAO). Any student receiving an "I" must complete the required coursework to receive a final grade in the course during the following term or by the date

specified by the faculty. If the incomplete coursework has not been completed by the end of the following term, or the date determined by the faculty, the grade of "I" will automatically be changed to the grade earned by the student. No credit will be awarded for missing assignments, coursework, or examinations, and the student's final grade in the course will be determined according to the grade structure set forth in the course syllabus. If the final grade is not of passing quality, the student will be required to retake the course at the student's expense. A course that is required to be repeated will count toward total credits attempted for the student's program.

Course Extensions

In the event of a personal or family emergency, students may request a course extension of up to seven calendar days. To do so, they must submit a written request to the Chief Academic Officer (CAO), clearly stating the reason for the extension and including any relevant supporting documentation. The CAO will review the request and decide whether to grant the extension. If approved, the student will have the duration of the extension to complete and submit all remaining coursework. A final grade will be assigned after the submitted work is evaluated or at the end of the extension period if the work is not completed. Only one extension is permitted per course.

Grade Reporting

Faculty will report final grades within 14 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 rest 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 the CAO 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 by the CAO, and the final grade will be reflected in the LMS.

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

Proctoring requirements

Robert Cavelier University's MBA program ensures the integrity of its assessments by utilizing online proctoring for designated exams. The Moodle Proctoring Pro platform monitors students through webcam and screen activity, using features like facial recognition and activity detection to prevent academic dishonesty. Students must verify their identity before starting the exam, set up their environment in a quiet, well-lit room, and ensure their technical setup meets the required specifications. Continuous monitoring is done throughout the exam to detect unauthorized actions. Technical support is available in case of issues. This system maintains fairness and transparency in assessments.

Failure to comply with the online proctoring requirements will result in immediate disqualification from the exam. In addition, students may face academic misconduct penalties, such as receiving a failing grade for the exam or course. These measures ensure that all students are held to the same high standards of integrity and fairness.

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Assignment and Assessment Structure

The RCU MBA program emphasizes a student-centric approach, blending academic rigor with practical applications. Assignments and assessments are designed to develop critical business skills, including strategic thinking, leadership, and adaptability to industry demands. Key components include:

Types of Assignments

- **Coursework Assignments**: These may include case studies, business reports, strategic analyses, and reflective essays that align with course learning objectives. Assignments focus on real-world business applications, such as marketing plans, financial analyses, or operational strategies.
- **Discussion Forums**: Online discussion boards encourage collaboration and critical thinking. Students are expected to engage with peers and faculty, contributing to discussions on course topics.
- **Capstone Project**: A significant component of the MBA program, the capstone project involves a consultancy-style project for a real or simulated client organization. This project integrates knowledge from multiple courses and demonstrates practical application.
- **Examinations/Quizzes**: Some courses include timed quizzes and proctored exams to assess theoretical knowledge. These are facilitated through RCU's learning management system (LMS).

Late Assessment Submission

RCU is committed to maintaining academic integrity and ensuring that all students have the opportunity to submit their work in a timely manner. To support both individual responsibility and fairness across all students, the following policy has been established for late submissions of assignments, quizzes, discussion forums, and proctored exams.

1. Late Submission Penalties for Assignments, Quizzes, Tests, and Exams

- **Within 7 Days After Due Date**: Any assignment, quiz, test, or exam submitted late, but within 7 days after the original due date, will incur a 10% penalty on the total points available for that assessment. The penalty will be applied to the total score of the submission.

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- **8 to 14 Days After Due Date:** Submissions made between 8 and 14 days after the due date will incur a 20% penalty on the total points available. Late submissions beyond 7 days will result in a higher deduction to reflect the increased delay.
- **15 or More Days After Due Date**: Assignments, quizzes, tests, and exams submitted 15 days or more after the due date will not be accepted under any circumstances. No credit or partial credit will be awarded for work submitted beyond this timeframe.

2. Late Submission of Discussion Forum

- Discussion Forum is an integral component of weekly participation and engagement. These activities are due by the end of the respective week and cannot be submitted late.

3. Special Circumstances

- If a student is unable to submit an assessment on time due to an extenuating circumstance (e.g., illness, family emergency), the student is encouraged to contact the faculty as soon as possible. The faculty may consider providing an extension or alternative arrangements, depending on the situation, but this must be approved before the due date.
- Students who anticipate needing accommodations for an assessment should communicate their needs to the faculty or the CAO ahead of time to ensure appropriate arrangements are made.

4. Responsibility for Managing Deadlines

- It is the student's responsibility to keep track of deadlines for all assessments. While the university will provide ample reminders and resources, students are encouraged to plan ahead and manage their time effectively to avoid late submissions.

Satisfactory Academic Progress

The Satisfactory Academic Progress (SAP) policy at RCU applies to all students enrolled in the MBA program. At each Progress Evaluation point, RCU will make sure the following criteria have been met:

- Grade Point Average (Qualitative): Grades from all RCU and transfer coursework will be used to determine cumulative grade point average (CGPA). All students must maintain a minimum

cumulative grade point average (CGPA)of 3.0 to be considered in academic good standing. All students are also required to achieve a CGPA of 3.0, which is consistent with their program requirements for graduation.

- Pace of Completion (Quantitative): Students must remain on track to complete their academic programs within the designated time frame. This progress is measured by the pace at which they complete the required coursework. To evaluate whether a student meets this standard, the total cumulative earned credit hours at RCU, along with any accepted transfer of credit hours, are calculated and divided by the total cumulative attempted credit hours, which includes both RCU and accepted transfer credits. To fulfill this requirement, students must complete at least sixty-seven percent (67%) of all coursework undertaken at RCU and any accepted transfer credits.

Description	Example Value
Total Earned Credit Hours at RCU	18
Accepted Transfer of Credit Hours	12
Total Cumulative Earned Credit Hours (RCU + Transfer of Credits)	30
Total Attempted Credit Hours (RCU + Transfer of Credits)	36
Completion Rate (%)	83.33%

Formula:

Completion Rate (%) = (Total Cumulative Earned Credit Hours ÷ Total Cumulative Attempted Credit Hours) × 100

- 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.

Students are given a maximum time frame of 150% of the published program length to complete their declared degree program. The RCU MBA program has a standard duration of twelve (12) months, with a maximum allowable completion time of eighteen (18) months.

MTF = Published Program Length (in months) × 150%

Published Program Length	12 months
MTF Calculation	12 × 150% = 18 months
Maximum Timeframe (MTF)	18 months

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 term (Eight Weeks), during which they will follow an academic improvement plan by the CAO 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 academic standing is demonstrated by students improving their Cumulative Grade Point Average (CGPA) toward the required minimum of 3.0 and by showing satisfactory progress toward completing the program within the maximum timeframe of 150%. The MBA program has a standard duration of twelve (12) months, and the maximum allowable timeframe for completion is eighteen (18) months.

Both components of progress toward good standing must be met for a student to qualify for a Continued Warning. In the event of failing to return a good academic standard, a Continued Warning notification will be sent via email in the following term. A continued warning will last for another term (eight weeks).
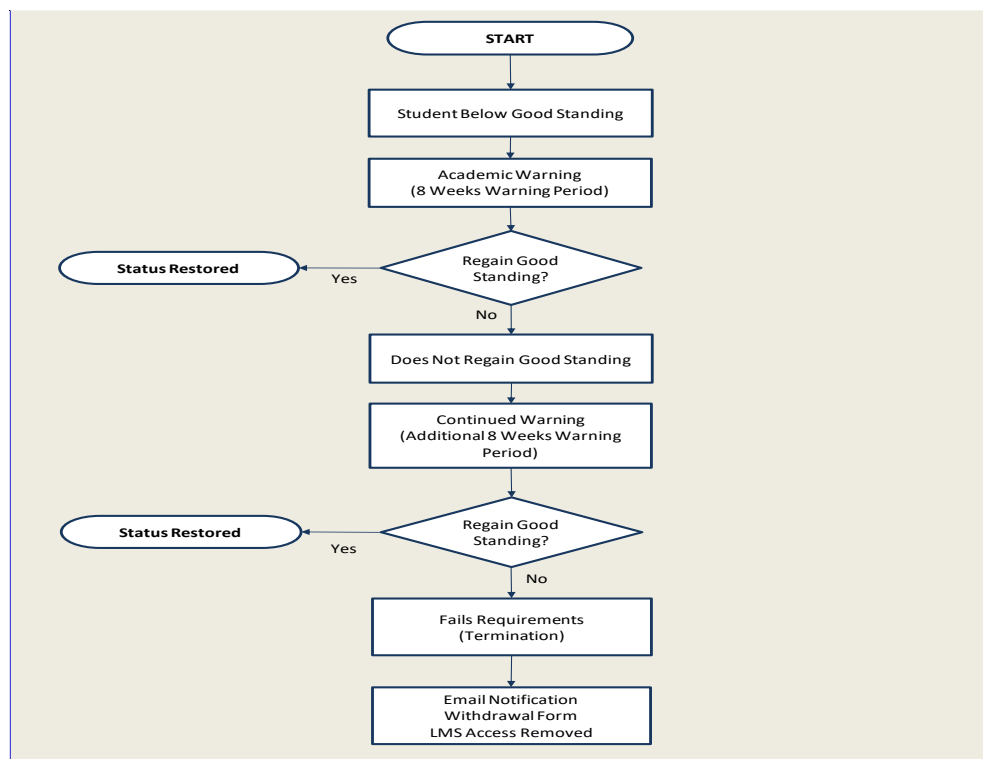
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Continued Warning

Students on Warning status who show progress but do not regain Good Standing may be granted one additional term, 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. A continued warning letter will be issued and emailed to the student.

Termination

Students who do not regain Good Standing by the end of the Warning period and are not eligible for Continued Warning, or who fail to regain Good Standing by the end of the Continued Warning period, will be terminated from RCU. Terminated students will receive an official notice of Academic Termination and a withdrawal form via email, and their access to the Learning Management System (LMS) will be revoked.

Academic Standing and Termination Process

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Appeals

Students wishing to appeal against the Academic Termination determination must do so in writing or by email within ten (10) working 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 five (5) working 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 term) through the next evaluation point. During this time, students will be provided with a comprehensive academic improvement plan by the CAO 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.

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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 3.0 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.

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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.

Description:

The Master of Business Administration (MBA) program equips students with essential skills in business innovation and creativity, economics, finance, marketing and capstone projects, 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.

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Program Learning Outcomes

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 business 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 nine (9) core courses, and one (1) Capstone Project as shown in the following diagram.

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	MBA COURSES	SEMESTER CREDIT HOURS
1	Strategic Management [MBA 610]	3
2	Marketing Management [MBA 620]	3
3	Cross-Cultural Management [MBA 630]	3
4	Finance for Managerial Decision Making [MBA 640]	3
5	Project Management [MBA 650]	3
6	Human Resource Management [MBA 660]	3
7	Business Innovation and Creativity [MBA 670]	3
8	Business Ethics and Corporate Governance [MBA 680]	3
9	Business Research Methodology [MBA 690]	3
10	Capstone Project [MBA 695]	3
	TOTAL CREDIT HOURS	**30**

Course Descriptions

Students must complete all ten (10) courses to earn the RCU MBA degree.

MBA 610 - 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 identify key resources and capabilities that can be leveraged to create a competitive advantage.

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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

MBA 620 - 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.

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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.

MBA 630 - 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.

MBA 640 - 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.
2. Apply capital budgeting decisions under both certainty and uncertainty.
3. Calculate and evaluate the value of derivatives and advise management.
4. Analyze how to optimize a company's working capital.
5. Examine the main motives and implications of mergers and acquisition.

MBA 650 - 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.

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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.

MBA 660 - 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 Multiculturism, Recruitment and Selection, Compensation and Benefits, Talent Retention and Motivation, Learning and Development, Occupational Safety and Health.

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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.
5. Originate compensation and benefits steps that are agreeable to employees.
6. Motivate employees to use available training and development opportunities.
7. Ensure the safety and health of employees in the workplace.

MBA 670 - 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.

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MBA 680 - 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.
3. Critically evaluate the key concepts relating to CSR.
4. Examine CSR opportunities, limitations and challenges its implementation places upon businesses and their employees and key stakeholders.
5. Demonstrate an understanding of the development of corporate governance to meet public concerns about the management of companies.

MBA 690 - 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.

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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.

MBA 695 - Capstone Project (3 credits)

The Capstone Research Project is a structured, staged research experience that enables MBA students to integrate theory with professional practice. Over twelve weeks, students will undertake a rigorous applied research process, including developing a research proposal, extensive literature review, research design, data collection and analysis, and formulating evidence-based conclusions and recommendations. Each project stage is designed to demonstrate mastery of program learning goals, particularly critical thinking, strategic analysis, ethical decision-making, and professional communication. Students will work independently, under faculty supervision, to deliver a comprehensive research report and oral presentation that contribute meaningfully to business management.

The Capstone Research Project represents the culmination of the academic and intellectual experience of Robert Cavelier University's MBA program. Students must integrate and apply the comprehensive knowledge, strategic thinking, and leadership skills developed throughout the program to a complex, real-world business challenge.

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Course Learning Outcomes

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

1. Formulate and justify a substantial, practice-oriented research question based on critical issues in contemporary business management.
2. Synthesize academic and practitioner literature to situate the problem within an appropriate theoretical framework.
3. Design and implement an applied research methodology, collecting primary and/or secondary data as appropriate.
4. Critically evaluate data and evidence using advanced analytical techniques.
5. Develop innovative, evidence-based solutions to business challenges, demonstrating ethical reasoning, sustainability considerations, and global awareness.
6. Communicate findings in a coherent, professional-quality research report and oral presentation to an academic and professional audience.

Financial Information

Tuition and Fees

Master of Business Administration (MBA)

Tuition and Other Fees	Amount (USD)
Tuition Fees for All Courses in the MBA Program	$5,400
Tuition (per 3 credit hour course)	$540/course
Textbooks, materials, and library fees	N/A*

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.

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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.
    - 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	$ 1350
2	4th Month	$ 1350
3	7th Month	$ 1350
4	10th Month	$ 1350

** The total tuition fee for the program **is USD 5400**.*

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

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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	
	1st Week	80%
	2nd Week	60%
8 Weeks	3rd Week	40%
	4th Week	20%
	5th Week	0%

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

Refund Calculation Example

Scenario 1

The refund amount for a student (who pays for the first installment of $ 1350 and withdraws from all courses of the MBA program during the 3rd week of the term) the calculation considers both the general installment and the tuition fees for the two courses. In this scenario, the student is eligible for a 40% refund of the $1080 tuition fee (representing the cost of the two courses). In addition to this, the student will receive a balance from the initial $1350 payment after the applicable portion of the tuition fee has been deducted. In this situation, the following calculation will apply:
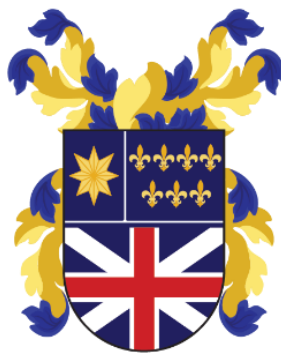
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RCU Retains	Amount (USD)
Tuition fee per term (2 courses @ $540 per course)	$1080
Portion of the tuition refund for the current course (Withdrawal in Week 3 of the 8-week term)	$432 (1080 x 0.4 =432)
Total Amount Paid for the First Term	$1350
Total Student Refund Amount for Two (2) Courses	$702
Total Retained by RCU for Two (2) Courses	$648

Scenario 2

The refund amount for a student (who pays the full tuition fee of $5400 and withdraws from all courses of the MBA program during the 3rd week of the term, the student would be eligible to receive a 40% refund of the term's tuition and a full refund of the tuition for the 2nd to 5th term (final term). In this situation, the following calculation will apply:

RCU Retains	Amount (USD)
Tuition fee per term (2 courses @ $540 per course)	$1080
Portion of the tuition refund for the current course (Withdrawal in Week 3 of 8-week term)	$432 (1080 x 0.4 =432)
Total Amount Paid	$5400
Total Student Refund Amount	$4752
Total Retained by RCU for the First Term (Two Courses)	$648

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.

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Addendum to the Academic Policies of Robert Cavelier University

Subject: Changes to Satisfactory Academic Progress, Assessment Components, and Late Submission Penalty

Effective Date: October 2025

This addendum serves to inform all students, faculty, and staff of important updates to the academic policies at Robert Cavelier University (RCU). These changes, which take effect in October 2025, aim to enhance academic performance standards, improve assessment transparency, and ensure a fair and consistent approach to late submission penalties.

1. Satisfactory Academic Progress (SAP) Policy Update
In order to promote academic success and ensure that students are meeting the expected standards, the following changes have been made to the Satisfactory Academic Progress (SAP) policy:

Previous Policy
Students were required to maintain a cumulative GPA of 2.5 to meet the minimum academic progress standards.

Updated Policy (Effective October 2025)
GPA Requirement: Students are now required to maintain a cumulative GPA of **3.0** for the MBA program.

2. Changes to Assessment Components
To align with modern educational practices and ensure fairness in assessment, RCU has made the following adjustments to the types and weight of assessments in various courses:

Previous Policy
Assessment methods typically included a combination of final assignment (70%), discussion forum (20%), and final quiz (10%).

Updated Policy (Effective October 2025)
Assessment methods typically included a combination of final assignment (50%), discussion forum (20%), presentation (20%), and final quiz (10%). This will be applicable for the courses of:

1) Business Ethics and Corporate Governance
2) Cross-Cultural Management
3) Marketing Management
4) Strategic Management
5) Project Management

3. Late Submission Penalty Update

To encourage timely submission of coursework and promote academic integrity, RCU has updated the penalty for late submissions of assignments:

Updated Policy (Effective October 2025)

1. Late Submission Penalties for Assignments, Quizzes, Tests, and Exams

- **Within 7 Days After Due Date**. Any assignment, quiz, test, or exam submitted late, but within 7 days after the original due date, will incur a 10% penalty on the total points available for that assessment. The penalty will be applied to the total score of the submission.
- **8 to 14 Days After Due Date.** Submissions made between 8 and 14 days after the due date will incur a 20% penalty on the total points available. Late submissions beyond 7 days will result in a higher deduction to reflect the increased delay.
- **15 or More Days After Due Date**. Assignments, quizzes, tests, and exams submitted 15 days or more after the due date will not be accepted under any circumstances. No credit or partial credit will be awarded for work submitted beyond this timeframe.

2. Late Submission of Discussion Forum

- Discussion Forum is an integral component of weekly participation and engagement. These activities are due by the end of the respective week and cannot be submitted late.

3. Special Circumstances

- If a student is unable to submit an assessment on time due to an extenuating circumstance (e.g., illness, family emergency), the student is encouraged to contact the faculty as soon as possible. The faculty may consider providing an extension or alternative arrangements, depending on the situation, but this must be approved before the due date.
- Students who anticipate needing accommodations for an assessment should communicate their needs to the faculty or the CAO ahead of time to ensure appropriate arrangements are made.

4. Responsibility for Managing Deadlines

- It is the student's responsibility to keep track of deadlines for all assessments. While the university will provide ample reminders and resources, students are encouraged to plan ahead and manage their time effectively to avoid late submissions.

5. Student Integrity and Academic Honesty

Updated Policy (Effective October 2025)

Similarity Index Guidelines

At RCU, all submitted academic work for the MBA program must maintain a similarity index of no more than 25% as determined by plagiarism detection software (e.g., Turnitin). The similarity index measures the percentage of text matching external sources, including properly cited material. Faculty will review reports to distinguish between legitimate citations and unattributed content.

If a submission exceeds the 25% threshold, students will be required to revise their work. This may involve correcting citations, rephrasing content, or removing unoriginal material. Repeated violations, or cases of serious plagiarism, may result in academic penalties, including grade reductions, probation, or dismissal from the program.

6. Implementation and Transition

These policy changes will be effective starting in **October 2025**. All students, faculty, and academic staff are expected to familiarize themselves with these updated guidelines.

For Students: It is strongly recommended that students review their program and course syllabi for any course-specific changes regarding assessments, deadlines, and grading.

Dr Md Shuhel Miah
Chief Academic Officer (CAO)
Robert Cavelier University