



School of Business
Catalog and Student Handbook
2024-2025

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Table of Contents

Contents

Welcome to Acacia University	4
About Us	5
Mission, Vision, Goals, and Objectives of Acacia University	6
Accreditation.....	8
Contact.....	9
University Governance	9
Faculty.....	10
Academic Calendar	11
Hours of Operation	12
Getting Started	12
Academic Resources and Practice	14
Degree Programs	15
Program of Study: Master of Business Administration – (MBA)	16
Program of Study: Doctor of Business Administration – (DBA).....	18
Admission Eligibility and Requirements	20
Satisfactory Academic Progress (SAP)	25
Academic Integrity.....	27
Grading Policy	29
Graduation Requirements	30
School/Course Enrollment Status.....	30

Student Services	32
Policy on Determining Credit Hours	34
Nondiscrimination Policy	36
Intellectual Property	37
Code of Conduct	38
Grievance Policy.....	39
Financial Information.....	41
Course Descriptions Master of Business Administration (MBA)	44
Course Descriptions Doctor of Business Administration (DBA).....	47
Final Thoughts.....	51

Welcome to Acacia University

Welcome from the Provost and Executive Vice President

Welcome to Acacia University, the worldwide value leader in professional distance education! We at Acacia offer top-quality programs for professionals in all walks of life, to build strength and skills for a more prosperous and fulfilling future.

We are delighted that you have chosen Acacia University to start or continue your higher education journey. At Acacia, we are committed to assisting you in achieving your advanced degree and improving your professional practice.

Please read our School of Business Catalog and Student Handbook carefully to understand your responsibilities and realize the benefits of our distance education program. Online communication with our professors and your peers will engage you and help you discover powerful and effective ways to improve the world of business and entrepreneurship. The Acacia learning community is here to help you realize your full potential and propel you into excellence.

On behalf of the Acacia University community, I welcome you to the Acacia family and wish you the absolute best in your educational and personal growth.

Sincerely,
Thomas J. Hochstettler, Ph.D.
Provost and Executive Vice President

Welcome from the Dean

As Dean of the School of Business at Acacia University, I am pleased to welcome you to our thriving, global business community. Whether you're advancing your professional skills, preparing for a new career, or pursuing an advanced business degree, you have indeed come to the right place. Welcome to Acacia!

Through our structured approach to interactive online learning, Acacia offers a wide range of opportunities for personal and professional growth, all accessible from your home or workplace at times that fit your schedule. Our business programs are designed to immerse you in both theory and practical application, with flexible options for rich engagement in real-world business concepts. Our courses typically require at least five sessions of active participation each week, giving you ample opportunity to apply strategies and knowledge under the expert guidance of your faculty mentor.

By enrolling at Acacia, you are joining a team of dedicated professionals from around the globe who are reshaping the landscape of business education. We are here to support you on your journey to achieve your highest potential in whichever business field you pursue. I wish you every success in your studies and future career.

Congratulations on choosing Acacia University!

Sincere regards,
Robert Machera, PhD
Dean of the School of Business

PLEASE NOTE: Although every effort has been made to assure the accuracy of the information in the Acacia University School of Business Catalog and Student Handbook, students and others who use the Handbook should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of government statutes, rules, and policies adopted by the Board of Directors of Acacia University or by the President or designee. More current or complete information may be obtained from the appropriate university administrator.

This Handbook is neither a contract nor an offer of a contract. The information this document contains was accurate when it was published and placed on the Internet. Fees, deadlines, academic requirements, courses, degree programs, academic policies, and other matters described in this Handbook may change without notice.

The Handbook is updated regularly and there is a new Handbook for each school year (Fall through Summer sessions). Each enrollee follows the degree program of study listed in the Handbook of the year of his/her enrollment. Announcements contained in published materials such as this Handbook are subject to change without notice and may not be regarded as binding obligations for the institution. Students are subject to the policies and provisions of the most recent Handbook; however, if the student maintains continuous enrollment, every effort will be made to ensure the continuity and consistency of his or her degree program. If a student does not maintain continuous enrollment, his or her degree program is subject to change in alignment with the most recent provisions in the Handbook.

About Us

Acacia University is recognized as a leader in online, research-driven learning environments. Acacia strongly emphasizes effective instructional strategies and actively fosters vibrant classroom learning communities, entirely within a remote learning environment. By integrating cutting-edge technology, Acacia enhances teaching effectiveness and improves student outcomes, reflecting its dedication to educational excellence.

Acacia University is a respected institution that offers accredited MBA and DBA programs with the highly rigorous accreditation of the Distance Education Accrediting Commission (DEAC), which is duly authorized by the U.S. Department of Education to review and validate the standards and operations of distance learning programs operating within the U.S. DEAC accreditation ensures that students receive a quality education that meets rigorous standards and prepares them for career success.

The launch of our MBA and DBA programs in 2025 underscores Acacia's unwavering commitment to fostering lifelong learning and supporting professional development within the international business landscape. Following our initial success with online education programs, we have launched our business degrees in response to learners eager to pursue advanced business degrees that enhance their career prospects and add meaning to their lives.

Mission, Vision, Goals, and Objectives of Acacia University

Acacia University's Mission

Our mission is to develop creative, innovative ideas amongst our learners, and deploy contemporary technology to develop relevant learning models that are scalable, accessible, and affordable, with a focus on developing ethical, principled world leaders who can change the world.

Acacia University's Vision

Acacia University's name reflects our belief of life-long learning. The symbol and name of the acacia as the "tree of knowledge," embodies our ongoing commitment to provide unparalleled standards and vehicles for learning. Acacia is committed to delivering educational programs of the highest quality through innovative forms of distance learning. Our vision is to empower people through access to high quality education that is affordable and flexible beyond boundaries.

Our values inform our engagement:

1. Innovation in Education

Acacia is committed to fostering creativity and the development of new ideas among learners, using cutting-edge technology to create relevant, scalable learning models.

2. Accessibility and Affordability

A dedication to making high-quality education accessible and affordable for a diverse range of students, ensuring that financial and geographical barriers do not hinder access to learning.

3. Ethical Leadership

Emphasis on developing principled, ethical leaders who are prepared to make positive changes in their communities and the world.

4. Life-Long Learning

Inspired by the "tree of knowledge," Acacia promotes life-long learning as a pathway to personal and professional growth, encouraging continual development and learning.

5. Excellence in Distance Learning

A commitment to providing exceptional quality in distance education, empowering learners through flexible, innovative, and rigorous online programs.

6. Global Impact

Focused on preparing leaders who can operate across cultures and contribute solutions to global challenges, aligning with Acacia's vision of empowering individuals worldwide.

Our goals inspire us:

1. Increase Enrollment through Strategic Partnerships

Build partnerships with businesses, government agencies, academic experts, consultants, and industry leaders to strengthen our programs, expand reach, and increase enrollment.

2. Enhance National Reputation for Excellence

We will strengthen our standing by consistently delivering graduates who excel in the workforce and reflect Acacia's commitment to quality and ethical standards.

3. Achieve Financial Stability and Growth

Implement strategic initiatives and manage resources effectively to support financial sustainability and ongoing institutional growth.

Our objectives draw us forward:

1. Provide Affordable Education

Offer quality educational opportunities at the most affordable cost to expand access.

2. Deliver Challenging, Attainable Courses

Design coursework that is rigorous yet accessible, maintaining high academic standards without overwhelming students.

3. Create an Engaging Learning Environment

Engage students through meaningful, stimulating learning activities that promote active participation and growth.

4. Foster a Collaborative Learning Community

Build a culture of inquiry and exploration, encouraging students and staff to question, explore, and deepen their understanding together.

5. Measure and Enhance Satisfaction

Conduct regular assessments of student, staff, and employer satisfaction to ensure continuous improvement and alignment with expectations.

This structure reinforces for all within our community Acacia University's strategic commitment to affordable, high-quality education in a supportive learning environment.

Acacia University's Culture

At Acacia University, we understand that affordability, convenience, flexibility, support, and learning communities are crucial elements that should never be compromised. Our graduates claim that we are unlike other universities in our care and support for students. Our professors are all trained to provide an environment that promotes an energetic and thoughtful learning culture.

Acacia University does not discriminate based on sex, race, color, age, national origin, religion, sexual orientation, disability, veteran status, gender identity, or other legally or policy-protected status in the university's services, educational programs, and activities, including but not limited to, admission to and employment by the university. As a federal contractor, the university is committed to affirmative action in employment for women, minorities, individuals with disabilities, and covered veterans.

Accreditation

Acacia University is accredited by the Distance Education Accrediting Commission (DEAC), based in Washington, D.C., which is entrusted by the Federal government with ensuring that high standards and quality controls are followed in the nation's distance education community. Founded in 1926, DEAC has established itself as the venerable standard bearer for distinction and value in distance education across America and around the world.

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

The Distance Education Accrediting Commission is charged by the United States Department of Education as a nationally recognized accrediting agency. DEAC initially received federal recognition in 1959 and has continually held recognition by the U.S. Department of Education ever since. Federal recognition aims to ensure that accreditors meet expectations for institutional and program participation in federal activities, such as federal financial aid programs. Currently, the federal recognition process is largely carried out by the National Advisory Committee for Institutional Quality and Integrity (NACIQI). The NACIQI provides recommendations to the U.S. Secretary of Education concerning whether accreditation standards are sufficiently rigorous and effective toward ensuring that a recognized accreditor is a reliable authority regarding the quality of the education provided by the institution it accredits. In 2012, NACIQI recommended to the Secretary of Education that DEAC receive recognition through 2017.

The Distance Education Accrediting Commission is a recognized member of the Council for Higher Education Accreditation (CHEA). CHEA is a private nonprofit national organization that coordinates accreditation activity in the United States. It carries forward a long tradition that recognition of accrediting organizations should be a key strategy to ensure quality, accountability, and improvement in higher education. Recognition by CHEA affirms that standards and processes of accrediting organizations are consistent with quality, improvement, and accountability expectations that CHEA has established. DEAC first received recognition by CHEA in 2001. It received its most recent grant of recognition from CHEA in 2013.

State Licensing

Acacia University filed with Arizona's Secretary of State to become Acacia University and applied for a degree-granting license to the State of Arizona in September 2007. Approval was granted on February 28, 2008. The AZ State Board address is:

Arizona State Board for Private Postsecondary Education
1740 W. Adams, Ste. 3008
Phoenix, AZ 85007
Direct Line (602) 542-5709
Fax (602) 542-1253

Website: <https://ppse.az.gov>

Contact

To reach the University, please contact the following parties: .

Admissions

The Office of Admissions

admissions@acacia.edu

General Inquiries

Office of the Registrar

information@acacia.edu

Student Affairs

Office of Student Affairs

studentaffairs@acacia.edu

Student Records

Office of the Registrar

records@acacia.edu

Technology

Office of Technology

technology@acacia.edu

University Governance

Acacia University, Inc. is a for-profit C corporation that is incorporated in the State of Arizona in the United States of America.

Board of Directors

Dr. Kem Hussain, Chairman, Senior Vice President for the International Regions, Cognia

Firoz Thairinil, Chief Executive Officer, Westford Education Group

Anil Ahluwalia, Executive Director - Academics, Westford Education Group

Samras Mayimi, Cofounder and Executive Director, Westford Education Group

Hanil Haridas, Co-founder and Executive Director, Westford Education Group

Mashrook Ali, Cofounder and Executive Director, Westford Education Group

Business Advisory Board

Dr. Bryce Adams

Dr. Kraig R. Kiehl

Vladimir Mamalyga

Dr. Charlene Walters
Dr. Thomas Hochstettler, ex officio
Dr. Robert Machera, ex officio

Faculty

Faculty Roles

Professors

All professors in the University have a recognized terminal degree in their respective fields, meeting the requirements for them to teach University curriculum, either at the Master's or Doctoral level. Each professor at Acacia is carefully selected for their ability to provide excellent instruction and academic leadership. Professors are assigned to and responsible for all taught courses in the University. They also supervise Doctoral Candidates, providing structured online supervision through ongoing support, communication, and meaningful feedback. Quality assurance derives from the professor's own training as well as from the use of well-established rubrics for assessing student performance. Professors have full authority to assess all elements of the course of study and to assign all final course grades.

Doctoral Candidates

Doctoral Candidates who have completed all 500-level courses of their program and successfully passed their comprehensive written or oral exams may serve as student assistants in courses where they have performed well. They may also be placed in a course to conduct research about their dissertation topic under the guidance and oversight of the professor.

School of Business Faculty

Ryan Buck, Ph.D. Public Policy, The New School
Subject Matter Expertise:

Pamela Felder-Small, Ph.D. Higher Education, University of Pennsylvania
Subject Matter Expertise:

Matthew Grinsell, Ed.D. Educational Leadership, Virginia Commonwealth University
Subject Matter Expertise:

Jennifer Hembree, Ed.D. Educational Leadership and Management, Capella University
Subject Matter Expertise:

Renaldo de Jager, PHD, The Da Vinci Institute
Subject Matter Expertise:

Ernest Kadembo, PhD- The Story-based Branding, University of Huddersfield
Subject Matter Expertise:

Robert Machera, PhD, NWU - Mafikeng Campus

Subject Matter Expertise:

James Martin, Ed.D. Curriculum and Teaching, Northcentral University

Subject Matter Expertise:

Toby McChesney, Ed.D. Higher Education Leadership, Nova Southeastern University

Subject Matter Expertise:

Lawson Naidoo, Doctorate in Business Administration (DBA) - Tshwane University of Technology (Business School)

Subject Matter Expertise:

Rekha Shewakramani, Doctor of Philosophy Human Resource Management IIS University, India

Subject Matter Expertise:

Academic Calendar

Courses begin on predetermined dates and last 8 weeks with the following exceptions:

- Master of Business Administration
BMB513: Master's Thesis – 16 weeks
- Doctor of Business Administration
BMB715D: Dissertation 1 (Proposal) – 16 weeks
BMB716D: Dissertation 2 (Defense) - 21 weeks

Start for each session are listed below.

Students may enroll and begin their program at Acacia University six times a year:

- Spring Session 1
- Spring Session 2
- Summer Session 1
- Summer Session 2
- Fall Session 1
- Fall Session 2

Academic Calendar 2025 and 2026

Term	Classes Begin	Classes End
Spring Session 1	January 5, 2025	March 1, 2025
Spring Session 2	March 2, 2025	April 26, 2025

Summer Session 1	May 4, 2025	June 28, 2025
Summer Session 2	June 29, 2025	August 23, 2025
Fall Session 1	August 31, 2025	October 25, 2025
Fall Session 2	October 26, 2025	December 20, 2025
Spring Session 1	January 4, 2026	February 28, 2026
Spring Session 2	March 1, 2026	April 25, 2026
Summer Session 1	May 3, 2026	June 27, 2026
Summer Session 2	June 28, 2026	August 22, 2026
Fall Session 1	August 30, 2026	October 24, 2026
Fall Session 2	October 25, 2026	December 19, 2026

Hours of Operation

Although our educational operations go on round the clock across our global community, general office hours at our home base in Phoenix, Arizona, are 8:00 am to 5:00 pm Mountain Standard Time, Monday through Friday. Students may communicate with university personnel at any time via the online course forums, email, and the help desk. Faculty members maintain scheduled hours of availability and are reachable for online discussions at posted times. The help desk is available for technical support. Help desk requests may be submitted at any time. We make every effort to respond to questions and requests for assistance within twenty-four hours.

Acacia University is closed on all U.S. federal and state holidays and on weekends. The offices will be closed on the following observed holidays:

- New Year's Eve and New Year's Day (December 31 and January 1)
- President's Day (the third Monday in February)
- Memorial Day (the last Monday of May)
- Independence Day - July 4
- Labor Day (the first Monday of September)
- Thanksgiving Day and the following Friday (the fourth Thursday and Friday in November)
- Christmas Day and the day prior and after (December 24, 25, and 26)

Getting Started

Study Suggestions

Every graduate student enrolled in the Business program at Acacia University, including those pursuing an MBA or DBA, will participate in the comprehensive Site Orientation. This essential orientation is designed to equip students for the rigors of online learning, fostering the skills necessary for academic success in a digital environment.

Throughout this orientation, students will gain valuable insights into leveraging technology and the internet effectively. Participants will receive instruction and hands-on practice in navigating the online course platform, engaging with various assignment formats, and understanding the grading framework that underpins academic performance. This course is strategically crafted to immerse students in the digital landscape of Acacia University's business programs, ensuring they feel confident and prepared.

Additionally, Professors and Program Advisors are committed to helping new enrollees clarify academic expectations. They provide personalized guidance and study recommendations tailored to each student's unique needs, empowering them to excel in their MBA or DBA journey. Prepare to embark on a transformative academic experience at Acacia University!

Course materials

Textbooks

Most Acacia courses require no textbooks. For those courses that do require a textbook, it is the responsibility of the student to purchase or rent the textbook before the start of the course (eTextbooks may have limited time access. Be sure to check the listing before you complete your transaction). Acacia does not sell or lease textbooks. Students may purchase or rent in any format (hardback, e-textbook, new, used, etc.) and from any source but must use the assigned edition. Current prices at the time of this handbook publication are listed below but are subject to change. The prices listed are from the publisher. However, students may purchase from any source.

Since courses are updated to meet changing standards, legislation, state requirements, etc., textbooks may change during the program's course.

Master of Business Administration

Course	Author(s)	Title/Edition	Print ISBN	E-Text ISBN/Cost
BMA501	Edward E. Lawler, John W. Boudreau, and Edward E., III Lawler	Global Trends in Human Resource Management: A Twenty-Year Analysis	9780804791298 \$110.00	9780804794558 \$45.00
BMA502	Francesca Masciarelli and Simona Leonelli	Sustainable Entrepreneurship 1 st ed.	9781800431508 \$57.27	9781800431478 \$47.99
BMA502	S. Anil Kumar and N. Suresh	Production and Operations Management 2 nd ed.	9788122421774 \$29.50	9788122424256 \$20.00

Prices listed were for new print or e-text editions as of 1 November 2024. Prices may vary over time.

Doctor of Business Administration

Course	Author/s	Title/Edition	Print ISBN/Cost	E-Text ISBN/Cost
BMB708D	Camm, J. D., Cochran, J. J., Fry, M. J., & Ohlmann, J. W	<i>Business Analytics</i> , 4 th ed.	9780357131787 \$254.78	9780357708385 \$59.99
BMB705D	Suzanne Farver	Pathways to Success	9781604271713 ProQuest	9781604278170 ProQuest
BMB709D	Quentin Langley	Business and the Culture of Ethics 1 st ed.	978195253823 ProQuest	9781952538230 ProQuest
BMB701D	Moffett, M. H., Stonehill, A. I., & Eiteman, D. K.	Fundamentals of Multinational Finance 6 th ed.	978-013442133 \$165.32	e-Text may be rented for \$10.00 per month

Prices listed were for new print or e-text editions as of November 1, 2024. Prices may vary over time.

Academic Resources and Practice

Online Library

Acacia offers students the use of ProQuest as our principal bibliographical resource at no cost. ProQuest is a collection of cross-searchable databases that includes multidisciplinary content containing theses and dissertations, eBooks, scholarly journals, government documents, historical, video, cultural archives, and newspaper archives.

Assessments, Essays, and Examinations

All assessments are administered electronically. Assessments are system-scored, and students can view their grades immediately upon submission or soon thereafter. There will be one comprehensive exam for DBA students before enrolling in BMB715D, Dissertation 1.

Assignments

There are many types of assignments used in Acacia courses. A few are described below:

- Lesson Assessments: Lesson Assessments are short essay-type questions. These assignments require one to three written paragraphs with careful professional thought, including insight and classroom application.
- Discussion Forums or Virtual Learning Community (VLC) activities: Discussion Forums are interactive forum-based assignments. These assignments represent interactive discussions among participants. Students must answer a question based on the lesson topic. Each student must then respond to two

of their classmates' original posts, offering insightful feedback, comments, suggestions, etc. Grades are given for the student's answer and their responses to classmates.

- Literature Reviews: Literature reviews are common assignments in graduate courses. They are designed to strengthen research skills while the individuals extend and deepen their knowledge on a specific topic related to the course.
 - Literature reviews have characteristics that enhance critical thinking skills and writing clarity. APA formatting is required.
- Comprehensive Final Course Project: a project requires that you collect information regarding a topic, analyze the information, apply the course content, and design a plan that you can use in your classroom. Projects allow you to demonstrate a high level of skill in applying the concepts of a course. Several projects are included in the courses.
- For doctoral students, a Comprehensive Exam is mandatory in order to enroll in course number BMB715D, Dissertation 1, the research course leading to the dissertation.

Rubrics

Each assignment has a specific rubric. The rubrics are set up to provide a detailed explanation of all expectations. All Professors use this tool to objectively score all assignments. Rubrics are found on the home page as well as each course page. Reviewing and using these rubrics while completing each assignment will help to ensure optimum points are earned.

Proctoring requirements

The Proctored exams are required to assure that the graduate student has personally fulfilled the degree requirements. A student's achievement will be assessed by an appropriate number of proctored examinations spaced throughout the program of study. All proctors are professors or administrators from Acacia University. These experts are responsible for devising effective strategies to conduct oral exams and assignments, for providing online presentation opportunities via an online platform, or for providing the guidelines for students to submit recorded videos as required in the respective courses. With their expertise and support, proctors play a crucial role in helping the University uphold its academic standards in confirming students' identity. To evaluate the student's performance, a combination of oral examinations and assignments is administered and specialized software is utilized to monitor the proctored assignments, ensuring academic integrity and fairness. Specialized software includes online tools for detecting AI and plagiarism as well as having students submit recordings and videos of their presentation and/or presenting via an online platform during the required professor/group meeting throughout the course of study.

Degree Programs

The Acacia University School of Business offers two degree programs:

1. Master of Business Administration (MBA)
2. Doctor of Business Administration (DBA)

Program Prerequisites

The prerequisites for the **MBA Degree** include the following qualifications or their equivalent:

- **Bachelor's Degree:** From an accredited institution in any field.
- **Work Experience:** Typically, 2-5 years of full-time professional experience, though some programs accept less.
- **English Proficiency:** Non-native speakers need scores from tests like TOEFL or IELTS.
- **Statement of Purpose/Essays:** Detailing career goals and reasons for pursuing an MBA.
- **Interview:** optional interviews may be conducted to assess fit and motivation.
- Each participant must have frequent and regular access to a computer with internet connectivity.
- The Introduction to Graduate Studies - orientation must be completed before starting the first course.

Specific requirements vary, so reviewing the admissions criteria for each program of interest is best.

The prerequisites for the **DBA degree** include the following or their equivalent:

- **Masters Degree:** From an accredited institution in any field.
- **Work Experience:** Typically, 2-5 years of full-time professional experience, though some programs accept less.
- **GMAT or GRE Scores:** Many top programs require competitive scores, though some offer waivers.
- **English Proficiency:** Non-native speakers need scores from tests like TOEFL or IELTS.
- **Letters of Recommendation:** Usually two, from professional or academic sources.
- **Statement of Purpose/Essays:** Detailing career goals and reasons for pursuing a DBA.
- **Interview:** optional interviews may be conducted to assess fit and motivation.
- Each participant must have frequent and regular access to a computer with internet connectivity.
- The Introduction to Graduate Studies - orientation must be completed before starting the first course.

Specific requirements vary, so please review the admissions criteria for each program of interest.

Program of Study: Master of Business Administration – (MBA)

Program Overview – MBA

The MBA program at Acacia University equips graduates with the essential skills and insights needed to excel in leadership roles across various professional settings. The curriculum emphasizes strategic planning, organizational effectiveness, and applied research, preparing graduates to make informed decisions that positively impact on their organizations and the broader business environment.

Upon completing the program, MBA graduates can communicate business management strategies clearly and persuasively, highlighting their relevance and implications in an ever-changing global market. They will be skilled in applying established leadership and management theories, frameworks, and models to various business contexts, enabling them to approach complex challenges with a strategic and analytical mindset.

Graduates will also demonstrate a strong ability to evaluate and navigate significant areas within business management, such as finance, marketing, operations, and human resources. This ensures that their understanding of theory and practice informs their decisions.

In an increasingly data-driven world, graduates will be adept at leveraging technology and data analytics to assess and solve complex problems, crafting innovative and practical solutions. They will also be proficient in using research methods to explore global business strategies and solutions, allowing them to contribute valuable insights to cross-cultural and international business environments. This emphasis on applied learning and problem-solving prepares graduates to drive positive change and succeed in leadership roles across various industries and sectors.

Program Learning Outcomes – MBA

The MBA prepares students to excel in taking on professional responsibility and leadership roles in their work environments. Graduates can effectively organize, plan, staff, and implement projects in diverse environments.

1. Effectively communicate business management strategies and their impact on the external environment in which businesses operate.
2. Apply leadership and management models, theories, and frameworks to the business domain.
3. Evaluate intellectually challenging and practically relevant functional areas in business management.
4. Analyze complex problems using technology, data, and strategic approaches.
5. Utilize applied research methods to explore global business approaches, strategies, and solutions.

The MBA is a 36-credit program designed for graduate-level students seeking the knowledge and skills to improve their careers. The MBA will provide opportunities for students to learn and develop skills and strategies in the areas of Operations Management, Human Resources, Marketing, Finance, Business Sustainability, and Business Analytics. Electives allow students to gain knowledge and skills in areas of their own preference.

The goal of the program is to develop talented business leaders who will learn and practice advanced skills and research-based strategies to provide active, positive, and effective leadership in their work environment.

Type	Code	Course Name	Course Credits
Core	BMA500	International Marketing Management	3
Core	BMA501	International Human Resource Management	3
Core	BMA502	Sustainability and Business	3
Core	BMA503	Operations and Project Management	3
Core	BMA504	Finance for Business Leaders	3
Elective	BMA505	Essentials of Business Analytics	3
Core	BMA506	Strategic Management and Leadership	3
Core	BMA507	Supply Chain and Logistics Management	3
Elective	BMA508	Accounting for Next-Generation Leaders	3
Core	BMA509	Socio-Economic and Legal Environment	3
Elective	BMA510	Strategic Leadership and HR Practices in Organizations	3
Elective	BMA511	Data Analytics in Business Processes	3
Capstone	BMA512	Research Methods	2
Capstone	BMA513	Master's Thesis	4

Program of Study: Doctor of Business Administration – (DBA)

Program Overview - DBA

The Doctor of Business Administration (DBA) program is an advanced degree designed for experienced professionals who wish to expand their leadership skills and significantly contribute to academia and industry. The program typically lasts three years and includes rigorous coursework and a research component, culminating in a doctoral dissertation. The program's focus on developing scholar practitioners is a unique feature that sets it apart from other postgraduate programs. The DBA program is aimed at individuals with extensive managerial or executive experience and covers core business disciplines such as strategy, leadership, and organizational behavior. Participants can also specialize in finance, marketing, or entrepreneurship.

The program is committed to developing scholar-practitioners who can engage with theoretical frameworks and apply this knowledge to design and implement innovative, research-based strategies. The academic rigor of the DBA program is unparalleled. Participants will delve into their fields' latest research, theories, and practices. They will also be able to conduct their research and contribute to the body of knowledge in their respective fields. The program fosters effective leadership in diverse professional settings, and its graduates are well-equipped to take on leadership roles in academia,

industry, and beyond. In conclusion, the DBA program is a rigorous program that equips experienced professionals with the skills and knowledge they need to make significant contributions to their fields.

The program's focus on developing scholar-practitioners sets it apart from other doctoral programs, and its graduates are well-prepared to take on leadership roles and positively impact academia, industry, and beyond.

Program Learning Outcomes - DBA

The DBA program equips students with interdisciplinary skills to analyze real-world business challenges. It emphasizes leadership, strategic planning, and effective communication to navigate complex environments and drive positive impact through informed decision-making and strategic leadership.

1. Apply comprehensive, integrated knowledge of core principles of business management, marketing, finance, and technology principles to analyze current real-world business challenges.
2. Conduct ethical, innovative, academic research to evaluate practical business performance, management, and organizational issues and situations.
3. Employ integrated knowledge of leadership, strategic planning, business management, ethics, and global trends to develop approaches that innovate practice and performance in business.
4. Communicate research findings, business analyses, evaluations, strategic plans, and proposals to advance global change in the profession.

The DBA is a 60-credit program designed for graduate-level students seeking the tools to exercise transformational leadership into their organizations and into the lives whom they encounter. The DBA transcends the basic skills to master the world of business and commerce. It provides a springboard for engagement that will bring benefit to a broad circle of influence. Holders of the Acacia DBA will have the emotional maturity and intellectual depth to make a profound and long-lasting contribution to the common good, whatever field they choose to enter.

The goal of the program is to foster dynamic leaders who will infuse their style and experience into their organizations, supporting learning process among direct reports and all employees.

COURSE NUMBER	COURSE TITLE	COURSE TYPE	TOTAL COURSE CREDIT/CLOCK HOURS
BMB700D	Organizational Management	Concentration	3
BMB701D	Global Economy and Finance	Concentration	3
BMB702D	Technology and Innovation Management	Concentration	3
BMB703D	Strategic Planning and Implementation	Concentration	3
BMB704D	International Marketing Management	Concentration	3
BMB705D	Business Sustainability Management	Concentration	3

BMB706D	Leadership Theory and Practice	Concentration	3
BMB707D	Designing Economic Business Strategies	Concentration	3
BMB708D	Business Analytics	Concentration	3
BMB709D	Corporate Ethics and Leadership	Concentration	3
BMB710D	Critical Thinking for Doctoral Research	Concentration	3
BMB711D	Supply Chain and Logistics Management	Concentration	3
BMB712D	Strategic Change Management	Concentration	3
BMB713D	Operations and Project Management	Concentration	3
BMB714D	Business Research Methods	Concentration	3
BMB715D	Dissertation 1 (Proposal)	Capstone	6
BMB716D	Dissertation 2 (Defense)	Capstone	9

Admission Eligibility and Requirements

Learners seeking admission to an Acacia University degree program must meet certain requirements:

Master of Business Administration:

1. **Successful completion of a baccalaureate degree from an accredited college or university** - The degree must be verified on original transcripts sent by the undergraduate institution directly to Acacia University.
2. **English language competency** - English language competency - Applicants whose first language is not English and do not have a degree from a university in which instruction is conducted in English must provide evidence of English proficiency. The following are accepted exams and minimum scores required for admission:
 - 60 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT)
 - 6.5 on the International English Language Test (IELTS)
 - 50 on the Pearson Test of English Academic Score Report
 - 100 on the Duolingo English Test
 - 55 on the 4-skill Michigan English Test (MET)
 - 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE)
 - 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE)
3. **Ongoing access to computer technology** – All Acacia University courses are presented online so each applicant must have a computer and internet access to participate.

Doctor of Business Administration:

1. **Successful completion of a baccalaureate and master's degree from an accredited college or university** - The degree must be verified on original transcripts sent by the undergraduate institution directly to Acacia University.

2. **English language competency** - English language competency - Applicants whose first language is not English and do not have a degree from a university in which instruction is conducted in English must provide evidence of English proficiency. The following are accepted exams and minimum scores required for admission:
 - 65 on the paper-delivered Test of English as a Foreign Language
 - (TOEFL PBT), or 80 on the Internet Based Test (iBT)
 - 6.5 on the International English Language Test (IELTS)
 - 58 on the Pearson Test of English Academic Score Report
 - 105 on the Duolingo English Test
 - 55 on the 4-skill Michigan English Test (MET)
 - 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE)
 - 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE)
3. **Ongoing access to computer technology** – All Acacia University courses are presented online so each applicant must have a computer and internet access to participate.

Provisional Admission

Provisional admission may be granted to an applicant who **does not meet** one or more of the admission criteria:

1. Transcripts for previous coursework were not received by Acacia University by the application deadline but otherwise meet the admission requirements
2. Language proficiency exam scores were not received by Acacia University by the application deadline, but otherwise meet the admission requirements

Provisional Admission stays in place for the first two courses. If the student earns less than a B in either of the first two courses or Acacia University does not receive all required application documents, the student will be administratively withdrawn.

Step 1: Application Process

- Complete the online application form
- Provide official transcripts for a completed undergraduate degree from an accredited university
- If applicable, submit the score received on the language proficiency exam

By mail: Acacia University
MBA Admissions Committee
7665 S. Research Drive
Tempe, AZ, 85284
By fax: (480) 428-6033
By email: admissions@acacia.edu

Enrollment Agreement

All students are required to electronically sign an enrollment agreement, which outlines the terms of the enrollment and financial obligations for the program.

Technology Requirements

Acacia University courses are online only. Students must have internet access and a valid email address.

We recommend the following hardware requirements:

- Intel P4 (minimum of 2 Ghz) or faster processor
- Minimum 512 MB RAM, 1GB or greater is recommended
- Minimum 20 GB of free hard disk space, 40 GB or greater is recommended
- Minimum of 56 Kbps or faster modem, Broadband (high-speed at 144 Kbps or faster), DSL, Cable, or better is recommended
- Color monitor, keyboard, mouse, and access to a printer

We require the following software applications for PC systems:

- Microsoft Windows (7 or above is recommended)
- Microsoft Office (Word, Excel, and PowerPoint) (2007 or above is recommended) or compatible alternative
- Internet Explorer, Google Chrome, Firefox, or Safari
- PDF reader
- Zoom

We require the following software applications for Mac systems:

- Mac OS (X or above is recommended)
- Microsoft Office (2008 or above is recommended) or compatible alternative
- Firefox or Safari
- PDF Reader
- Zoom

Transfer Credits

Acacia University recognizes the prior learning of admitted students by awarding credit for courses at the graduate level, completed at an accredited institution, and documented through official transcript when the credit is applicable to the student's degree program at this institution. Acacia University may award transfer credits not to exceed a maximum of fifteen (15) credits required for a master's degree program and a maximum of nine (9) credits required for a professional doctoral degree program through transfer credit. Credit awarded for experiential or equivalent learning cannot exceed 25 percent or nine (9) of the credits required for a master's degree. Courses accepted for transfer credit must be relevant to the program of study, equivalent in both content and degree level, and not more than ten years old.

Credits from another degree cannot be transferred or used for an additional degree at Acacia University.

The acceptance of transfer credits between institutions lies within the discretion of the receiving college or university. Credits earned at other institutions may or may not be accepted by Acacia University. Likewise, credits earned at Acacia University may or may not be accepted by another institution depending upon its own programs, policies, and regulations. Students planning to complete

credits for a graduate degree in another college, university, or graduate school are advised to contact the Admissions Office of such institution in advance of applying.

Accreditation of Prior Learning (APL)

This policy sets out the Accreditation of Prior Learning (APL) that is recognized by Acacia University (AU) and for which a student may apply for recognition in his/her application for a program offered by the University at a master's degree level. Recognition is normally in the form of credits that are awarded against a course(s) and means that a student is exempted from the study of that course(s). Such an exemption is referred to as Accreditation of Prior Learning (APL). APL exemptions will be awarded in recognition of a verified achievement of designated learning outcomes at a specified level. It is the achievement of that learning, or the outcomes of it, and not just the experience of the activities alone, that will be eligible for the exemptions based on APL policy.

Types of APL

APL recognizes and encompasses prior experiential learning (APEL) and prior certificated learning (APCL) as counting towards the completion of a program of study and associated requirements for accomplishing the course(s) within the program. Accreditation of Prior Certificated Learning (APCL) is a formal recognition of previously attained qualifications that have direct relevance to the program being applied for. Such accreditation involves 'credit-mapping', that is the matching of any relevant educational qualifications against a credit-bearing course(s) within a master's program being applied for. Such an accreditation requires the submission to AU with the certificates/transcripts and/or confirmed evidence of achievements of the learning outcomes at the master's level. This refers to learning for which a certificate has been awarded through a recognized educational institution. Submission of materials must occur prior to entry to the program, subject to final approval for any such exemptions being given by the AU APL Committee. Accreditation of Prior Experiential Learning (APEL) is the recognition of prior experience; that is, learning achieved outside education or training systems is assessed and, as appropriate, recognized for academic purposes. It is normally acknowledged and quantified through the submission of a portfolio that reflects the learning achievement and outcomes of the experience that has direct relevance to the program being applied for.

There are three basic principles for what can be accredited in terms of APEL:

- It must be of an appropriate standard, as determined by APL Committee.
- It must have been acquired or experienced within a period of 5 years or less duration, from the time of applying for such a program.
- It must cover learning outcomes of the program/ course(s) relevant for the purposes of accreditation.

This refers to learning gained through work, voluntary activities, or other life experiences. It is unlikely to be documented and would require the collection of evidence to substantiate the learning claimed; an example could be work related training experience.

Maximum Allowed Exemption

The maximum credit exemption that can be allowed in a master's program cannot exceed 50 percent of the credits required for the master's degree program through transfer credit. The credits exemptions for experiential learning cannot exceed 25 percent of the credits for a master's degree.

Mix of APEL and APCL

In certain cases, accreditation can cover both certificated learning and prior experience, subject to the normal maximum exemption limit set by AU as per provided DEAC guidelines, which can be a maximum of 75 percent exemption of credits required for a student who fulfils the maximum APEL and APCL criteria.

APL Committee

The APL Committee is responsible for reviewing all required documentation and ascertaining whether every document is complete, accurate, and up to date in relation to stated educational outcomes. The committee shall consist of three members: one subject area specialist, one university administrator, and one registrar. The subject specialist must have a degree that is one higher than the degree being sought. The administrator must have a doctorate degree. The degrees must be related to the degrees being considered. After review of all documentation and discussion, the committee will convene and via consensus will grant or not grant approval.

APL Approval

Any student applying for exemptions of course(s) on the basis of APL policy laid herein, whether APCL, and/or APEL, must complete the Accreditation of Prior Learning (APL) Application located in the Appendix at the end of this document. After completing, the form will be uploaded to the AU portal for further approval. The Acacia University APL Committee will provide the final decision of accreditation. The committee will meet on demand with a seven-day advance notice. Students who wish to apply for APEL or APCL should submit the following documents.

- Application to be filled along with the admission application.
- In case of APEL, the student must provide a portfolio which should contain the resume, organization chart, job description, achievement records, professional achievements, or any other relevant documents which the student feels would be helpful in demonstrating the learning of program outcomes.
- Work products (reports, minutes, emails, etc.) testimonies, projects, professional publications, learning logs/reflective accounts, videos, audio. Evidence of Continuing Professional Development (CPD) and non-accredited training courses.

Implication of APL on Program Fees

Where a student has applied for and been successful in being accredited for prior learning against the credits of a program, those APL credits will not carry a program fee cost. The student will only pay for the credits he/she actually studies in the program. However, an administration fee of \$25 per application will be charged for processing APCL and APEL applications.

Transcripts

Degrees must be verified on original transcripts. As the receiving institution, Acacia University determines the acceptance for transfer of any graduate credits from the other institution.

International applicants: applicants submitting transcripts from non-US institutions may be required to have their transcript evaluated by a [National Association of Credential Evaluation Services](#) (NACES) member agency.

Satisfactory Academic Progress (SAP)

This program does not allow students to work at their own pace. Students are expected to keep up with the posted course schedule of lessons and assignments. Course activities and assignments are graded on a weekly basis by professors. Rubrics are used for scoring all formative assignments and assessments. Other assignments and assessments are electronically scored with immediate feedback. Students can access their grades for assigned lesson material, discussions, assignments, and assessments for each lesson at any time during the course.

Faculty and program advisors monitor the progress of each student. If the student does not make satisfactory academic progress during a course (falls behind in assignments, has unsatisfactory attendance, or lacks course participation), the professor contacts the student to schedule an individual conference to assess needs.

If a student maintains a 3.0 GPA or higher, it is assumed that there is satisfactory academic progress. Should the GPA fall below 3.0, the Student Services Support Director will contact the student to schedule a conference. While Acacia University understands that students may have extenuating circumstances (e.g. medical emergencies) during a term, documentation may need to be provided and will be placed in the student record.

When the GPA is below 3.0 the student is placed on academic probation following that term and a note will be placed on the student record. The student will receive a warning that the GPA must be raised during the next two terms. Academic probation is permissible for only two terms, after which, the student will be dismissed from the university.

Master's Degree Programs

D and F grades are not acceptable in the master's program. Two C grades are acceptable if a GPA of 3.0 is maintained. If the GPA falls below 3.0, the student is placed on academic probation and the retake of a course must occur prior to registering for a new course.

Each course can be retaken only once. Retake courses are subject to the normal master's tuition rate.

Note: retake courses will be indicated with an "(R)" on transcripts.

Satisfactory academic progress in the master's program is monitored by faculty program advisors, who meet with advisees two times each academic year to discuss the pace of courses, grades, and academic progress.

Online participation, effort, and timeliness are reviewed and discussed with each student. Program goals and outcomes are reviewed and discussed so that the program advisor can determine student progress in the program. Notes of insufficiencies are recorded in the comments section of the student's records. Program advisors indicate areas of support needed and regularly check the transcript to monitor GPA. If a student maintains a 3.0 GPA or higher and has not expressed academic concerns, it is assumed that there is satisfactory academic progress.

Academic probation will not exceed two sessions. If, during the following two sessions, the student's grade average is still unsatisfactory, the student will be promptly notified by the Student Support Services Director of the recommendation for academic dismissal. At that time, the student may appeal by submitting a letter of grievance to the Student Support Services Director, who will convene an independent hearing to determine the status of SAP.

Quantitative Criteria

Students must earn at least a 3.0 GPA to meet program requirements. If two or more courses are taken simultaneously, no more than one course can receive a grade lower than a C. A GPA lower than a 3.0 will automatically initiate probationary status and require course retake. Students will maintain a program GPA of 3.0 (grade of B) or higher on a 4.0 grade scale.

Qualitative Criteria

Each course has a qualitative component based on timeliness, professionalism, progress, and effort based on a Participation and Effort Rubric that contributes 10% to their final course grade. Satisfactory progress (good standing) is maintained when master's students earn a program GPA of 3.0 (grade of B) or higher on a 4.0 grade scale. Students who do not maintain a 3.0 GPA will be placed on academic probation the following session and be required to repeat the course.

Doctoral Program

C, D, and F grades are not acceptable in the doctoral program. If a grade of C or lower is earned, the course must be retaken the next time it is offered and completed with a grade of B or higher. A retake of a course must occur prior to registering for a new course.

If two C or lower grades are earned, the student is placed on academic probation and both courses must be retaken with satisfactory grades earned before registering for another course in the program of study.

If a third grade of C or lower is earned in any future doctoral course (even if two prior courses are retaken and higher grades are earned), the student will be ineligible to continue in the doctoral program and will be officially dismissed for unsatisfactory academic progress.

Each course can be retaken only once. If a grade of B or higher is not achieved upon completion of a retake, the student will be officially dismissed for unsatisfactory academic progress. Retake courses are subject to the normal doctoral tuition rate.

Note: retake courses will be indicated with an "(R)" on transcripts.

Satisfactory academic progress in the doctoral program is monitored by faculty program advisors, who meet with advisees two times each academic year to discuss the pace of courses, grades, and academic progress.

Online participation, effort, and timeliness are reviewed and discussed with each student. Program goals and outcomes are reviewed and discussed so that the program advisor can determine student progress in the program. Notes of insufficiencies are recorded in the comments section of the student's records. Program advisors indicate areas of support needed and regularly check the transcript to monitor GPA. If a student maintains a 3.0 GPA or higher and has not expressed academic concerns, it is assumed that there is satisfactory academic progress.

Academic probation will not exceed two sessions. If, during the following two sessions, the student's grade average is still unsatisfactory, the student will be promptly notified by the Student Support Services Director of the recommendation for academic dismissal. At that time, the student may appeal by submitting a letter of grievance to the Student Support Services Director, who will convene an independent hearing to determine the status of SAP.

Quantitative Criteria

Students must earn at least a B grade in each course taken to meet program requirements. If two or more courses are taken simultaneously, no more than one course can receive a grade lower than a B. A grade lower than a B will automatically initiate probationary status and require course retake. Students will maintain a program GPA of 3.0 (grade of B) or higher on a 4.0 grade scale.

Qualitative Criteria

Each course has a qualitative component based on timeliness, professionalism, progress, and effort based on a Participation and Effort Rubric that contributes 10% to their final course grade. Satisfactory progress (good standing) is maintained when doctoral students earn a program GPA of 3.0 (grade of B) or higher on a 4.0 grade scale. Students who do not earn at least a B in every course during an academic session will be placed on academic probation the following session and be required to repeat the course.

Academic Integrity

Cheating

Cheating includes any conduct that involves unauthorized use of written or oral information, electronic or mechanical devices, generative AI tools, or other aids to complete a test, examination, or assignment. Examples of cheating include the following:

- Buying or selling information related to a test or examination
- Unauthorized collaboration with another person
- Submitting the same work for multiple assignments
- Plagiarism (See Plagiarism Section)
- Unauthorized use of Artificial Intelligence

When you use any text generated by AI tools such as ChatGPT-3, it is essential to ensure that it is properly documented and credited. You can do this by including a citation that mentions the name of the tool, the date of your query, and the source of the material. For instance, you can use the following citation format: "Chat-GPT 3. (YYYY, Month DD of query). "Text of your query." Generated using OpenAI. <https://chat.openai.com/>" If you use any other tools to generate the material, you should follow a similar citation convention. Failure to acknowledge the use of AI models will be penalized as plagiarism and cheating. Please note that AI models tend to include incorrect information, fake citations, and inaccurate outputs. You are responsible for any inaccurate, biased, offensive, or otherwise unethical content submitted regardless of whether it originally comes from you or an AI model.

Students must author and create all work themselves. Originality and authenticity are two key academic integrity principles expected from Acacia University students. Coursework should not be created by someone or something else. Professors will be using AI detectors such as the following:

- <https://copyleaks.com/ai-content-detector>
- <https://gptzero.me>
- <https://writer.com/ai-content-detector>

A student suspected of cheating will receive notification from his/her Professor citing the evidence used to document the offense. A copy of the notification will also be submitted to the Program Advisor and Provost. A student has 48 hours to respond in writing to the Professor regarding the allegation.

Professors will apply consequences to the student assignment and/or course grades according to suggested guidelines which can range from resubmitting an assignment for half points possible to failing the course.

If it is determined that cheating has occurred, the student will not receive full credit for that assignment. If cheating reoccurs, the student will not earn credit for that course. A third incident of cheating will result in expulsion or suspension from Acacia University.

Plagiarism

Plagiarism is a serious offense. Acacia University uses current technology to identify possible instances of plagiarism by comparing student submissions against internet sites, academic journals, and previously submitted student assignments. Submissions that are flagged as possible plagiarism are reviewed by the Professor to verify if plagiarism occurred and what action needs to be taken.

If it is determined by the Professor that plagiarism by a student has occurred, the student will not receive full credit for that assignment. If plagiarism reoccurs, the student will not earn credit for that course. A third incident of detected plagiarism will result in expulsion or suspension from Acacia University.

The expectation is that the work you submit will be your own and not that of others. Copying others' work without giving them credit is called plagiarism and is a serious offense in the US. Copyright laws protect the ideas of authors from being copied without citing the reference. This includes any work that is written or recorded in any way. Books, magazines, and online articles are protected in this way.

There are three ways that plagiarism can exist in an online course. The first is answering a question by copying directly from the content text. It is appropriate to reference a statement or section from the content, but the reference has to be stated in your words and not just copied from the text. This demonstrates your understanding. Phrases such as “according to the text” or “as found in section ____” can be used to present the idea, but the explanation has to be in your words.

The second is copying from other students. For example, one of the other students in your course may submit a discussion forum post to be reviewed. If you read the post and then write a post that is almost identical, that is plagiarism.

The most common way plagiarism occurs in online courses is by using the ideas from resources (books, articles, websites, etc.) and not providing citations for them. The citation can be for a section that uses the ideas of others or can be for an exact quote that is shown in quotation marks with proper APA citation.

Finally, copying complete sections or articles from other sources is plagiarism because you are presenting it as your work. Even if cited, this is not appropriate. Use notes from articles and include the ideas in your own words. This will allow you to demonstrate your understanding of the sources you have researched.

Grading Policy

Acacia University uses the following system of course grading:

Grading: (No rounding)

A = 92% - 100%

B = 84% - 91.99%

C = 76% - 83.99%

D = 65% - 75.99%

F = 64.99% or lower

Incomplete – Incomplete (INC) grades are granted on an individualized basis. During a course term, if a student has an extenuating or personal circumstance that prohibits him/her from completing the course within the posted schedule, special arrangements to complete the work must be made with the professor. If a student does not complete the assigned course work within the agreed upon schedule, the course grade will be converted from INC to the grade earned as of the scheduled deadline. Grades of “D” or “Failing” do not earn credits that apply toward a graduate degree and require a retake of the course.

Grade Point Average

Grades are calculated in terms of a 4-point grade system:

A = 4.0 points

B = 3.0 points

C = 2.0 points

D = 1.0 points

F = 0.0 points

A student may earn as many as two grades of "C" but must balance the grades with at least two grades of "A" to achieve the minimum required grade average. A student must achieve a minimum of a 3.0 cumulative grade point average (GPA) to graduate with the graduate degree.

Academic Probation

When the student's cumulative grade point average falls below 3.0, academic probation occurs. A letter from the Student Support Services Director will inform the student of academic probation. A student on academic probation has two terms to raise the GPA to 3.0 or higher by retaking courses bearing inadequate grades.

In the event a course is retaken, the original grade is replaced by the subsequent course grade and will be indicated with an "(R)" on transcripts. Academic dismissal/expulsion from the university will follow if the GPA is not raised to 3.0 within the following two terms. The cost for retaking a course is determined by the current tuition schedule.

Graduation Requirements

To be eligible for graduation, students must do the following:

1. Complete all program of study requirements.
2. Have a minimum cumulative GPA of 3.0.
3. Complete the program of study within four (4) years after completing the first course. The graduate school may grant an extension of one year.
4. Meet all the requirements listed in the Acacia University Handbook at the time of enrollment or when changing the program of study.
5. Fulfill all financial obligations to Acacia University prior to graduation.
6. For DBA – a comprehensive exam is mandatory
7. Completion of all capstone courses, Thesis or Dissertation 1 and 2

School/Course Enrollment Status

Withdrawal from the University

University withdrawal is cancelling your enrollment for all courses and leaving the University altogether. If you decide to formally withdraw from the University, you must drop all courses and provide notice, in any manner, to the Office of Student Affairs (studentaffairs@acacia.edu) to update your academic status. Simply dropping courses or non-attendance does not constitute an official withdrawal. This notice MUST be followed by a written confirmation within 30 days. The confirmation is to indicate the last date of attendance and be signed and dated by the student.

If a student does not return from an authorized leave of absence (LOA), they will be withdrawn from the university. The withdrawal date will be the date the student was scheduled to return from the LOA and failed to do so.

Course withdrawal

A student may withdraw from a course by notifying the professor and contacting the Office of Student Affairs (studentaffairs@acacia.edu), in any manner, stating your request to withdraw from the course, the course number, and reason for withdrawing.

A course withdrawal will be recorded as a “W” on the student’s transcript. If more than 50% of the course is completed, the student cannot withdraw and will receive the grade earned regardless of attendance from that point.

Unless there are extenuating circumstances, no student may withdraw from the same course more than once.

The official course withdrawal date will be the date the student submits the course withdrawal request to the Office of Student Affairs.

Course Extension Policy

A student may request a two-week extension no later than the end date of a course (excluding doctoral Capstone courses), if he/she will not be able to successfully complete all course requirements on time. Extensions are reviewed and approved or denied at the professor’s discretion. Extensions may be granted in cases where the student has made acceptable progress in the course but has experienced an extenuating circumstance that will prohibit successful completion of the course on the scheduled end date. Acceptable progress is defined as:

- the student has actively participated in course activities up to the point of the extenuating circumstance
- the student is current with all assignment submissions
- the student has earned a grade of at least 76% for the work up to that point

Extensions are not granted for lack of participation or failure to submit work on time by the student. Documentation of the extenuating circumstance will be required for every course extension request.

Extensions are limited to a maximum of two weeks, one extension per course. The student is responsible for contacting the course professor to request the extension and provide documentation to validate the reason for the extension request by the course's scheduled end date. Professors will not ask for specific documents. It is the responsibility of the student to provide documentation that a reasonable person would consider sufficient to explain the reason for the extension request. However, faculty can request follow-up information related to the completeness and validity of documentation for the extenuating circumstance. The professor reserves the right to approve an extension or not, based on the student’s effort in the course.

Leave of Absence

Students may request a leave of absence (LOA) for up to two years. A leave of absence may be granted to students who face military obligations, long-term health concerns, a serious family emergency, extenuating job circumstances, or critical life circumstances that prevent them from being able to take courses for an extended period of time. To request a Leave of Absence, submit the following information to the Office of Student Affairs (studentaffairs@acacia.edu):

- Full name
- Explanation of situation
- Last course completed
- Date the LOA will begin (or began) and date of expected return (if student does not return at expected date and does not submit a request for an extension of LOA, the student will be withdrawn from the university and will be required to apply for readmission)

If a student does not return from an authorized leave of absence, they will be withdrawn from the university. The withdrawal date will be the date the student was scheduled to return from the LOA and failed to do so.

Inactive Status

In the event the student fails to enroll for any course for two consecutive terms, excluding summer, he/she will be placed on inactive status. To return to active status, submit the following information to the Office of Student Affairs (studentaffairs@acacia.edu):

- Full name (as on current student records)
- Date/term to return

Returning students will be billed the \$25.00 reactivation fee prior to enrollment. If an inactive student chooses not to return to active status during the following term period, the graduate school will initiate the process of withdrawal.

Student Services

Student/Program Advising

While the student is responsible for his/her academic decisions and education, Acacia provides support and advising throughout the program. Program Advisors are assigned upon enrollment based on his/her chosen degree program.

Program Advisors will assist with the following:

- Clarifying student responsibilities to his/her academic plans
- Planning program of study to meet individual needs
- Providing academic motivation and goal-setting
- Arranging for support with specific non-academic issues (study habits, time management, etc.)
- Referring to other appropriate University resources
- Intervening and assisting students identified as at-risk
- Communicating to the proper department any concerns that the student may experience
- Registering for courses each term

Any questions or concerns related to the above should be directed to your assigned Program Advisor.

Professors will assist with the following:

- Lead and review the learner work that is posted
- Ask questions about the work to expand learner thinking about the topics
- Provide examples and suggestions about how to use strategies in real-life situations
- Use rubrics to grade learners' work and provide specific feedback on the work
- Encourage learners to strive for a high level of quality in what they do
- Encourage learners in the analysis of their work and that of other students
- Help develop learners' analysis skills

In order to assist students most effectively, it is the student's responsibility to immediately communicate needs and/or concerns to the appropriate professor, program advisor, or Acacia academic administrator for a timely resolution.

Student Records

Student records, including courses taken, course grades, current GPA, earned credits, disciplinary status, financial status, etc., are available on the university student information system. Only the student and university administration have access to an individual's student records. Each student has a unique login and password to the student information system where they can enroll in courses and access their student records.

Transcript Requests

Students may order official transcripts from their profile page on the student information system. There is a \$10 fee for each official transcript ordered. (*Note: students on financial lock cannot order official transcripts.*)

Forums

Course forums are located on each course page. These forums are used by the professor to share pertinent information regarding the progress of the course. Another purpose of the course forums is to allow students to post questions they may have regarding particular assignments. It is expected that students check the course forums each time they access the course to ensure access to all information that has been shared by the professor and other participants.

Library Services

Acacia University provides students free access to ProQuest. ProQuest is a collection of cross-searchable databases that includes multidisciplinary content containing theses and dissertations, eBooks, scholarly journals, government documents, historical, video, and cultural archives, and newspaper archives.

Resources

Other online resources include e-books, articles, lesson examples, and rubrics. Internet links to resources supporting course content are included in the course content and/or the Resource section.

Policy on Determining Credit Hours

Credit hours shall be equivalent to the commonly accepted and traditionally defined units of academic measurement in accredited institutions. Academic degree or academic credit-bearing distance learning courses are measured by the learning outcomes normally achieved through 45 hours of student work for one credit. This formula is typically referred to as a Carnegie unit and is used by the American Council on Education in its Credit Recommendation Evaluative Criteria.

One credit hour is 15 hours of academic engagement and 30 hours of preparation.

Student work includes direct or indirect faculty instruction. Academic engagement may include, but not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group that is assigned by the institution; contributing to an academic online discussion; initiating contact with a faculty member to ask a question about the academic subject studied in the course and laboratory work, externship or internship. Preparation is typically homework, such as reading and study time, and completing assignments and projects. Therefore, a 3 credit hour course would require 135 hours (45 hours of academic engagement and 90 hours of preparation).

Graduate students are expected to spend, on average, from three to four hours per week online performing lesson reading and assignments. A minimum of four sessions online per week is required. A student should not miss more than two consecutive days of being online. Offline study, projects, research, and other course related activities are expected to take from six to nine hours of additional time per week. Our courses are designed to meet credit/clock hour standards of 135 hours per 16 week course. This equates to about 8.5 hours per week in meeting course responsibilities. In an 8-week session, 135 hours equates to about 17 hours of course study online and offline per week.

Our electronic system records time and frequency online and surveys report on time spent by students on projects, assignments, reading, and both online and offline study. These reports are used by faculty to assist students who are showing signs of struggle to offer suggestions in time management and express the importance of the time required to be a successful graduate student. Faculty monitor the time spent by the length and difficulty of assignments, outside research needed, field experience, or case studies required, and evaluating student reflections and comments about the time needed to be successful in the program.

Student Identity Verification Policy

Acacia University has established, and will periodically evaluate, its process to confirm that a person who is enrolling in the university is the person who is completing the enrollment form, that a student taking an examination is the student who registered to take the examination, and that the student who is registered for an online course is the same student who participates in, completes, and receives

credit for the course. To authenticate identities, Acacia University will use one or more of the following methods for verification:

- Safeguards such as unique usernames and passwords are used to help ensure authentication. Secure transmission is used to prevent access of others. If, at any time, the student feels that their login information has been compromised, they may request a password change.
- Frequent and personal communication between the professor and each student responding to the required postings, assignments, and activities. This communication helps the professor monitor consistent patterns of responses and performance.
- Upload a profile photo to establish identity to the professors and their classmates. Video conferencing is used, as needed, throughout the program and also serves to validate and verify authenticity of the person participating in the program.

Student Privacy Policy (FERPA)

Acacia University will not disclose your personal information, except as required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Acacia University; (b) protect and defend the rights or property of Acacia University; or, (c) act under exigent circumstances to protect the personal safety of users of Acacia University, its websites, or the public.

Under the Federal Family Educational Rights and Privacy Act of 1974 a student's academic and financial files at Acacia University will not be released to any third party without the written consent of the Learner.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring; or Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, or newspaper article) is left to the discretion of each school.

Nondiscrimination Policy

Acacia University is in compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and section 504, Rehabilitation Act of 1973. The institution does not discriminate on the basis of race, color, religion, sex, or national origin in its activities, programs, or employment policies, in accordance with Federal, State, and local laws.

Disabilities

Acacia University complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students with disabilities. In compliance with federal and state regulations, Acacia University will provide reasonable accommodations or services to qualified students with disabilities.

Acacia will deem a request for accommodation or services reasonable if the request:

- Is based on documented individual needs
- Does not compromise essential requirements of a course or program
- Does not impose a financial or administrative burden upon the University beyond that which is deemed reasonable and customary
- Is within the scope of the University's control

Acacia defines a qualified student as one whom, with or without reasonable accommodations, is able to perform the essential functions of program or course requirements. The essential requirements of an academic course or program do not need modification to accommodate an individual with a disability.

Final responsibility for selection of the most appropriate accommodation rests with the Student Affairs Office of Acacia University and is determined on a case-by-case basis, dependent upon the nature of the disability of a student. A student seeking accommodations or services is encouraged to email studentaffairs@acacia.edu to discuss potential academic accommodations or services and begin the review process. The University, in consultation with the student, will determine the accommodation.

Student responsibility includes:

- Follow the accommodation procedure outlined above
- Identify the disability to the staff and/or faculty of the University
- Provide and incur expense for current appropriate documentation, from a qualified medical or other licensed professional, of the disability and the accommodation or service needed
- Provide a signed medical opinion stating that with the reasonably requested accommodation or service, the student would be physically and/or mentally able to perform the essential functions of program or course requirements
- Request specific accommodations or services

If a student identifies a disability that may prevent him/her from completing a degree program or seeking employment in a field for which the degree program is designed to prepare him/her, the University will take all information into consideration, including medical or professional documentation, when determining whether and what type of an accommodation will be made.

Intellectual Property

It is the policy of Acacia University that any course materials prepared by faculty, staff, or students which may be eligible for copyright protection in the United States or elsewhere shall be considered property of Acacia University. All rights, titles, and interest in the copyright of such work are waived. This also includes the waiving of all moral rights relating to the work developed or produced, including, and without limitation, any and all rights of identification of authorship and any and all rights of approval, restriction or limitation on use of subsequent modifications.

The Website and its entire content, features and functionality (including but not limited to all information, software, text, displays, images, video and audio, and the design, selection and arrangement thereof), are owned by Acacia, its licensors or other providers of such material and are protected by United States and international copyright, trademark, patent, trade secret and other intellectual property or proprietary rights laws. Acacia does not claim ownership of Copyrights owned by third parties. These Terms of Use permit you to use the Website for your personal, non-commercial use only.

The Acacia name and our trademarks, service marks, and logos and all related names, logos, product and service names, designs and slogans are trademarks of Acacia or its affiliates or licensors. You must not use such marks without the prior written permission of Acacia. All other names, logos, product and service names, designs and slogans on this Website are the trademarks of their respective owners.

Copyright

It is the policy of Acacia University to comply with copyright law. If you believe your copyrighted work is being infringed on an Acacia University site (acacia.edu, courses.acacia.edu), please notify the University.

Contact Information

Email: information@acacia.edu

Phone: (480) 428-6034

Fax: (480) 428-6033

Mail: Acacia University

7665 S. Research Drive

Tempe, AZ 85284-1812

In notifying us of the alleged copyright infringement, please be sure to include the following information:

- a description of the copyrighted work that is the subject of the claimed infringement;
- a description of the infringing material and information sufficient to permit Acacia University to locate the material;
- contact information, including your address, telephone number and/or email address;
- a statement by you that you have a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, or its agent, or the law;
- a statement by you, signed under penalty of perjury, that the information in the notification is accurate and that you have the authority to enforce the copyrights that are claimed to be infringed; and
- a physical or electronic signature of the copyright owner or a person authorized to act on its behalf.

Failure to include all of the above-listed information may result in a delay of the processing of your complaint. Acacia University will terminate the online privileges of users who infringe the copyright of others.

Code of Conduct

All students at Acacia University are expected to be honorable and observe standards of conduct appropriate to a community of scholars. The graduate school promotes, as part of its mission and purpose, the development of graduates of strong character and responsibility. Self-discipline is extremely important in participating and completing the online courses.

Members of the Acacia University community are expected to conduct themselves professionally, and refrain from acts of misconduct including but not limited to the following:

- Dishonesty, cheating, plagiarism, misrepresentation or furnishing false information, forgery, or misuse of academic or administrative materials.
- Actions, oral statements, and written statements which threaten or violate the personal safety of any member of the faculty, staff, or other students.

- Failure to respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner
- Obstruction or disruption of teaching or other components of the academic process, administration, or University activity.
- Failure to maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, on discussion boards, and other postings in courses.
- Failure to comply with published University policies.
- Failure to respect the integrity of the University's communication systems, intellectual property, and information systems
- Sharing student credentials, including online login information, with any person other than Acacia University Technical Support.

Grievance Policy

While Acacia University endeavors to maintain a congenial and responsive atmosphere for its students conducive with its educational purposes, it recognizes that from time to time, misunderstandings and disagreements may arise during the course of a student's enrollment. In response to this situation, Acacia University has established procedures to resolve problems and ensure fair adjudication of student rights.

Informal Procedures

Initially, disagreements, complaints, misunderstandings, and grievances can be resolved by the University by using informal discussion, exchanges, persuasion, and other informal procedures. It is the intent of this policy to maximize these informal procedures so long as such measures prove effective.

The formal procedure provisions of this policy should be set in motion only when the informal procedures prove to be or manifestly will be ineffective. It is expected that the great majority of cases will continue to be handled in accordance with informal procedures.

Complaint

If a student feels that he or she has been treated unfairly or unjustly by an employee, online mentor, or professor with regard to an academic process such as grading, testing, or assignments, the student must submit a written statement of the grievance, including the allegation; all relevant names and dates, a brief description of the actions forming the basis of the complaint; and copies of any available documents or materials that support the allegations, to the Office of Student Affairs (studentaffairs@acacia.edu), who is the final authority on all academic matters.

If a student has a grievance on the basis of race, color, gender, religion, age, marital status, national origin, physical disability, veteran's status, any other basis prohibited by applicable US federal, state, or local laws or any other matter, the student must submit a written statement, including the

allegation; all relevant names and dates, a brief description of the actions forming the basis of the complaint; and copies of any available documents or materials that support the allegations, to the Office of Student Affairs (studentaffairs@acacia.edu). The student's grievance will be assessed within 30 days.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

The State Board address is:

1740 W. Adams, Ste. 3008

Phoenix, AZ 85007

Direct Line (602) 542-5709

Fax (602) 542-1253

Website: <https://ppse.az.gov/resources/complaint-forms>

Students who are or were students of Acacia University and who believe that the school, or anyone representing the school, has acted unlawfully, have the right to file a complaint with the accrediting commission:

Distance Education Accrediting Commission (DEAC)

1101 17th Street NW, Suite 808

Washington, DC 20036

Website: www.deac.org

DEAC has an "Online Complaint System" that enables individuals to file a complaint directly from the DEAC website. The complaint form may be found at www.deac.org (select "Contact Us" and select the link in the left-hand column). All complaints should be submitted using this form. For those who cannot access the Internet, written complaints will be accepted provided they include the complainant's name and contact information and a release from the complainant(s) authorizing the Commission to forward a copy of the complaint, including identification of the complainant(s) to the institution. Where circumstances warrant, the complainant may remain anonymous to the institution, but all identifying information must be given to DEAC.

Written complaints must contain the following: the basis of any allegation of noncompliance with DEAC standards and policies; all relevant names and dates and a brief description of the actions forming the basis of the complaint; copies of any available documents or materials that support the allegations; a release authorizing the Commission to forward a copy of the complaint, including identification of the complaint(s) to the institution. In cases of anonymous complaints or where the complainant requests for his/her name to be kept confidential, the Commission considers how to proceed and whether the anonymous complaint sets forth reasonable and credible information that an institution may be in violation of the Commission's standards and whether the complainant's identity is not necessary to investigate.

Financial Information

Tuition

Acacia University is committed to offering very affordable tuition while maintaining a high-quality academic experience.

Tuition for all master's level courses is \$138.88 per credit.

Tuition for all doctoral level courses is \$166.66 per credit.

Fees

Application Fee (one-time) \$75

Graduation Fee (one-time) \$100

Official Transcript Fee \$10

Late Fee (On Monthly Payments) \$25

Reactivation Fee \$25

Returned Check Fee \$20

Total Program Costs

Program	Credits	Total Tuition	Required Fees	Total Cost
Master of Business Administration	36	\$4,999.68	Registration Fee: \$75 Graduation Fee: \$100 Textbook – current price (see Textbooks and Materials section)	\$5,174.68 +textbooks
Doctor of Business Administration	60	\$9,999.60	Registration Fee: \$75 Graduation Fee: \$100 Textbook – current price (see Textbooks and Materials section)	\$10,174.60 +textbooks

Interest-Free Tuition Payment Plan

Acacia University offers students the flexibility to pay tuition on a per-course basis within their program. Additionally, students have the option to split the course fee into installments. However, they must complete all payments for the enrolled course before the course concludes.

Payment Policies

Tuition and fees are payable at the time of enrollment for each course.

Students may pay by check, money order, wire transfer, or credit card (Visa, MasterCard, American Express, and Discover). International students must pay with U.S. currency. Students whose employers will be invoiced for tuition shall submit a billing authorization form prior to the second week of class in lieu of course payment.

Past Due Obligations

Students will not receive official grade reports, transcripts, or be awarded a degree until all financial obligations have been met. Students who have outstanding financial obligations to Acacia University will not be permitted to enroll in future courses unless special arrangements have been approved through the Finance Office.

Cancellation, Withdrawal, and Refund Policy

Denial of Admission

An applicant denied admission by the school is entitled to a refund of all monies paid.

Five-Day Cancellation

An applicant who provides notice of cancellation in any manner, within five days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days after receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations

An applicant requesting cancellation in any manner, more than five days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the application fee of \$75.

Acacia University provides additional consideration for students that have had extenuating circumstances, such as illness, accident, death in family, being called to active military service, or other circumstances beyond the student's control.

University Withdrawal

University withdrawal is cancelling your enrollment for all courses and leaving the University altogether. If you decide to formally withdraw from the University, you must drop all courses and provide notice, in any manner, to the Office of Student Affairs (studentaffairs@acacia.edu) to update your academic status. Simply dropping courses or non-attendance does not constitute an official withdrawal. This notice MUST be followed by a written confirmation within 30 days. The confirmation is to indicate the last date of attendance and be signed and dated by the student.

If a student does not return from an authorized leave of absence (LOA), they will be withdrawn from the university. The withdrawal date will be the date the student was scheduled to return from the LOA and failed to do so.

Course Withdrawal

A student may withdraw from a course by notifying the professor and contacting the Office of Student Affairs (studentaffairs@acacia.edu), in any manner, stating your request to withdraw from the course, the course number, and reason for withdrawing.

A course withdrawal will be recorded as a “W” on the student’s transcript. If more than 50% of the course is completed, the student cannot withdraw and will receive the grade earned regardless of attendance from that point.

The official course withdrawal date will be the date the student submits the course withdrawal request to the Office of Student Affairs.

Tuition refund after the start of classes

Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed. Refunds are subject to the time-based refund schedule below:

Length of Course	Percentage of Tuition Returned to the Student, Minus the Application Fee, AFTER	
8 weeks	1 st week	80%
	2 nd week	60%
	3 rd week	40%
	4 th week	20%
	5 th week	0%
Length of Course	Percentage of Tuition Returned to the Student, Minus the Application Fee, AFTER	
16 weeks	1 st week	80%
	2 nd week	70%
	3 rd week	60%
	4 th week	50%
	5 th week	40%
	6 th week	30%
	7 th week	20%
	8 th week	10%
	9 th week	0%

For example, for an 8-week, 3-credit course at Acacia University:

Cost per credit: USD 138.88

Total course fee for 3 credits: USD 416.64

One-time application fee: USD 75

Students can choose to pay this total amount in two installments:

First installment of USD 208.32, due at the beginning of the course. Second installment of USD 283.32, due after 4 weeks (in the second month of the course).

This installment plan ensures that the course and application fees are fully paid by the end of the course duration. This installment plan is interest-free for students, allowing them to spread the cost of their course and application fees over two payments without any additional charges.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school handbook), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

HOLDER IN DUE COURSE STATEMENT: “Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds thereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule Effective 5/14/76.)”

Course Descriptions Master of Business Administration (MBA)

BMA500 International Marketing Management

Prerequisite/s: None

Credits: 3

Course Length: 8 weeks

International Marketing Management (IMM) equips students with essential knowledge and skills to navigate the complexities of global marketing. This course examines international marketing strategies and practices, focusing on the challenges and opportunities that organizations face in various markets. Key topics covered include global market research, cultural dynamics, market entry strategies, and the debate over product adaptation versus standardization. The curriculum also explores international pricing, distribution channels, and global marketing communication. Furthermore, it looks at the impact of globalization, digital transformation, and ethical considerations on the development of international marketing strategies.

By engaging with real-world case studies and addressing contemporary issues, students will enhance their critical analytical skills, enabling them to design and implement effective global marketing strategies.

BMA501 International Human Resource Management

Prerequisite/s: None

Credits: 3

Course Length: 8 weeks

This course explores the principles, practices, and challenges of managing human resources in a global context. Students will learn about the cultural, legal, and strategic aspects of international human resources management, equipping them to navigate the complexities of a diverse workforce effectively. Additionally, the course will cover topics such as immigration, expatriation, repatriation, and cross-cultural competencies.

BMA502 Sustainability and Business

Prerequisite/s: None

Credits: 3

Course Length: 8 weeks

This course explores the principles, challenges, and practices that drive sustainability in business, emphasizing strategies for achieving long-term economic, social, and environmental success. Students will examine the critical role of leadership in fostering sustainable business practices, focusing on corporate social responsibility and the United Nations Sustainable Development Goals (UN SDGs). Topics include the foundations of sustainability, industry-specific sustainability approaches, stakeholder engagement, strategic planning, and sustainability reporting. Through case studies and applied projects, students will gain the tools to effectively integrate sustainable practices into business strategies.

BMA503 Operations and Project Management

Prerequisite/s: None

Credits: 3

Course Length: 8 weeks

This course effectively combines Operations Management and Project Management principles, providing students with essential skills to navigate business operations and project execution. Participants will explore core concepts, strategic importance, and ethical considerations in Operations Management, focusing on process optimization, facility layout, and supply chain management to enhance efficiency.

In the Project Management section, students will learn about project lifecycles, methodologies, and the integration of projects within the operational framework. The course emphasizes aligning operations and project management objectives for a holistic approach to business excellence. Upon completion, participants will possess a versatile skill set to lead successful initiatives at the intersection of both fields.

BMA504 Finance for Business Leaders

Prerequisite/s: None

Credits: 3

Course Length: 8 weeks

This course offers a thorough overview of the role of finance in business leadership, emphasizing the responsibilities of financial management and their influence on organizational success. Key topics covered include analysis of income statements and balance sheets, cash flow management techniques, the time value of money, investment evaluation, and strategic planning. Participants will examine capital structure, the balance between debt and equity, and how to align financial strategies with long-term business objectives.

BMA505 Essentials of Business Analytics

Prerequisite/s: None

Credits: 3

Course Length: 8 weeks

This course examines the dynamic world of business analytics and provides a basic understanding of foundational concepts supporting the pivotal role of data analytics in shaping strategic decisions within organizations. Beyond these foundational elements, the curriculum addresses topics such as analytics lifecycle management, emphasizing the end-to-end process from data collection to deployment. The course also examines the role of managers in cultivating environments that embrace analytics, while exploring contemporary trends and processes in the ever-evolving landscape of analytics practices.

BMA506 Strategic Management and Leadership

Prerequisite/s: None

Credits: 3

Course Length: 8 weeks

This course will introduce the student to the various elements of strategic management and leadership, based on best-practice models of corporate leadership. The course will focus on distinguishing true leadership from management per se, highlighting the experiential and intellectual qualities that distinguish the former from the latter. The student will be introduced to a variety of roles, theories, and functions of effective leadership in leading organizations to successful outcomes. This is an applied course, and students will have opportunity to examine real-world examples of strategic leadership, both within the various levels of organizational governance as well as at the C-suite and board levels, within the local, regional, and global environments.

BMA507 Supply Chain and Logistics Management

Prerequisite/s: None

Credits: 3

Course Length: 8 weeks

This course provides students with a fundamental understanding of the concepts, principles, and strategies associated with supply chain and logistics management across industries and global markets. Students will analyze how materials, information, and finances flow within a supply chain while developing strategies to mitigate and manage disruptions. Practical exercises will provide a comprehensive understanding of the components of the supply chain with an emphasis on technology, sustainability, performance metrics, and stakeholder relationship management.

BMA508 Accounting for Next-Generation leaders

Prerequisite/s: None

Credits: 3

Course Length: 8 weeks

This dynamic and forward-thinking course, "Accounting for Next-Generation Leaders," is designed to empower emerging leaders with the essential financial knowledge and strategic insights needed to navigate the complexities of the modern business landscape. Tailored for the next generation of decision-makers, this course goes beyond traditional accounting concepts to address the evolving challenges and opportunities in today's global business environment.

BMA509 Socio-Economic and Legal Environment

Prerequisite/s: None

Credits: 3

Course Length: 8 weeks

This course provides an in-depth exploration of the ways in which socioeconomic factors and the legal landscape shape business practices. Students will delve into the complexities of societal inequalities, examining how these disparities affect access to resources and opportunities. Additionally, the course will analyze various legal frameworks and their implications for business strategies and ethical considerations. By studying real-world examples from both developing and developed countries, participants will develop a comprehensive understanding of the challenges and advantages businesses face in diverse environments. This knowledge will equip students with the tools to make informed decisions and promote ethical practices within the global marketplace.

BMA510 Strategic Leadership and HR Practices in Organizations

Prerequisite/s: None

Credits: 3

Course Length: 8 weeks

This course provides students with the knowledge and skills to excel in the field of human resource management and strategic leadership. Students will develop a fundamental understanding of human resource practices in the twenty-first century from talent acquisition to employee engagement and

performance management. The course will also address trends and technologies for leaders responsible for human resource management, strategy planning, and strategy execution. The major project will expose students to the role of strategic leadership in developing a human resource transformation plan for an organization.

BMA511 Data Analytics in Business Processes

Prerequisite/s: None

Credits: 3

Course Length: 8 weeks

This course focuses on how data analytics can improve organizational business processes by exploring its practical applications in human resources, operations, sales and marketing, and accounting and finance. Students will analyze data analytics to improve workforce management, performance evaluation, and recruitment strategies within human resources. They will examine how analytics optimize operational processes in industries that produce and sell products, enabling better efficiency and decision-making. The course also covers the application of analytics in sales and marketing, such as enhancing customer engagement, refining marketing strategies, and increasing sales performance. Additionally, students will evaluate how data analytics supports financial and accounting activities, including budgeting, forecasting, and risk management.

BMA512 Research Methods

Prerequisite/s: 30 credits

Credits: 2

Course Length: 8 weeks

This course introduces Business students to scientific research from a methodological and epistemological perspective. Students will learn to formulate research questions, develop theoretical frameworks, and explore key data collection methodologies and analysis techniques. The course also covers the best practices for structuring and communicating research findings, offering a clear and systematic approach to conducting research.

BMA513 Master's Thesis

Prerequisite/s: BMB512

Credits: 4

Course Length: 8 weeks

This course assists master's students in the final stages of developing their master's thesis. Building on the foundational knowledge gained in the research methods course (BMA512), it focuses on expanding and applying previously conducted research, refining the existing thesis outline, and drafting, editing, and finalizing the manuscript. Under the close supervision of their thesis advisor, students will demonstrate their mastery of original research and their ability to present research findings clearly and articulately in their master's thesis. This course is offered on a Pass/Fail basis only.

Course Descriptions Doctor of Business Administration (DBA)

BMB700D Organizational Management

Prerequisite/s: None

Credits: 3

Course Length: 8 Weeks

Understanding the strategies and implications of managing people, performance, and organizational processes. This course investigates the role of human resource practices and their impact on employee performance. With an emphasis on the function of control, it also examines managerial strategies for creating and implementing processes designed to align with business objectives and improve efficiency and effectiveness in organizations. It also examines technology and process management in organizations experiencing restructuring.

BMB701D Global Economy and Finance

Prerequisite/s: None

Credits: 3

Course Length: 8 Weeks

This course provides a thorough exploration of the intricate financial dimensions inherent in the real world of international finance and business. Students will learn to examine the relationship between exchange rates and international trade, including the effects of exchange rate fluctuations on imports, exports, trade balances, and multinational firms' risk management methods. They will also utilize integrated knowledge to analyze effective risk management methods for firms functioning in volatile global marketplaces.

BMB702D Technology and Innovation Management

Prerequisite/s: None

Credits: 3

Course Length: 8 Weeks

This interdisciplinary course examines the key factors, strategies, and tools for developing, implementing, and managing technology and innovation in the dynamic business environment. Students will gain an understanding of the alignment between technology and business as well as leveraging technology for a competitive edge. The course also explores the role of leaders and technology catalysts for innovation within organizations.

BMB703D Strategic Planning and Implementation

Prerequisite/s: None

Credits: 3

Course Length: 8 Weeks

This course examines the key factors and practices involved in developing and implementing effective organizational strategic plans. Students will gain an understanding of the importance of the mission and vision statements as well as the environmental analysis. The course also explores best practices for setting goals and creating strategies. Students will examine the process for strategic planning and develop a comprehensive strategic plan with an implementation chart.

BMB704D International Marketing Management

Prerequisite/s: None

Credits: 3

Course Length: 8 Weeks

This course provides a comprehensive overview of the fundamental principles, strategies, and trends in marketing products and services internationally. It addresses the changing nature of marketing in a digital world and the dynamics of managing marketing activities across diverse cultures, regulatory environments, and economic systems. Students will explore how to expand product lines and brands in international markets. Real-world cases will provide an applied understanding of international marketing management.

BMB705D Business Sustainability Management

Prerequisite/s: None

Credits: 3

Course Length: 8 Weeks

This course addresses building a case for sustainability and implementing practices to improve the well-being of an organization for future generations. Students will explore best practices in sustainable business practices to promote economic prosperity, social well-being, and environmental stewardship. Among the topics addressed are frameworks and models of sustainability, stakeholder engagement, corporate social responsibility, and sustainable supply chain management.

BMB706D Leadership Theory and Practice

Prerequisite/s: None

Credits: 3

Course Length: 8 Weeks

This course presents an overview of leadership history, theories, and best practices derived from the evolution of leadership/management thought (1900 to the present) It compares and contrasts varying leadership theories and how they apply to today's global environment as a contingent/context-specific process emphasizing the relationships found between leaders, followers, and the organization. Students study the leader's role within an organization, the process of leadership, motivation, and how followers respond to effective/ineffective leadership. Students explore the reasons for organizational failure and will undergo a self-assessment through the creation of a development plan.

BMB707D Designing Economic Business Strategies

Prerequisite/s: None

Credits: 3

Course Length: 8 Weeks

This course provides an understanding of approaches, tools, and methods in theory and practice for developing sound economic business strategies. The course includes key tools for creating, refining, and optimizing strategy while considering horizontal and vertical integration and boundaries. The course addresses competition within an industry and competitive advantage. Students will learn methods and tools for economic business strategies, such as value chain analysis, and five forces analysis to apply in the profession.

BMB708D Business Analytics

Prerequisite/s: None

Credits: 3

Course Length: 8 Weeks

This course provides an overview of basic concepts, tools, and techniques on business analytics. The focus will be on how various analytical techniques can be used to analyze and understand business issues in areas such as marketing, finance, and management, and how to use data to make decisions more strategically.

BMB709D Corporate Ethics and Leadership

Prerequisite/s: None

Credits: 3

Course Length: 8 Weeks

This course prepares students to recognize and address the wide range of ethical challenges within a corporate setting. Using real-world examples and case studies, students will develop knowledge and cultivate leadership skills for creating a culture of accountability, trust, and ethical behavior for an organization. The course also examines the role of the leader in managing corporate social responsibility and contributing to organizational success.

BMB710D Critical Thinking for Doctoral Research

Prerequisite/s: None

Credits: 3

Course Length: 8 Weeks

This course provides an overview of the research process and basic statistical analysis with a focus on critical thinking and how to use it to enhance the effectiveness of the design of research studies, the selection of appropriate data analysis techniques, and the interpretation of the results of various data analyses. Students will analyze and critique different types of research studies and develop a comprehensive plan for a research study in their area of interest.

BMB711D Supply Chain and Logistics Management

Prerequisite/s: None

Credits: 3

Course Length: 8 Weeks

This course presents an overview of the supply chain, logistics, and key sub-system interaction in the processes. The course examines the challenges of working on global and digitally enabled processes. Students study supply chain roles within an enterprise, the required coordination between processes and IT systems, the organization, the governance, and the KPIs required for effective management.

BMB712D Strategic Change Management

Prerequisite/s: None

Credits: 3

Course Length: 8 Weeks

This course provides a comprehensive understanding of the key factors, frameworks, processes, and best practices to effectively navigate and lead organizational transformation. The course examines the concepts, theories, and processes for strategically examining, implementing, and managing change within organizations. Students will learn how to analyze the need for change, establish goals, develop and implement strategic change initiatives, manage resistance, and monitor the process. A focus on fostering an adaptive culture and adjusting to dynamic environments is emphasized.

BMB713D Operations and Project Management

Prerequisite/s: None

Credits: 3

Course Length: 8 Weeks

Operations managers are accountable for the effective implementation of strategies as well as for the tactical execution of the business activities of the organization, leading to the achievement of financial, operational, and environmental goals, as well as for overall customer satisfaction.

BMB714D Business Research Methods

Prerequisite/s: None

Credits: 3

Course Length: 8 Weeks

The course Business Research Methods is designed to provide students with a comprehensive understanding of the research methodologies and techniques used in the field of business. It aims to equip students with the necessary skills to conduct effective research and make informed decisions in a business context.

BMB715D Dissertation 1 (Proposal)

Prerequisite/s: BMB714D, Comprehensive Examination

Credits: 6

Course Length: 16 Weeks

Dissertation 1 is designed to guide students in the Doctor of Business Administration program through the initial phases of the dissertation journey. The course focuses on the development of the defense and equips students with the essential skills and knowledge to formulate a rigorous research proposal and defend it before a committee. Students will engage in a systematic process to explore relevant literature and design a research project relevant to their selected dissertation topic.

BMB716D Dissertation 2 (Defense)

Prerequisite/s: BMB715D

Credits: 6

Course Length: 24 Weeks

This course guides the doctoral candidate through the final stages of the dissertation process. Building on the foundational knowledge acquired in the Dissertation 1 class, this course addresses obtaining Institutional Review Board (IRB) approval, completing the manuscript, preparing for and delivering a successful oral defense presentation, and understanding the copyright application process.

Final Thoughts

The School of Business Catalog and Student Handbook is an essential resource for understanding your program of study, student responsibilities, and the support available at Acacia University. Please be aware that laws, regulations, and policies may change, potentially impacting some of the information presented in this handbook. The details in this document are accurate as of the publication date. Maintaining regular communication with your Professor and Program Advisors will enhance your success in completing your degree. The Acacia Team is excited to accompany you on your journey toward higher education and to provide the support and encouragement you may need along the way.