



# **University Catalog 2024-2025**

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## Welcome to Acacia University

### Welcome from our President, Dr. Thomas J. Hochstettler

As President of at Acacia University, it gives me great pleasure to welcome you to our global community of learners. Through our structured approach to interactive online learning, Acacia has for decades been providing opportunities for personal and professional growth to our students. Our ever-expanding programs of study provide you with a variety of ways to connect with the virtual classroom experience. Our programs are far from remote in any common sense of that word. Our faculty are trained to engage with you, both in the give-and-take sessions that are integral to every course, as well as in the one-on-one sessions that are our particular hallmark.

Please know that by enrolling at Acacia, you are joining a team of outstanding professionals from around the world who are truly revolutionizing higher education. We at Acacia are fully dedicated to supporting you in your journey to realize your fullest potential in whatever field you choose to engage. Please accept my every good wish as you embark upon your course of study.

Congratulations for choosing Acacia University!

Sincere regards,  
Thomas J. Hochstettler, AB, MA, PhD, PFHEA  
President

### Welcome from our Provost, Dr. Cynthia Lopez

Welcome to Acacia University! As a collegial community of scholar practitioners, we at Acacia are committed to life-long learning as represented in many cultures by the symbol and name of the acacia as the "tree of knowledge." We take pride in our ongoing commitment to provide unparalleled quality and standards in distance education, in ways that are highly personalized. Starting this journey is a significant milestone, and we understand that this marks the beginning of a new chapter for you, filled with both challenges and opportunities.

Throughout your journey, we will support you in ensuring that your university experience is enriching, fulfilling, and transformative. Please take time to read through this Catalog thoroughly. It contains valuable information and insights for the journey ahead. Our dedicated faculty and staff are here to provide direction and mentorship as you strive to achieve your goals. If you have questions or need assistance at any time, please do not hesitate to reach out to our dedicated team. We are here to help you succeed.

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.

Sincere regards,  
Cynthia Lopez, Ed.D.  
Provost

**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 Catalog and 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.*

*This Catalog and 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 Catalog and 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.*

## **Hours of Operation**

General office hours are 8:00 am to 5:00 pm Mountain Standard Time, Monday through Friday. However, students may communicate asynchronously with university personnel via the online course forums, email, and the help desk when the university is closed. Faculty members maintain scheduled hours of availability and are available for online discussion at posted times. The help desk is available for technical support. Help desk requests may be submitted at any time and are addressed within 24 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)

## About Us

Acacia University is recognized as a foremost 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.

## Mission and Vision 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 include:

- Excellence in teaching/learning by offering a high-quality and student- focused education;
- Organizational integrity by operating with the highest ethical standards; and
- Diversity and civility by supporting multicultural understanding and maintaining respect for all learners and staff.

### Our values inform our engagement:

#### ➤ 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.

#### ➤ 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.

#### ➤ Ethical Leadership

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

#### ➤ 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.

#### ➤ Excellence in Distance Learning

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

➤ **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 to:**

➤ **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.

➤ **Enhance our Global 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.

➤ **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 to:**

➤ **Provide Affordable Education**

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

➤ **Deliver Challenging, Attainable Courses**

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

➤ **Create an Engaging Learning Environment**

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

➤ **Foster a Collaborative Learning Community**

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

➤ **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 key elements that should never be compromised. Our graduates claim that we are unlike other universities in our care and support for the student. Our professors are all trained to provide an environment that promotes an energetic and thoughtful learning culture.



Acacia University does not discriminate on the basis of 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.

## Goals and Outcomes

Acacia University believes that professionals throughout the world should be able to further their education and use the knowledge gained to achieve their personal and career goals. Acacia University will be recognized as a premier program for educators who desire to earn a graduate degree while expanding and deepening their understanding of the education profession and applying skills in the school and/or classroom.

Acacia University is redefining graduate education through distance learning. Our objective is to deliver graduate degree programs of the highest quality through innovative forms of online learning.

- We provide the opportunity for you to earn your graduate degree while continuing to work in your professional field of engagement.
- We make learning convenient so that you may study and learn from the comfort of your own home.
- You learn and implement research-based work strategies relevant to your profession.
- You receive individual mentoring from experienced educators representing many areas of expertise in a variety of professions.
- You earn your graduate degree while becoming a more effective professional!

Acacia University offers high quality, rigorous educational programs with the convenience and flexibility of online delivery. Acacia University has been an innovator since its inception.

## Accreditation

Acacia University is accredited by the Distance Education Accrediting Commission in Washington, D.C. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

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



## State Licensure

Acacia University is licensed in the State of Arizona by the Arizona State Board for Private Post-Secondary Education (AZPPSE). Acacia provides high quality remotely delivered certification and degree programs to learners from around the world.

Arizona State Board for Private Postsecondary Education 1740 W. Adams,

**ARIZONA**



Ste. 3008  
Phoenix, AZ 85007  
Direct Line (602) 542-5709  
Fax (602) 542-1253  
Website: <https://ppse.az.gov/student-complaint-procedure>

## State Reciprocity



Acacia University is a member of the Arizona State Authorization Reciprocity Agreements Council (AZ SARA), which provides inter-institutional recognition of distance-education course credits among member institutions. Please consult the National State Authorization Reciprocity Agreements Council (NC SARA) website at <https://nc-sara.org/directory> to learn about interstate reciprocity for Acacia courses and degrees. Arizona institutions in AZ SARA are automatically members of the regional interstate higher education compact organization, the Western Interstate Commission for Higher Education (WICHE). Member States in WICHE are Alaska, Arizona, Colorado, Idaho, Indiana, Louisiana, Montana, Nebraska, Nevada, North Dakota, Oregon, South Dakota, Virginia, Washington, and West Virginia. This broad network provides ready transferability of credits among member institutions, allowing ease of movement of students within the network. As an approved institution under AZ SARA, Acacia University also participates in the National Council for State Authorization Reciprocity Agreements in the USA.

### How to Contact Us at Acacia

To reach the University by telephone, please call (866) 923-7765.

#### Office of the President

[thochstettler@acacia.edu](mailto:thochstettler@acacia.edu)

#### Office of the Provost

[clopez18@acacia.edu](mailto:clopez18@acacia.edu)

#### General Inquiries

[information@acacia.edu](mailto:information@acacia.edu)

#### Office of Admissions

[admissions@acacia.edu](mailto:admissions@acacia.edu)

#### Office of Student Affairs

[studentaffairs@acacia.edu](mailto:studentaffairs@acacia.edu)

#### Office of Student Records

[records@acacia.edu](mailto:records@acacia.edu)

## **Information Technology**

[technology@acacia.edu](mailto:technology@acacia.edu)

## **Faculty**

Faculty email addresses are available to enrolled students only.

## **University Governance**

Acacia University, Inc. is a for-profit S corporation that is incorporated in the State of Arizona.

## **Board of Directors**

Dr. Kem Hussain, Chairman, Senior Vice President for the International Regions, Cogna  
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, Co-founder and Executive Director,  
Westford Education Group  
Nabi Abidi  
Seyduddin

## **University Administration**

Dr. Thomas Hochstettler President  
Dr. Cynthia Lopez, Provost  
Dr. Lisa Oliphant, Dean of the School of Education  
Dr. Robert Machera, Dean of the School of Business  
Ms. Ronda Carlisle, Registrar

## **Advisory Boards**

### **School of Education Advisory Board**

Dr. Abdulla Rasheed Ahmed  
Dr. Kay Coleman  
Dr. Shelly Henderson  
Dr. Holly King  
Dr. Miguel Serrano  
Dr. Thomas Hochstettler, ex officio  
Dr. Cynthia Lopez, ex officio  
Dr. Lisa Oliphant, ex officio

### **School of Business Advisory Board**

Dr. Bryce Adams  
Dr. Kraig R. Kiehl  
Dr. Alberto Peralta  
Dr. Charlene Walters  
Dr. Thomas Hochstettler, ex officio  
Dr. Cynthia Lopez, ex officio  
Dr. Robert Machera, ex officio

## **Admission and Eligibility Requirements**

Information on the requirements and eligibility for admission to the degree programs can be found below in the Program Guide sections for the School of Business and School of Education, respectively.

## **Enrollment Agreement**

All students are required to electronically sign an enrollment agreement, which outlines the terms of enrollment and the 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 and Experiential Learning Credits**

Acacia University recognizes the prior learning of admitted students by awarding credit for courses at the graduate level that have been earned at an accredited institution and that are documented through transcript when the credit is applicable to the student's degree program. Acacia University may award transfer credits not to exceed a maximum of fifty percent (50%) of the credits required for all master's and doctoral programs through transfer credit. Credit awarded for experiential or equivalent learning cannot exceed twenty-five per cent (25%) 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 earned at Acacia University cannot be transferred or used for an additional degree at Acacia.

Acacia University has full discretion to accept or reject transfer credits from other institutions.

Students should be aware that 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 use credits from Acacia University as transfer credits for a graduate degree in another institution should 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 certificated learning (APCL) and prior experiential learning (APEL) as counting towards the completion of a program of study.

Accreditation of Prior Certificated Learning (APCL) is a formal recognition of previously attained qualifications that have direct relevance to the program to which the student is applying. 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 at Acacia. Such an accreditation requires the submission of evidence in the form of certificates, transcripts, and/or other documentation of achievements, including evidence of achieving the prescribed learning outcomes and grades at the master's level. Such certification must have been awarded at a recognized educational institution. Submission of materials must occur prior to entry to the program and is subject to approval by the AU APL Committee and the responsible Dean.

Accreditation of Prior Experiential Learning (APEL) is the recognition of prior experience achieved outside a college or university setting. APEL is normally assessed through review of a portfolio, which is reviewed by the APL Committee of the University. The portfolio should reflect the learning achievement and outcomes of the student's experience. That experience must have direct relevance to the program to which the student is applying. There are three basic principles governing the acceptance of prior learning for course credit:

1. It must be of an appropriate quality, equivalent to the prescribed standards of Acacia University;
2. It must have been acquired or experienced within a period of five years prior to the date of the application for entry into the program of study;
3. It must cover prescribed learning outcomes of the program or course(s).

Prior learning refers to learning gained through work, volunteering, or other life experiences. Such learning 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 may not exceed fifty percent (50%) of the credits required for the master's degree program through transfer credit. The credits exemptions for experiential learning may not exceed twenty-five percent (25%) of the credits or nine (9) courses for a master's degree. No exemption is available for the doctoral programs.

### **Mix of APEL and APCL**

In certain cases, accreditation may be awarded for a mix of both certificated learning and prior experience, subject to the normal maximum exemption limit set by the University and as provided by the University's regulatory and accrediting bodies. By Arizona statute, at least fifty percent (50%) of all credits earned toward a graduate degree must be taken at the awarding and duly licensed University.

### **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 the Registrar. The subject specialist must have a degree at least as high as the degree under consideration. The administrator must have a doctoral degree. The committee will review each case on its merits and make a recommendation to the Dean of the relevant School. The Dean may affirm, reject, or alter the Committee's recommendation. The Dean's decision is final.

### **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. The Acacia University APL Committee will meet promptly upon receipt of an APL Application. 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; and
- 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.

### **Implications 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. An administration fee of \$25 per application will be charged for processing APCL and APEL applications.

### **Transcripts**

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

**Applicants from Institutions Outside the United States:** 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)**

Degree programs at Acacia University do 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/Learning Coaches. 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/Learning Coach 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 Dean 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 Programs**

C, D, and F grades are not acceptable in the Doctoral programs of the University. 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. Retaken courses are 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 Dean of the recommendation for academic dismissal. At that time, the student may appeal by submitting a letter of grievance to the Dean of the respective School, 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.

## **Student Assessment**

### **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 instructor. 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.

### **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 Dean of the respective School may grant an extension of one year.
4. Meet all the requirements listed in the Acacia University Catalog at the time of enrollment or when changing the program of study.
5. Fulfill all financial obligations to Acacia University prior to graduation.

### **Academic Probation**

When the student's cumulative grade point average falls below 3.0, academic probation occurs. A letter from the Registrar 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.

### **Academic Integrity**

#### **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.

## 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 instructor 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 instructor regarding the allegation.

Instructors 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 instructor to verify if plagiarism occurred and what action needs to be taken.

If it is determined by the instructor 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 VLC or 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. Information about plagiarism is provided in the Resource Library section of each course.

## **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](mailto: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](mailto: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](mailto: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 the LOA is approved, the Registrar will send a letter of confirmation to the student within thirty (30) days.

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](mailto: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 session or semester, the University 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.

Instructors 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 instructor, 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.*)

Orientation:

Every student at Acacia University has access to the Introduction to Graduate Studies - Site Orientation associated with their School and degree program. This orientation helps students assess their readiness for online learning and provides guidance for improving areas where a student may need help in being a successful online learner. The orientation also provides basic information about understanding and using computers and the internet; instruction and practice in navigating the course site and completing assignments; and an explanation of the grading system.

### **Forums and Virtual Learning Communities**

Course Forums or Virtual Learning Communities (VLCs) are an integral element of each course. These sessions are used by the instructor to share pertinent information regarding the progress of the course. Another purpose of the course forums and VLCs is to allow students to post questions they may have regarding particular assignments. It is expected that students check the course forums or VLCs each time they access the course to ensure access to all information that has been shared by the instructor 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, classroom instructional

resources, exemplars, rubrics, and examples of student assignments from course activities. Internet links to resources supporting course content are included in the course content and/or the Resource section.

### **Policy on Determining Student Credit Hours Earned**

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, forum and virtual learning community activities, and taking quizzes. 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, fieldwork, 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 the authenticity of the person participating in the program.
- Proctored fieldwork and onsite internships provide verification and assist in furthering student identity.

### **Student Privacy Policy**

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.

The United States 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.

Under FERPA, 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.

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;
  - 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](mailto: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](mailto:information@acacia.edu)

Phone: (866) 923-7765

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.

## **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 instructor 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](mailto:studentaffairs@acacia.edu)), who is the final authority on all academic matters.

To file 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](mailto: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 may contact the Board for 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/student-complaint-procedure>

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](http://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](http://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.

Students who have completed the internal institutional grievance process and the applicable State grievance process may appeal non-instructional complaints to the AZ SARA Council. For additional information on the complaint process, please visit the AZ SARA Complaint page.

Webpage: <https://azsara.arizona.edu/complaints>

## **Financial Information**

## Tuition

Tuition is due at the beginning of each session or semester in which a student is enrolled. Acacia University nevertheless offers generous terms to students who require financial assistance. Because our tuition is very low, we do not offer discounts or scholarships, thereby avoiding unnecessary overhead while still providing every student a reasonably priced, high-quality academic experience.

Our courses of study are designed to be extremely affordable. In the School of Education, tuition for our Master's degrees is set at \$5,000, and tuition for our Doctor of Education degree is \$10,000. These rates translate into \$138.88 per credit for Master's courses and \$166.66 per credit for Doctoral program courses.

In the School of Business, tuition for the Master's in Business Administration is set at \$6,000, and tuition for the Doctor of Business Administration degree is \$12,000. These rates equate to \$166.66 per credit for the MBA and \$200.00 per credit for the DBA.

Students who pay for the full degree upon enrolling in the first session are entitled to a 5% discount on the total price of the degree. In addition, the following fees apply to all students.

## Other 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

**Attention Educational Administration Majors:** Students in the Master of Education in Educational Administration program are required to maintain membership in the Association for Supervision and Curriculum Development (ASCD) at the **Digital + Print Select** level which grants access to the online articles, online books, and resource materials. For current membership pricing, visit <https://www.ascd.org/memberships>.

## Total Program Costs

Program	Credits	Total Tuition	Required Fees	Total Cost
Master of Arts in Elementary Education	36	\$5000	Application - \$75 Graduation - \$100 Textbook – current price (see Textbooks and Materials section)	\$5175 +textbooks
Master of Arts in Secondary Education	36	\$5000	Application - \$75 Graduation - \$100 Textbook – current price (see Textbooks and Materials section)	\$5,175 +textbooks

Master of Education in English as a Second Language	39	\$5,416	Application - \$75 Graduation - \$100 Textbook – current price (see Textbooks and Materials section)	\$5,591 +textbooks
Master of Education in Educational Administration	36	\$5,000	Application - \$75 Graduation - \$100 Textbook – current price (see Textbooks and Materials section) ASCD membership –current price	\$5,175 +textbooks and ASCD membership
Master of Education in Special Education	36	\$5,000	Application - \$75 Graduation - \$100 Textbook – current price (see Textbooks and Materials section) CEC membership– current price	\$5,175 +textbooks and CEC membership
Doctor of Education in Educational Leadership	60	\$10,000	Application - \$75 Graduation - \$100 Textbook – current price (see Textbooks and Materials section)	\$10,175 +textbooks
Master of Business Administration	36	\$6,000	Application - \$75 Graduation - \$100 Textbook – current price (see Textbooks and Materials section) CEC membership – current price	\$6,175 +textbooks and CEC membership
Doctor of Business Administration	60	\$12,000	Application - \$75 Graduation - \$100 Textbook – current price (see Textbooks and Materials section)	\$12,175 +textbooks

### **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.

### **Interest-Free Tuition Payment Plan**

Acacia University offers students, upon application, 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.

### **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](mailto: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](mailto: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:

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

### **Sample Refund Calculations:**

- Example 1: A student who is enrolled in EDC510 (8-week course), withdraws after week 2, the student will be refunded 60% of tuition, minus the application fee, and Acacia will retain 40% of tuition plus the application fee. The student will be refunded \$405.00 of the \$675.00 tuition.
- Example 2: A student who is enrolled in EDC535 (16-week course), withdraws after week 4, the student will be refunded 50% of tuition, minus the application fee, and Acacia will retain 50% of tuition plus the application fee. The student will be refunded \$337.50 of the \$675.00 tuition.

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.)"

## **School of Business Program Guide**

### **Welcome from Dean, Dr. Robert Machera**

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

## About the School of Business

Through the School of Business, Acacia University offers the MBA and the DBA with the rigorous accreditation of the Distance Education Accrediting Commission (DEAC). DEAC 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 which 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.

## School of Business Leadership

Dr. Thomas Hochstettler, President  
Dr. Cynthia Lopez, Provost  
Dr. Robert Machera, Dean of the School of Business  
Ronda Carlisle, Registrar

## School of Business Faculty 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

### Professors

**Altaf Hussain**, Ph.D., University Utara Malaysia  
Subject Matter Expertise:  
Information Technology in Business

**Renaldo de Jager**, Ph.D., The Da Vinci Institute (South Africa)  
Subject Matter Expertise:  
Organizational Effectiveness and Efficiency

**Ernest Kadembo**, Ph.D., University of Huddersfield (UK)

Subject Matter Expertise:  
Marketing and Branding

**Richard Lefrancois**, Ed.D., Grand Canyon University (US)

Subject Matter Expertise:  
Organizational Development

**Robert Macher**, Ph.D., North-West University - Mafikeng Campus (South Africa),

Subject Matter Expertise:  
Economic and Management Sciences  
Dean of the Acacia University School of Business

**Toby McChesney**, Ed.D. Nova Southeastern University (USA)

Subject Matter Expertise:  
Higher Education Leadership

**Lawson Naidoo**, D.B.A., Tshwane University of Technology (South Africa),

Subject Matter Expertise:  
Education Leadership

**Shahina Qureshi**, Ph.D., Devi Ahilya Vishwavidyalaya University (India)

Subject Matter Expertise:  
Innovation and Entrepreneurship

**Luz S. Rios**, Ed.D., Barry University (US)

Subject Matter Expertise:  
Human Resource Development

**Rekha Shewakramani**, Ph.D., IIS University (India)

Subject Matter Expertise:  
Human Resource Management

**Smriti Walia**, Ph.D., Jawaharlal Nehru University (India)

Subject Matter Expertise:  
Leadership and Organizational Development

**Jeffrey Weide**, D.B.A., Walden University (US)

Subject Matter Expertise:  
Data Analytics and Health Care Management

## **Course Scheduling**

Courses begin on predetermined dates and last 8 weeks, 16 weeks or 24 weeks. Check course descriptions for course length. Start and end dates for each session are listed below in the Academic Calendar.

## **Academic Calendar**

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

- Master of Business Administration  
BMA513: Master’s Thesis – 10 weeks
- Doctor of Business Administration  
BMB715D: Dissertation 1 (Proposal) – 16 weeks  
BMB716D: Dissertation 2 (Defense) - 21 weeks

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

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

Term	Classes Begin	Classes End
2024 Fall Session 1	Aug. 25, 2024	Oct. 19, 2024
2024 Fall Session 2	Oct. 20, 2024	Dec. 14, 2024
2025 Spring Session 1	January 5, 2025	March 1, 2025
2025 Spring Session 2	March 2, 2025	April 26, 2025
2025 Summer Session 1	May 4, 2025	June 28, 2025
2025 Summer Session 2	June 29, 2025	August 23, 2025
2025 Fall Session 1	August 31, 2025	October 25, 2025
2025 Fall Session 2	October 26, 2025	December 20, 2025

## Course Overview

### Study Suggestions

Every graduate student enrolled in the Business program at Acacia University 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 remain current with the evolution of different fields of study and to the changing standards, regulations, and state requirements, textbooks may change during the program's course.

### Master of Business Administration

Course	Author(s)	Title/Edition	Print ISBN Cost	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 <sup>st</sup> ed.	9781800431508 \$57.27	9781800431478 \$47.99
BMA502	S. Anil Kumar and N. Suresh	Production and Operations Management 2 <sup>nd</sup> 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., &	<i>Business Analytics</i> , 4 <sup>th</sup> ed.	9780357131787 \$254.78	9780357708385 \$59.99

	Ohlmann, J. W			
BMB705D	Suzanne Farver	Pathways to Success	9781604271713 ProQuest	9781604278170 ProQuest
BMB709D	Quentin Langley	Business and the Culture of Ethics 1 <sup>st</sup> ed.	978195253823 ProQuest	9781952538230 ProQuest
BMB701D	Moffett, M. H., Stonehill, A. I., & Eiteman, D. K.	Fundamentals of Multinational Finance 6 <sup>th</sup> 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 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: 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 Offered

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.

## **MBA - Program Learning Outcomes**

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)**

### **DBA - Program Overview**

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.

### **DBA - Program Learning Outcomes**

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
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 in Business

### Master of Business Administration:

- 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.
- 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)
- 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:

- Bachelor's degree from an accredited university.** The degree must be verified on original transcripts sent to Acacia University. Applicants from Institutions Outside the United States: 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.
- Successful completion of a master's degree from an accredited college or university.** The degree must be verified on an original transcript duly signed and certified by the Registrar or other responsible officer of the awarding institution directly to Acacia University. Mail or secure electronic delivery is accepted. 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.

There is no minimum GPA required for admission to Doctoral study, but superior academic performance in courses related to the intended field of study is highly desirable.

Demonstrated improvement in academic performance over time is also desirable. The degree must be verified on an original transcript duly signed and certified by the Registrar or other responsible officer of the Master's institution.

3. Applicants must currently hold or have held a professional position or be otherwise actively engaged in work that relates to the intended field of study.
4. **Essay** – A personal statement, not to exceed five hundred (500) words that discusses: your reasons for pursuing the doctorate; your career goals; how the doctorate would help you meet career goals; and prior experiences which relate to your interest in, and aptitude for this program.
5. Applicants whose first language is not English and who do not have a master's 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)
6. **An online interview** – Not mandatory and will only be scheduled if considered necessary by the doctoral committee as part of the admissions process and requirements.

### **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.

### **The Application Process**

1. Complete the online application form
2. Provide official transcripts for a completed undergraduate degree from an accredited university
3. 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 email (preferred): [admissions@acacia.edu](mailto:admissions@acacia.edu)

## **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: 10 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: 9**

**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 on Business**

This School of Business Program Guide is an essential resource for understanding your program of study, your responsibilities, and the support available to you 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 professors and Program Advisors will enhance your success in completing your degree. The Acacia Team is excited to accompany you on your journey and to provide the support and encouragement you may need along the way.

## **School of Education Program Guide**

### **Welcome from Dean, Dr. Lisa Oliphant**

Welcome to the School of Education at Acacia University! On behalf of our faculty, staff, and entire learning community, I am delighted to welcome you to a place where passion for teaching, leadership, and lifelong learning come together to create a truly transformative experience. Whether you are just beginning your graduate journey or continuing your professional development, you are now part of a vibrant, global community committed to educational excellence and innovation. At Acacia, we take great pride in offering high-caliber, accessible, and affordable graduate programs that are deeply rooted in a legacy of quality that dates back to our founding in the 1990s.

This section of the University Catalog will be your guide throughout your time in the School of Education. Below, you will find a wealth of information about degree requirements and detailed course descriptions that will help you navigate your academic path and achieve your goals. Our five Master's degree programs and the Doctor of Education in Educational Leadership are designed to challenge, inspire, and empower you to make a lasting impact in your educational community. We are honored to support you on this important journey and welcome you wholeheartedly to the Acacia family.

Warm regards,  
Lisa Oliphant, Ed.D.  
Dean of the School of Education

### **About the School of Education**

Since 2006, the School of Education at Acacia University has provided high-quality, affordable graduate degrees in a range of education specialties. Acacia combines exceptional value with academic excellence, offering the lowest tuition for a fully online program while upholding rigorous academic standards. All courses are taught by distinguished, highly credentialed faculty who bring deep expertise and practical insight to the curriculum. With six admission cycles each year, the School of Education offers flexible entry points that accommodate a variety of professional and personal schedules, supporting continued advancement in the field of education.

### **School of Education Leadership**

Dr. Thomas Hochstettler President  
Dr. Cynthia Lopez, Provost  
Dr. Lisa Oliphant, Dean of the School of Education  
Ronda Carlisle, Registrar



## Faculty

### Faculty Roles

#### Professors

All professors in the University have doctorate degrees (Ed.D., D.B.A., or Ph.D.). Each professor at Acacia is qualified to provide excellence in instruction and leadership. Professors are assigned to and responsible for all graduate courses. They also supervise any assigned Doctoral Interns and/or Doctoral Candidates performing their online or onsite internships by providing ongoing support, communication, and meaningful feedback throughout the course term. Professors, in collaboration with assigned interns or candidates, utilize the Rubrics and Scoring Guides for all assignments throughout the course. Professors assign all final course grades.

#### Learning Coaches

All Learning Coaches have master's degrees, post-master's courses, and have earned the Acacia University Learning Coach Training Certification (18 credits). A Learning Coach (LC) offers assistance to the professors in all master's courses. He/she guides, tutors, supports, explains, models, teaches, assists in scoring, and advises. The LC specifically helps and supports other students to grow and be successful.

#### Program Advisors

While the student is responsible for his/her academic decisions and education, Acacia provides support and advising assistance throughout the program.

Program Advisors are assigned to students upon enrollment based on his/her chosen degree program. Program advisors communicate to plan, provide assistance, address any course or program concerns, and provide mentorship throughout the program.

#### Doctoral Intern

Doctoral Interns are students performing their online responsibilities for the Online Internship course. Each intern is placed in a course previously completed during year one or two of his/her course of study. They shadow the professor and may assist with instructional responsibilities, with the guidance and oversight of the professor.

#### Doctoral Candidate

Doctoral Candidates have completed all 500 and 600 level courses of their program and successfully passed their comprehensive written and oral exams. They may be placed in a course to perform research pertaining to their dissertation topic and/or continue to perform their online responsibilities for the Online Internship course. They shadow the professor and may assist with instructional responsibilities, with the guidance and oversight of the professor.

## School of Education Faculty

### Professors

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

Educational Leadership

**Dr. Aliko Constantinou**, Ed.D. Educational Leadership, Acacia University

Subject Matter Expertise:

Educational Leadership Secondary Education

**Dr. Mary Donohue**, Ed.D. Educational Leadership, Acacia University

Subject Matter Expertise:

Educational Leadership

Elementary Education

English as a Second Language

**Dr. Pamela Felder-Small**, Ph.D. Higher Education, University of Pennsylvania Subject

Matter Expertise:

Educational Leadership

**Dr. Khadija Gaber**, Ed.D. Educational Leadership, Acacia University

Subject Matter Expertise:

Secondary Education

**Dr. Cynthia Lopez**, Ed.D. Educational Leadership, University of Texas

Subject Matter Expertise:

Educational Leadership

Educational Administration

Secondary Education

**Dr. Essra Mahmoud**, Ed.D. Educational Leadership, Acacia University

Subject Matter Expertise:

Educational Leadership Educational

Administration Elementary Education

Secondary Education

English as a Second Language

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

Subject Matter Expertise:

Educational Leadership

**Dr. Lisa Oliphant**, Ed.D. Educational Leadership, Acacia University

Subject Matter Expertise:

Educational Leadership Educational

Administration Elementary Education

Secondary Education Special Education

**Dr. Kelly Sullivan Wells**, Ed.D. Doctor of Education, Nova Southeastern University Subject

Matter Expertise:

Special Education

Educational Leadership

**Dr. Farah Zannad**, Ed.D. Educational Leadership, Acacia University  
Subject Matter Expertise:  
Educational Leadership  
Secondary Education

### **Learning Coaches**

**Adriana Kerr**, M.A. Special Education, University of New Mexico Subject Matter Expertise:  
Special Education Elementary Education  
Secondary Education  
English as a Second Language Educational  
Administration

### **Program Advisors**

Dr. Cynthia Lopez – Educational Administration, Doctoral Program Dr. Dr. Dr.  
Mary Donohue - English as a Second Language  
Dr. Lisa Oliphant - Special Education  
Dr. Aliko Constantinou - Secondary Education Dr. Dr.  
Essra Mahmoud - Elementary Education

### **Course Scheduling**

Courses begin on predetermined dates and last 8 weeks, 16 weeks or 21 weeks. Check course descriptions for course length. Start and end dates for each session are listed below in the Academic Calendar.

### **Academic Calendar**

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

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

<b>Term</b>	<b>Classes begin</b>	<b>Classes end</b>
2024 Fall Session 1	Aug. 25, 2024	Oct. 19, 2024
2024 Fall Session 2	Oct. 20, 2024	Dec. 14, 2024
2025 Spring Session 1	January 5, 2025	March 1, 2025

2025 Spring Session 2	March 2, 2025	April 26, 2025
2025 Summer Session 1	May 4, 2025	June 28, 2025
2025 Summer Session 2	June 29, 2025	August 23, 2025
2025 Fall Session 1	August 31, 2025	October 25, 2025
2025 Fall Session 2	October 26, 2025	December 20, 2025
<b>Doctoral Residencies</b>	<b>Date/s of residency</b>	
One-Day Virtual Residency #1	September 21, 2024 March 22, 2025	
One-Day Virtual Residency #2	October 5, 2024 November 16, 2024 May 3, 2025	
One-Day Virtual Residency #3	November 23, 2024 July 19, 2025	
One-Day Virtual Residency #4	To be announced	
International Virtual Leadership Residency	December 15, 2024 – December 21, 2024 August 24, 2025 – August 30, 2025	

## Course Overview

### Study Suggestions

Every graduate student enrolled in the Education program at Acacia University will complete the Site Orientation. This orientation prepares students for online learning and provides guidance for improving areas where a student may need help in being a successful online learner. The orientation also provides basic information about understanding and using computers and the internet; instruction and practice in navigating the course site and completing assignments; and an explanation of the grading system. This course has been set up to engage students in practicing and navigating the online system as well as practice the different types of assignments that are included within the courses offered at Acacia University.

Professors and program advisors help all new enrollees understand expectations and provide individualized study suggestions, as needed.

## 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 prior to the start of the course (E-textbooks 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 Catalog and Student Handbook publication are listed below but are subject to change. 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 course of the program.

### Master of Arts in Elementary Education

Course	Author/s	Title/Edition	Print ISBN/Cost	E-Text ISBN/Cost
EDC610-1 and EDC610-2	Johnson	A Short Guide to Action Research, 4e	9780133072310 <a href="#">\$85.32</a>	9780133072310 <a href="#">\$59.99</a>
EDC610-2	Creswell & Guetterman	Educational Research: Planning, Conducting, and Evaluating Quantitative and Qualitative Research, 6e	9780134519364 <a href="#">\$85.32</a>	9780136874416 <a href="#">\$43.96</a>

### Master of Arts in Secondary Education

Course	Author/s	Title/Edition	Print ISBN/Cost	E-Text ISBN/Cost
EDC610-1 and EDC610-2	Johnson	A Short Guide to Action Research, 4e	9780133072310 <a href="#">\$85.32</a>	9780133072310 <a href="#">\$59.99</a>
EDC610-2	Creswell & Guetterman	Educational Research: Planning, Conducting and Evaluating Quantitative and Qualitative Research, 6e	9780134519364 <a href="#">\$85.32</a>	9780136874416 <a href="#">\$43.96</a>

### Master of Education in English as a Second Language

Course	Author/s	Title/Edition	Print ISBN/Cost	E-Text ISBN/Cost
EDC572	Díaz-Rico	A Course for Teaching English Learners, 3e	9780134878249 <a href="#">\$69.32</a>	9780137413270 <a href="#">\$21.98</a>
EDC610-1 and EDC610-2	Johnson	A Short Guide to Action Research, 4e	9780133072310 <a href="#">\$85.32</a>	9780133072310 <a href="#">\$59.99</a>
EDC610-2	Creswell & Guetterman	Educational Research: Planning, Conducting and Evaluating Quantitative and Qualitative	9780134519364 <a href="#">\$85.32</a>	9780136874416 <a href="#">\$43.96</a>

		Research, 6e		
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### Master of Education in Special Education

Course	Author/s	Title/Edition	Print ISBN/Cost	E-Text ISBN/Cost
Used throughout whole program	Kauffman, Hallahan, & Cullen Pullen	Handbook of Special Education, 2e	9781138699151 <a href="#">\$112.00</a>	9781315517698 <a href="#">\$112.00</a>
EDC611-1 and EDC611-2	Johnson	A Short Guide to Action Research, 4e	9780133072310 <a href="#">\$85.32</a>	9780133072310 <a href="#">\$59.99</a>
EDC611-2	Creswell & Guetterman	Educational Research: Planning, Conducting and Evaluating Quantitative and Qualitative Research, 6e	9780134519364 <a href="#">\$85.32</a>	9780136874416 <a href="#">\$43.96</a>

### Master of Education in Educational Administration

Course	Author/s	Title/Edition	Print ISBN/Cost	E-Text ISBN/Cost
EDA549	Ubben, Hughes, & Norris	The Principal: Creative Leadership for Excellence in Schools, 8e	9780134606989 <a href="#">\$186.66</a>	9780137561834 <a href="#">\$21.98</a>
EDA569	Brimley, Versteegen, & Knoepfel	Financing Education in a Climate of Change, 13e	9780135180068 <a href="#">\$138.66</a>	9780137524990 <a href="#">\$21.98</a>
EDA619	Creswell & Guetterman	Educational Research: Planning, Conducting and Evaluating Quantitative and Qualitative Research, 6e	9780134519364 <a href="#">\$85.32</a>	9780136874416 <a href="#">\$43.96</a>

**Attention educational administration majors:** Students in the Master of Education in Educational Administration program are required to maintain membership in the Association for Supervision and Curriculum Development (ASCD) at the **Digital + Print Select** level which grants access to the online articles, online books, and resource materials. For current membership pricing, visit <https://www.ascd.org/memberships>.

### Doctor of Education in Educational Leadership

Course	Author/s	Title/Edition	Print ISBN/Cost	E-Text ISBN/Cost
EDA549D	Ubben, Hughes, & Norris	The Principal: Creative Leadership for Excellence in Schools, 8e	9780134606989 <a href="#">\$186.66</a>	9780137561834 <a href="#">\$21.98</a>
EDA569D	Brimley, Verstegen, & Knoepfel	Financing Education in a Climate of Change, 13e	9780135180068 <a href="#">\$138.66</a>	9780137524990 <a href="#">\$21.98</a>
EDA679D	Webb & Metha	Foundations of American Education, 8e	9780134027661 <a href="#">\$127.99</a>	9780134027647 <a href="#">\$43.96</a>
EDA718D	Creswell & Guetterman	Educational Research: Planning, Conducting and Evaluating Quantitative and Qualitative Research, 6e	9780134519364 <a href="#">\$85.32</a>	9780136874416 <a href="#">\$43.96</a>

### Online Library

Acacia offers students the use of ProQuest 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, and cultural archives, and newspaper archives.

Access to ProQuest is located on the Acacia courses home page.

### Quizzes and Exams

Quizzes and exams are administered electronically. These assessments are system scored and students can view their grade immediately upon submission. Quizzes are allotted 30-60 minutes and mid-term and final exams are allotted 60-120 minutes, depending on the course.

### 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.
- **Virtual Learning Community Activities:** Virtual Learning Community (VLC) activities are interactive forum-based assignments. These assignments represent interactive discussions among participants. Students must answer a question based on the lesson topic. Each student is then required to respond to two of their classmates' original posts, offering insightful feedback, comments, suggestions, etc. Grades are given for the student's answer as well as their responses to classmates.
- **Strategy Plans:** As part of the coursework in the three Power Strategies® courses, you will be asked to complete several strategy plans. These plans will

demonstrate how you are integrating the Power Strategies® into your daily instruction.

- 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.
- Projects: 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 the application of the concepts of a course. There are several projects that are included in the courses.

### **Rubrics**

Each assignment has a specific rubric. The rubrics are set up to provide a detailed explanation of all expectations. All Professors and Learning Coaches 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**

Proctored exams are required to assure that the degree candidate 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 proctoring is performed by an administrator of the school where the student is employed or has verifiable permission to access classrooms. Should the student being proctored not be employed in a school, the student must present a photo ID for the proctor to verify identity and authorize assessment activities.

Proctors shall use valid government-issued photo identification to confirm the student's identity. This information must be sent to the professor/Learning Coach.

Administrative authorization forms are provided in various courses for fieldwork observations, case studies, etc. Specific proctored examinations used in the master's degree programs are as follows:

- EDC510/EDC511 and EDC520/EDC521 require that each student have a proctor visit his/her classroom and verify evidence of using the course strategies. The proctor completes a survey and verification form and submits it directly to the professor/Learning Coach.
- EDC610-1/EDC611-1/EDA619 requires an authorization form signed by an administrator since surveying, observations, and use of school data may be required.
- EDC620/EDC621/EDA609 Mentored Practicum requires a verification of mentoring form signed by an administrator. The verification authorizes the student to conduct mentoring at the school. The mentor, mentee, and administrator sign a second form



showing agreement regarding the mentoring activities to be conducted during the six weeks of onsite mentoring. A classroom observation and/or discussion with the student regarding the use of strategies is documented on a form that is signed by the proctor and returned to the professor/Learning Coach. A written and oral summary of the mentoring process is presented to the proctor following the activity. Acacia receives a copy of the summary and verification from the proctor regarding the presentation.

Proctor requirements include the following:

- The proctor is a verified supervisor of the student
- The identity of the student has been verified by the proctor
- Signed authorization and verification forms are submitted to the professor/Learning Coach before and after each proctored assessment
- Depending on the graduate program, proctoring occurs in a minimum of 4 courses

All fieldwork, Mentored Practicum, and action research projects are authorized and approved by school administration where the student is employed.

## **Program Learning Outcomes**

### **Master of Arts in Elementary Education**

The Master of Arts in Elementary Education program is a 36-credit **K-8 program** that offers a rich combination of online learning, classroom practice, learning community sharing, research and analysis, and assessment to produce teachers that are capable of making a difference in student learning and achievement. Online examples in each lesson are provided to help primary, intermediate and junior high school teachers in any subject or lesson. The program is entirely customized through the examples, strategies, and assignments for any elementary teacher to gain and sharpen instructional skills.

The courses that make up the program curriculum are designed to prepare and strengthen the classroom teacher by providing the most current research-based and proven educational strategies and knowledge. The curriculum encompasses learning theory, educational foundations, brain theory, best practices, curriculum development, standards, and assessment. The courses in child and adolescent development, special needs and classroom management provide a framework of how teachers can provide appropriate strategies and environments for all students. Two capstone courses complete the requirements for this degree. A mentored practicum and action research project are included to enable the student to synthesize the knowledge and skills of the program into his/her personal understanding of an effective classroom for elementary students.

The goal of the program is to develop scholar-practitioners who will learn and practice advanced skills in designing, implementing, and analyzing instruction, use research-based strategies, and demonstrate critical thinking so they can provide an active, positive, and effective classroom environment for elementary students.

At the end of this program, students will be able to:

1. Create elementary education instruction informed by research-based strategies integrated with the Power Strategies
2. Design elementary education curriculum, assessments, and resources to create a positive learning environment that supports and increases student achievement and develops skills in students according to their individual needs.
3. Analyze educational research, current trends, requirements, standards, and practices required to design instructional strategies in elementary education that enable students to meet learning goals and standards
4. Develop instructional and classroom strategies that promote global citizenship, acceptance of others, and lifelong learning
5. Communicate, verbally and in writing, effectively with parents and other caregivers about the students' successes, needs and areas of improvement

**Disclosure notice to US students:** *Acacia University offers graduate degrees for current teachers to achieve their professional goals. Prospective and current **students in the US must be licensed teachers** in the state in which they work. Therefore, Acacia programs are NOT a pathway to teacher licensure in the US.*

*This information is provided per U.S. Federal Regulations, 34 CFR § 668.50 (2016 Rules), 34 CFR § 668.43 (2019 Rules), and in compliance with the State Authorization Reciprocity Agreement (SARA) Manual version 19.2.*

*Acacia University is an approved institution of the [National Council for State Authorization Reciprocity Agreements](#) (NC-SARA) which allows the university to provide distance learning programs and coursework to students located in states other than Arizona. NC-SARA approval does not grant reciprocity or exemption from state professional licensing requirements.*

## **Master of Arts in Secondary Education**

The Master of Arts in Secondary Education program is a 36-credit program covering **grades 7-12** that offers a rich combination of online learning, classroom practice, learning community sharing, research and analysis, and assessment to produce teachers that are capable of making a difference in student learning and achievement. Online examples in each lesson are provided to help primary, intermediate and junior high school teachers in any subject or lesson. The program is entirely customized through the examples, strategies, and assignments for any secondary teacher to gain and sharpen instructional skills.

The courses that make up the program curriculum are designed to prepare and strengthen the classroom teacher by providing the most current research-based and proven educational strategies and knowledge. The curriculum encompasses learning theory, educational foundations, brain theory, best practices, curriculum development, standards, and assessment. The courses in child and adolescent development, special needs and

classroom management provide a framework of how teachers can provide appropriate strategies and environments for all students. Two capstone courses complete the requirements for this degree. A mentored practicum and action research project are included to enable the student to synthesize the knowledge and skills of the program into his/her personal understanding of an effective classroom for secondary students.

The goal of the program is to develop scholar-practitioners who will learn and practice advanced skills in designing, implementing and analyzing instruction using research-based strategies so they can provide an active, positive and effective classroom environment for secondary students.

At the end of this program, students will be able to:

1. Create secondary education instruction informed by research-based strategies integrated with the Power Strategies
2. Design secondary education curriculum, assessments, and resources to create a positive learning environment that supports and increases student achievement and develops skills in students according to their individual needs
3. Analyze educational research, current trends, requirements, standards, and practices required to design instructional strategies in elementary education that enable students to meet learning goals and standards
4. Develop instructional and classroom strategies that promote global citizenship, acceptance of others, and lifelong learning
5. Communicate, verbally and in writing, effectively with parents and other caregivers about the students' successes, needs and areas of improvement

***Disclosure notice to US students:*** *Acacia University offers graduate degrees for current teachers to achieve their professional goals. Prospective and current **students in the US must be licensed teachers** in the state in which they work. Therefore, Acacia programs are NOT a pathway to teacher licensure in the US.*

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### **Master of Education in English as a Second Language**

The Master of Arts in English as a Second Language is a 39-credit program that offers a rich combination of online learning, classroom practice, learning community sharing, research, analysis, and assessment to build teachers' knowledge and skills to increase the achievement of students who are learning English as a second language. Online examples are provided to help teachers of every subject and grade level provide appropriate

instruction to facilitate listening, speaking, reading, writing, and comprehension skills in the English language. The program is for teachers of pre-K to grade 12 ESL students.

The courses that make up the program curriculum are designed to prepare and strengthen the classroom teacher's skills by providing the most current research-based and proven educational strategies and knowledge. The curriculum encompasses learning theory, educational foundations, brain theory, best practices, curriculum development, standards, and assessment. The courses in child and adolescent development, special needs, and classroom management provide a framework for how teachers can provide appropriate strategies and environments for all students. Other areas of focus include specific information and practice on methods of ESL; foundations of ESL; teaching of reading and writing; linguistics; and assessment for non-English proficient students. Two capstone courses complete the requirements for this degree. A mentored practicum and action research project are included to enable the student to synthesize the knowledge and skills of the program into his/her personal understanding of an effective classroom for ESL students.

At the end of this program, students will be able to:

1. Create ESL education instruction informed by research-based strategies integrated with the Power Strategies
2. Design ESL education curriculum, assessments, and resources to create a positive learning environment that supports and increases student achievement and develops skills in students according to their individual needs by addressing cultural, social, linguistic, and academic issues of ESL learners
3. Analyze educational research, current trends, requirements, standards, and practices required to design instructional strategies in English language development and education that enable students to meet learning goals and standards
4. Develop instructional and classroom strategies that promote global citizenship, acceptance of others, and lifelong learning
5. Communicate, verbally and in writing, effectively with multicultural parents and other caregivers about the students' successes, needs and areas of improvement

***Disclosure notice to US students:*** *Acacia University offers graduate degrees for current teachers to achieve their professional goals. Prospective and current **students in the US must be licensed teachers** in the state in which they work. Therefore, Acacia programs are NOT a pathway to teacher licensure in the US.*

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## Master of Education in Special Education

The Master of Education in Special Education program is a 36-credit K-12 program that offers a rich combination of online learning, classroom practice, learning community sharing, research and analysis, and assessment to produce teachers that are capable of making a difference in student learning and achievement. Online examples in each lesson are provided to help primary, intermediate, junior, and senior high school special education teachers in any subject or lesson. The program is entirely customized through the use of examples, strategies, and assignments for any teacher to gain and sharpen instructional skills for special education students.

The courses that make up the program curriculum are designed to prepare and strengthen the teacher by providing the most current research-based and proven educational strategies and knowledge for meeting special education needs. The curriculum encompasses learning theory, educational foundations, brain theory, best practices, curriculum development, standards, and assessment. The courses in child and adolescent development, special needs, and classroom management provide a framework of how teachers can provide appropriate strategies and environments for all students. The study of school systems and decision-making assist the student in the governance of the school. A mentored practicum and action research project are included to enable the student to synthesize the knowledge and skills of the program into his/her personal understanding of an effective resource classroom for special education students. Two capstone courses complete the requirements for this degree:

1. The internship includes a 270 clock-hour practicum in which the student works with a certified special education teacher to learn and apply instructional skills and strategies with special education students. Arrangements for this internship are made by Acacia University directly with the participating school and teacher.
2. The Research Methods and Action Research courses combine research methods with an action research project that demonstrates understanding and research skills in an area of interest in special education.

### Acacia Special Education Teaching Standards for Mild/Moderate Students

<b>Teaching Standard 1</b>	The teacher accurately demonstrates knowledge of the content area and approved curriculum.
<b>Teaching Standard 2</b>	The teacher appropriately utilizes a variety of teaching methods and resources for each area taught.
<b>Teaching Standard 3</b>	The teacher communicates with and obtains feedback from students in a manner that enhances student learning and understanding.
<b>Teaching Standard 4</b>	The teacher comprehends the principles of student growth, development and learning, and applies them appropriately.
<b>Teaching Standard 5</b>	The teacher effectively utilizes student assessment techniques and procedures.
<b>Teaching Standard 6</b>	The teacher manages the educational setting in a manner that promotes positive student behavior and a safe and healthy environment.

<b>Teaching Standard 7</b>	The teacher recognizes student diversity and creates an atmosphere conducive to the promotion of positive student involvement and self-concept.
<b>Teaching Standard 8</b>	The teacher demonstrates a willingness to examine and implement change, as appropriate.
<b>Teaching Standard 9</b>	The teacher works productively with colleagues, parents, and community members.

At the end of this program, students will be able to:

<b>Program Outcomes</b>	<b>Standard/s</b>
1. Create special education instruction informed by research- based strategies integrated with the Power Strategies	2, 4, 8
2. Design developmentally appropriate individualized education plans (IEPs), curriculum, resources, and assessments to create a positive learning environment that supports and increases student achievement and develops skills in students according to their individual needs by making meaningful accommodations to promote accessibility for special education students.	1, 2, 8
3. Analyze educational research, current trends, requirements, standards, and practices required to design instructional strategies in special education that enable students to meet learning goals and standards	1, 2, 3, 5
4. Develop instructional and classroom strategies that promote global citizenship, acceptance of others, and lifelong learning	6, 7
5. Communicate, verbally and in writing, effectively with parents and other caregivers of special education learners about the students' successes, needs, and areas of improvement	8, 9

**Attention special education majors:** students in the Master of Education in Special Education program are required to maintain membership in the Council for Exceptional Children (CEC) organization at the Basic Membership level. This membership grants access to the online articles, the "Exceptional Children" journal, and other resource materials. For current membership pricing visit <https://www.cec.sped.org/>

**Disclosure notice to US students:** *Acacia University offers graduate degrees for current teachers to achieve their professional goals. Prospective and current **students in the US must be licensed teachers** in the state in which they work. Therefore, Acacia programs are NOT a pathway to teacher licensure in the US.*

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### **Master of Education in Educational Administration**

The Master of Education in Educational Administration is a 36-credit program designed for graduate level educators who are presently teachers or administrators in a school setting and have regular weekly access to a school and classrooms. The Master of Education in Educational Administration will provide opportunities for educators to learn and develop skills and strategies in the areas of school management, law, finance, and instructional supervision to be an effective leader.

The goal of the program is to develop scholars-practitioners who will learn and practice advanced skills in designing, implementing and analyzing effective research-based strategies in school leadership so they can provide an active, positive and effective leadership in the school environment. All students enrolled in the Master of Education in Educational Administration degree program will demonstrate and apply knowledge and skills related to PSEL and NELP standards. In addition, students will:

- Reflect on leadership practices and how they influence students' outcomes
- Apply critical thinking to identify current educational dilemmas and propose appropriate work-based solutions
- Model strategies that promote global citizenship, civic engagement, and lifelong learning

The Professional Standards for Educational Leaders (PSEL) are organized around the domains, qualities, and values of leadership work that research and practice indicate contribute to students' academic success and well-being. The National Educational Leadership Preparation (NELP) Program Building Standards, which are

aligned to the PSEL, provide specificity around performance expectations for beginning-level building leaders. The NELP standards, formerly known as the Educational Leadership Constituent Council (ELCC standards), specify what novice leaders and program graduates should know and be able to do as a result of completing high-quality educational leadership programs. The NELP program standards include seven content standards and an eighth internship standard.

Based on research and effective leadership practices, the NELP standards provide a guide for preparing, supporting, and evaluating educational leaders so all students may reach their

fullest potential.

At the end of this program, students will be able to:

<b>Program Learning Outcomes</b> Promoting the current and future success and well- being of each student and adult	<b>NELP Standards</b>	<b>PSEL Standards</b>
1. Lead and implement a school mission, vision, and process for continuous improvement that reflects a core set of values and priorities	Standards 1 & 2	Standards 1 & 2
2. Develop and implement coherent systems of curriculum, instruction, support, and assessment within an inclusive school culture of family, community, and school personnel.	Standards 3 & 4	Standards 4 & 8
3. Support the school’s professional capacity, engage staff in the development of a collaborative professional culture, and improve systems of staff supervision, evaluation, support, and professional learning	Standards 5 & 7	Standard 6 & 7
4. Apply knowledge and skills necessary to improve school governance, data-based school resource plans, and operation systems that include fiscal management as well as implementing laws, rights, policies, and regulations	Standard 6	Standard 9
5. Demonstrate knowledge and skills of the program in a mentored practicum (internship) in an administrative setting	Standard 8	Demonstrating All Standards

**Attention educational administration majors:** Students in the Master of Education in Educational Administration program are required to maintain membership in the Association for Supervision and Curriculum Development (ASCD) at the **Digital + Print Select** level which grants access to the online articles, online books, and resource materials. For current membership pricing, visit <https://www.ascd.org/memberships>.

**Disclosure:** *Acacia University offers graduate degrees for educators to achieve their professional goals. Completion of a degree program in itself does not constitute having a professional credential. Professional certifications and licenses are governed by boards empowered via State laws and/or professional organizations and commissions. Therefore, Acacia programs are NOT a pathway to teacher licensures in the US.*



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## **Advanced Education Certificate Programs**

The Advanced Education Certificate programs offer specialized education courses that are relatively short-term and low in cost.

- Key benefits include the potential for increased marketability, enhanced skill sets, and personalized flexibility for the working adult.
- Courses are all transferrable to education graduate degree programs at Acacia University.
- Certificates can be stacked to transfer into an Acacia master's degree program.
- Designed for graduate-level educators who are presently teachers or administrators in a school setting or have regular weekly access to a school and classrooms.

### **Program Goal**

Develops or strengthens specific career skills for current or potential educators.

### **Program Prerequisites and Requirements**

Eligible participants must be graduate-level teachers (instructional specialists, administrators, or any other school staff member assigned teaching duties or with access to educational facilities and programs) with current access to classrooms and a school (from grades preK-12, any content area).

Participants must have regular access to a computer with reliable internet connectivity.

### **English Language Learners Certificate (9 credits)**

Certificate ELL courses will build teachers' knowledge and skills to increase the achievement of students who are learning English as a second language. Online examples are provided to help teachers of every subject and grade level provide appropriate instruction to facilitate listening, speaking, reading, writing, and comprehension skills in the English language. Areas of focus include specific information and practice on methods of ESL; foundations of ESL; teaching of reading and writing; linguistics; and assessment for non-English proficient students.

### **Courses**

EDC572 Foundations of ESL

EDC577 English Language Learners/Linguistics EDC535

Reading and Writing

## **Program Learning Outcomes**

At the end of this program, students will be able to:

1. Teach English as a Second Language (ESL) learners the ability to communicate information, ideas, and concepts necessary for academic success in all content areas such as language arts, mathematics, science, and social studies
2. Incorporate the four language domains (Listening, Speaking, Reading, and Writing) in their curriculum, instruction, and assessment focusing on each of the five language proficiency levels Stages I-V
3. Demonstrate knowledge and skills to create and maintain a positive learning environment that will support and increase ESL students' academic and language achievement
4. Design and implement developmentally appropriate strategies that foster, nurture, and develop ESL skills in students that are within, and outside of, the normal range of child development
5. Design and implement strategies to meet the special education needs of ESL students

## **Special Needs Certificate (9 credits)**

The program is entirely customized with examples, strategies, and assignments for any teacher to gain and sharpen instructional skills for special education students. The courses that make up the program curriculum are designed to prepare and strengthen the teacher by providing the most current research-based and proven educational strategies and knowledge for meeting special education needs. The curriculum encompasses learning theory, educational foundations, brain theory, best practices, curriculum development, standards, and assessment.

## **Courses**

EDC550 Child and Adolescent Development EDC570

Special Needs Students

EDC578 English Language Learners with Special Needs

## **Program Learning Outcomes**

At the end of this program, students will be able to:

1. Develop and implement an Individualized Education Plan (IEP)
2. Develop meaningful accommodations to maximize access to the curriculum
3. Understand and apply modifications to content, methods, and pacing of curriculum
4. Design and implement developmentally appropriate strategies that foster, nurture, and develop skills in students that are within, and outside of, the normal range of child development
5. Design and implement strategies to meet the special educational needs of students in the resource classroom

## **Power Strategies for Teaching for Learning Certificate (9 credits)**

These courses are designed to prepare and strengthen the classroom teacher by providing the most current research-based and proven educational strategies and knowledge. Students will complete several strategy plans that will demonstrate the integration of Power Strategies® in daily instruction. Effective strategies include methods of teaching and

learning through reflection, note-taking, summarizing, graphic organizers, word walls, and partnering to increase comprehension in all subject areas as well as rubrics and editing for classroom assessment.

### **Courses**

EDC500 Power Strategies for Effective Teaching EDC510  
Power Strategies for Classroom Assessment EDC520 Power  
Strategies for Improving Comprehension

### **Program Learning Outcomes**

At the end of this program, students will be able to:

1. Consistently integrate the Power Strategies with other research-based strategies into their instruction
2. Model instructional and classroom strategies that promote global citizenship, acceptance and tolerance of others, and lifelong learning
3. Design and implement strategies to meet the individual needs of students in the classroom
4. Implement a coherent and effective elementary classroom utilizing appropriate curriculum, instruction, and assessment practices
5. Provide mentoring to other teachers as they implement effective strategies in the classroom

### **School Administration Certificate (9 credits)**

The goal of the certificate program is to develop scholars-practitioners who will learn and practice advanced skills in designing, implementing, and analyzing effective research-based strategies in school leadership so they can provide an active, positive, and effective leadership in the areas of supervision, teacher evaluation, financial management, and professional development. The courses provide opportunities for students to apply critical thinking to identify current educational dilemmas and propose appropriate work-based solutions.

### **Courses**

EDA549 Principles of School Leadership and Management  
EDA589 Personnel Management and Supervision  
EDA569 Education Finance

## **Program Learning Outcomes**

At the end of this program, students will be able to:

1. Create a team leadership Supervisory Platform that implements your vision for education leadership in terms of duties and responsibilities
2. Determine appropriate approaches to developmental supervision and professional development
3. Create a supervisory plan that implements both clinical supervision and differentiated supervision
4. Explain the role of the principal in managing school facilities and fiscal management
5. Explore the expanded supervisory scope of responsibilities that include personnel management, school staffing, school effectiveness, Danielson Framework, coaching, mentoring, and professional development

## **Instructional Supervision Certificate (9 credits)**

For supervisors and administrators, these courses provide experience and practice in understanding effective strategies and how to recognize “good” teaching practices when supervising teachers. Emphasizing visual representations, engaging students, assessing learning, and teaching comprehension are essential for learning any content, expressing ideas, and for the transference of knowledge. Students will also learn strategies for developing content assessments and how to relate the curriculum and assessments to state, provincial, or country standards and adjust for diverse populations.

### **Courses**

EDA509 Essential Instructional Strategies EDC540  
Classroom Management  
EDC560 Curriculum, Instruction, and Assessment

## **Program Learning Outcomes**

At the end of this program, students will be able to:

1. Explain appropriate research-based effective teaching strategies for special education, ESL, and struggling students
2. Consistently integrate the essential instructional strategies with other research-based strategies into their instruction
3. Demonstrate comprehensive understanding and knowledge of the process and principles of curriculum design and assessment so they can plan effective instructional and assessment strategies
4. Analyze the current trends, requirements, and practices that are required and design instruction and instructional strategies that will enable students to meet the learning goals and standards
5. Explore effective classroom management strategies as powerful tools that will engage students, enhance appropriate behavior, and improve the learning environment

## **Foundations of Education Certificate (9 credits)**

The foundations course features the historical, philosophical, and theoretical development of public education in elementary and high schools. It also focuses on

educational models and elements of school operation in relation to the issues and challenges of the 21st century. Knowing the foundations prepares the students the skills needed to provide systematic and systemic planning and implementation of strategic initiatives. Principles of school improvement, strategic planning, organizing for effectiveness, and ongoing involvement of stakeholders related to the educational institution are explored through individual and collaborative projects.

### **Courses**

EDA579 Foundations of Elementary and Secondary Education EDA599  
Principles of Continuous Improvement  
EDA559 Education Law

### **Program Learning Outcomes**

At the end of this program, students will be able to:

1. Interpret the U.S. judicial and legislative systems and the formation of laws relating to public education
2. Analyze current school practices from the standpoint of potential legal controversies
3. Examine the foundation of education in the US and how it has changed throughout the 21st Century
4. Explore school leaders' challenging roles and impact on teacher and school effectiveness
5. Examine the components of a School Improvement Plan

### **Customized Teaching Preparation (9 credits)**

This teacher preparation program provides options for students to choose their own courses which may be needed to meet certification and/or licensing requirements in the respective home state. All courses are stackable and upon completion may be transferred to one of the master's degree programs at Acacia University.

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## Course Options

EDA509 Essential Instructional Strategies  
EDC540 Classroom Management  
EDC560 Curriculum, Instruction, and Assessment  
EDC500 Power Strategies for Effective Teaching  
EDC510 Power Strategies for Classroom Assessment  
EDC520 Power Strategies for Improving Comprehension  
EDC572 Foundations of ESL  
EDC577 English Language Learners/Linguistics  
EDC535 Reading and Writing  
EDC550 Child and Adolescent Development  
EDC570 Special Needs Students  
EDC578 English Language Learners with Special Needs  
EDA559 Education Law  
EDA549 Principles of School Leadership and Management  
EDA589 Personnel Management and Supervision  
EDA569 Education Finance  
EDA579 Foundations of Elementary and Secondary Education  
EDA599 Principles of Continuous Improvement

## Program Learning Outcomes

Program Learning Outcomes will depend upon the combination of courses chosen.

## Admission and Eligibility Requirements in Education

### Master's Admission Requirements

Learners seeking admission to a School of Education Master's degree program must meet certain requirements. **For doctoral program requirements**, please see the *Education Doctoral Program Handbook Addendum* or the *Business Doctoral Program Handbook Addendum*, respectively).

1. **Successful completion of a baccalaureate degree from an accredited college or university** - The degree must be verified on transcripts sent by the awarding institution directly to Acacia University. Mail or secure electronic delivery is accepted. **Applicants from Institutions Outside the United States:** 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.
2. **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. **Teaching position or access to classrooms**
- The Master of Arts in Elementary Education requires access to elementary classrooms.
  - The Master of Arts in Secondary Education requires access to secondary classrooms.
  - The Master of Education in Educational Administration prefers a record of two years of successful teaching experience and requires access to classrooms.
  - The Master of Education in Special Education requires access to Special Education classrooms for implementation of strategies and assignments.
  - The Master of Education in English as a Second Language requires access to classrooms with ESL students.
4. **Ongoing access to computer technology** – All Acacia University courses are presented online so each applicant must have a computer and internet access to participate.

The application and all required documents must be received two weeks prior to the start of the applicant's first term.

### **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 course work were not received by Acacia University by the application deadline, but otherwise meets the admission requirements
2. Any other application components were not received by Acacia University by the application deadline, but otherwise meets 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.

### **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

## Course Descriptions

### Master of Arts in Elementary Education

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### EDC500 Power Strategies for Effective Teaching

**Prerequisite/s: none Credits: 3**

**Course Length: 8 weeks**

This course features methods of teaching and learning through graphic organizers, word walls, and partnering to increase comprehension in all subject areas. Teachers learn to use visual representations to help students organize ideas and thoughts; to understand



relationships among those ideas; and to remember the information.

Strategies are provided for teachers to use word walls in classrooms so that students build vocabulary and their understanding of the English language. Graphic organizers, word walls, and partnering are effective for all students including special education students and English language learners. Many classroom examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing these strategies in the classroom.

### **EDC510 Power Strategies for Classroom Assessment**

**Prerequisite/s: EDC500**

**Credits: 3**

**Course Length: 8 weeks**

This course features methods of teaching and learning through rubrics and editing. Teachers learn to use rubrics in all subject areas to set learning expectations for students with a wide range of abilities. Active learning is promoted so that students become involved in their own learning. Teachers practice strategies for editing that provide specific feedback based on the use of rubrics for analysis. They also learn strategies that develop the students' editing skills. The concept of editing is expanded to include visual products, performances, and processes as well as written products. These assessment skills are essential to all students including special education and English language learners. The rubrics set expectations for quality that provide for differentiated instruction for diverse populations. Many classroom examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing these strategies in the classroom.

### **EDC520 Power Strategies for Improving Comprehension**

**Prerequisite/s: EDC510**

**Credits: 3**

**Course Length: 8 weeks**

This course features multiple ways to use the strategies of reflection, note taking, and summarizing to increase learning. Teachers learn to design frequent opportunities for students to reflect about the important concepts in the subjects they teach. Based on brain research, reflection means "thinking about learning". It is effective for use in all grades, subject areas, and for all students to enhance knowledge, clarify concepts, and relate new ideas to prior knowledge. Teachers learn to use and teach note taking, summaries and summary frames to assist the students in organizing reflections, summarizing notes, and summarizing various types of written material. Many classroom examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing these strategies in the classroom.

### **EDC540 Classroom Management**

**Prerequisite/s: none Credits: 3**

**Course Length: 8 weeks**

This course assists teachers in organizing the classroom environment; working with students to design rules and routines; and using strategies to create and maintain a learning environment/community. Specific strategies are suggested to limit or decrease behaviors that interfere with learning. Teachers learn recording techniques for observing and analyzing student behavior in the classroom. They examine strategies to promote effective

parental and community resources that will maximize learning in diverse classrooms. Many classroom examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing these strategies in the classroom.

### **EDC550 Child and Adolescent Development**

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course focuses on effective implementation of developmentally appropriate strategies in the classroom. Participants explore various domains and stages of development within age ranges from birth to 18. They learn the role of culture in the learning process and how collaboration among the many stakeholders in the school and community affects development. The stages relate to cognitive, emotional, physical, and social development and how teachers can facilitate student growth in these areas. The strategies focus on all aspects of the classroom from the decision making to the way instruction is delivered. Many examples are provided for all grade levels and for special populations to assist the teacher in understanding these stages and using effective strategies in the classroom.

### **EDC560 Curriculum, Instruction, and Assessment**

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course builds teacher understanding about academic curriculum design, delivery and assessments. Development of curriculum will address research-based practices, technology integration and developing content assessments that align to the curriculum. Types of assessments are explored and strategies for developing content assessments that align to the curriculum are presented. The course will also explore current trends, issues, and policies and their impact of curriculum instruction and assessments. Teachers learn how to relate the curriculum and assessments to state, provincial, or country standards and adjust for diverse populations such as special education or English language learners. Many examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing effective curriculum and assessment strategies in the classroom.

### **EDC570 Special Needs Students (Special Education, Gifted, English Language Learners)**

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course focuses on the special instructional needs related to special education students, gifted students, and English language learners. Teachers learn how to use learning styles, differentiated learning, and effective strategies that engage learners and provide for individual needs. Specific strategies are suggested for the various populations. Strategies for adapting a “regular” classroom to provide an appropriate learning environment for all children, including those outside the normal range, are provided and discussed. Many examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing effective strategies in the classroom.

**EDC577 English Language Learners** (will accept EDC573)

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course presents language development theories and programs for English language learners. Teachers learn effective programs and strategies that focus on oral and written language development. The types of programs provided by states and districts are compared regarding their efficacy for English language learners. Strategies for teaching the skills of reading and writing using appropriate scaffolding are presented and practiced. Specific classroom strategies are designed, implemented, and analyzed. Many examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing effective strategies in the classroom.

**EDC585 Principles of Elementary Education**

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course provides the foundation and growth of elementary education in the United States. Elementary is defined as grades Kindergarten through 8th grade. Teachers learn how various curricular programs are established, organized, and implemented for the elementary school. Learning theory and research related to the establishment of effective school programs are presented. Classroom and school examples are analyzed for a variety of types of school programs. Teachers learn specific strategies for implementation related to developmentally appropriate elementary education. The course is organized to provide information and opportunities for discussion on the following topics:

- Historical perspective on the establishment and organization of the elementary school in the US
- The roles of staff and methods of decision-making
- The role of the parents and community in the elementary school
- Special programs and activities that are beyond the classroom
- Issues and solutions to meet the needs of the 21<sup>st</sup> century
- Analysis of the students’ schools in relation to the ideas presented throughout the course

### **EDC610-1 Research Methods**

**Prerequisite/s: 24 credits**

**Credits: 2**

**Course Length: 8 weeks**

**Required Textbook: A Short Guide to Action Research, 4e**

This course is designed to give an overview of action research, particularly research that is conducted within educational settings. Emphasis is placed upon gaining an understanding of the action research process and the difference between qualitative and quantitative research designs. Participants will identify a research problem and purpose, provide a theoretical foundation, and conduct a mini literature review, which are the main components of the action research project proposal. This course, which is focused on the project proposal, is the first course in a sequence of two courses. The proposal will be implemented in the second course - Action Research.

### **EDC610-2 Action Research**

**Prerequisite/s: EDC610-1**

**Credits: 3**

**Course Length: 16 weeks**

**Required Textbook: A Short Guide to Action Research, 4e**

This capstone course is the final course of the master's degree program and demonstrates proficiency of learning and applying skills learned and practiced throughout the program. A formal presentation of the action research may be made to an audience such as the principal and staff or attendees at a conference, workshop, or seminar.

Learning Outcomes:

1. Interpret and synthesize research-based educational literature to write a comprehensive literature review
2. Investigate an educational problem that can be solved through an action research project
3. Create protocols to collect quantitative and qualitative data and analyze, report, and discuss the findings
4. Design and implement an intervention in an educational setting and use formal action research processes to examine its impact
5. Compose a final action research project sectioned in five chapters as follows:  
Chapter I: Introduction, Chapter II: Literature Review, Chapter III: Methodology, Chapter IV: Findings, and Chapter V: Discussion and Conclusions

### **EDC620 Mentored Practicum**

**Prerequisite/s: 24 credits**

**Credits: 4**

**Course Length: 16 weeks**

**Required Textbooks: Educational Research: Planning, Conducting and Evaluating Quantitative and Qualitative Research, 6e; A Short Guide to Action Research, 4e**

The mentored practicum is an individualized application project determined by the student, the school leader where he/she is employed, the assigned mentee at the school, and the online instructor. The course provides students with research-based and evidence-based strategies to establish and maintain mentoring relationships.

Students examine various mentoring models and learn about essential characteristics of effective mentoring. Students apply critical thinking skills to design, implement, and assess work-based mentoring experiences while reflecting on their practices and how they influence mentoring outcomes.

### **Master of Arts in Secondary Education**

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### **EDC500 Power Strategies for Effective Teaching**

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course features methods of teaching and learning through graphic organizers, word walls, and partnering to increase comprehension in all subject areas. Teachers learn to use visual representations to help students organize ideas and thoughts; to understand relationships among those ideas; and to remember the information.

Strategies are provided for teachers to use word walls in classrooms so that students build vocabulary and their understanding of the English language. Graphic organizers, word walls, and partnering are effective for all students including special education students and English language learners. Many classroom examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing these strategies in the classroom.

### **EDC510 Power Strategies for Classroom Assessment**

**Prerequisite/s: EDC500**

**Credits: 3**

**Course Length: 8 weeks**

This course features methods of teaching and learning through rubrics and editing. Teachers learn to use rubrics in all subject areas to set learning expectations for students with a wide range of abilities. Active learning is promoted so that students become involved in their own learning. Teachers practice strategies for editing that provide specific feedback based on the use of rubrics for analysis. They also learn strategies that develop the students' editing skills. The concept of editing is expanded to include visual products, performances, and processes as well as written products. These assessment skills are essential to all students including special education and English language learners. The rubrics set expectations for quality that provide for differentiated instruction for diverse populations. Many classroom examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing these strategies in the classroom.

### **EDC520 Power Strategies for Improving Comprehension**

**Prerequisite/s: EDC510**

**Credits: 3**

**Course Length: 8 weeks**

This course features multiple ways to use the strategies of reflection, note taking, and summarizing to increase learning. Teachers learn to design frequent opportunities for students to reflect about the important concepts in the subjects they teach. Based on brain research, reflection means "thinking about learning". It is effective for use in all grades, subject areas, and for all students to enhance knowledge, clarify concepts, and relate new ideas to prior knowledge. Teachers learn to use and teach note taking, summaries and summary frames to assist the students in organizing reflections, summarizing notes, and summarizing various types of written material. Many classroom examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing these strategies in the classroom.

### **EDC540 Classroom Management**

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course assists teachers in organizing the classroom environment; working with students to design rules and routines; and using strategies to create and maintain a learning environment/community. Specific strategies are suggested to limit or decrease behaviors that interfere with learning. Teachers learn recording techniques for observing and analyzing student behavior in the classroom. They examine strategies to promote effective parental and community resources that will maximize learning in diverse classrooms. Many classroom examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing these strategies in the classroom.

### **EDC550 Child and Adolescent Development**

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course focuses on effective implementation of developmentally appropriate strategies in the classroom. Participants explore various domains and stages of development within age ranges from birth to 18. They learn the role of culture in the learning process and how collaboration among the many stakeholders in the school and community affects development. The stages relate to cognitive, emotional, physical, and social development and how teachers can facilitate student growth in these areas. The strategies focus on all aspects of the classroom from the decision making to the way instruction is delivered. Many examples are provided for all grade levels and for special populations to assist the teacher in understanding these stages and using effective strategies in the classroom.

### **EDC560 Curriculum, Instruction, and Assessment**

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course builds teacher understanding about academic curriculum design, delivery and assessments. Development of curriculum will address research-based practices, technology integration and developing content assessments that align to the curriculum. Types of assessments are explored and strategies for developing content assessments that align to the curriculum are presented. The course will also explore current trends, issues, and policies and their impact of curriculum instruction and assessments. Teachers learn how to relate the curriculum and assessments to state, provincial, or country standards and adjust for diverse populations such as special education or English language learners. Many examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing effective curriculum and assessment strategies in the classroom.

### **EDC570 Special Needs Students (Special Education, Gifted, English Language Learners)**

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course focuses on the special instructional needs related to special education students, gifted students, and English language learners. Teachers learn how to use learning styles, differentiated learning, and effective strategies that engage learners and provide for individual needs. Specific strategies are suggested for the various populations. Strategies for adapting a "regular" classroom to provide an appropriate learning environment for all children, including those outside the normal range, are provided and discussed. Many examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing effective strategies in the classroom.

### **EDC577 English Language Learners (will accept EDC573)**

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course presents language development theories and programs for English language learners. Teachers learn effective programs and strategies that focus on oral and written language development. The types of programs provided by states and districts are compared regarding their efficacy for English language learners. Strategies for teaching the skills of reading and writing using appropriate scaffolding are presented and practiced. Specific classroom strategies are designed, implemented, and analyzed. Many examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing effective strategies in the classroom.

### **EDC595 Principles of Secondary Education**

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course focuses on the principles of secondary education as designed for the needs of the early 20th century and how it is responding to the needs of the 21st century through various levels of reform models. The definition of secondary is expanded to include those middle or junior high schools that are modeled after the secondary design. This course is organized to provide information and opportunities for discussion on the following topics:

- Structures and organization of the original design and additions through the 20th century
- The staff and the various methods of decision-making
- Special programs and activities that are beyond the classroom
- Current issues, trends and models of reform that have been introduced to meet the needs of the 21st century
- Analysis of the students' schools in relation to specific aspects discussed throughout the course

### **EDC610-1 Research Methods**

**Prerequisite/s: 24 credits**

**Credits: 2**

**Course Length: 8 weeks**

**Required Textbook: A Short Guide to Action Research, 4e**

This course is designed to give an overview of action research, particularly research that is conducted within educational settings. Emphasis is placed upon gaining an understanding of the action research process and the difference between qualitative and quantitative research designs. Participants will identify a research problem and purpose, provide a theoretical foundation, and conduct a mini literature review, which are the main components of the action research project proposal. This course, which is focused on the project proposal, is the first course in a sequence of two courses. The proposal will be implemented in the second course - Action Research.

### **EDC610-2 Action Research**

**Prerequisite/s: EDC610-1**

**Credits: 3**

**Course Length: 16 weeks**

**Required Textbook: A Short Guide to Action Research, 4e**

This capstone course is the final course of the master's degree program and demonstrates



proficiency of learning and applying skills learned and practiced throughout the program. A formal presentation of the action research may be made to an audience such as the principal and staff or attendees at a conference, workshop, or seminar.

Learning Outcomes:

1. Interpret and synthesize research-based educational literature to write a comprehensive literature review
2. Investigate an educational problem that can be solved through an action research project
3. Create protocols to collect quantitative and qualitative data and analyze, report, and discuss the findings
4. Design and implement an intervention in an educational setting and use formal action research processes to examine its impact
5. Compose a final action research project sectioned in five chapters as follows: Chapter I: Introduction, Chapter II: Literature Review, Chapter III: Methodology, Chapter IV: Findings, and Chapter V: Discussion and Conclusions

### **EDC620 Mentored Practicum**

**Prerequisite/s: 24 credits**

**Credits: 4**

**Course Length: 16 weeks**

**Required Textbooks: Educational Research: Planning, Conducting and Evaluating Quantitative and Qualitative Research, 6e; A Short Guide to Action Research, 4e**

The mentored practicum is an individualized application project determined by the student, the school leader where he/she is employed, the assigned mentee at the school, and the online instructor. The course provides students with research-based and evidence-based strategies to establish and maintain mentoring relationships.

Students examine various mentoring models and learn about essential characteristics of effective mentoring. Students apply critical thinking skills to design, implement, and assess work-based mentoring experiences while reflecting on their practices and how they influence mentoring outcomes.

### **Master of Education in English as a Second Language**

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### **EDC500 Power Strategies for Effective Teaching**

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course features methods of teaching and learning through graphic organizers, word walls, and partnering to increase comprehension in all subject areas. Teachers learn to use visual representations to help students organize ideas and thoughts; to understand relationships among those ideas; and to remember the information.

Strategies are provided for teachers to use word walls in classrooms so that students build vocabulary and their understanding of the English language. Graphic organizers, word walls, and partnering are effective for all students including special education students and English language learners. Many classroom examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing these strategies in the classroom.

### **EDC510 Power Strategies for Classroom Assessment**

**Prerequisite/s: EDC500**

**Credits: 3**

**Course Length: 8 weeks**

This course features methods of teaching and learning through rubrics and editing. Teachers learn to use rubrics in all subject areas to set learning expectations for students with a wide range of abilities. Active learning is promoted so that students become involved in their own learning. Teachers practice strategies for editing that provide specific feedback based on the use of rubrics for analysis. They also learn strategies that develop the students' editing skills. The concept of editing is expanded to include visual products, performances, and processes as well as written products. These assessment skills are essential to all students including special education and English language learners. The rubrics set expectations for quality that provide for differentiated instruction for diverse populations. Many classroom examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing these strategies in the classroom.

### **EDC520 Power Strategies for Improving Comprehension**

**Prerequisite/s: EDC510**

**Credits: 3**

**Course Length: 8 weeks**

This course features multiple ways to use the strategies of reflection, note taking, and summarizing to increase learning. Teachers learn to design frequent opportunities for students to reflect about the important concepts in the subjects they teach. Based on brain research, reflection means "thinking about learning". It is effective for use in all grades,

subject areas, and for all students to enhance knowledge, clarify concepts, and relate new ideas to prior knowledge. Teachers learn to use and teach note taking, summaries and summary frames to assist the students in organizing reflections, summarizing notes, and summarizing various types of written material. Many classroom examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing these strategies in the classroom.

### **EDC535 Reading and Writing in the ESL Classroom**

**Prerequisite/s: EDC520**

**Credits: 3**

**Course Length: 8 weeks**

This course features an emphasis on teaching English language learners (ELL) strategies in reading and writing in the mainstream classroom. Students will study and apply methods and strategies for teaching the English language learner in all grades and languages. Students will learn to implement strategies that focus on oral and written language development and the teaching of reading, as well as the implementation of ELL strategies in all subject areas.

### **EDC540 Classroom Management**

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course assists teachers in organizing the classroom environment; working with students to design rules and routines; and using strategies to create and maintain a learning environment/community. Specific strategies are suggested to limit or decrease behaviors that interfere with learning. Teachers learn recording techniques for observing and analyzing student behavior in the classroom. They examine strategies to promote effective parental and community resources that will maximize learning in diverse classrooms. Many classroom examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing these strategies in the classroom.

### **EDC550 Child and Adolescent Development**

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course focuses on effective implementation of developmentally appropriate strategies in the classroom. Participants explore various domains and stages of development within age ranges from birth to 18. They learn the role of culture in the learning process and how collaboration among the many stakeholders in the school and community affects development. The stages relate to cognitive, emotional, physical, and social development and how teachers can facilitate student growth in these areas. The strategies focus on all aspects of the classroom from the

decision making to the way instruction is delivered. Many examples are provided for all grade levels and for special populations to assist the teacher in understanding these stages and using effective strategies in the classroom.

### **EDC564 Curriculum, Instruction, and Assessment in the ESL Classroom**

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course builds ESL teacher understanding about academic curriculum content and assessments for ESL students. Understanding and using Common Core Standards in planning, instruction, and assessment are highlighted. Types of assessments are explored and strategies for developing content assessments that align to the curriculum are presented. ESL teachers learn how to relate the curriculum and assessments to state, provincial, or country standards and adjust for English as a Second Language students. Many examples are provided for all grade levels and content areas for ESL teachers to assist in the effective implementation of special curriculum and assessment strategies in the ESL classroom.

### **EDC570 Special Needs Students (Special Education, Gifted, English Language Learners)**

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course focuses on the special instructional needs related to special education students, gifted students, and English language learners. Teachers learn how to use learning styles, differentiated learning, and effective strategies that engage learners and provide for individual needs. Specific strategies are suggested for the various populations. Strategies for adapting a "regular" classroom to provide an appropriate learning environment for all children, including those outside the normal range, are provided and discussed. Many examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing effective strategies in the classroom.

### **EDC572 Foundations of ESL**

**Prerequisite/s: EDC520**

**Credits: 3**

**Course Length: 8 weeks**

**Required Textbook: A Course for Teaching English Learners, 3e**

This course features an emphasis on the foundation of historical, philosophical, and theoretical education for English Language Learners in the United States. It also engages the student in valuable teaching practices and identifies effective instructional models to be utilized with English Language Learners. It analyzes key legislation that has had an impact on how second language learners receive necessary assistance in achieving academic success.

The course is organized to provide information and opportunities for discussion on the following topics:

- Bilingual (BLE) and English as a Second Language (ESL) principles and philosophies
- Cultural, social, linguistic, and academic issues of second language learners
- Current federal and state policies impacting ESL/BLE programs
- Historical aspects and court cases impacting second language learners
- The role of the Office of Civil Rights (OCR) and legislation on the establishment of federally funded programs for second language learners
- The process for placing second language learners in an appropriate educational setting
- Overrepresentation of second language learners in special education and the underrepresentation in gifted programs
- Analysis of the students' schools in relation to specific aspects discussed throughout the course

### **EDC573 Linguistics** (will accept EDC577)

**Prerequisite/s: EDC520**

**Credits: 3**

**Course Length: 8 weeks**

This course features an emphasis on teaching English language learners (ELL) in the mainstream classroom. Students will study the development of language, culture, theory, programs, methods, and strategies for teaching the English Language Learner in all grades and subject areas. Students will learn to implement effective programs and strategies that focus on oral and written language development and the teaching of reading, as well as the implementation of ELL strategies in all subject areas.

### **EDC610-1 Research Methods**

**Prerequisite/s: 24 credits**

**Credits: 2**

**Course Length: 8 weeks**

**Required Textbook: A Short Guide to Action Research, 4e**

This course is designed to give an overview of action research, particularly research that is conducted within educational settings. Emphasis is placed upon gaining an understanding of the action research process and the difference between qualitative and quantitative research designs. Participants will identify a research problem and purpose, provide a theoretical foundation, and conduct a mini literature review, which are the main components of the action research project proposal. This course, which is focused on the project proposal, is the first course in a sequence of two courses. The proposal will be implemented in the second course - Action Research.

### **EDC610-2 Action Research**

**Prerequisite/s: EDC610-1**

**Credits: 3**

**Course Length: 16 weeks**

**Required Textbook: A Short Guide to Action Research, 4e**

This capstone course is the final course of the master's degree program and demonstrates proficiency of learning and applying skills learned and practiced throughout the program. A formal presentation of the action research may be made to an audience such as the principal and staff or attendees at a conference, workshop, or seminar.

Learning Outcomes:

1. Interpret and synthesize research-based educational literature to write a comprehensive literature review
2. Investigate an educational problem that can be solved through an action research project
3. Create protocols to collect quantitative and qualitative data and analyze, report, and discuss the findings
4. Design and implement an intervention in an educational setting and use formal action research processes to examine its impact
5. Compose a final action research project sectioned in five chapters as follows: Chapter I: Introduction, Chapter II: Literature Review, Chapter III: Methodology, Chapter IV: Findings, and Chapter V: Discussion and Conclusions

### **EDC620 Mentored Practicum**

**Prerequisite/s: 24 credits**

**Credits: 4**

**Course Length: 16 weeks**

**Required Textbooks: Educational Research: Planning, Conducting and Evaluating Quantitative and Qualitative Research, 6e; A Short Guide to Action Research, 4e**

The mentored practicum is an individualized application project determined by the student, the school leader where he/she is employed, the assigned mentee at the school, and the online instructor. The course provides students with research-based and evidence-based strategies to establish and maintain mentoring relationships.

Students examine various mentoring models and learn about essential characteristics of effective mentoring. Students apply critical thinking skills to design, implement, and assess work-based mentoring experiences while reflecting on their practices and how they influence mentoring outcomes.

### **Master of Education in Special Education**

*Disclosure: Acacia University offers graduate degrees for educators to achieve their professional goals. Completion of a degree program in itself does not constitute having a professional credential. Professional certifications and licenses are governed by boards empowered via State laws and/or professional organizations and commissions. Therefore, Acacia programs are NOT a pathway to teacher licensures in the US.*

*This information is provided per U.S. Federal Regulations, 34 CFR § 668.50 (2016 Rules), 34 CFR § 668.43 (2019 Rules), and in compliance with the State Authorization Reciprocity Agreement (SARA) Manual version 19.2.*

*Acacia University is an approved institution of the [National Council for State Authorization Reciprocity Agreements](#) (NC-SARA) which allows the university to provide distance learning programs and coursework to students located in states other than Arizona. NC-SARA approval does not grant reciprocity or exemption from state professional licensing requirements.*

*All of the courses in the Master of Education in Special Education program are related to the CEC (Council for Exceptional Children) and Acacia Special Education Teaching Standards for*

*Mild/Moderate Students. All courses require access to the CEC resources provided through the required subscription to this organization available at CEC.sped.org.*

**Required textbook for program: Handbook of Special Education, 2e**

**EDC501 Instructional Strategies for Students with Special Needs** (will accept EDC500)

**Prerequisite/s: None**

**Credits: 3**

**Course Length: 8 weeks**

This course features current methods of teaching and learning through various types of visuals, specifically, graphic organizers, word walls, and partnering. Using visual representations in all subjects and grade levels helps special needs students organize and express ideas and thoughts, improve comprehension, and remember information. Strategies are provided for teachers to use word walls in classrooms so that students build vocabulary and their understanding of major concepts. Graphic organizers, word walls, and partnering are effective for all students, including special education students and English language learners. Many classroom examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing these strategies in the classroom.

**EDC511 Classroom Assessment in Special Education** (will accept EDC510)

**Prerequisite/s: EDC501**

**Credits: 3**

**Course Length: 8 weeks**

This course features current and relevant methods of teaching and learning through rubrics and editing. Teachers learn to use rubrics in all subject areas to set learning expectations for students with a wide range of abilities. Active learning is promoted so that special needs students become involved in their own learning. Teachers practice strategies for editing that provide specific feedback based on the use of rubrics for analysis. They also learn strategies that develop the students' self-editing skills. The concept of editing is expanded to include visual products, performances, and processes as well as written products. These assessment skills are essential to all students including special education and English language learners. The rubrics set expectations for quality that provide for differentiated instruction for diverse populations. Many classroom examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing these strategies in the classroom.

**EDC521 Strategies for Improving Comprehension for Students with Special Needs** (will accept EDC520)

**Prerequisite/s: EDC511**

**Credits: 3**

**Course Length: 8 weeks**

This course features multiple ways to use the strategies of reflection, note taking, and summarizing to increase learning. Teachers learn to design frequent opportunities for special needs students to reflect about the important concepts in the subjects they teach. Based on brain research, reflection means "thinking about learning". It is effective for use in all grades, subject areas, and for all students, with differing ability levels, to enhance

knowledge, clarify concepts, and relate new ideas to prior knowledge. Teachers learn to use and teach note taking, use summaries and summary frames to assist the students in organizing reflections, summarizing notes, and summarizing various types of written material. Many classroom examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing these strategies in the classroom.

**EDC541 Classroom Management for Students with Diverse Needs** (will accept EDC540)

**Prerequisite/s: None**

**Credits: 3**

**Course Length: 8 weeks**

This course assists teachers in organizing the classroom environment; working with all students to design rules and routines; and using strategies to create and maintain an effective learning environment/community. Specific strategies are suggested to limit or decrease behaviors that interfere with learning. Teachers learn recording techniques for observing and analyzing student behavior in the classroom. They examine strategies to promote effective parental and community resources that will maximize learning in diverse classrooms. Many classroom examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing these strategies in the classroom.

**EDC551 Child and Adolescent Development** (will accept EDC550)

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course focuses on effective implementation of developmentally appropriate strategies in the classroom. Participants explore various domains and stages of development within age ranges from birth to 18. They learn the role of culture in the learning process and how collaboration among the many stakeholders in the school and community affects development. The stages relate to cognitive, emotional, physical, and social development and how teachers can facilitate student growth in these areas. The strategies focus on all aspects of the classroom from the decision making to the way instruction is delivered. Many examples are provided for all grade levels and for special populations to assist the teacher in understanding these stages and using effective strategies in the classroom.

**EDC561 Curriculum, Instruction, and Assessment Methods in Special Education** (will accept EDC560)

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course builds teacher understanding about academic curriculum content and assessments for diverse learners. Understanding and using national, state, and local standards in planning, instruction, and assessment are highlighted. Types of assessments are explored and strategies for developing content assessments that align to the curriculum are presented. Teachers learn how to relate the curriculum and assessments to state, provincial, or country standards and adjust for diverse populations. Those populations include students who are English learners and those diagnosed as special education learners. Many examples are provided for all grade levels and for special populations in order



to assist the teacher in learning and implementing effective curriculum and assessment strategies in the classroom.

**EDC571 Special Needs Students (Special Education, Gifted, English Language Learners)** (will accept EDC570)

**Prerequisite/s: none**

**Credits: 3**

**Course Length: 8 weeks**

This course focuses on the special instructional needs related to special education students, gifted students, and English language learners. Teachers learn how to use learning styles, differentiated learning, and effective strategies that engage learners and provide for individual needs. Specific strategies are suggested for the various populations. Strategies for adapting a “regular” classroom to provide an appropriate learning environment for all children, including those outside the normal range, are provided and discussed. Many examples are provided for all grade levels and for special populations to assist the teacher in learning and implementing effective strategies in the classroom.

**EDC578 English Language Learners with Special Needs** (will accept EDC577 or EDC573)

**Prerequisite/s: EDC551**

**Credits: 3**

**Course Length: 8 weeks**

This course features an emphasis on understanding English language learners (ELL) in the mainstream or cross-categorical classroom. Students will study the development of language, culture, theory, programs, methods, and strategies for teaching the English language learner in all grades and subject areas. Students will learn to implement effective programs and strategies that focus on oral and written language development and the teaching of reading, as well as the implementation of ELL strategies in all subject areas with diverse abilities and needs. Many classroom examples are provided for all grade levels to assist the student in learning and implementing these strategies in the classroom.

**EDC581 Diagnosis and Assessment in Special Education**

**Prerequisite/s: EDC571**

**Credits: 3**

**Course Length: 16 weeks**

This course focuses on the variety of assessments used in identifying, diagnosing, and placing special education students. Teachers will have opportunities to practice using assessments, interpreting results, making recommendations, and writing a report. This assessment information is used help determine eligibility, design programs, and make placement decisions for special education services according to IDEA.

**EDC611-1 Research Methods**

**Prerequisite/s: 24 credits**

**Credits: 2**

**Course Length: 8 weeks**

**Required Textbook: A Short Guide to Action Research, 4e**

This capstone course focuses on the methods used in quantitative and qualitative research with an emphasis on action research in the classroom. Each student will conduct an action research project that applies some aspect of the previous courses. Electronic portfolios are

used to store and organize all the materials for the project such as logs, reflections and summaries, assessments, examples of curriculum and assessment development, case studies, charts, graphs, and video clips.

### **EDC611-2 Action Research**

**Prerequisite/s: EDC611-1**

**Credits: 3**

**Course Length: 16 weeks**

**Required Textbook: A Short Guide to Action Research, 4e**

This capstone course is the final course of the master's degree program and demonstrates proficiency of learning and applying skills learned and practiced throughout the program. A formal presentation of the action research may be made to an audience such as the principal and staff or attendees at a conference, workshop, or seminar.

Learning Outcomes:

1. To demonstrate understanding of effective and successful action research methods
2. To follow all research methods to develop and implement authentic action research in school and/or classroom
3. To select an appropriate topic and write a review of literature pertaining to the topic
4. To reflect, analyze, summarize, and make conclusions based on school and/or student data
5. To demonstrate written and oral communication skills (via video conferencing during scheduled meetings) in scheduled assignments and/or meetings
6. To strengthen understanding of effective instruction and differentiation techniques to support diverse learners and the dynamics of teaching
7. To develop, maintain, and assess a portfolio and log of research activities
8. Present a final project report demonstrating use of effective action research methods using APA format

### **EDC621 Special Education Internship (US students)**

**Prerequisite/s: 24 credits**

**Credits: 4**

**Course Length: 21 weeks**

The internship involves an onsite special education internship of 21 weeks. The internship is arranged by Acacia University in cooperation with a school administrator where the internship will occur. It begins on the first Sunday of either August or January and ends on the last Saturday of either December or May. It focuses on two individualized applied projects determined by the graduate student, the cooperating teacher, and the online professor. The total internship includes a full semester of onsite field experience at a school for 270 hours. Each project experience will encompass classroom observations, demonstrations, modeling, feedback, and practice applying prior learned skills. Application of the overall Acacia Special Education Teaching Standards for Mild/Moderate Students is required. The experience also includes research, analysis, surveys, interviews, discussions with others, and the maintenance of a log and journal with weekly notes. The onsite experience will involve school and/or classroom-related activities and tasks planned jointly with the cooperating teacher and the online professor. Regularly scheduled online video conferences with the professor and/or Learning Coach will be scheduled at mutually agreed

upon times. Experience gained in the onsite internship, as recorded in the internship log and journal, evaluation forms, and other relevant activities will be summarized and presented in a final report.

### **EDC620 Mentored Practicum (International students)**

**Prerequisite/s: 24 credits**

**Credits: 4**

**Course Length: 16 weeks**

**Required Textbooks: Educational Research: Planning, Conducting and Evaluating Quantitative and Qualitative Research, 6e; A Short Guide to Action Research, 4e**

The mentored practicum is an individualized application project determined by the student, the school leader where he/she is employed, the assigned mentee at the school, and the online instructor. The course provides students with research-based and evidence-based strategies to establish and maintain mentoring relationships.

Students examine various mentoring models and learn about essential characteristics of effective mentoring. Students apply critical thinking skills to design, implement, and assess work-based mentoring experiences while reflecting on their practices and how they influence mentoring outcomes.

### **Master of Education in Educational Administration**

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*All of the courses in the Master of Education in Educational Administration are based on the Professional Standards for Educational Leaders (PSEL) and National Educational Leadership Preparation (NELP) standards. Links to standards resources are provided in each course.*

### **EDA509 Essential Instructional Strategies**

**Prerequisite/s: None**

**Credits: 3**

**Course Length: 8 weeks**

This course emphasizes methods of teaching and learning proven to be effective in all classrooms. Emphasizing visual representations, engaging students, assessing learning, and teaching comprehension, these strategies build skills that are essential for learning any content, expressing ideas, and for the transference of knowledge.

### **EDA519 Child and Adolescent Development**

**Prerequisite/s: None**

**Credits: 3**

**Course Length: 8 weeks**

This course focuses on effective implementation of developmentally appropriate strategies in the classroom and school. Participants explore domains and stages of development within ranges from birth to age 18. The role of culture in the learning process is explored in relationship of impacting development. Stages related to cognitive, emotional, physical, and social development are addressed with strategies to facilitate student growth in each area. Many examples are provided for all grade levels and for special populations to assist the teacher and administrator in understanding and providing developmentally appropriate environments.

### **EDA529 Curriculum, Instruction, and Assessment**

**Prerequisite/s: EDA509**

**Credits: 3**

**Course Length: 8 weeks**

This course builds understanding of academic curriculum content and assessments. Understanding and using Common Core Standards in planning, instruction, and assessment are highlighted. Curriculum and assessment development strategies relate to classroom as well as school-wide plans. Types of assessments are explored and strategies for developing content assessments that align to curriculum are presented. Participants learn how to relate the curriculum and assessments to state, provincial, or country standards and adjust for diverse populations.

### **EDA539 Special Needs Students**

**Prerequisite/s: EDA519**

**Credits: 3**

**Course Length: 8 weeks**

This course focuses on special populations of students with special needs, including English language learners, gifted, and various handicapping disabilities. An overview of assessing needs, methods of teaching, and meeting needs of diverse students is presented. Many examples are provided for all grade levels and for special populations to assist the administrator and teacher in planning and implementing effective programs in the classroom and school.

### **EDA549 Principles of School Leadership and Management**

**Prerequisite/s: EDA509**

**Credits: 3**

**Course Length: 8 weeks**

**Required Textbook: The Principal: Creative Leadership for Excellence in Schools, 8e**

This course presents a survey of research in leadership, management, and strategic planning. It also focuses on an in-depth study of knowledge and skills required to be an effective educational leader. The roles of the principal, district leaders, and school administrators are explored.

### **EDA559 Education Law**

**Prerequisite/s: EDA509**

**Credits: 3**

**Course Length: 8 weeks**

This course emphasizes general education law, public laws influencing the administration of schools, and current issues in law related to classrooms, schools, districts, and individuals. Certification and employment issues are addressed as well as bullying, special education, and desegregation.

### **EDA569 Education Finance**

**Prerequisite/s: EDA509**

**Credits: 3**

**Course Length: 8 weeks**

**Required Textbook: Financing Education in a Climate of Change, 13e**

In this course, education funding, financial management, and the economics of education are addressed. Sources of revenue and the administering a school budget are explored and compared among a variety of educational institutions.

### **EDA579 Foundations of Education** (will accept EDC585 or EDC595)

**Prerequisite/s: EDA509 and EDA529**

**Credits: 3**

**Course Length: 8 weeks**

This course features an emphasis on the historical, philosophical, and theoretical development of public education in elementary and high schools. It also focuses on educational models and elements of school operation in relationship to the issues and challenges of the 21st century. Reform movements are explored and compared.

### **EDA589 Personnel Management and Supervision**

**Prerequisite/s: EDA549 and EDA579**

**Credits: 3**

**Course Length: 8 weeks**

This course is a survey of personnel management, coupled with a detailed study of supervision of faculty and staff in school settings. Staffing options are explored in the context of school goals and student needs. The provision of professional development, supervision, and teacher evaluation are presented with applied projects provided to build understanding of personnel administration.

### **EDA599 Principles of Continuous Improvement**

**Prerequisite/s: EDA529 and EDA579**

**Credits: 3**

**Course Length: 8 weeks**

This course addresses the knowledge and skills needed to provide systematic and systemic planning and implementation of strategic initiatives. Principles of school improvement, strategic planning, organizing for effectiveness, and on-going involvement of stakeholders related to the educational institution are explored through individual and collaborative projects.

### **EDA609 Mentored Practicum/Internship**

**Prerequisite/s: 24 credits**

**Credits: 3**

**Course Length: 21 weeks**

The goal of this capstone course is to build mentoring and leadership skills to be applied in online and onsite practicum experiences. Mentoring in online classes previously taken strengthens concept development and communication skills.

Onsite mentoring and project development develops leadership skills in instructional, personnel, and other areas of school management. In addition to the fieldwork from previous classes and the mentoring project, administrative majors complete the Administrative Internship totaling a minimum of 270 clock hours of Internship. Supervision from online and onsite administrators is an effective part of this leadership practicum.

**EDA619 Portfolio Project**

**Prerequisite/s: 24 credits**

**Credits: 3**

**Course Length: 21 weeks**

**Required Textbook: Educational Research: Planning, Conducting and Evaluating Quantitative and Qualitative Research, 6e**

The goal of this capstone course is to have the experience of designing, conducting, analyzing, and presenting a project that demonstrates some aspect of implementing the administrative practices learned in the master's program.

Research methods are addressed and culminate in an action research project with results presented publicly.

Learning Outcomes:

1. Compose a final action research project sectioned in five chapters as follows: Chapter I: Introduction, Chapter II: Literature Review, Chapter III: Methodology, Chapter IV: Findings, and Chapter V: Discussion and Conclusions
2. Design, implement, and examine the impact of an intervention in an educational setting
3. Discuss, collect, analyze, and report quantitative and qualitative data by drawing conclusions solidly rooted in the data, and conveying those in a formal written report
4. Implement effective research procedures to conduct action research
5. Reflect on the learning process, learning progress, and learning content

## **Course Sequences**

The degree programs in Education at Acacia University are carefully structured to optimize the student experience. The recommended sequence for each program is shown below. Transfer credits, course availability, or other factors may alter the sequence of your program.

### **Master of Arts in Elementary Education**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>
EDC550	Child and Adolescent Development
EDC500	Power Strategies for Effective Teaching

EDC570	Special Needs Students
EDC510	Power Strategies for Classroom Assessment
EDC560	Curriculum, Instruction, and Assessment
EDC520	Power Strategies for Improving Comprehension
EDC540	Classroom Management
EDC577	English Language Learners
EDC585	Principles of Elementary Education
EDC620	Mentored Practicum
EDC610-1	Research Methods
EDC610-2	Action Research

### Master of Arts in Secondary Education

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>
EDC550	Child and Adolescent Development
EDC500	Power Strategies for Effective Teaching
EDC570	Special Needs Students
EDC510	Power Strategies for Classroom Assessment
EDC560	Curriculum, Instruction, and Assessment
EDC520	Power Strategies for Improving Comprehension
EDC540	Classroom Management
EDC577	English Language Learners
EDC585	Principles of Secondary Education
EDC620	Mentored Practicum
EDC610-1	Research Methods
EDC610-2	Action Research

### Master of Education in English as a Second Language

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>
EDC550	Child and Adolescent Development
EDC500	Power Strategies for Effective Teaching
EDC570	Special Needs Students
EDC510	Power Strategies for Classroom Assessment
EDC564	Curriculum, Instruction, and Assessment in the ESL Classroom
EDC520	Power Strategies for Improving Comprehension
EDC540	Classroom Management
EDC535	Reading and Writing in the ESL Classroom
EDC572	Foundations of ESL
EDC573	Linguistics
EDC620	Mentored Practicum

EDC610-1	Portfolio Project - Research Methods
EDC610-2	Portfolio Project - Action Research

### Master of Education in Special Education

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>
EDC551	Child and Adolescent Development
EDC501	Instructional Strategies for Students with Special Needs
EDC571	Special Needs Students
EDC511	Classroom Assessment in Special Education
EDC561	Curriculum, Instruction, and Assessment Methods in Special Education
EDC521	Strategies for Improving Comprehension for Students with Special Needs
EDC541	Classroom Management for Students with Diverse Needs
EDC578	English Language Learners with Special Needs
EDC581	Diagnosis and Assessment in Special Education
EDC621 Or EDC620	Special Education Internship – <b>US Students</b> Or Mentored Practicum- <b>International Students</b>
EDC610-1	Portfolio Project- Research Methods
EDC610-2	Portfolio Project -Action Research

### Master of Education in Educational Administration

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>
EDA519	Child and Adolescent Development
EDA509	Essential Instructional Strategies
EDA539	Special Needs Students
EDA599	Principles of Continuous Improvement
EDA529	Curriculum, Instruction, and Assessment
EDA559	Education Law
EDA549	Principles of School Leadership and Management
EDA569	Education Finance
EDA579	Foundations of Education
EDA589	Personnel Management and Supervision
EDA609	Mentored Practicum/Internship
EDA619	Portfolio Project



## **Final Thoughts on Education**

This University Catalog and the School of Education Program Guide that it contains serve as a valuable resource to better understand your program of study, student responsibilities, and the support that is offered through Acacia University. Please note that laws, rules, and policies can change which may affect some of the information shared in this handbook. The information in this document contains accurate information as of the publication date.

Regular online communication with your professor/Learning Coach and program advisors will increase your success in completing your degree. The Acacia Team looks forward to sharing your quest for higher education and providing support and encouragement you may need along the way.