

CANTERBURY UNIVERSITY



2025–2026 ACADEMIC CATALOG

Quarter System

Effective October 1, 2025 – September 30, 2026

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Religious Exempt Institution under California Education Code §94874(e)

CANTERBURY UNIVERSITY
Christian Higher Education for Faithful Leadership

2025–2026 Academic Catalog
Quarter System

This catalog supersedes all previous editions and is effective for students enrolled during the 2025–2026 academic year.

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PRESIDENT'S MESSAGE

Dear Students, Faculty, and Friends of Canterbury University,

Welcome to Canterbury University, where faith and intellect converge in the pursuit of Christ-centered leadership. Our commitment is to cultivate leaders who are academically prepared, spiritually mature, ethically grounded, and globally engaged.

We operate under a religious exemption in the State of California, maintaining our Christian identity and mission while preparing for future accreditation advancement. Our quarter system structure allows focused academic engagement and consistent momentum toward degree completion.

This catalog outlines our institutional mission, academic programs, policies, governance structure, and student expectations. We invite you to pursue excellence with us — intellectually, spiritually, and professionally — for the glory of God.

In Christ,

President
Canterbury University

INSTITUTIONAL OVERVIEW

Institutional Identity

Canterbury University is a private Christian institution of higher education committed to integrating biblical truth with academic excellence. The University exists to prepare servant leaders for church, nonprofit, marketplace, and global mission contexts.

Religious Exemption Disclosure

Canterbury University is a nonprofit religious institution operating under California Education Code §94874(e). As a religiously exempt institution:

- The University is not regulated by the Bureau for Private Postsecondary Education (BPPE).
- Degrees are religious in nature and designed for ministry, nonprofit, and Christian leadership contexts.
- Students are advised to verify degree applicability for professional licensure where applicable.

MISSION, VISION, AND CORE VALUES

Mission

The mission of Canterbury University is to educate leaders to serve communities and impact the world for God’s glory through academic excellence, biblical truth, and spiritual formation.

Vision

To be a transformative institution that empowers students to grow in their faith, pursue academic excellence, and develop Christlike character, equipping them to serve as leaders in their communities and the world, advancing God's Kingdom through education, innovation, and faithful action.

Philosophy of Christian Education

Christian education is centered on the belief that all truth is God’s truth, and that learning should be rooted in a biblical worldview. It seeks to develop the whole person—mind, heart, and spirit—by integrating faith, knowledge, and character formation. The purpose of Christian education is to cultivate wisdom, servant leadership, and a Christlike character in students, equipping them to impact the world for God’s glory.

At its core, Christian education recognizes God as the ultimate source of knowledge and wisdom (Proverbs 1:7) and sees Jesus Christ as the model for growth in wisdom and stature (Luke 2:52). It is committed to academic excellence, spiritual formation, and the application of biblical principles in every discipline. Learning is not just about acquiring information but about transformation—developing a deep love for God, His Word, and His creation.

Christian education emphasizes a partnership between educators, students, families, and the church in nurturing a faith-filled life. It fosters a Christ-centered worldview, encouraging students to engage with culture critically, serve others humbly, and pursue their God-given calling with integrity and purpose. Ultimately, the goal of Christian education is to prepare students to be disciples of Christ who led with wisdom, love, and truth in all aspects of life.

Institutional Values

1. **Faith in Christ** – We uphold the centrality of Jesus Christ as the foundation of our faith and learning, guiding students to grow in their personal relationship with Him and live out His teachings in all areas of life.
2. **Academic Excellence** – We are committed to rigorous academic standards, encouraging intellectual curiosity, critical thinking, and the pursuit of truth through a Christ-centered lens.
3. **Integrity and Character** – We foster a culture of integrity, honesty, and ethical behavior, promoting personal accountability and aligning actions with biblical values in all aspects of life.
4. **Servant Leadership** – We cultivate leaders who serve others selflessly, exemplifying Christ's humility, compassion, and commitment to justice in both their personal and professional lives.
5. **Community and Fellowship** – We value the importance of building a supportive, loving community that fosters mutual respect, inclusivity, and spiritual growth, where students, faculty, and staff are united in their mission.
6. **Stewardship** – We encourage responsible stewardship of God's creation, resources, and talents, equipping students to manage their lives and work in a way that honors God and serves others.
7. **Discipleship and Spiritual Growth** – We prioritize spiritual development, equipping students with the tools to deepen their faith, engage in regular spiritual practices, and live out their calling in the world.
8. **Global Engagement** – We recognize our responsibility to impact the world for Christ, preparing students to engage with and serve diverse cultures, addressing global issues with a Christ-centered perspective.
9. **Compassion and Justice** – We are dedicated to promoting justice, mercy, and compassion, encouraging students to advocate for the oppressed, serve the marginalized, and actively work toward positive societal change.

STATEMENT OF FAITH

1. **The Bible as the Inspired Word of God**

We believe that the Bible is the inspired, infallible, and authoritative Word of God. It is the foundation for all Christian doctrine, practice, and education, serving as a guide for moral and spiritual living.

2. **The Trinity**

We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit. These three are coequal and coeternal, each fully God, yet one in essence and purpose.

3. **The Deity and Work of Jesus Christ**

We believe in the deity of our Lord Jesus Christ, His virgin birth, sinless life, atoning death, bodily resurrection, and ascension. Jesus Christ is the Savior of mankind, offering redemption through His sacrificial death and resurrection, and He is the only means of salvation.

4. **The Holy Spirit**

We believe in the personal and present work of the Holy Spirit, who convicts, regenerates, and empowers believers for holy living and service. The Holy Spirit also gifts believers and equips them for ministry, guiding them into all truth.

5. **Salvation by Grace Through Faith**

We believe that salvation is a gift of God's grace, received through faith in Jesus Christ. It is not based on human works but on the finished work of Christ on the cross. We affirm that all people are in need of salvation due to sin and can only be reconciled to God through Jesus Christ.

6. **The Church**

We believe in the universal Church, the body of Christ, which is made up of all true believers in Jesus Christ. We affirm the importance of the local church as a place for worship, discipleship, fellowship, and ministry. The Church exists to proclaim the Gospel, nurture believers, and serve the world.

7. **The Second Coming of Christ**

We believe in the bodily return of Jesus Christ to establish His Kingdom. This event will mark the fulfillment of God's redemptive plan, with the resurrection of the dead and the final judgment, where believers will receive eternal life and the unrighteous will face eternal separation from God.

8. **Humanity and Sin**

We believe that all humans are created in the image of God but have fallen into sin through disobedience. As a result, all people are in need of redemption. Through Jesus Christ's sacrifice, individuals can be reconciled to God and experience spiritual renewal.

9. **Christian Living and Discipleship**

We believe in the call of every believer to live according to God's will, growing in faith and holiness. Discipleship involves submitting to the Lordship of Christ, living out biblical principles, and being a witness to the Gospel.

10. **The Eternal State**

We believe in the eternal state, where believers will dwell in the presence of God forever, enjoying His glory and fellowship. The unrighteous will be eternally separated from God in a state of judgment.

INSTITUTIONAL LEARNING OUTCOMES (ILOs)

1. **Biblical Worldview Integration** – Demonstrate the ability to apply biblical principles and a Christian worldview in personal, professional, and societal contexts.
2. **Servant Leadership** – Exhibit Christ-like leadership by serving others with integrity, humility, and a commitment to justice and compassion.
3. **Academic and Professional Excellence** – Attain a high level of competence in critical thinking, communication, and discipline-specific knowledge to excel in career and ministry.
4. **Spiritual Formation and Discipleship** – Cultivate a deep, personal relationship with Christ through spiritual disciplines, ethical living, and engagement in the local and global church.
5. **Cultural Engagement and Global Mission** – Effectively communicate and engage with diverse cultures to advance the Gospel and promote positive transformation in communities worldwide.

GOVERNANCE & ADMINISTRATION

Includes:

- Board of Trustees Structure
- Executive Leadership Team
- Academic Affairs Office
- Registrar
- Financial Administration
- Institutional Assessment Committee
- Governance Decision Flow Chart
- Conflict of Interest Policy
- Faculty Governance

GOVERNANCE & ADMINISTRATION

Board of Trustees Structure

The Board of Trustees serves as the legally constituted governing body of Canterbury University and holds ultimate fiduciary responsibility for the institution. The Board ensures the University fulfills its Christian mission, maintains doctrinal integrity, safeguards financial stability, and promotes academic excellence.

The Board operates under formally adopted bylaws and meets regularly to review institutional performance, approve strategic plans, adopt policies, authorize annual budgets, and appoint and evaluate the President. Trustees are selected based on their spiritual maturity, professional expertise, and commitment to Christian higher education.

Consistent with the national accreditation agency governance standards that is recognized by USDOE and CHEA, the Board maintains appropriate independence from daily administrative operations while exercising effective oversight and accountability. The Board ensures the University operates in compliance with applicable laws, including its religious exemption under California Education Code §94874(e).

Executive Leadership Team

The Executive Leadership Team is responsible for the operational leadership of the University. Led by the President, this team implements Board-approved policies and oversees institutional administration, strategic initiatives, and academic and financial operations.

Executive officers may include the Provost or Chief Academic Officer, Chief Financial Officer, Dean(s), and other senior administrators. The team ensures institutional effectiveness through coordinated planning, assessment, and mission alignment.

The President serves as the chief executive officer and is accountable to the Board of Trustees for institutional performance, academic integrity, fiscal stewardship, and regulatory compliance.

Academic Affairs Office

The Academic Affairs Office oversees all academic programs, faculty qualifications, curriculum development, and instructional quality. This office ensures that all academic offerings meet established institutional standards and support student learning outcomes consistent with the University's mission.

Responsibilities include:

- Curriculum review and approval processes
- Faculty hiring and credential verification
- Academic policy development
- Oversight of instructional delivery (on-campus and online)
- Academic integrity enforcement

The Academic Affairs Office ensures that academic operations align with the national accreditation agency standards that is recognized by USDOE and CHEA related to faculty competence, student learning assessment, and educational effectiveness.

Registrar

The Registrar's Office is responsible for maintaining accurate and secure academic records. The Registrar oversees student registration, enrollment verification, transcript issuance, academic standing reports, and graduation certification.

The Office ensures compliance with institutional record-keeping standards and adheres to applicable privacy laws, including the Family Educational Rights and Privacy Act (FERPA), as applicable to religious institutions. Records are maintained with accuracy, integrity, and confidentiality.

Financial Administration

The Financial Administration Office manages institutional budgeting, accounting systems, financial reporting, internal controls, and fiscal planning. As a nonprofit religious institution, the University maintains transparent financial practices and ensures responsible stewardship of tuition revenue, donations, and other institutional resources.

Financial oversight includes:

- Annual operating budget preparation
- Independent financial review (as applicable)
- Internal financial controls
- Audit preparation
- Compliance with nonprofit accounting standards

Financial operations are conducted in a manner consistent with ethical stewardship and fiduciary responsibility.

Institutional Assessment Committee

The Institutional Assessment Committee oversees systematic evaluation of institutional effectiveness and student learning outcomes. The Committee develops and monitors assessment plans, analyzes data, and recommends improvements to academic programs and administrative functions.

The Committee ensures:

- Alignment between mission, learning outcomes, and curriculum
- Ongoing program review
- Data-driven improvement processes
- Documentation of institutional effectiveness

This continuous improvement process supports compliance with the national accreditation agency standards that are recognized by USDOE and CHEA related to institutional effectiveness and quality assurance.

Governance Decision Flow Chart

The Governance Decision Flow Chart formally documents the lines of authority and reporting relationships within the University. It clearly defines the roles and responsibilities of the Board of Trustees, President, Executive Leadership Team, Academic Affairs, administrative offices, and faculty governance bodies.

This structure ensures:

- Clear accountability
- Transparent communication channels
- Proper separation of governance and administration
- Efficient institutional decision-making

The chart is reviewed periodically to ensure clarity and effectiveness.

Conflict of Interest Policy

Canterbury University maintains a formal Conflict of Interest Policy applicable to trustees, administrators, faculty, and key personnel. Individuals must disclose any personal, financial, or relational interests that may influence institutional decisions.

The policy requires:

- Annual disclosure statements
- Recusal from decision-making where conflicts exist
- Documentation of conflict management procedures

This policy protects the integrity, impartiality, and ethical witness of the institution and supports fiduciary compliance standards.

Faculty Governance

Faculty Governance provides structured participation by qualified faculty in academic decision-making processes. Faculty contribute to curriculum development, academic standards, program review, and policy recommendations through committees and scheduled meetings.

Faculty governance operates within the framework established by the Board of Trustees and President while preserving academic integrity and mission fidelity.

This structure ensures:

- Academic freedom within the bounds of institutional faith commitments
- Faculty input into curricular decisions
- Ongoing program improvement
- Shared responsibility for educational quality

ACADEMIC STRUCTURE (Quarter System)

Quarter System Overview

- Four academic quarters per year:
 - Fall (Oct–Dec)
 - Winter (Jan–Mar)
 - Spring (Apr–Jun)
 - Summer (Jul–Sep)
- 10 instructional weeks + finals
- One quarter unit = minimum 30 hours of student learning

Credit Hour Policy

Detailed explanation of:

- Direct faculty instruction
- Out-of-class student work
- Online equivalency standards
- Doctoral research expectations

ADMISSIONS POLICIES

Includes:

- Undergraduate Admissions
- Graduate Admissions
- Doctoral Admissions
- English Proficiency Requirements
- International Students
- Transfer Credit Policy
- Prior Learning Assessment
- Conditional Admission
- Readmission Policy

ADMISSIONS POLICIES

Canterbury University admits students who demonstrate academic readiness, Christian character, and commitment to the mission of the institution. Admission standards are designed to ensure that students are capable of successful completion of their academic programs and alignment with the University's faith-based educational environment.

All admissions decisions are made without unlawful discrimination and are consistent with the institution's religious mission and policies.

English Proficiency Requirements

Applicants whose primary language is not English must demonstrate sufficient English proficiency to succeed in academic coursework.

Acceptable documentation may include:

- Recognized English proficiency examinations (TOEFL, IELTS, or equivalent).
- Completion of prior academic degree in English.
- Institutional evaluation of language competency.

Minimum required scores are established by the University and reviewed periodically to ensure academic readiness.

International Students

International applicants are welcome and must meet all general admissions requirements.

Additional documentation may include:

- Certified evaluation of foreign transcripts.
- Proof of English proficiency.
- Valid passport and immigration documentation (if applicable).
- Financial support documentation.

Students are responsible for maintaining lawful immigration status. As a religious-exempt institution in California, the University provides education consistent with its mission but does not guarantee eligibility for federal financial aid or immigration benefits unless specifically authorized.

Transfer Credit Policy

Canterbury University may accept transfer credit from institutions recognized by appropriate accrediting or oversight bodies.

Transfer credit is evaluated based on:

- Academic level and rigor.
- Course comparability.
- Minimum grade requirements (typically “C” or higher for undergraduate, “B” or higher for graduate).
- Alignment with program learning outcomes.

Transfer credit limits:

- Undergraduate: Typically, up to 75% of program requirements.
- Graduate: Typically limited to a defined portion of program units.
- Doctoral: Transfer credit is limited and subject to program approval.

All transfer decisions are made by the Academic Affairs Office and recorded by the Registrar.

Prior Learning Assessment (PLA)

The University may grant limited academic credit for documented prior learning acquired through:

- Professional certifications.
- Ministry leadership experience.
- Military training.
- Portfolio assessment.
- Standardized examinations (where applicable).

Prior Learning Assessment is:

- Evaluated by qualified faculty.
- Limited to a maximum percentage of total program units.
- Documented and recorded in accordance with academic standards.

PLA credit does not substitute for core theological or major field requirements unless approved by Academic Affairs.

Conditional Admission

Applicants who do not fully meet standard admissions requirements may be granted conditional admission.

Conditions may include:

- Completion of prerequisite coursework.
- Achievement of minimum GPA after specified quarter units.
- Demonstration of English proficiency improvement.
- Participation in academic support services.

Failure to satisfy conditional requirements within the designated timeframe may result in academic dismissal.

Readmission Policy

Students who withdraw, are academically dismissed, or fail to enroll for two consecutive quarters must apply for readmission.

Readmission requires:

- Submission of a readmission application.
- Updated transcripts (if applicable).
- Written statement addressing prior academic performance.
- Approval by Academic Affairs.

Students returning after extended absence may be subject to the catalog in effect at the time of readmission.

Admissions Appeals

Applicants may appeal admissions decisions in writing to the Academic Affairs Office within 30 days of notification. Appeals are reviewed by an appropriate institutional committee, and decisions are final.

Bachelor of Religious Business Administration - 4 Years/180 quarter units

Program Description

The Bachelor of Religious Business Administration (BRBA) is a four-year, 180-quarter-unit program designed to integrate biblical principles with business knowledge, preparing students for leadership roles in faith-based organizations, churches, nonprofits, and Christian enterprises. The curriculum combines business fundamentals with theological and ethical insights, equipping students to apply Christian values in management, finance, marketing, and organizational leadership.

Program Learning Outcomes (At the end of the program, the students will be able to):

1. Integrate Christian ethics and biblical principles in business decision-making.
2. Demonstrate proficiency in financial management, marketing, and strategic planning within religious and nonprofit contexts.
3. Develop leadership skills to manage faith-based organizations effectively.
4. Exhibit strong communication and teamwork skills for ministry and business settings.
5. Engage in servant leadership to positively impact local and global communities.

Program Requirements:

- **Total Units Required:** 180 quarter units
 - **General Education:** 60 units
 - **Core Religious Business Courses:** 80 units
 - **Electives:** 20 units
 - **Capstone & Internship:** 20 units

Admission Requirements:

To be admitted into the BRBA program, applicants must:

1. Have a high school diploma or equivalent (GED)
2. Submit application form
3. Provide letter of recommendation (either from a pastor or spiritual leader).
4. Pay application fee

Graduation Requirements:

To graduate with a Bachelor of Religious Business Administration, students must:

1. Complete 180 quarter units including 60 units of GE requirements, 80 units of Core Business courses and 20 units of elective courses and 20 units of capstone project and internship.
2. Maintain a minimum GPA of 2.5 out of 4.0 scales.
3. Complete Capstone course with “B” or better
4. Must settle all financial obligations to the University.
5. Must file all necessary graduation forms.

General Education Requirements (60 Units)

Categories	Code	Course Title	Units
English (2 courses)	ENG101	English Composition I (4)	8 units
	ENG102	English Composition II (4)	
	COM101	Public Speaking (4)	
	COM102	Interpersonal Communication (4)	
Humanities (3 Courses)	HIST101	World History: Ancient Civilizations (4)	12 units
	HIST102	World History: Medieval and Early Modern (4)	
	PHIL101	Introduction to Philosophy (4)	
	PHIL102	Ethics and Morality (4)	
Social/Behavioral Sciences (2 courses)	PSY101	Introduction to Psychology (4)	8 units
	PSY102	Social Psychology (4)	
	SOC101	Introduction to Sociology (4)	
	SOC102	Marriage and Family (4)	
Mathematics/Science (3 courses)	IT101	Introduction to Computer Science (4)	12 units
	IT102	Computer Application in Business (4)	
	IT103	Information Systems in Business (4)	
	IT104	Web Development and Design (4)	
	MATH101	College Algebra (4)	
	MATH102	Introduction to Statistics (4)	
Bible and Theology (5 courses)	OT101	Old Testament Survey (4)	20 units
	NT101	New Testament Survey (4)	
	THE101	Introduction to Christian Theology (4)	
	THE102	Christian Doctrine and Ethics (4)	
	REL101	World Religion (4)	
	REL102	Christian Spirituality (4)	

Core Business Courses (80 units)

Categories	Code	Course Title	Units
Core Business Courses (20 courses)	BUS201	Principle of Management (4)	80 units
	BUS202	Business Ethics and Christian Values (4)	
	BUS203	Financial Accounting (4)	
	BUS204	Managerial Accounting (4)	
	BUS205	Business Law and Ethics (4)	

BUS206	Principles of Marketing (4)
BUS207	Organizational Behavior (4)
BUS208	Business Communication and Professional Writing (4)
BUS209	Principles of Economics (4)
BUS210	Financial Management (4)
BUS211	Human Resource Management (4)
BUS212	Entrepreneurship and Small Business Management (4)
BUS213	Strategic Management (4)
BUS214	Operations and Supply Chain Management (4)
BUS215	International Business and Global Ethics (4)
BUS216	E-Commerce and Digital Business Strategies (4)
BUS217	Leadership and Decision-Making (4)
BUS218	Business Analytics and Data-Driven Decision Making (4)
BUS219	Nonprofit Management and Christian Organizations (4)
BUS220	Capstone: Business Integration and Christian Worldview (4)

Elective Courses (20 units)

Categories	Code	Course Title	Units
Elective Courses (5 courses)	BUS301	Artificial Intelligence in Business (4)	20 units
	BUS302	Digital Marketing and Social Media Strategy (4)	
	BUS303	Business Innovation and Technology (4)	
	BUS304	Faith-Based Entrepreneurship (4)	
	BUS305	Sustainable and Ethical Business Practices (4)	
	BUS306	Crisis Management and Business Resilience (4)	
	BUS307	Negotiation and Conflict Resolution (4)	
	BUS308	Data Analytics for Business Decision-Making (4)	
	BUS309	Project Management Principles (4)	
	BUS310	Nonprofit Fundraising and Financial Management (4)	
	BUS311	Leadership and Emotional Intelligence (4)	
	BUS312	The Gig Economy and Future of Work (4)	
	BUS313	Supply Chain Management and Logistics (4)	

	BUS314	Corporate Social Responsibility and Ethics (4)	
	BUS315	Branding and Consumer Behavior (4)	
	BUS316	Church Administration and Leadership (4)	
	BUS317	AI Ethics and Responsible Innovation (4)	
	BUS318	Personal Finance and Biblical Stewardship (4)	
	BUS319	Human-Centered Design and Customer Experience (4)	
	BUS320	Business Research and Kingdom Investing (4)	
	BUS321	Intro to Artificial Intelligence in Business (4)	
	BUS322	Data Analytics and Intelligent Business Systems (4)	

Capstone and Internship Courses (20 quarter units)

Categories	Code	Course Title	Units
Capstone and Internship Courses (4 courses)	BUS401	Business Research and Analysis (4)	20 units
	BUS402	Strategic Business Planning (4)	
	BUS403	Leadership in Business and Ministry (4)	
	BUS404	Senior Capstone: Business Strategy and Ethics (4)	
	BUS405	Internship in Business and Ministry (4)	

Course Description

ENG 101 English Composition I (4 Units) - This course introduces academic writing, focusing on developing writing skills in critical analysis, argumentation, and research. Students will learn to structure essays, craft research papers, and communicate ideas effectively in written form.

ENG 102 English Composition II (4 Units) -A continuation of English Composition I, this course emphasizes advanced writing techniques, research methods, and the development of more complex arguments. Students will engage in extensive reading and writing assignments to strengthen their writing proficiency.

COM 101 Public Speaking (4 Units) - This course is designed to enhance students’ speaking abilities through various types of presentations, including persuasive, informative, and special occasion speeches. Emphasis is placed on clarity, audience engagement, and confidence in public speaking.

COM 102 Interpersonal Communication (4 Units) - Students will explore the fundamentals of communication in personal and professional relationships, focusing on active listening, conflict

resolution, and non-verbal communication. Biblical principles of communication and reconciliation are emphasized.

HIST 101 World History: Ancient Civilizations (4 Units)- A survey of ancient civilizations such as Mesopotamia, Egypt, Greece, and Rome. This course will examine the historical, cultural, and religious development of these societies and their lasting influence on the world, with special attention to their religious practices.

HIST 102 World History: Medieval and Early Modern (4 Units) - This course covers key events in world history from the medieval period through the early modern era, focusing on the rise of Christianity, the Reformation, and the expansion of European influence across the globe.

PHIL 101 Introduction to Philosophy (4 Units) - An introduction to major philosophical questions, schools of thought, and historical figures. Topics include ethics, epistemology, the philosophy of religion, and the relationship between faith and reason, with an emphasis on Christian philosophical perspectives.

PHIL 102 Ethics and Morality (4 Units) - This course explores ethical theory and moral philosophy, focusing on questions of right and wrong, justice, and virtue. Students will analyze various ethical systems, including Christian ethics, and their application in personal, business, and social contexts.

PSY 101 Introduction to Psychology (4 Units) - A foundational course in psychology that covers topics such as cognition, behavior, emotion, and development. Special focus is given to understanding human nature from a Christian perspective, particularly the intersection of psychology and theology.

PSY 102 Social Psychology (4 Units) -This course examines the ways in which social environments and interactions influence individual behaviors. Topics include group dynamics, social influence, prejudice, and social identity, all analyzed from a Christian viewpoint.

SOC 101 Introduction to Sociology (4 Units) - A survey of sociological principles and how they apply to social institutions, structures, and organizations. Emphasis is placed on understanding how religion influences society, and the role of Christian values in shaping social change.

SOC 102 Marriage and Family (4 Units) - This course explores the sociology of marriage and family, focusing on social roles, relationships, and the impact of cultural and religious values on family life. Biblical perspectives on marriage and family life will be a key element of the course.

IT 101 Introduction to Computer Science (4 Units) - This course offers an introduction to the fundamental concepts of computer science. Topics include computer hardware, software, operating systems, and basic programming. Students will gain an understanding of how computers work and their impact on modern business practices. The course will also address ethical considerations in technology use from a Christian perspective.

IT 102 Computer Applications in Business (4 Units) - This course covers the use of common business software applications, including word processors, spreadsheets, and presentation tools. Emphasis is placed on applying these tools to business tasks such as data analysis, financial forecasting, and creating professional reports. Ethical considerations for the responsible use of business software will also be explored.

IT 103 Information Systems in Business (4 Units) - This course introduces students to information systems and their role in business decision-making. Topics include database management systems, enterprise resource planning (ERP) systems, and customer relationship management (CRM) tools. Students will explore how these systems can improve business operations while adhering to ethical and legal standards in technology usage.

IT 104 Web Development and Design (4 Units) - An introduction to the basics of web design and development, this course covers HTML, CSS, and web design principles. Students will learn to build and design websites, creating functional, aesthetically pleasing sites for business purposes. Ethical issues related to web content creation, accessibility, and user privacy are also discussed.

MATH 101 College Algebra (4 Units) - This course covers the fundamentals of algebra, including linear equations, polynomials, and graphing. Students will develop critical thinking and problem-solving skills, emphasizing logic and order in creation from a biblical worldview.

MATH 102 Introduction to Statistics (4 Units) - An introduction to the basics of statistics, including data collection, probability, and statistical analysis. Emphasis will be placed on the application of statistical methods in ministry-related contexts, such as fundraising or church growth.

OT 101 Old Testament Survey (4 Units) - An overview of the books of the Old Testament, focusing on key events, themes, and the covenant relationship between God and His people. Students will explore how Old Testament stories and teachings inform Christian faith and practice.

NT 101 New Testament Survey (4 Units) - A survey of the New Testament, emphasizing the life and teachings of Jesus Christ, the apostles, and the early church. This course will help students understand the foundational messages of Christianity and their application in modern ministry.

THE 101 Introduction to Christian Theology (4 Units) - This course introduces the major doctrines of the Christian faith, including the nature of God, salvation, and the Church. Students will engage with key theological concepts and explore their relevance for ministry practice.

THE 102 Christian Doctrine and Ethics (4 Units) - A study of Christian doctrine and its implications for ethical living. Topics include the nature of sin, grace, and salvation, as well as the biblical foundation for Christian ethics in the personal, professional, and business spheres.

REL 101 World Religions (4 Units) - An overview of the major world religions, including Hinduism, Buddhism, Islam, Judaism, and indigenous faiths. Emphasis is placed on

understanding these belief systems from a Christian perspective and how to engage with people of other faiths in a respectful, loving manner.

REL 102 Christian Spirituality (4 Units) - This course explores the spiritual practices and disciplines of the Christian faith, including prayer, Scripture reading, worship, and service. Students will learn how these practices can deepen their relationship with God and strengthen their leadership in ministry.

Master of Religious Business Administration Program – 2 years/48 quarter units

Program Overview

The Master of Religious Business Administration (MRBA) at Canterbury University is a Christ-centered, values-driven graduate program designed to equip students with advanced business knowledge while integrating biblical principles into leadership and management practices. This 48-quarter unit program focuses on ethical decision-making, strategic business management, servant leadership, and financial stewardship from a Christian worldview.

Program Length:

- 2 years (6 quarters)
- Total Units Required: 48 quarter units
- Includes an Internship Requirement

Students will engage in core business disciplines such as finance, marketing, leadership, and entrepreneurship, alongside faith-integrated coursework that emphasizes biblical ethics in business.

Admission Requirements

Applicants must meet the following criteria for admission:

- A bachelor's degree from an accredited institution
- Official transcripts from all previously attended institutions
- Letter of recommendation (either from a pastor or faith leader)
- A resume outlining professional and leadership experience

Program Requirements

To successfully complete the MRBA program, students must:

1. Complete 48 quarter units of coursework, including core courses, electives, and an internship.
2. Maintain a minimum GPA of 3.0.
3. Complete a capstone project integrating business principles with Christian ethics.
4. Fulfill the internship requirement (detailed below).

Graduation Requirements

To graduate with an MRBA from Canterbury University students must:

- Successfully complete all **core courses** and **electives**.

- Pass the **capstone project** with a minimum **grade of B**.
- Complete an **internship (MBA 590 & MBA 591)** with a **passing evaluation**.
- Maintain a **cumulative GPA of 3.0 or higher**.

Curriculum Structure

The MRBA curriculum consists of:

- Core Courses (36 units) - Required
- Elective Courses (8 units) - Choose 2
- Internship Courses (4 units - Required)
- Capstone Project (included in core courses)

List of Courses and Course Description

Core Courses (36 Quarter Units – Required)

Categories	Code	Course Title	Units
Core Courses: 9 courses /36 units	MBA500	Business Ethics & Christian Leadership (4)	36 units
	MBA 510	Financial Stewardship & Corporate Finance (4)	
	MBA 520	Strategic Management & Decision-Making (4)	
	MBA 530	Marketing in a Global Economy (4)	
	MBA 540	Organizational Behavior & Leadership (4)	
	MBA 550	Business Analytics & Data-Driven Decision-Making (4)	
	MBA 560	Operations & Supply Chain Management (4)	
	MBA 570	Entrepreneurship & Kingdom Business (4)	
	MBA 580	Capstone Project: Faith & Business Integration (4)	

Internship Courses (4 Quarter Units – Required)

Categories	Code	Course Title	Units
Internship: 2 courses/ 8 units	MBS590	Internship in Business Leadership I (4)	8 units
	MBA591	Internship in Business Leadership II (4)	

Internship Details:

- Students must complete supervised internship work as a part of program requirements.
- The internship must be in a business, ministry, or nonprofit setting that aligns with Christian values.
- A written reflection and supervisor evaluation are required for course completion.

Elective Courses (Choose 2 for 8 Quarter Units)

Categories	Code	Course Title	Units
Elective Courses: 2 courses/ 8 units	MBA 601	Nonprofit Leadership & Church Administration	8 units
	MBA 602	Faith-Based Social Entrepreneurship	
	MBA 603	Global Business & Missions	
	MBA 604	Human Resource Management & Biblical Ethics	
	MBA 605	Digital Marketing & Media Strategy	
	MBA 606	Real Estate & Financial Investments for Churches	
	MBA 640	Strategic Applications of Artificial Intelligence in Business (4)	
	MBA 645	AI-Driven Decision Making for Managers (4)	
	MBA 655	Machine Learning for Business Innovation (4)	

Capstone Project

The MBA 580 Capstone Project is a final research-based or applied business project where students demonstrate their ability to integrate business principles with Christian leadership and ethics.

Examples of Capstone Topics:

- Developing a faith-based nonprofit business model
- Ethical leadership in corporate environments
- Creating a sustainable business with a Christian mission
- Financial planning for churches and ministry organizations

Course Descriptions

MBA500 Business Ethics & Christian Leadership (4)

This course examines ethical dilemmas in business from a biblical worldview, emphasizing servant leadership principles.

MBA510 Financial Stewardship & Corporate Finance (4)

This course teaches financial analysis, budgeting, and responsible financial stewardship from a Christian perspective.

MBA520 Strategic Management & Decision-Making (4)

This course covers corporate strategy, market analysis, and biblical wisdom in strategic planning.

MBA530 Marketing in a Global Economy (4)

This course explores marketing strategies, consumer behavior, and brand management, integrating ethical marketing practices.

MBA540 Organizational Behavior & Leadership (4)

This course studies leadership theories, team dynamics, and personal leadership development in a faith-based context.

MBA550 Business Analytics & Data-Driven Decision-Making (4)

This course introduces data analysis, business intelligence tools, and performance evaluation.

MBA560 Operations & Supply Chain Management (4)

This course focuses on operations strategy, logistics, and ethical supply chain management.

MBA570 Entrepreneurship & Kingdom Business (4)

This course teaches business innovation, entrepreneurship, and sustainable business models in alignment with Christian values.

MBA580 Capstone Project: Faith & Business Integration (4)

This course is a culminating project where students apply biblical business principles to solve real-world business challenges.

MBA590 Internship in Business Leadership I (4)

This course is a supervised internship in a Christian organization, business, or nonprofit, providing hands-on experience in faith-driven leadership.

MBA591 Internship in Business Leadership II (4)

This course is a continuation of MBA 590, allowing students to deepen their practical experience and reflect on ethical business practices through a Christian lens.

MBA601 Nonprofit Leadership & Church Administration (4)

This course focuses on managing nonprofit organizations, church finance, and ministry leadership.

MBA602 Faith-Based Social Entrepreneurship (4)

This course examines how businesses can be used as a tool for social change and ministry.

MBA603 Global Business & Missions (4)

This course explores international business strategies, cross-cultural leadership, and mission-driven business models.

MBA604 Human Resource Management & Biblical Ethics (4)

This course covers HR best practices, conflict resolution, and ethical employment policies based on biblical principles.

MBA605 Digital Marketing & Media Strategy (4)

This course introduces digital branding, online marketing tools, and social media engagement for faith-based organizations.

MBA606 Real Estate & Financial Investments for Churches (4)

This course discusses property management, real estate investing, and financial planning for churches and ministries.

MBA640 Strategic Applications of Artificial Intelligence in Business (4)

This course equips future executives with strategic insights into how AI technologies can be deployed to create competitive advantages. Topics include natural language processing (NLP), robotic process automation (RPA), recommendation engines, and AI ethics. Students evaluate case studies from top tech-driven firms and design a basic AI integration plan for a real-world business scenario.

MBA645 AI-Driven Decision Making for Managers (4)

This course teaches MBA students how to utilize AI tools for decision-making in uncertain or complex business environments. Through simulations, students will explore decision theory, optimization models, and AI-based forecasting tools. The course also emphasizes the human-AI collaboration model in executive settings.

MBA655 Machine Learning for Business Innovation (4)

This advanced MBA elective focuses on how machine learning can be applied to product innovation, customer segmentation, fraud detection, and business process improvement. Students will gain exposure to supervised and unsupervised learning models and use platforms like Python or Google Cloud AutoML for business case assignments.

Doctor of Religious Business Administration Program – 3 years/72 quarter units

Program Overview

The Doctor of Religious Business Administration (DRBA) at Canterbury University is a rigorous, research-based program designed to develop ethical, faith-driven business leaders who can impact global industries while upholding Christian values. This 72-quarter unit program integrates strategic business management, advanced leadership principles, and applied research within a biblical framework.

Program Length & Structure:

- 3 years (9 quarters)
- Total Units Required: 72 quarter units
- Includes a Dissertation Requirement

Students will develop scholarly expertise in organizational leadership, corporate governance, financial stewardship, and entrepreneurship, while completing a dissertation focused on faith-based business solutions.

Admission Requirements

Applicants must meet the following criteria for admission:

- A master's degree in business administration (MBA) or a related field from an accredited institution
- A minimum GPA of 3.0 (on a 4.0 scale)
- Official transcripts from all previously attended institutions
- Letter of recommendation (either from a pastor or faith leader)
- A resume/CV detailing business, leadership, and academic experience
- A research proposal (1-2 pages) outlining the applicant's intended area of dissertation research

Program Requirements

To successfully complete the DRBA program, students must:

1. Complete 72 quarter units of coursework, including core courses, electives, and dissertation research.
2. Maintain a minimum GPA of 3.2.
3. Successfully pass the Comprehensive Examination after completing coursework.
4. Complete a Doctoral Dissertation demonstrating original research in faith-based business.
5. Defend the dissertation proposal and final dissertation before a faculty committee.

Graduation Requirements

To graduate with a DRBA from Canterbury University students must:

- Successfully complete all core and elective courses.
- Pass the Comprehensive Examination.
- Complete and defend the doctoral dissertation with faculty approval.
- Maintain a cumulative GPA of 3.2 or higher.

Curriculum Structure

The DRBA curriculum consists of:

- Core Courses (36 units) - Required
- Elective Courses (24 units) - Choose 6 courses: Students must select six elective courses from the list below. Each course is worth 4 quarter units, totaling 24 quarter units
- Dissertation Research & Defense (12 units - Required)

List of Courses

Core Courses (36 Quarter Units – Required)

Categories	Code	Course Title	Units
Core Courses (9 courses/ 36 units)	DBA700	Biblical Ethics & Executive Leadership (4)	36
	DBA710	Advanced Financial Stewardship & Corporate Governance (4)	
	DBA720	Strategic Management and Kingdom Business (4)	
	DBA730	Organizational Theory & Transformational Leadership (4)	
	DBA740	Global Business & Cross-Cultural Leadership (4)	
	DBA750	Business Analytics & Data-Driven Decision-Making (4)	
	DBA760	Faith-Based Social Entrepreneurship (4)	
	DBA770	Research Methods & Applied Business Research (4)	
	DBA780	Comprehensive Examination (4)	

Elective Courses (Choose 6 for 24 Quarter Units)

Categories	Code	Course Title	Units
Elective Courses: 6 courses/24 units)	DBA801	Nonprofit Leadership & Church Administration (4)	24
	DBA802	Kingdom Business & Impact Investing (4)	
	DBA803	Digital Marketing & Faith-Based Branding (4)	
	DBA804	Human Resource Management & Ethical Leadership (4)	

	DBA805	Real Estate & Financial Investments for Ministries (4)	
	DBA806	Business Law & Christian Ethics (4)	
	DBA850	Executive Internship in Christian Business (4)	
	DBA933	AI and Machine Learning for Business (4)	
	DBA935	Analytics, Data Science, and Artificial Intelligence (4)	
	DBA936	Machine Learning (4)	
	DBA938	Artificial Intelligence Adoption (4)	

Dissertation Research & Defense (12 Quarter Units – Required)

Categories	Code	Course Title	Units
Dissertation	DBA 901	Dissertation Research I (4)	12
	DBA 902	Dissertation Research II (4)	
	DBA 903	Dissertation Defense & Publication (4)	

Dissertation Requirements

Students must complete a doctoral dissertation (minimum 150-200 pages) that contributes to Christian business scholarship and aligns with biblical principles.

Dissertation Process:

1. Dissertation Proposal (End of Year 1)
 - a. Develop a research topic related to faith-based business, ethical leadership, or Kingdom entrepreneurship.
 - b. Defend the proposal before a faculty panel.
2. Research & Data Collection (Year 2)
 - a. Conduct quantitative, qualitative, or mixed-method research.
 - b. Gather primary or secondary data from Christian organizations, businesses, or ministries.
3. Writing & Dissertation Defense (Year 3)
 - a. Complete a full dissertation manuscript.
 - b. Present findings in an oral dissertation defense.
 - c. Submit for publication in academic or faith-based journals.

Course Descriptions

DBA700 Biblical Ethics & Executive Leadership (4)

This course examines Christian leadership, ethics, and decision-making at the executive level.

DBA710 Advanced Financial Stewardship & Corporate Governance (4)

This course covers ethical financial management, corporate governance, and biblical financial stewardship.

DBA720 Strategic Management and Kingdom Business (4)

This course explores long-term business strategy, competitive analysis, and faith-driven business models.

DBA730 Organizational Theory & Transformational Leadership (4)

This course analyzes leadership styles, change management, and servant leadership principles.

DBA740 Global Business & Cross-Cultural Leadership (4)

This course studies international business strategies, global market trends, and cross-cultural leadership.

DBA750 Business Analytics & Data-Driven Decision-Making (4)

This course focuses on data analysis, predictive modeling, and performance measurement.

DBA760 Faith-Based Social Entrepreneurship (4)

This course examines how businesses can be used for social good, ministry, and community impact.

DBA770 Research Methods & Applied Business Research (4)

This course prepares students for dissertation research, including qualitative and quantitative methods.

DBA780 Comprehensive Examination (4)

This course is a written and oral exam assessing core business knowledge before beginning dissertation work.

DBA801 Nonprofit Leadership & Church Administration (4)

This course focuses on leading faith-based organizations, church finance, and administration.

DBA802 Kingdom Business & Impact Investing (4)

This course covers ethical investing, microfinance, and business-as-mission models.

DBA803 Digital Marketing & Faith-Based Branding (4)

This course explores online branding, social media engagement, and ethical marketing strategies.

DBA804 Human Resource Management & Ethical Leadership (4)

This course discusses HR best practices, talent development, and ethical workplace policies.

DBA805 Real Estate & Financial Investments for Ministries (4)

This course covers property management, financial stewardship, and investment strategies for churches.

DBA806 Business Law & Christian Ethics (4)

This course examines corporate law, compliance, and legal decision-making from a biblical perspective.

DBA850 Executive Internship in Christian Business (4)

This course is a field-based internship where students apply leadership, business, and ethical principles in a Christian organization or business.

DBA901 Dissertation Research I (4)

This course is an initial phase of dissertation research, including literature review and proposal development.

DBA902 Dissertation Research II (4)

This course is an advanced research, data collection, and analysis under faculty supervision.

DBA903 Dissertation Defense & Publications (4)

This course is a final defense of the dissertation and preparation for publication.

DBA 933 AI and Machine Learning for Business (4)

This course introduces AI with a business focus—deep learning, foundation models, AI orchestrators, and front-end design for AI-powered applications. Includes hands-on projects using tools like LangChain and Streamlit, emphasizing experiential learning.

DBA 935 Analytics, Data Science, and Artificial Intelligence (4)

This course covers analytics, data science, and AI within a business context. It equips students with both theoretical understanding and practical exposure to modern AI and analytics techniques in business settings.

DBA 936 Machine Learning (4)

This course focuses specifically on machine learning methodologies and their business applications, offering in-depth study of core ML algorithms and real-world use cases in organizational and strategic contexts.

DBA 938 Artificial Intelligence Adoption (4)

This course explores how businesses adopt and integrate AI technologies, including strategic considerations, organizational change, implementation challenges, and ethical or managerial implications associated with AI uptake.

COURSE DESCRIPTIONS

All courses listed alphabetically by prefix:

THE – Theology

BUS – Business

MBA – Master Level

DBA – Doctoral Level

Each course includes:

- Course Number
- Title
- Units
- Description
- Prerequisites

ACADEMIC POLICIES

Includes:

- Grading System
- Academic Probation
- Academic Dismissal
- Attendance
- Leave of Absence
- Withdrawal
- Grade Appeal Process
- Academic Integrity Policy
- AI Usage Disclosure Policy
- Plagiarism Policy
- Dissertation Standards

ACADEMIC POLICIES

(Quarter System – Canterbury University)

Canterbury University maintains academic policies that reflect biblical integrity, academic excellence, and accountability consistent with Christian higher education standards. These policies support student learning outcomes, faculty governance, and institutional effectiveness.

GRADING SYSTEM

Canterbury University operates on a **quarter credit system**. Academic performance is evaluated according to the following grading scale:

Grade	Description	Grade Points
A	Excellent (90–100%)	4.0
B	Good (80–89%)	3.0
C	Satisfactory (70–79%)	2.0
D	Minimal Passing (60–69%)	1.0
F	Failure (Below 60%)	0.0
P	Pass (non-GPA)	–
NP	No Pass	–
I	Incomplete	–
W	Withdrawal	–

Grade Point Average (GPA)

- Undergraduate students must maintain a **minimum 2.0 cumulative GPA**.
- Graduate students must maintain a **minimum 3.0 cumulative GPA**.
- Doctoral students must maintain a **minimum 3.25 cumulative GPA**.

Quarter credits are calculated in compliance with federal and state regulatory bodies' standards regarding instructional time and student learning outcomes.

ACADEMIC PROBATION

A student whose cumulative GPA falls below the minimum required standard will be placed on **Academic Probation** for the following quarter.

Probation Conditions:

- Must meet with Academic Advisor
- Limited course load (if required)
- Academic Improvement Plan developed
- Must raise GPA to minimum standard within one quarter

Failure to improve academic standing may result in dismissal.

Probation policies ensure academic rigor while providing Christian mentoring support.

ACADEMIC DISMISSAL

Academic Dismissal may occur when:

- A student fails to meet GPA standards after probation
- Repeated course failures occur
- Academic integrity violations are severe

Students dismissed may reapply after one academic year. Reinstatement is not guaranteed and requires review by the Academic Affairs Committee.

Dismissal policies ensure academic integrity and protect institutional standards consistent with the national accreditation agency expectations for academic quality.

ATTENDANCE POLICY

Regular attendance is required in all courses, whether on-campus, hybrid, or online.

Expectations:

- Students must attend at least **80% of scheduled instructional sessions**
- Online students must log in weekly and participate in discussions
- Excessive absences may result in grade reduction or administrative withdrawal

Faculty record attendance in accordance with institutional and accreditation requirements.

LEAVE OF ABSENCE (LOA)

A Leave of Absence may be granted for:

- Medical reasons
- Family emergencies
- Ministry deployment
- Military service

Policy Guidelines:

- Must submit written request
- Maximum LOA: 2 consecutive quarters
- No additional tuition charged during approved LOA
- Students must resume studies within approved timeframe

Extended absence without approval may result in withdrawal.

WITHDRAWAL POLICY

Students may withdraw from a course or the University according to the academic calendar.

Withdrawal Categories:

- **Official Withdrawal (W)** – No GPA impact
- **Administrative Withdrawal** – Due to non-attendance or non-payment
- **Medical Withdrawal** – Requires documentation

Refund policies follow institutional guidelines and California religious exemption regulations.

GRADE APPEAL PROCESS

Students may appeal a final grade if they believe:

- A clerical error occurred
- Grading was inconsistent with syllabus standards
- There was demonstrable bias or unfair treatment

Appeal Steps:

1. Informal discussion with instructor
2. Written appeal to Academic Dean
3. Review by Academic Appeals Committee
4. Final decision issued in writing

All appeals must be filed within 30 days of grade posting.

The process ensures fairness, documentation, and institutional accountability.

ACADEMIC INTEGRITY POLICY

Canterbury University affirms biblical principles of honesty and truthfulness (Proverbs 12:22).

Academic integrity violations include:

- Cheating
- Fabrication
- Unauthorized collaboration
- Falsification of records
- Misrepresentation of academic work

Violations may result in:

- Assignment failure
- Course failure
- Probation
- Dismissal

All cases are documented and reviewed by Academic Affairs.

AI USAGE DISCLOSURE POLICY

The University recognizes the responsible use of Artificial Intelligence tools in academic research.

Requirements:

- AI-generated assistance must be disclosed
- Students must cite AI usage appropriately
- AI cannot replace original analysis or critical thinking
- Faculty may prohibit AI use in certain assignments

Failure to disclose AI usage constitutes academic misconduct.

This policy aligns with emerging accreditation expectations regarding academic authenticity and integrity.

PLAGIARISM POLICY

Plagiarism is defined as presenting another's words, ideas, research, or intellectual property as one's own without proper citation.

Examples:

- Copying text without citation
- Paraphrasing without attribution
- Submitting purchased papers
- Self-plagiarism

The University utilizes plagiarism detection tools.

Consequences include:

- Zero on assignment
- Course failure
- Disciplinary action
- Dismissal for repeated offenses

Students are educated in proper citation methods (APA, Turabian, or discipline-specific formats).

DISSERTATION STANDARDS (Doctoral Programs)

Doctoral dissertations must demonstrate:

- Original research
- Contribution to knowledge
- Theological and academic rigor
- Ethical research compliance

Requirements:

- Approved Dissertation Proposal
- Institutional Review (if human subjects involved)
- Faculty Dissertation Committee (minimum three members)
- Oral Defense
- Final approved manuscript submission

Dissertations must follow institutional formatting guidelines and academic citation standards.

Minimum length and research expectations are defined in the Doctoral Handbook.

Successful completion reflects mastery-level scholarship consistent with the national accreditation agency doctoral standards that is recognized by USDEO and CHEA.

Policy Review and Governance

All academic policies are:

- Reviewed annually by Academic Affairs
- Approved by Faculty Governance
- Ratified by the Board of Trustees
- Published in the official University Catalog

Policies are subject to revision to ensure compliance with accreditation standards, state regulations, and best practices in Christian higher education.

STUDENT SERVICES

- Academic Advising
- Spiritual Formation
- Chapel
- Library Services
- Online Resources
- Career Counseling
- Counseling Referral Services
- Disability Accommodation Policy

STUDENT SERVICES

(Quarter System – Canterbury University)

Canterbury University is committed to supporting the holistic development of students—academically, spiritually, professionally, and personally. Student Services programs are designed to promote student success, spiritual maturity, leadership development, and persistence to graduation.

All services are available to both residential and online students unless otherwise noted.

ACADEMIC ADVISING

Academic Advising is a structured process that assists students in successfully completing their academic programs within the quarter system.

Purpose:

- Guide students in course selection and degree planning
- Monitor academic progress toward graduation
- Support retention and timely completion
- Assist with academic challenges

Structure:

- Each student is assigned a Faculty or Academic Advisor
- Advising occurs at least once per quarter
- Degree audits are conducted prior to registration
- Graduation eligibility is verified by the Registrar

Advisors provide spiritual and academic mentoring consistent with Christian higher education values.

Academic advising records are maintained in compliance with institutional effectiveness standards and accreditation requirements.

SPIRITUAL FORMATION

Spiritual formation is central to the mission of Canterbury University. The institution integrates faith and learning across all academic disciplines.

Spiritual Formation Objectives:

- Develop Christ-centered character
- Encourage biblical worldview integration
- Foster servant leadership
- Promote ethical decision-making

Activities Include:

- Prayer gatherings
- Bible studies
- Mentorship relationships
- Ministry involvement opportunities
- Leadership development workshops

Spiritual formation outcomes are assessed through co-curricular participation and reflective assignments in designated courses.

Online students are provided virtual access to formation activities.

CHAPEL

Chapel services are a core component of the University's Christian identity.

Chapel Expectations:

- Undergraduate students are encouraged to participate regularly
- Graduate and doctoral students are invited to attend special quarterly convocations
- Online chapel access is provided via livestream or recorded services

Chapel Focus:

- Biblical teaching
- Worship
- Christian leadership development
- Mission awareness
- Community prayer

Chapel programming reflects the University's doctrinal commitments and promotes spiritual unity and institutional mission fulfillment.

LIBRARY SERVICES

The University Library supports academic excellence and research development consistent with the national accreditation agency standards for learning resources.

Library Resources Include:

- Print and digital theological collections
- Academic journals and databases
- E-books
- Research guides
- Citation support materials

Services:

- Research assistance (in-person and online)
- Information literacy instruction
- Interlibrary loan partnerships (where applicable)
- Dissertation research support

Library holdings are reviewed annually to ensure adequacy for each academic program and degree level.

Online students have full remote access to digital library resources.

ONLINE RESOURCES

Canterbury University provides robust online academic infrastructure to support distance learners.

Online Support Includes:

- Learning Management System (LMS) access
- Technical support services
- Digital library access
- Virtual advising appointments
- Online tutoring (when available)
- Recorded lectures and discussion forums

The University ensures that online programs maintain equivalent academic rigor and student support services as residential programs.

CAREER COUNSELING

Career Counseling services assist students in vocational discernment and professional development.

Services Include:

- Resume and CV development
- Interview preparation
- Internship guidance
- Ministry placement assistance
- Networking events
- Leadership coaching

Career development aligns with the University's mission to prepare graduates for Christian leadership in ministry, nonprofit, business, and public service sectors.

Alumni may access limited career support resources.

COUNSELING REFERRAL SERVICES

As a faith-based institution, Canterbury University does not operate an on-campus clinical counseling center. However, the University provides referral assistance to licensed professionals when needed.

Referral Services:

- Local Christian counseling providers
- Community mental health resources
- Crisis hotlines
- Pastoral counseling referrals

Students seeking confidential support may contact Student Services for guidance.

The University prioritizes student well-being while maintaining appropriate institutional boundaries and compliance with state regulations.

DISABILITY ACCOMMODATION POLICY

Canterbury University is committed to providing reasonable academic accommodations for students with documented disabilities.

Although operating under religious exemption status, the University seeks to provide equitable access to educational programs consistent with Christian compassion and academic fairness.

Accommodation Process:

1. Student submits written request
2. Provides appropriate documentation
3. Review by Academic Affairs
4. Determination of reasonable accommodations
5. Faculty notification (as appropriate)

Possible Accommodations:

- Extended testing time
- Alternative assignment formats
- Assistive technology access
- Modified classroom seating
- Online flexibility when appropriate

Accommodations must not fundamentally alter academic standards or learning outcomes.

All documentation is handled confidentially.

Student Retention and Support Assessment

The University monitors:

- Student persistence rates
- Graduation rates
- Academic progress
- Student satisfaction surveys
- Spiritual development engagement

Data collected informs institutional improvement and strategic planning in alignment with accreditation expectations.

Student Services Governance

Student Services operates under:

- Vice President for Academic Affairs
- Director of Student Services
- Institutional Assessment Committee

Policies are reviewed annually and published in the official University Catalog.

FINANCIAL INFORMATION

- Tuition per Quarter Unit
- Fee Schedule
- Payment Plans
- Refund Policy
- Delinquency Policy
- Graduation Fees

FINANCIAL INFORMATION

(Quarter System – Official Catalog Statement)

Canterbury University is committed to maintaining transparent, ethical, and biblically grounded financial practices. As a Christian nonprofit institution, all tuition and fees support the educational mission of preparing students for Christian leadership, ministry, and professional service.

All tuition and fees are published annually in the University Catalog and are subject to Board of Trustees approval.

TUITION PER QUARTER UNIT

Tuition is charged per quarter credit unit. Programs operate on a quarter system (10–11 instructional weeks per quarter).

TUITION AND FEES

Fees are to be paid in U.S. Dollars prior to the class start date:

Item/Program	Bachelor of R. Business Administration	Master of R. Business Administration	Doctor of R. Business Administration
Application Fee	\$100	\$100	\$100
Registration	\$100	\$100	\$100
Per Unit	\$100	\$150	\$150
Charge Per Quarter	\$1200	\$1,200	\$1,200
Annual Tuition and Fees – quarter term (3 quarters enrollment with 1 annual vacation)	\$3,600	\$3,600	\$3,600
Total Tuition	\$18,000	\$7,200	\$9,000
Books and Supplies	\$1,000	\$1,000	\$1,000
Total Charges for the entire educational program	\$19,000	\$8,200	\$10,000
Student ID	\$20	\$20	\$20
Graduation Fee	\$300	\$300	\$300
Dissertation Fee	N/A	N/A	\$300
Official Transcript	\$50	\$50	\$50
Late Registration Fee	\$100	\$100	\$100
Lab Fee	\$50	\$50	\$50
Digital Fee	\$300	\$300	\$300
Library Fee	\$50	\$50	\$50
Other Fees	Any course fees, such as online or lab, must be paid at the beginning of every quarter based on the classes taken.		

Additional Notes:

- Full-time status is defined by credit load per academic level.
- Tuition rates apply to both residential and online courses unless otherwise specified.
- Tuition is subject to annual review and possible adjustment.

All tuition charges are disclosed prior to enrollment agreement execution in compliance with transparency standards.

FEE SCHEDULE

In addition to tuition, students may incur the following fees:

Application Fee	\$100	\$100	\$100
Registration	\$100	\$100	\$100
Per Unit	\$100	\$150	\$150
Charge Per Quarter	\$1200	\$1,200	\$1,200
Annual Tuition and Fees – quarter term (3 quarters enrollment with 1 annual vacation)	\$3,600	\$3,600	\$3,600
Total Tuition	\$18,000	\$7,200	\$9,000
Books and Supplies	\$1,000	\$1,000	\$1,000
Total Charges for the entire educational program	\$19,000	\$8,200	\$10,000
Student ID	\$20	\$20	\$20
Graduation Fee	\$300	\$300	\$300
Dissertation Fee	N/A	N/A	\$300
Official Transcript	\$50	\$50	\$50
Late Registration Fee	\$100	\$100	\$100
Lab Fee	\$50	\$50	\$50
Digital Fee	\$300	\$300	\$300
Library Fee	\$50	\$50	\$50
Other Fees	Any course fees, such as online or lab, must be paid at the beginning of every quarter based on the classes taken.		

All fees are published annually and disclosed in enrollment agreements.

PAYMENT PLANS

Canterbury University offers structured payment options to support student access and retention.

Payment Options:

1. Full Payment Prior to Quarter Start
2. Quarterly Installment Plan (2–3 scheduled payments per quarter)
3. Approved Sponsorship Agreements (church or organization support)

Payment Terms:

- First payment due prior to first day of class
- Installment payments due according to signed agreement
- Failure to adhere to payment schedule may result in administrative action

Payment plans must be approved through the Financial Office and documented in writing.

REFUND POLICY

The University maintains a fair and equitable refund policy consistent with accreditation standards requiring transparency and student protection.

Tuition Refund Schedule (Quarter System)

Refunds are calculated based on the official date of withdrawal:

Withdrawal Period	Tuition Refund
Prior to first class session	100% (minus non-refundable fees)
Within 1 week	100%
Within 2 weeks	90%
Within 3 weeks	80%
Within 4 weeks	60%
Within 5 weeks	50%
After 6 weeks	No refund

(For a standard 10-week quarter. Adjust proportionally for different term lengths.)

Important Provisions:

- The official withdrawal date is the date written notification is received by the Registrar.
- Non-refundable fees (e.g., application fee) are not subject to refund.
- Refunds are processed within 30 days of official withdrawal determination.
- Students receiving third-party sponsorship must comply with sponsor refund terms where applicable.
- Federal financial aid (if applicable in future authorization) would follow federal return-of-funds regulations.

This refund policy ensures fairness and compliance with recognized best practices in higher education accountability.

DELINQUENCY POLICY

Students are responsible for timely payment of all financial obligations.

Delinquent Accounts:

- Accounts unpaid after 15 days past due may incur late fees.
- Registration may be blocked for unpaid balances.
- Access to transcripts and diplomas will be withheld until balance is resolved.
- Continued non-payment may result in administrative withdrawal.

The University reserves the right to refer delinquent accounts to a collection agency when necessary.

Financial disputes may be submitted in writing to the Financial Office for review.

GRADUATION FEES

Graduation fees cover administrative processing and ceremony expenses.

Graduation Fees Include:

- Degree audit processing
- Diploma printing
- Academic regalia (if applicable)
- Commencement ceremony participation
- Official transcripts (initial copies)

Graduation fees are due at the time of degree petition submission.

Financial Responsibility Statement

By enrolling, students acknowledge responsibility for:

- All tuition and fees incurred
- Compliance with payment deadlines
- Understanding refund timelines
- Reviewing enrollment agreements prior to signing

Financial policies are reviewed annually by the Board of Trustees and published in the official University Catalog to ensure transparency and institutional integrity.

Other Fees

Any course-specific fees, including online course fees, laboratory fees, or special instructional materials, must be paid at the beginning of each quarter based on courses taken.

Additional costs not listed (such as optional workshops, ministry trips, or conference participation) will be disclosed prior to registration.

Financial Disclosure Notes

1. **Quarter System Structure**
The academic year consists of three (3) enrollment quarters with one (1) vacation quarter annually.
2. **Books and Supplies**
Estimated book costs may vary depending on course selection and format (print or digital).
3. **Payment Responsibility**
Students are responsible for full payment of tuition and fees associated with registered courses.
4. **Refund Policy**
Tuition refunds are governed by the official Refund Policy published in this catalog and calculated based on the official withdrawal date.
5. **Delinquent Accounts**
Diplomas, transcripts, and future registrations may be withheld for unpaid balances.

Institutional Commitment to Financial Stewardship

As a Christian nonprofit institution:

- Tuition supports instructional delivery, faculty compensation, library resources, technology infrastructure, and student services.
- All financial operations are conducted with accountability and ethical stewardship.
- Fee disclosures are provided in advance of enrollment agreement execution.

STUDENT CONDUCT CODE

- Christian Conduct Standards
- Community Expectations
- Disciplinary Process
- Grievance Procedure
- Title IX Statement
- Non-Discrimination Statement

STUDENT CONDUCT CODE

(Quarter System – Official Catalog Policy)

Canterbury University is a Christ-centered academic community committed to biblical integrity, ethical leadership, and spiritual formation. Students voluntarily enroll in a faith-based institution and agree to uphold the standards of conduct outlined in this catalog.

The Student Conduct Code applies to all students enrolled in undergraduate, graduate, and doctoral programs, whether on-campus, online, or in hybrid format.

CHRISTIAN CONDUCT STANDARDS

As a Christian university, Canterbury affirms that learning is both academic and spiritual. Students are expected to demonstrate conduct consistent with biblical principles and Christian character.

Students are expected to:

- Demonstrate honesty and integrity in all academic and personal matters
- Treat faculty, staff, and fellow students with respect and dignity
- Uphold biblical standards of moral conduct
- Refrain from harassment, discrimination, or abusive behavior
- Maintain professionalism in classroom and online interactions
- Use technology responsibly and ethically

Behavior that contradicts the mission and doctrinal commitments of the University may be subject to disciplinary review.

Enrollment constitutes acknowledgment and agreement to these standards.

COMMUNITY EXPECTATIONS

Canterbury University fosters a Christ-centered academic community marked by:

- Mutual respect
- Servant leadership
- Academic excellence
- Spiritual growth
- Cultural sensitivity
- Ethical responsibility

Students are expected to contribute positively to the learning environment by:

- Participating respectfully in class discussions
- Avoiding disruptive conduct
- Maintaining appropriate communication in digital platforms
- Complying with University policies and procedures

The University reserves the right to address behavior that interferes with institutional mission, safety, or educational effectiveness.

DISCIPLINARY PROCESS

The University is committed to fairness, documentation, and due process consistent with accreditation standards.

Grounds for Disciplinary Action May Include:

- Academic misconduct
- Violation of Christian conduct standards
- Harassment or threatening behavior
- Financial dishonesty
- Repeated disruption of academic activities
- Failure to comply with institutional policies

Disciplinary Procedure:

1. **Incident Report Filed**
Complaint submitted in writing.
2. **Preliminary Review**
Conducted by Academic Affairs or Student Services.
3. **Notice to Student**
Written notification outlining alleged violation.
4. **Opportunity to Respond**
Student may provide written explanation or request meeting.
5. **Determination**
Decision issued in writing.
6. **Sanctions (if applicable)**
May include:
 - Warning
 - Probation
 - Suspension
 - Administrative withdrawal
 - Dismissal

Students may appeal disciplinary decisions in writing within 14 days.

All proceedings are documented and maintained in institutional records.

GRIEVANCE PROCEDURE

Canterbury University provides students with a clear and fair grievance process for resolving complaints related to academic or administrative matters.

Grievances May Include:

- Grade disputes (after grade appeal process)
- Faculty or staff conduct concerns
- Policy misapplication
- Institutional service concerns

Grievance Steps:

1. Attempt informal resolution with involved party
2. Submit written complaint to Academic Dean or Student Services
3. Formal review by designated committee
4. Written response issued within 30 days

Students will not be subject to retaliation for filing a grievance in good faith.

If a grievance cannot be resolved internally, students may contact the accrediting agency in accordance with published complaint procedures.

TITLE IX STATEMENT

Canterbury University is committed to maintaining a learning environment free from unlawful sex discrimination, harassment, and sexual misconduct.

Consistent with applicable federal guidelines:

- Sexual harassment is prohibited
- Sexual violence is prohibited
- Retaliation for reporting is prohibited

Students who believe they have experienced sex-based discrimination or harassment may report concerns to the designated Title IX Coordinator.

All reports will be handled promptly, fairly, and with appropriate confidentiality.

The University maintains procedures for investigation, response, and resolution of complaints consistent with federal expectations for religious institutions.

NON-DISCRIMINATION STATEMENT

Canterbury University admits students of any race, color, national origin, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students.

The University does not discriminate on the basis of race, color, national origin, age, or disability in the administration of its educational policies, admissions policies, scholarship programs, or other institutionally administered programs.

As a religious institution, Canterbury University reserves the right to operate in a manner consistent with its biblical beliefs and doctrinal commitments.

Student Responsibility Acknowledgment

All students:

- Agree to abide by the Student Conduct Code
- Acknowledge understanding of disciplinary procedures
- Accept responsibility for maintaining Christian character
- Recognize the authority of the University to enforce institutional standards

Violation of these standards may result in corrective action up to and including dismissal.

Policy Review and Oversight

The Student Conduct Code is:

- Reviewed annually by Academic Affairs
- Approved by the Executive Leadership Team
- Ratified by the Board of Trustees
- Published in the official University Catalog

This ensures ongoing compliance with recognized accreditation expectations for student rights, institutional integrity, and community standards.

ACADEMIC CALENDAR 2025–2026

Fall Quarter: Oct 1 – Dec 31

Winter Quarter: Jan 1 – Mar 31

Spring Quarter: Apr 1 – Jun 30

Summer Quarter: Jul 1 – Sep 30

Includes registration deadlines and holidays.

ACADEMIC CALENDAR 2025–2026

(Quarter System – Official Institutional Calendar)

Canterbury University operates on a four-quarter academic system. Each quarter consists of approximately 10 instructional weeks plus a final examination period.

The University observes selected United States national holidays and Christian holy days consistent with its mission.

FALL QUARTER 2025

October 1 – December 31, 2025

Key Academic Dates

- Registration Opens: August 15, 2025
- Priority Registration Deadline: September 15, 2025
- Final Registration Deadline: September 25, 2025
- Classes Begin: October 1, 2025
- Add/Drop Deadline (No Transcript Record): October 7, 2025
- Last Day to Withdraw with “W”: November 15, 2025
- Midterm Week: November 10–14, 2025
- Final Examination Week: December 15–19, 2025
- Quarter Ends: December 31, 2025

Holidays Observed

- Columbus Day: October 13, 2025
- Veterans Day: November 11, 2025
- Thanksgiving Break: November 27–28, 2025
- Christmas Break: December 24–25, 2025

WINTER QUARTER 2026

January 1 – March 31, 2026

Key Academic Dates

- Registration Opens: November 15, 2025
- Registration Deadline: December 20, 2025
- Classes Begin: January 5, 2026
- Add/Drop Deadline: January 11, 2026
- Last Day to Withdraw with “W”: February 20, 2026
- Midterm Week: February 9–13, 2026
- Final Examination Week: March 16–20, 2026
- Quarter Ends: March 31, 2026

Holidays Observed

- New Year’s Day: January 1, 2026
- Martin Luther King Jr. Day: January 19, 2026
- Presidents’ Day: February 16, 2026

Christian Observance

- Ash Wednesday: February 18, 2026 (Chapel Service Observed)

SPRING QUARTER 2026

April 1 – June 30, 2026

Key Academic Dates

- Registration Opens: February 15, 2026
- Registration Deadline: March 20, 2026
- Classes Begin: April 1, 2026
- Add/Drop Deadline: April 7, 2026
- Last Day to Withdraw with “W”: May 15, 2026
- Midterm Week: May 11–15, 2026
- Final Examination Week: June 15–19, 2026
- Commencement Ceremony: June 20, 2026
- Quarter Ends: June 30, 2026

Holidays Observed

- Good Friday: April 3, 2026
- Easter Monday (University Closed): April 6, 2026
- Memorial Day: May 25, 2026

SUMMER QUARTER 2026

July 1 – September 30, 2026

Key Academic Dates

- Registration Opens: May 15, 2026
- Registration Deadline: June 20, 2026
- Classes Begin: July 1, 2026
- Add/Drop Deadline: July 7, 2026
- Last Day to Withdraw with “W”: August 15, 2026
- Midterm Week: August 10–14, 2026
- Final Examination Week: September 14–18, 2026
- Quarter Ends: September 30, 2026

Holidays Observed

- Independence Day (Observed): July 3, 2026
- Labor Day: September 7, 2026

Academic Policies Related to the Calendar

Add/Drop Policy

Students may add or drop courses during the first week of instruction without academic penalty. Courses dropped after the add/drop deadline will follow the official withdrawal policy.

Withdrawal Policy

Withdrawal after the published deadline will result in a “W” grade and tuition refund according to the institutional refund schedule.

Final Examinations

Final examinations are mandatory unless otherwise specified by the instructor. Students must resolve all academic obligations prior to quarter completion.

Holiday Policy

If a holiday falls on a scheduled class day:

- Residential classes will not meet.
- Online courses will adjust deadlines accordingly.
- Faculty will provide alternative instructional arrangements when necessary.

Institutional Notice

The University reserves the right to adjust calendar dates, when necessary, due to unforeseen circumstances, natural disasters, or government directives. Any changes will be published officially and communicated to students in writing.

APPENDICES

- Organizational Chart
- Faculty Credential Standards
- Assessment Plan Summary
- Catalog Revision Policy
- FERPA Notice

APPENDICES

The following appendices provide supporting documentation related to governance, academic quality, institutional effectiveness, and regulatory compliance. These materials reflect Canterbury University's commitment to integrity, accountability, and continuous improvement consistent with Christian higher education standards.

APPENDIX A: ORGANIZATIONAL CHART

Purpose

The Organizational Chart illustrates the administrative and academic structure of Canterbury University, demonstrating clear lines of authority, responsibility, and institutional oversight.

Governance Structure Overview

Board of Trustees

The governing body with fiduciary responsibility for:

- Institutional mission oversight
- Financial stewardship
- Presidential appointment and evaluation
- Policy approval
- Strategic planning

President

The chief executive officer responsible for:

- Institutional leadership
- Mission implementation
- Academic and administrative oversight
- External representation

Executive Leadership Team

- Vice President for Academic Affairs
- Chief Financial Officer
- Director of Student Services
- Registrar
- Institutional Effectiveness Officer

Academic Structure

- Program Directors
- Faculty (Full-time and Adjunct)
- Dissertation Committees (Doctoral Programs)

The Organizational Chart ensures:

- Clear governance accountability
- Separation of fiduciary and operational authority
- Documented reporting relationships
- Effective institutional oversight

APPENDIX B: FACULTY CREDENTIAL STANDARDS

Institutional Commitment

Canterbury University employs qualified faculty whose academic preparation and professional experience align with course content and degree level.

Minimum Faculty Qualification Standards

Undergraduate Faculty

- Minimum of a Master's degree in the teaching discipline or closely related field
- At least 18 graduate semester hours (or equivalent quarter hours) in the discipline
- Demonstrated professional or ministry experience

Graduate (Master's Level) Faculty

- Earned doctorate in the teaching discipline or closely related field
- Demonstrated scholarship or professional leadership experience
- Evidence of academic research or ministry contribution

Doctoral Faculty

- Earned terminal degree (Ph.D., D.Min., DBA, or equivalent)
- Record of research, publication, or executive leadership
- Experience supervising graduate research or dissertations

Documentation Requirements

Faculty files maintained by Academic Affairs include:

- Official transcripts
- Curriculum vitae
- Credential evaluation (if international degree)
- Professional licensure (if applicable)
- Annual performance evaluations

Faculty qualifications are reviewed annually to ensure compliance with academic standards and instructional effectiveness.

APPENDIX C: ASSESSMENT PLAN SUMMARY

Institutional Effectiveness Framework

Canterbury University maintains a systematic, documented assessment process to ensure continuous improvement in student learning and institutional performance.

Assessment Components

1. **Student Learning Outcomes (SLOs)**
 - Defined for each program
 - Measurable and discipline-specific
 - Assessed annually
2. **Course-Level Assessment**
 - Embedded assignments
 - Rubric-based evaluation
 - Faculty review meetings
3. **Program-Level Review**
 - Graduation rates
 - Retention data
 - Employer feedback
 - Alumni surveys
4. **Institutional Effectiveness Review**
 - Strategic plan evaluation
 - Financial sustainability metrics
 - Enrollment management review
 - Annual institutional report

Assessment Cycle

- Data collection each quarter
- Annual faculty assessment meeting
- Institutional Assessment Committee review
- Report submitted to Board of Trustees

Assessment findings inform curriculum revisions, faculty development, and strategic planning decisions.

APPENDIX D: CATALOG REVISION POLICY

Policy Statement

The University Catalog is the official academic document governing programs, policies, and student requirements.

Revision Authority

- Academic policy revisions require Faculty Governance approval
- Administrative policy revisions require Executive Leadership approval
- Final approval granted by the Board of Trustees

Revision Procedures

1. Proposed change submitted in writing
2. Reviewed by appropriate committee
3. Approved through governance structure
4. Documented in official revision log
5. Published in updated catalog edition

Effective Date

Students are governed by the catalog in effect at the time of enrollment unless:

- Program requirements change to meet accreditation standards
- Regulatory compliance necessitates modification

The University reserves the right to revise policies as needed to maintain compliance and institutional integrity.

APPENDIX E: FERPA NOTICE

(Family Educational Rights and Privacy Act Statement)

Canterbury University maintains compliance with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student educational records.

Student Rights Under FERPA

Students have the right to:

- Inspect and review their educational records
- Request amendment of inaccurate records
- Provide written consent before disclosure of personally identifiable information
- File a complaint with the U.S. Department of Education concerning alleged noncompliance

Directory Information

The University may designate certain information as directory information, including:

- Student name
- Enrollment status
- Degree earned
- Dates of attendance

Students may opt out of directory information disclosure by submitting written request to the Registrar.

Record Security

- Academic records are securely maintained
- Access is restricted to authorized personnel
- Electronic records are password protected

The Registrar serves as the institutional custodian of student records.

Appendix F: Governance Statement

All appendices are:

- Reviewed annually
- Approved through institutional governance processes
- Maintained as part of official accreditation documentation
- Available upon request for institutional review

These appendices demonstrate Canterbury University's commitment to accountability, transparency, and excellence in Christian higher education.

Appendix G: Full-Time Enrollment & Attendance Policy

Full-Time Attendance Policy

(Quarter System – F-1 Students)

1. Purpose

This policy establishes full-time enrollment and attendance requirements in compliance with federal regulations administered by USCIS and SEVP under the Student and Exchange Visitor Information System (SEVIS).

All F-1 international students must maintain full-time enrollment and normal academic progress to preserve lawful nonimmigrant status.

2. Definition of Academic Quarter

The University operates on a **quarter system**, consisting of:

- Fall Quarter
- Winter Quarter
- Spring Quarter
- (Optional Summer Quarter, if applicable)

Each quarter constitutes one academic term.

3. Full-Time Enrollment Requirement (F-1 Students)

In accordance with 8 CFR §214.2(f):

Undergraduate Students

- Must enroll in **at least 12 quarter credit hours per quarter**.

Graduate Students

- Must enroll in **at least 8 quarter credit hours per quarter** (or institutional equivalent as defined by the academic program).

Only courses that count toward the student's degree program may be included in full-time enrollment.

Institutional Attendance Standard

All students, including F-1 international students, must maintain a **minimum attendance rate of 80% per course per quarter**.

Because each quarter consists of 10 instructional weeks:

- A student may not be absent more than **2 weeks (20%)** of scheduled class sessions.
- Absences exceeding 20% (more than 2 weeks) constitute **excessive absence**.
- Attendance below 80% results in:
 - Academic warning or failure of the course, and
 - Possible SEVIS reporting action for F-1 students.

Attendance is calculated based on:

- Physical presence
- Active participation
- Documented engagement for approved hybrid courses

Failure to Maintain 80% Attendance

If an F-1 student:

- Falls below 80% attendance in one or more courses,
- Stops attending classes,
- Fails to begin attendance within the first week,

The University is required to evaluate the student's immigration compliance.

Possible outcomes:

- Academic probation
- Reduced Course Load review (if eligible)
- SEVIS termination for "Failure to Maintain Status"

Federal regulations require reporting of students who fail to pursue a full course of study

4. Online / Distance Education Limitation

Per SEVP regulations:

- Only **one online/distance education course (maximum 3 quarter credits)** may count toward the full-time requirement each quarter.
- Additional online courses may be taken but **cannot be counted toward the minimum full-time credit requirement**.

5. Attendance Requirement

Enrollment alone does not satisfy SEVIS compliance. Students must:

- Attend all scheduled classes regularly.

- Participate academically as required by instructors.
- Avoid excessive absences.
- Maintain satisfactory academic progress.

Faculty are required to:

- Take attendance.
- Report non-attendance or early withdrawal to the Designated School Official (DSO).
- Report students who fail to begin attendance within the first week of classes.

6. Failure to Maintain Full-Time Status

A student is considered **out of status** if he/she:

- Drops below required full-time credit hours without prior DSO authorization.
- Stops attending classes.
- Withdraws without approval.
- Fails to enroll for a required quarter (except approved vacation term).
- Is academically dismissed.

The University is legally required to:

- Terminate the student's SEVIS record for "Failure to Maintain Status."
- Report the violation within the SEVIS reporting timeframe.

7. Reduced Course Load (RCL)

A Reduced Course Load is permitted **only with prior DSO authorization** and must meet USCIS/SEVP criteria:

Academic Reasons (One Time Only)

- Initial difficulty with English language.
- Initial difficulty with reading requirements.
- Unfamiliarity with U.S. teaching methods.
- Improper course placement.

Minimum enrollment during academic RCL:

- At least 6 quarter credits (undergraduate), unless otherwise approved.

Medical Reasons

- Documented medical condition certified by a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist.
- Limited to a maximum of 12 months aggregate per academic level.

Final Quarter

- If fewer credits are required to complete the program, student may enroll in less than full-time.
- Must apply and receive approval before the quarter begins.

8. Vacation Quarter

F-1 students may take one annual vacation quarter if:

- They have completed one full academic year.
- They are in good academic and immigration standing.
- They receive prior DSO approval.

Students must enroll full-time in the quarter immediately preceding and following the vacation term.

9. Late Registration and Add/Drop

- Students must complete registration before the published deadline.
- Any drop below full-time during the add/drop period requires DSO approval.
- Unauthorized withdrawal or course reduction may result in SEVIS termination.

10. Academic Progress Requirement

Students must:

- Maintain minimum GPA as defined by program.
- Successfully complete attempted coursework.
- Make normal progress toward degree completion.

Failure to maintain satisfactory academic progress may result in academic probation, dismissal, and SEVIS termination.

11. Institutional Reporting Obligation

The University, through its Principal Designated School Official (PDSO) and DSOs, is legally obligated to report:

- Enrollment status.
- Address changes.
- Program changes.
- Reduced course load approvals.
- Failure to enroll.
- Terminations.

All reporting is conducted through SEVIS in compliance with federal law.

12. Student Responsibility Statement

Maintaining lawful F-1 status is the personal responsibility of each student. Failure to comply with this policy may result in:

- SEVIS termination
- Loss of F-1 status
- Ineligibility for reinstatement
- Accrual of unlawful presence

Appendix H: Student Responsibility for Maintaining F-1 Status

Each F-1 student is personally responsible for maintaining lawful nonimmigrant status by:

1. Enrolling full-time each quarter.
2. Maintaining at least 80% attendance.
3. Making normal academic progress.
4. Not working without authorization.
5. Keeping passport valid.
6. Reporting address changes within 10 days.
7. Obtaining DSO authorization before:
 - Dropping courses
 - Withdrawing
 - Taking vacation quarter
 - Transferring schools
 - Applying for CPT/OPT

Failure to comply may result in:

- SEVIS termination
- Loss of F-1 status
- Ineligibility for reinstatement
- Accrual of unlawful presence
- Removal proceedings

Appendix I: Institutional Authority

The University reserves the right to:

- Deny enrollment to students not maintaining status
- Place students on probation for attendance violations
- Terminate SEVIS records when required by federal regulation

The University does not have authority to override federal immigration regulations.