

# CANTERBURY UNIVERSITY



## ACADEMIC CATALOG

**2025–2026**

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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,

***M. Y. B. Lee, D.D'17 & DBA***

President  
Canterbury University

# INSTITUTIONAL OVERVIEW

## Institutional Identity

Canterbury University is a private Christian institution of higher education committed to providing educational programs that integrate faith, learning, academic inquiry, ethical responsibility, and professional preparation consistent with its Christian mission and educational objectives.

The University seeks to promote academic excellence, student development, servant leadership, and responsible engagement in church, ministry, nonprofit, business, educational, and global community contexts. Canterbury University endeavors to provide instruction, student support, and educational experiences that encourage intellectual growth, spiritual reflection, professional competence, and lifelong learning.

As a faith-based institution, Canterbury University affirms the integration of biblical principles and Christian worldview perspectives within its educational philosophy, institutional practices, and community life while maintaining institutional standards intended to support academic quality, educational effectiveness, and mission fulfillment.

The University operates through established governance, academic oversight, institutional assessment, and student support processes designed to support responsible administration, educational integrity, and continuous improvement consistent with applicable legal, regulatory, and accreditation expectations.

## Religious Exemption Disclosure

Canterbury University is a nonprofit religious institution of higher education operating under the religious exemption provisions of California Education Code §94874(e).

As a religiously exempt institution, Canterbury University is not subject to the oversight or approval of the California Bureau for Private Postsecondary Education (BPPE). The University operates in accordance with applicable laws governing religious educational institutions.

Canterbury University provides educational programs consistent with its Christian mission, religious objectives, and faith-based educational philosophy. Academic programs are designed to support ministry, nonprofit, leadership, business, educational, and related professional or religious contexts consistent with the mission of the institution.

Students are responsible for evaluating the applicability of degrees, coursework, or academic programs for employment, transferability, certification, licensure, immigration matters, or other professional and educational objectives where applicable.

Canterbury University maintains this disclosure in support of institutional transparency, informed student decision-making, and compliance with applicable legal and accreditation-related expectations.

## Accreditation

Canterbury University is currently pursuing accreditation through a national accrediting agency recognized by the United States Department of Education (USDOE) and the Council for Higher Education Accreditation (CHEA). The University is engaged in institutional development, academic assessment, governance, and compliance processes intended to support accreditation readiness and continuous institutional improvement consistent with recognized higher education standards.

## Instructional Location and Educational Services

Canterbury University conducts instructional activities and institutional operations through its main administrative and instructional location located at:

3450 Wilshire Blvd., Suite 2350  
Los Angeles, California 90010

The University provides academic instruction, administrative services, student support, advising, faculty interaction, and educational resources through its main campus operations and approved instructional methods. Faculty members, administrators, and institutional personnel seek to provide students with appropriate academic and administrative support services consistent with the educational mission and operational structure of the University.

Instructional delivery may include on-campus, online, hybrid, distance education, or other educational formats authorized by the University and consistent with institutional policies and applicable regulatory requirements.

## 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 Directors 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 Directors Structure

The Board of Directors is the legally constituted governing body of Canterbury University and holds ultimate responsibility for the governance, mission oversight, fiduciary stewardship, strategic direction, and long-term sustainability of the institution.

The Board of Directors operates under formally adopted bylaws and institutional policies and is responsible for oversight of institutional effectiveness, financial stability, policy approval, strategic planning, and preservation of the mission and educational objectives of the University. The Board also appoints, supports, and evaluates the President as the chief executive officer of the institution.

Members of the Board of Directors are selected based upon their qualifications, professional experience, commitment to the mission of the University, and ability to contribute to the governance and advancement of Christian higher education.

The Board of Directors maintains appropriate distinction between governance responsibilities and daily administrative operations while providing institutional oversight, accountability, and policy leadership. Operational authority for administration of the University is delegated to the President and designated institutional leadership.

The Board meets regularly and maintains records of its proceedings, policies, and institutional actions in accordance with institutional governance practices and applicable legal, regulatory, and accreditation expectations.

The Board of Directors supports the University's commitment to academic quality, institutional integrity, ethical administration, regulatory compliance, and continuous institutional improvement consistent with the mission and educational objectives of Canterbury University.

## Executive Leadership Team

The Executive Leadership Team of Canterbury University is responsible for the administration, operational leadership, strategic planning, and institutional management of the University. Under the leadership of the President, the Executive Leadership Team implements policies approved by the Board of Directors and oversees the academic, administrative, financial, and operational functions of the institution.

The Executive Leadership Team may include the President, Provost or Chief Academic Officer, Chief Financial Officer, Dean(s), Directors, and other senior administrative officers designated by the University.

The Executive Leadership Team supports institutional effectiveness through coordinated leadership, planning, assessment, policy implementation, resource management, and operational oversight consistent with the mission and educational objectives of the University.

The President serves as the chief executive officer of Canterbury University and is accountable to the Board of Directors for institutional leadership, academic quality, fiscal stewardship, strategic administration, regulatory compliance, and implementation of institutional policies and goals.

The Executive Leadership Team works collaboratively with the Board of Directors, faculty, administrative offices, and institutional committees to promote academic excellence, operational effectiveness, institutional integrity, and continuous improvement consistent with institutional, accreditation, and regulatory expectations.

## Academic Affairs Office

The Academic Affairs Office of Canterbury University is responsible for the oversight, administration, development, and evaluation of the University's academic programs, instructional operations, faculty qualifications, curriculum standards, and educational quality.

The Academic Affairs Office provides leadership for academic planning, curriculum review, faculty appointment and credential review, instructional effectiveness, academic policy administration, and student learning assessment processes consistent with the mission and educational objectives of the University.

Responsibilities of the Academic Affairs Office may include:

- Oversight of academic programs and curriculum development
- Review and approval of academic policies and program changes
- Faculty recruitment, appointment, evaluation, and credential verification
- Oversight of instructional delivery and academic quality in all instructional modalities
- Administration of academic standards and academic integrity processes
- Support of student learning outcomes assessment and institutional effectiveness activities
- Coordination of academic planning and program review processes

The Academic Affairs Office works collaboratively with faculty members, academic leadership, institutional committees, and administrative offices to support academic excellence, student achievement, educational effectiveness, and continuous improvement consistent with institutional, accreditation, and regulatory expectations.

## Registrar

The Registrar's Office of Canterbury University is responsible for the administration, maintenance, integrity, security, and preservation of official academic records and student enrollment information.

The Registrar oversees institutional processes related to student registration, course enrollment, academic records management, transcript issuance, degree and graduation verification, enrollment certification, academic standing records, and other official academic documentation of the University.

The Registrar's Office maintains institutional academic records in accordance with established institutional policies, record retention procedures, and applicable legal, regulatory, and accreditation requirements. Student records are maintained with accuracy, confidentiality, integrity, and appropriate security protections.

The Registrar's Office also supports institutional reporting, academic compliance processes, and documentation necessary for institutional effectiveness, academic administration, and regulatory compliance consistent with the mission and academic policies of Canterbury University.

## Financial Administration

The Financial Administration Office of Canterbury University is responsible for the management and oversight of institutional budgeting, accounting practices, financial reporting, fiscal planning, financial controls, and stewardship of institutional resources.

The University maintains financial management practices designed to support institutional stability, operational effectiveness, responsible stewardship, and compliance with applicable legal, regulatory, and institutional requirements. Financial operations are conducted in a manner consistent with sound accounting principles, fiduciary responsibility, and ethical administration.

Financial administration responsibilities may include:

- Preparation and oversight of institutional budgets
- Financial planning and resource allocation
- Maintenance of accounting and financial reporting systems
- Internal financial controls and fiscal oversight
- Audit preparation and financial review processes
- Monitoring of institutional financial obligations and expenditures
- Compliance with applicable nonprofit, accounting, and regulatory standards

The Board of Directors and designated institutional leadership provide oversight of the financial condition and financial operations of the University in support of the institutional mission, educational objectives, and long-term sustainability of Canterbury University.

## Institutional Assessment Committee

The Institutional Assessment Committee is responsible for overseeing the systematic evaluation of institutional effectiveness, student learning outcomes, academic quality, and continuous improvement processes at Canterbury University.

The Committee assists in the development, implementation, review, and monitoring of institutional assessment plans and assessment activities related to academic programs, administrative units, student services, and institutional operations. The Committee reviews assessment data, evaluates institutional performance, and provides recommendations intended to support informed decision-making and continuous institutional improvement.

The Institutional Assessment Committee supports:

- Alignment between the institutional mission, educational objectives, student learning outcomes, and academic programs
- Assessment of student achievement and institutional effectiveness
- Ongoing program review and improvement processes
- Data-informed planning and evaluation
- Documentation of assessment activities and institutional outcomes
- Compliance with institutional, accreditation, and regulatory expectations

Assessment activities and institutional effectiveness processes are conducted on a regular and ongoing basis to support academic quality, operational effectiveness, strategic planning, and continuous improvement consistent with the mission and educational objectives of Canterbury University.

## Governance Decision Flow Chart

The Governance Decision Flow Structure of Canterbury University establishes the institutional lines of authority, responsibility, reporting relationships, and decision-making processes of the University. The governance structure identifies the respective roles of the Board of Directors, President, executive leadership, academic leadership, administrative offices, faculty bodies, and institutional committees in support of the University's mission, educational objectives, and operational effectiveness.

The Board of Directors serves as the governing authority responsible for institutional oversight, strategic direction, fiduciary responsibility, policy approval, and preservation of the institutional mission. The President serves as the chief executive officer of the University and is responsible for the administration, leadership, and implementation of institutional policies and operations.

Academic and administrative functions are delegated through appropriate leadership and reporting structures to ensure effective institutional management, academic quality, operational accountability, and compliance with applicable accreditation, regulatory, and legal requirements.

The governance structure is designed to promote:

- Clear institutional accountability
- Defined authority and reporting relationships
- Effective communication and administrative coordination
- Appropriate distinction between governance and administration
- Faculty participation in academic matters
- Consistent and effective institutional decision-making

Governance structures, organizational charts, and reporting relationships are reviewed periodically by the University to support institutional effectiveness, operational clarity, and continuous improvement consistent with the mission and policies of Canterbury University.

## Conflict of Interest Policy

Canterbury University maintains a Conflict-of-Interest Policy applicable to members of the Board of Directors, administrators, faculty, staff, committee members, and other institutional representatives involved in decision-making responsibilities.

Individuals are expected to conduct institutional responsibilities with integrity, impartiality, and in the best interest of the University. Any personal, financial, professional, familial, or other interests that may create an actual, potential, or perceived conflict with institutional responsibilities must be disclosed to the appropriate institutional authority.

The University may require periodic conflict of interest disclosures, recusal from discussions or decision-making processes where conflicts exist, and documentation of actions taken to address or manage identified conflicts of interest.

The Conflict-of-Interest Policy is intended to promote ethical conduct, institutional integrity, fiduciary responsibility, transparency, and compliance with applicable legal, regulatory, and accreditation expectations consistent with the mission and governance standards of Canterbury University.

## Faculty Governance

Faculty Governance at Canterbury University provides structured participation by qualified faculty members in academic and educational matters of the institution. Faculty members contribute to the development, review, and improvement of academic programs, curriculum, instructional standards, student learning outcomes, and academic policies through committees, faculty meetings, and institutional review processes.

Faculty governance functions within the institutional governance structure established by the Board of Directors and the administration of the University while supporting academic quality, institutional mission alignment, and educational effectiveness.

Faculty participation may include:

- Curriculum development and program review
- Recommendations regarding academic standards and policies
- Assessment of student learning outcomes
- Participation in institutional assessment and improvement activities
- Review of instructional effectiveness and academic quality
- Recommendations regarding academic initiatives and educational planning

Canterbury University supports appropriate academic freedom, professional responsibility, faculty collaboration, and shared participation in academic matters consistent with the mission, faith commitments, educational objectives, and institutional policies of the University.

Faculty governance processes are intended to promote academic integrity, educational excellence, continuous improvement, and institutional effectiveness consistent with applicable accreditation and regulatory expectations.

## ACADEMIC STRUCTURE (Quarter System)

Canterbury University operates on a quarter academic calendar consisting of four academic quarters each year:

- Fall Quarter (October–December)
- Winter Quarter (January–March)
- Spring Quarter (April–June)
- Summer Quarter (July–September)

The University utilizes a quarter credit system designed to support academic rigor, student learning, instructional effectiveness, and compliance with generally accepted higher education standards.

One quarter credit unit represents approximately one hour of direct faculty instruction and a minimum of two hours of out-of-class student work each week over a ten-week academic quarter, excluding final examination periods.

A four-quarter-unit course generally consists of approximately forty (40) hours of direct instructional contact and a minimum of eighty (80) hours of out-of-class student learning activities over a ten-week academic quarter, excluding final examination periods.

Credit hour assignments and instructional expectations are established in accordance with institutional academic policies and generally accepted federal and higher education standards regarding instructional time, academic engagement, learning outcomes, and educational effectiveness.

The University maintains academic policies and procedures related to:

- Direct faculty instruction and instructional contact hours
- Out-of-class student learning and academic engagement
- Online, hybrid, and distance education instructional equivalency
- Assessment of student learning outcomes
- Doctoral-level research, dissertation, and scholarly expectations
- Academic quality assurance and instructional effectiveness

Academic programs, instructional delivery methods, and credit hour assignments are periodically reviewed through institutional assessment and academic oversight processes to support educational quality, continuous improvement, and institutional effectiveness consistent with the mission and academic objectives of Canterbury University.

## 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 qualified applicants who meet the admission requirements established for their intended academic programs. Specific admission policies, procedures, and criteria are outlined within each academic program section of the University Catalog. Applicants are responsible for reviewing and satisfying the admission requirements applicable to their chosen program of study.

Admission decisions are based upon the evaluation of academic records, prior educational preparation, supporting documentation, and other program-specific requirements established by the University.

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

## English Proficiency Requirements

Canterbury University welcomes students from diverse educational, cultural, and international backgrounds. Applicants whose primary language is not English may submit various forms of documentation or assessment to support the admission process.

English language ability may be demonstrated through:

- Recognized English proficiency examinations such as TOEFL, IELTS, or equivalent
- Completion of prior education in English
- Institutional interview or language assessment
- Other documentation accepted by the University

The University may provide language support, academic guidance, and student services designed to assist students in their academic progress and successful participation in University programs.

## International Students

Canterbury University welcomes applications from students of diverse educational, cultural, and international backgrounds. International applicants seeking admission consideration are required to submit appropriate academic, identification, financial, and supporting documentation as part of the admission review process.

Applicants must submit a completed application form for the intended program of study together with official academic transcripts, diploma or degree documentation, passport identification documents, proof of financial support, and other supporting materials requested by the University. Foreign academic documents must be accompanied by certified English translations when applicable.

Applicants whose primary language is not English may be requested to provide English language documentation, complete an institutional language assessment, or participate in language support recommendations as determined appropriate by the University.

Applicants transferring from institutions within the United States may additionally be requested to provide transfer-related academic or immigration documentation in accordance with applicable institutional and governmental requirements.

Prior to enrollment, applicants may also be required to complete institutional forms, enrollment agreements, tuition and refund acknowledgments, and other required documentation.

All admission materials are reviewed by the Office of Admissions. Canterbury University reserves the right to request additional documentation, interviews, or verification materials when necessary to evaluate academic preparation, identity, financial capability, or institutional eligibility requirements.

Any immigration-related processes, documentation, or certifications are subject to applicable federal authorization requirements and institutional approval.

## Transfer Credit Policy

Canterbury University may accept transfer credits from recognized postsecondary institutions whose academic quality, curriculum, faculty qualifications, and educational standards are determined by the University to be comparable to those of Canterbury University.

All transfer credits are evaluated and approved by the Office of Academic Affairs based upon course comparability, academic relevance, and applicability toward the student's degree program.

For undergraduate programs, transfer credits may not exceed seventy-five percent (75%) of the total credits required for the degree. Students must complete a minimum of twenty-five percent (25%) of their undergraduate program credits at Canterbury University.

For graduate programs, transfer credits may not exceed forty-nine percent (49%) of the total credits required for the degree. Students must complete the majority of graduate program credits in residence at Canterbury University.

Undergraduate transfer courses must have a minimum grade of "C" or equivalent. Graduate transfer courses must have a minimum grade of "B" or equivalent.

Canterbury University reserves the right to determine the acceptance, applicability, equivalency, and transferability of all credits toward its academic degree programs.

## Prior Learning Assessment Policy

Canterbury University does not award academic credit for prior experiential learning, life experience, informal training, professional work experience, or non-collegiate learning activities.

Academic credit may only be awarded for coursework completed through recognized postsecondary institutions and approved through the University's established transfer credit evaluation process in accordance with institutional academic policies.

All credits applied toward degree programs must be based upon documented collegiate-level academic coursework that is appropriate to the student's program of study and approved by the Office of Academic Affairs.

Canterbury University maintains this policy in support of academic integrity, institutional quality, and generally accepted accrediting principles of higher education.

## Conditional Admission Policy

Canterbury University may grant conditional admission to applicants who demonstrate potential for academic success but have not fully satisfied all standard admission requirements at the time of application.

Conditional admission may be granted for reasons including, but not limited to, pending official documentation, incomplete academic records, English language support needs, or other admission deficiencies identified during the admissions review process.

Students admitted under conditional status may be required to satisfy specific conditions established by the Office of Admissions or the Office of Academic Affairs within a designated period of time. Such conditions may include submission of official documents, completion of prerequisite coursework, participation in academic or language support, or achievement of specified academic performance standards.

Failure to satisfy the conditions of admission within the prescribed period may result in registration restrictions, academic probation, administrative withdrawal, or denial of continued enrollment.

Conditional admission decisions are reviewed on an individual basis and are subject to institutional approval and academic policies of Canterbury University.

## Readmission Policy

Former students who have withdrawn, been administratively withdrawn, discontinued enrollment, or otherwise separated from Canterbury University and desire to resume their studies must apply for readmission through the Office of Admissions.

Applicants for readmission may be required to submit a readmission application, updated academic or personal information, and any additional documentation requested by the University. Students seeking readmission after academic suspension or disciplinary action may also be required to satisfy specific conditions established by the Office of Academic Affairs prior to approval for re-enrollment.

Readmission decisions are based upon the applicant's prior academic performance, institutional standing, financial standing, program availability, and compliance with University policies and requirements.

Students who are readmitted are subject to the academic policies, degree requirements, tuition rates, and catalog provisions in effect at the time of readmission unless otherwise approved by the University.

Canterbury University reserves the right to approve, deny, or conditionally approve applications for readmission in accordance with institutional academic policies and standards.

## Admissions Appeal Policy

Applicants who are denied admission to Canterbury University may submit a written appeal to the Office of Admissions for reconsideration. Admission appeals must be submitted within the timeframe established by the University and should include any additional documentation, explanation, or supporting information the applicant wishes to have considered.

Admission appeals are reviewed by the appropriate institutional personnel or committee designated by the University. The review process may consider academic history, supporting documentation, extenuating circumstances, program requirements, and other relevant factors.

The decision issued through the admission appeal process shall be considered final unless otherwise determined by the University.

Submission of an appeal does not guarantee admission, readmission, or reversal of the original admission decision. Canterbury University reserves the right to approve, deny, or conditionally approve admission appeals in accordance with institutional policies and academic standards.

## Bachelor of Religious Business Administration (4 Years/180 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
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)	
	BUS406	Field Education I (4)	
	BUS407	Field Education II (4)	
	BUS408	Field Education III (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.

**BUS 201 Principles of Management (4 Units)** - This course introduces students to fundamental management principles, including planning, organizing, leading, and controlling. A biblical perspective on servant leadership and ethical decision-making in business is emphasized.

**BUS 202 Business Ethics and Christian Values (4 Units)** - This course explores ethical challenges in the business world and how Christian principles apply to decision-making. Topics include corporate social responsibility, integrity in business, and biblical stewardship.

**BUS 203 Financial Accounting (4 Units)** - This course covers basic accounting principles, financial statements, and reporting. Students will learn to analyze financial health while considering ethical responsibility and transparency in financial management.

**BUS 204 Managerial Accounting (4 Units)** - A continuation of financial accounting, this course focuses on cost accounting, budgeting, and financial decision-making. The course highlights biblical principles of stewardship and resource management.

**BUS 205 Business Law and Ethics (4 Units)** - Students will explore the legal environment of business, including contracts, employment law, and corporate regulations, with an emphasis on ethical business practices rooted in Christian values.

**BUS 206 Principles of Marketing (4 Units)** - This course covers marketing strategies, consumer behavior, and digital marketing trends. Ethical marketing and integrity in advertising are discussed from a biblical perspective.

**BUS 207 Organizational Behavior (4 Units)** - Students will examine human behavior in organizations, including motivation, leadership, and teamwork, while exploring Christian approaches to workplace culture and ethical leadership.

**BUS 208 Business Communication and Professional Writing (4 Units)** - This course focuses on effective business writing, presentation skills, and interpersonal communication. Christian values in communication, honesty, and professionalism are emphasized.

**BUS 209 Principles of Economics (4 Units)** - This course provides an overview of microeconomics and macroeconomics principles, including supply and demand, market structures, and government policy, with a focus on biblical perspectives on wealth and stewardship.

**BUS 210 Financial Management (4 Units)** - Students learn principles of corporate finance, investment strategies, and financial planning. The course emphasizes biblical financial principles and ethical money management.

**BUS 211 Human Resource Management (4 Units)** - This course covers HR functions, including recruitment, employee development, and labor relations. Ethical HR practices and biblical principles for treating employees with dignity are emphasized.

**BUS 212 Entrepreneurship and Small Business Management (4 Units)** - Students learn how to start, manage, and grow a business, integrating Christian ethics in entrepreneurship and exploring business as a platform for ministry.

**BUS 213 Strategic Management (4 Units)** - This capstone course focuses on business strategy formulation and execution. Students will analyze case studies and apply biblical principles to business decision-making.

**BUS 214 Operations and Supply Chain Management (4 Units)** - This course introduces students to production, logistics, and supply chain strategies. Ethical business operations and sustainable management are explored from a Christian perspective.

**BUS 215 International Business and Global Ethics (4 Units)** - Students examine international trade, global markets, and cross-cultural management, with an emphasis on ethical international business practices rooted in biblical values.

**BUS 216 E-Commerce and Digital Business Strategies (4 Units)** - This course explores online business models, digital marketing, and e-commerce management, integrating ethical concerns regarding technology and data privacy.

**BUS 217 Leadership and Decision-Making (4 Units)** - This course focuses on leadership theories, problem-solving, and ethical decision-making. Students will study servant leadership and how Christian values shape effective leadership.

**BUS 218 Business Analytics and Data-Driven Decision Making (4 Units)** - Students will learn how to analyze business data, use statistical tools, and make informed decisions while exploring ethical considerations in data analysis.

**BUS 219 Nonprofit Management and Christian Organizations (4 Units)** - This course explores the unique challenges of managing nonprofit organizations, particularly faith-based ministries, with a focus on mission-driven leadership and stewardship.

**BUS 220 Capstone: Business Integration and Christian Worldview (4 Units)** - This final course integrates all business disciplines, emphasizing the application of biblical principles to real-world business challenges. Students complete a business project demonstrating ethical and faith-driven leadership.

**BUS 301 Artificial Intelligence in Business (4 Units)** - This course explores how AI is transforming business operations, decision-making, and customer interactions. Topics include machine learning, automation, and AI ethics, with a focus on the Christian perspective on responsible AI use.

**BUS 302 Digital Marketing and Social Media Strategy (4 Units)** - Students will learn about digital marketing strategies, including SEO, content marketing, paid advertising, and social media engagement, while emphasizing ethical advertising practices grounded in Christian values.

**BUS 303 Business Innovation and Technology (4 Units)** - This course examines how businesses can leverage emerging technologies such as blockchain, cloud computing, and big data to drive innovation, while discussing ethical implications from a biblical worldview.

**BUS 304 Faith-Based Entrepreneurship (4 Units)** - Students will explore how to start and manage a business with a Christian mission. The course covers business models, funding sources, and integrating faith with entrepreneurship.

**BUS 305 Sustainable and Ethical Business Practices (4 Units)** - This course explores sustainability in business, corporate social responsibility, and ethical sourcing, integrating biblical principles of stewardship and care for creation.

**BUS 306 Crisis Management and Business Resilience (4 Units)** - This course equips students with strategies for managing crises, business continuity planning, and ethical decision-making in high-stress situations, with a biblical approach to resilience.

**BUS 307 Negotiation and Conflict Resolution (4 Units)** - Students learn negotiation techniques, conflict resolution strategies, and biblical principles of reconciliation, applicable to both business and ministry contexts.

**BUS 308 Data Analytics for Business Decision-Making (4 Units)** - This course introduces data visualization, predictive analytics, and business intelligence tools, focusing on ethical data use and stewardship.

**BUS 309 Project Management Principles (4 Units)** - Students will explore project planning, execution, and risk management strategies, while integrating biblical perspectives on leadership and ethical responsibility.

**BUS 310 Nonprofit Fundraising and Financial Management (4 Units)** - This course provides an overview of fundraising strategies, grant writing, donor relations, and financial stewardship for Christian and nonprofit organizations.

**BUS 311 Leadership and Emotional Intelligence (4 Units)** - Students examine the role of emotional intelligence in leadership, self-awareness, and relationship management, emphasizing Christ-centered leadership.

**BUS 312 The Gig Economy and Future of Work (4 Units)** - This course explores freelancing, remote work, and entrepreneurship in the gig economy, while addressing ethical challenges and work-life balance from a biblical perspective.

**BUS 313 Supply Chain Management and Logistics (4 Units)** - Students will learn about global supply chain management, logistics, and ethical sourcing, emphasizing Christian stewardship and sustainability.

**BUS 314 Corporate Social Responsibility and Ethics (4 Units)** - This course examines the role of businesses in addressing social and environmental challenges, integrating biblical principles of justice and compassion.

**BUS 315 Branding and Consumer Behavior (4 Units)** - Students will learn brand strategy, consumer psychology, and market research, with an emphasis on ethical persuasion and integrity in marketing.

**BUS 316 Church Administration and Leadership (4 Units)** - This course explores effective church management, financial planning, and leadership principles for ministry organizations and faith-based institutions.

**BUS 317 AI Ethics and Responsible Innovation (4 Units)** - This course focuses on ethical challenges in AI and technology, exploring topics such as bias, privacy, and the Christian perspective on responsible innovation.

**BUS 318 Personal Finance and Biblical Stewardship (4 Units)** - Students will learn practical personal finance skills, including budgeting, investing, and debt management, based on biblical principles of stewardship.

**BUS 319 Human-Centered Design and Customer Experience (4 Units)** - This course explores design thinking, user experience (UX), and customer engagement strategies, integrating ethical business practices.

**BUS 320 Venture Capital and Kingdom Investing (4 Units)** - Students will learn about venture capital, impact investing, and funding models for businesses that align with Christian mission and values.

**BUS321 Intro to Artificial Intelligence in Business (4 units)** - This course introduces students to the fundamentals of artificial intelligence (AI) and its transformative impact on modern business. Topics include machine learning basics, chatbots, automation, and ethical considerations. Students will explore real-world applications of AI in marketing, finance, operations, and customer service, with hands-on exposure to entry-level AI tools and platforms.

**BUS322 Data Analytics and Intelligent Business System (4 units)** - This course explores how businesses leverage AI-powered analytics to make data-driven decisions. Students will learn the foundations of business intelligence, predictive analytics, and data visualization. Emphasis is placed on understanding how AI systems assist in forecasting trends, optimizing operations, and improving organizational performance.

**BUS 401 Business Research and Analysis (4 Units)** - This course equips students with research methodologies, data analysis techniques, and business problem-solving skills. Students will

conduct market research, analyze case studies, and apply findings to real-world business scenarios, integrating Christian ethical considerations.

**BUS 402 Strategic Business Planning (4 Units)** - Students will develop a comprehensive business plan for a startup or existing organization, integrating financial projections, marketing strategies, and operational planning. Emphasis is placed on ethical leadership and faith-based decision-making.

**BUS 403 Leadership in Business and Ministry (4 Units)** - This course examines leadership theories and practices in business and ministry settings. Students will explore servant leadership, biblical leadership principles, and ethical business management.

**BUS 404 Senior Capstone: Business Strategy and Ethics (4 Units)** - As a culminating experience, students will analyze complex business challenges, develop strategic solutions, and present their findings. Ethical decision-making, corporate social responsibility, and biblical stewardship will be emphasized.

**BUS 405 Internship in Business and Ministry (4 Units)** - This course provides students with hands-on experience in a business, nonprofit, or ministry setting. Students will apply business principles in a professional environment, reflecting on their experiences from a Christian worldview.

**BUS 406 Field Education I (4 Units)** - This course provides students with hands-on experience in a business, or related field. Students will apply business principles in a professional environment, reflecting on their experiences from a Christian worldview.

**BUS 407 Field Education II (4 Units)** - This course provides students with hands-on experience in a business, or related field. Students will apply business principles in a professional environment, reflecting on their experiences from a Christian worldview.

**BUS 408 Field Education III (4 Units)** - This course provides students with hands-on experience in a business, or related field. Students will apply business principles in a professional environment, reflecting on their experiences from a Christian worldview.

## Master of Religious Business Administration – 2 years/48 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
- 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 (MBA590 & MBA591 or MBA592) with a passing evaluation.
- Maintain a cumulative GPA of 3.0 or higher.

**Curriculum Structure**

The MRBA curriculum consists of 2 years or 48 units:

- Core Courses (32 units) - Required
- Elective Courses (8 units) - Choose 2
- Internship Courses (8 units)
- Capstone Project (included in core courses)

**List of Courses and Course Description**

**Core Courses (8 Courses or 32 Quarter Units – Required)**

Categories	Code	Course Title	Units
Core Courses: 8 courses /32 units	MBA500	Business Ethics & Christian Leadership (4)	32 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 (Choose 2 Courses for 8 Quarter Units – Required)**

Categories	Code	Course Title	Units
Internship: 2 courses/ 8 units	MBA590	Internship in Business Leadership I (4)	8 units
	MBA591	Internship in Business Leadership II (4)	
	MBA592	Internship in Business Leadership III (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 supervised internship, allowing students to deepen their practical experience and reflect on ethical business practices.

**MBA592 Internship in Business Leadership III (4)** - This course is a supervised internship, allowing students to deepen their practical experience and reflect on ethical business practices.

**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 – 5 years/96 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 96-quarter unit program integrates strategic business management, advanced leadership principles, and applied research within a biblical framework.

### Program Length & Structure:

- 5 years/96 quarter units: 3 years (course works: 72 units) + 2 years (dissertation: 24 units)
- Total Units Required: 96 units (course works & dissertation)
- 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
- 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 96 quarter units: course works (72 units) and dissertation (24 units).
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 (36 units) and elective courses (36 units).
- Complete and defend the doctoral dissertation with faculty approval (24 units).
- Pass the Comprehensive Examination.
- Maintain a cumulative GPA of 3.2 or higher.

## Curriculum Structure

The DRBA curriculum consists of:

- Core Courses (36 quarter units)
- Elective Courses (36 quarter units)
- Dissertation Research & Defense (24 quarter units)

## List of Courses

### Core Courses (9 Courses or 36 Quarter Units)

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 (9 Courses or 36 Quarter Units)

Categories	Code	Course Title	Units
Elective Courses: 9 courses/36 units)	DBA801	Nonprofit Leadership & Church Administration (4)	36
	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 (24 Quarter Units)**

Categories	Code	Course Title	Units
Dissertation 6 courses/24 units)	DBA901	Dissertation Research I (4)	24
	DBA902	Dissertation Research II (4)	
	DBA903	Dissertation Research III (4)	
	DBA904	Dissertation Research IV (4)	
	DBA905	Dissertation Research V (4)	
	DBA906	Dissertation Defense and 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 (Dissertation Research I)
  - 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 (Dissertation Research II, III, IV, and V)
  - a. Conduct quantitative, qualitative, or mixed-method research.
  - b. Gather primary or secondary data from Christian organizations, businesses, or ministries.
3. Dissertation Defense & Publication
  - 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 Description**

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 Research III (4) – This course is an advanced research, data collection, and analysis under faculty supervision.

DBA904 Dissertation Research IV (4) – This course is an advanced research, data collection, analysis, and writing under faculty supervision.

DBA905 Dissertation Research V (4) – This course is an advanced research, data collection, analysis, and writing under faculty supervision.

DBA906 Dissertation Defense & Publication (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
- Full-Time Enrollment Policy for International Students
- Satisfactory Academic Progress (SAP)
- 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 and utilizes a standard letter grading system with plus and minus designations to evaluate academic performance. Grades are assigned based upon the quality of student achievement, examinations, assignments, participation, attendance, learning outcomes, and other course requirements established by faculty members.

The University uses the following grading scale and grade point values for GPA calculation purposes:

<b>Grade</b>	<b>Description</b>	<b>Percentage</b>	<b>Grade Points</b>
A	Excellent	93–100	4.0
A-	Excellent	90–92	3.7
B+	Good	87–89	3.3
B	Good	83–86	3.0
B-	Good	80–82	2.7
C+	Satisfactory	77–79	2.3
C	Satisfactory	73–76	2.0
C-	Satisfactory	70–72	1.7
D+	Minimal Passing	67–69	1.3
D	Minimal Passing	60–66	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 cumulative GPA of 2.0.
- Graduate students must maintain a minimum cumulative GPA of 3.0.
- Doctoral students must maintain a minimum cumulative GPA of 3.25.

Quarter credits are calculated in accordance with institutional academic policies and generally accepted federal and state standards regarding instructional time, academic engagement, and student learning outcomes.

## ACADEMIC PROBATION

Students whose cumulative grade point average (GPA) falls below the minimum academic standard required for their program of study may be placed on Academic Probation.

Students placed on Academic Probation may be required to meet with an academic advisor, follow an Academic Improvement Plan, limit course enrollment, participate in academic support services, or satisfy additional academic conditions established by the Office of Academic Affairs.

Students on Academic Probation are expected to demonstrate satisfactory academic improvement within the probationary period established by the University. Failure to improve academic standing or failure to comply with probation requirements may result in continued probation, academic suspension, or dismissal from the University.

Academic probation policies are established to promote academic success, institutional academic standards, student accountability, and supportive educational guidance consistent with the mission and academic policies of Canterbury University.

## ACADEMIC DISMISSAL

Students may be subject to Academic Dismissal when they fail to maintain the minimum academic standards established by Canterbury University. Academic dismissal may result from continued unsatisfactory academic performance following probation or suspension, repeated course failures, failure to satisfy academic improvement requirements, or serious violations of academic integrity or institutional academic policies.

Academic dismissal decisions are reviewed by the Office of Academic Affairs or the appropriate institutional committee based upon the student's academic record, institutional standing, and compliance with University policies and requirements.

Students who are academically dismissed may apply for readmission after the period established by the University, typically no earlier than one academic year following dismissal. Readmission following academic dismissal is not guaranteed and may require demonstration of academic readiness, submission of additional documentation, or satisfaction of conditions established by the University.

Academic dismissal policies are intended to uphold academic integrity, educational quality, student accountability, and institutional academic standards consistent with the mission and academic policies of Canterbury University.

## ATTENDANCE AND ACADEMIC PARTICIPATION POLICY

Canterbury University expects students to maintain regular attendance and active academic participation in all instructional activities, whether delivered through on-campus, online, hybrid, synchronous, or asynchronous instructional formats. Regular academic engagement is considered an essential component of student learning, instructional effectiveness, and successful academic progress.

Students are generally expected to attend and participate in at least eighty percent (80%) of scheduled instructional sessions, learning activities, and academically related engagements for each course unless otherwise specified by the program or instructor.

Students are expected to attend scheduled instructional sessions, complete assigned coursework, participate in discussions and learning activities, submit assignments in a timely manner, and satisfy course participation requirements established by faculty members and the University.

Academic participation in online or distance education courses may include activities such as:

- Course logins and instructional engagement
- Participation in discussion forums or instructional activities
- Submission of assignments or examinations
- Communication with instructors
- Participation in synchronous or asynchronous instructional sessions
- Other academically related activities identified by the instructor

Faculty members are responsible for maintaining attendance and academic participation records in accordance with institutional academic policies and applicable accreditation, regulatory, and educational standards.

Excessive absences, failure to participate academically, or failure to maintain satisfactory academic engagement may result in academic warnings, grade reduction, administrative withdrawal, or other academic actions determined appropriate by the University.

Students are responsible for complying with all attendance, participation, and academic engagement requirements applicable to their programs and courses. The University reserves the right to establish additional attendance or participation requirements for specific programs, instructional modalities, practica, internships, clinical experiences, or other educational activities.

## Full-Time Enrollment Policy for International Students

Students receiving immigration-related institutional authorization or certification are required to maintain full-time enrollment and satisfactory academic progress in accordance with applicable federal regulations, institutional policies, and academic requirements.

For programs operating on the quarter credit system, full-time enrollment is generally defined as:

- Undergraduate Students: Minimum of 12 quarter credit units per academic quarter
- Graduate Students: Minimum of 8 quarter credit units per academic quarter
- Doctoral Students: Minimum enrollment requirements as established by the academic program and institutional policies

International students are expected to maintain continuous enrollment, regular attendance, and active academic participation throughout each academic term unless otherwise authorized by the appropriate institutional office in accordance with applicable regulations and institutional policies.

Any reduced course load, withdrawal, interruption of studies, leave of absence, or change in enrollment status must receive prior institutional approval where applicable and may be subject to additional institutional or governmental requirements.

Students are responsible for complying with all institutional academic requirements, attendance standards, satisfactory academic progress policies, and applicable federal regulations related to enrollment and student status.

## Satisfactory Academic Progress

Students receiving immigration-related institutional authorization or certification are required to maintain full-time enrollment and satisfactory academic progress in accordance with applicable federal regulations, institutional policies, and academic requirements.

For programs operating on the quarter credit system, full-time enrollment is generally defined as:

- Undergraduate Students: Minimum of 12 quarter credit units per academic quarter
- Graduate Students: Minimum of 8 quarter credit units per academic quarter
- Doctoral Students: Minimum enrollment requirements as established by the academic program and institutional policies

International students are expected to maintain continuous enrollment, regular attendance, and active academic participation throughout each academic term unless otherwise authorized by the appropriate institutional office in accordance with applicable regulations and institutional policies.

Any reduced course load, withdrawal, interruption of studies, leave of absence, or change in enrollment status must receive prior institutional approval where applicable and may be subject to additional institutional or governmental requirements.

Students are responsible for complying with all institutional academic requirements, attendance standards, satisfactory academic progress policies, and applicable federal regulations related to enrollment and student status.

## LEAVE OF ABSENCE (LOA)

Canterbury University may grant a Leave of Absence (LOA) to students who are temporarily unable to continue their studies due to extenuating personal, medical, financial, military, religious, or other documented circumstances approved by the University.

Students requesting a Leave of Absence must submit a written request and supporting documentation, when applicable, to the appropriate institutional office prior to the beginning of the requested leave period whenever reasonably possible. Approval of a Leave of Absence is subject to institutional review and authorization.

A Leave of Absence is generally granted for a specified period of time and may require the student to resume enrollment at the beginning of the next available academic term unless otherwise approved by the University.

During an approved Leave of Absence, students may be temporarily inactive from coursework, instructional participation, and academic enrollment responsibilities. Students remain responsible for complying with all applicable institutional policies, financial obligations, academic requirements, and re-enrollment procedures.

Students receiving immigration-related institutional authorization or certification may be subject to additional federal enrollment and reporting requirements. Leave of Absence requests for such students are reviewed in accordance with applicable federal regulations, institutional policies, and regulatory limitations related to enrollment status and student eligibility.

Failure to return from an approved Leave of Absence within the authorized period may result in administrative withdrawal, cancellation of enrollment, or other academic actions determined appropriate by the University.

The University reserves the right to approve, deny, extend, or conditionally approve Leave of Absence requests consistent with institutional policies, academic standards, and applicable regulatory requirements.

## WITHDRAWAL POLICY

Students who wish to discontinue enrollment from a course, academic term, or academic program at Canterbury University must complete the official withdrawal process through the appropriate institutional office. Failure to officially withdraw does not relieve students of academic, financial, or administrative responsibilities.

Students may voluntarily withdraw from courses or from the University in accordance with institutional deadlines, academic calendars, and withdrawal procedures established by the University. Withdrawal requests may require completion of institutional forms, advisor consultation, or administrative approval.

Courses officially withdrawn within the established withdrawal period may receive a grade of “W” on the student’s academic record. Withdrawals occurring after established deadlines may result in academic penalties, administrative action, or assignment of other grades in accordance with institutional academic policies.

Students who cease attendance, fail to participate academically, fail to maintain satisfactory academic engagement, or fail to comply with institutional requirements may be administratively withdrawn by the University.

Withdrawal from courses or programs may affect academic standing, satisfactory academic progress, tuition obligations, financial aid eligibility, graduation timelines, and other institutional or regulatory requirements.

Students receiving immigration-related institutional authorization or certification may additionally be subject to federal enrollment, reporting, and status requirements related to withdrawal, reduced course load, or interruption of studies. Such students are responsible for consulting with the appropriate institutional office prior to withdrawal when applicable.

The University reserves the right to establish withdrawal deadlines, administrative withdrawal procedures, refund policies, and re-enrollment requirements consistent with institutional academic policies and applicable regulatory requirements.

## GRADE APPEAL PROCESS

Students who believe that a final course grade was assigned in error, was inconsistent with the course syllabus, or resulted from unfair or arbitrary application of grading standards may submit a grade appeal in accordance with the procedures established by Canterbury University.

Students are encouraged to first discuss grade concerns directly with the course instructor in an effort to resolve the matter informally. If the matter is not resolved, the student may submit a written grade appeal to the appropriate academic office or designated institutional authority within the timeframe established by the University.

A grade appeal should clearly state the basis for the appeal and include any relevant supporting documentation. Grade appeals are generally limited to concerns involving calculation errors, inconsistent application of grading criteria, procedural irregularities, or other academic concerns supported by documentation. Disagreement with academic judgment alone may not constitute sufficient grounds for appeal.

Grade appeals are reviewed by the appropriate academic administrator, committee, or institutional authority designated by the University. The review process may include consultation with the instructor, review of course materials and records, and evaluation of relevant institutional policies and academic standards.

The decision issued through the grade appeal process shall generally be considered final unless otherwise determined by the University.

Students remain responsible for maintaining attendance, academic participation, satisfactory academic progress, and compliance with institutional requirements during the pendency of a grade appeal unless otherwise approved by the University.

Canterbury University maintains grade appeal procedures in support of academic fairness, academic integrity, institutional accountability, and educational quality consistent with institutional policies and applicable accreditation expectations.

## ACADEMIC INTEGRITY POLICY

Canterbury University is committed to maintaining academic integrity, honesty, ethical conduct, and responsibility in all educational and scholarly activities consistent with the mission and educational objectives of the University. Students, faculty, and academic personnel are expected to uphold standards of honesty, fairness, and integrity in all academic work and instructional activities.

Academic integrity violations may include, but are not limited to:

- Cheating or unauthorized assistance
- Plagiarism
- Fabrication or falsification of information or academic records
- Unauthorized collaboration
- Misrepresentation of academic work
- Improper use of academic materials or resources
- Submission of another person's work as one's own
- Other forms of academic dishonesty or misconduct

Alleged violations of academic integrity are reviewed through institutional academic procedures and may include review by faculty members, academic administrators, or designated institutional committees.

Students found responsible for academic integrity violations may be subject to academic or disciplinary actions including, but not limited to:

- Warning or reprimand
- Reduction of assignment or course grades
- Assignment failure or course failure
- Academic probation
- Suspension
- Dismissal
- Other institutional disciplinary actions determined appropriate by the University

The University maintains records and documentation related to academic integrity matters in accordance with institutional policies and applicable academic procedures.

Canterbury University maintains academic integrity policies in support of educational quality, institutional accountability, ethical scholarship, student responsibility, and academic standards consistent with institutional and accreditation expectations.

## Artificial Intelligence (AI) Usage and Disclosure Policy

Canterbury University recognizes that artificial intelligence (AI) technologies and digital learning tools may be used to support research, learning, writing assistance, tutoring, data analysis, and educational productivity. The University expects all use of artificial intelligence technologies to be conducted responsibly, ethically, and in a manner consistent with academic integrity and institutional academic standards.

Students are responsible for completing and submitting original academic work unless otherwise permitted by the instructor. The use of artificial intelligence tools does not replace the student's responsibility for independent learning, authorship, critical thinking, research, academic participation, or mastery of course learning outcomes.

Faculty members may establish course-specific guidelines regarding the permitted, restricted, or prohibited use of artificial intelligence tools within their courses, assignments, examinations, research projects, discussions, or academic activities. Students are responsible for complying with all course-specific AI usage requirements and disclosure expectations.

Students may be required to disclose or acknowledge the use of artificial intelligence tools in assignments, research, writing, presentations, or other academic submissions when required by the instructor or institutional policy.

Improper, deceptive, undisclosed, or unauthorized use of artificial intelligence technologies that misrepresents academic work, violates course requirements, compromises academic integrity, or substitutes for original student effort may constitute academic misconduct and may be subject to disciplinary or academic action under the University's Academic Integrity Policy.

Canterbury University reserves the right to utilize academic review procedures, instructional evaluation methods, plagiarism detection technologies, and other academic oversight processes to evaluate the authenticity and integrity of academic work.

The University maintains this policy in support of academic honesty, educational quality, responsible technology use, student learning, and institutional academic standards consistent with applicable accreditation expectations and institutional educational objectives.

## PLAGIARISM POLICY

Plagiarism includes, but is not limited to:

- Presenting another person's words, ideas, research, data, or creative work as one's own without appropriate acknowledgment
- Copying material from books, articles, internet sources, artificial intelligence tools, or other sources without proper citation
- Submitting another individual's academic work in whole or in part as original work
- Improper paraphrasing or inadequate acknowledgment of sources
- Reusing previously submitted academic work without authorization
- Any other misrepresentation of authorship or originality

Students are responsible for understanding and complying with institutional citation standards, academic writing expectations, course requirements, and faculty instructions related to proper use of sources and academic materials.

Faculty members and the University may utilize plagiarism detection software, instructional review methods, academic evaluation procedures, and other technologies or processes to assess the originality and integrity of academic submissions.

Alleged plagiarism violations are reviewed in accordance with institutional academic procedures and may result in academic or disciplinary actions including, but not limited to:

- Warning or educational remediation
- Reduction of assignment or course grades
- Assignment failure or course failure
- Academic probation
- Suspension
- Dismissal
- Other disciplinary actions determined appropriate by the University

Canterbury University maintains plagiarism policies in support of academic integrity, ethical scholarship, educational quality, student accountability, and institutional academic standards consistent with institutional and accreditation expectations.

## DISSERTATION STANDARDS (Doctoral Programs)

Doctoral dissertation programs at Canterbury University are designed to demonstrate advanced scholarship, critical inquiry, independent research, academic writing competence, and contribution to the field of study consistent with doctoral-level academic expectations and the mission of the University.

Doctoral students are required to complete a dissertation or equivalent doctoral research project under the supervision of qualified faculty members and designated dissertation committees. Dissertation requirements are established by the academic program and the Office of Academic Affairs.

Dissertation standards generally include:

- Demonstration of doctoral-level research and scholarly writing
- Identification of a significant research topic or problem
- Review and integration of relevant academic literature
- Appropriate research methodology and academic analysis
- Original research, applied scholarship, or professional contribution appropriate to the discipline
- Compliance with institutional academic integrity and plagiarism policies
- Adherence to approved academic formatting and citation standards
- Successful completion of dissertation review, evaluation, and defense requirements when applicable

Doctoral students are expected to maintain regular communication and satisfactory progress with dissertation advisors, committees, and academic supervisors throughout the dissertation process.

Dissertations are evaluated by qualified faculty members or dissertation committees based upon academic rigor, scholarly quality, research methodology, clarity of writing, originality, contribution to the discipline, and compliance with institutional academic standards.

The University may establish additional dissertation procedures, research requirements, publication standards, oral defense requirements, residency expectations, and approval processes for specific doctoral programs.

Canterbury University maintains dissertation standards in support of academic excellence, doctoral-level scholarship, research integrity, educational effectiveness, and institutional academic quality consistent with institutional and accreditation expectations.

## Policy Review and Governance

Canterbury University maintains institutional and academic policies through established governance, administrative, and academic review processes designed to support educational quality, institutional effectiveness, operational integrity, and compliance with applicable accreditation and regulatory expectations.

Institutional and academic policies may be reviewed periodically by the appropriate academic offices, administrative leadership, faculty bodies, institutional committees, and governing authorities of the University. Policy development, revision, approval, and implementation are conducted in accordance with the governance structure and institutional procedures of Canterbury University.

Academic and institutional policies may be subject to review and approval by the Office of Academic Affairs, Faculty Governance bodies, Executive Leadership Team, President, and Board of Directors as appropriate to the nature and scope of the policy.

Official institutional policies are published through the University Catalog, Student Handbook, Faculty Handbook, institutional manuals, or other official University publications and communications.

Canterbury University reserves the right to revise institutional policies, procedures, academic requirements, and operational practices in order to support continuous improvement, educational effectiveness, institutional mission alignment, legal and regulatory compliance, and adherence to applicable accreditation expectations and higher education standards.

## STUDENT SERVICES

- Academic Advising
- Spiritual Formation
- Chapel
- Library Services
- Online Resources
- Career Counseling
- Counseling Referral Services
- Disability Accommodation Policy
- Student Retention, Completion, Graduation, and Placement Assessment
- Student Service Governance
- Student Expulsion Policy
- Student Rights Under FERPA

## STUDENT SERVICES

*(Quarter System – Canterbury University)*

Canterbury University is committed to supporting student success, academic achievement, personal development, spiritual growth, and educational effectiveness consistent with the mission and educational objectives of the University. Student Services are designed to assist students in successfully progressing through their academic programs and participating effectively in the educational life of the institution.

Student Services may include academic advising, admissions support, registration assistance, learning resources, technology support, career guidance, student records services, spiritual support, and other institutional services intended to promote student engagement, retention, persistence, and successful program completion.

Student services are provided through appropriate institutional offices, personnel, academic support systems, and educational resources in support of both on-campus and distance education students, unless otherwise specified by the University.

Canterbury University periodically reviews student services, support resources, and student engagement processes as part of its institutional effectiveness and continuous improvement activities consistent with institutional mission, academic quality, and applicable accreditation expectations.

## ACADEMIC ADVISING

Canterbury University provides academic advising services to support student success, academic planning, educational effectiveness, retention, and timely completion of academic programs. Academic advising is intended to assist students in understanding academic requirements, making informed educational decisions, and progressing satisfactorily toward graduation.

Students may be assigned a faculty advisor, academic advisor, program director, or other designated institutional representative appropriate to their academic program and educational needs. Advising services may include assistance with course selection, degree planning, academic progress review, graduation requirements, academic policies, institutional procedures, and referral to appropriate student support services.

Academic advising may occur through scheduled advising sessions, registration review, degree audit processes, academic progress evaluations, faculty consultation, electronic communication, or other advising methods established by the University.

The Registrar's Office and Academic Affairs Office may additionally review academic records, graduation requirements, enrollment status, and degree completion eligibility as part of the institutional advising and academic oversight process.

Academic advising services are intended to support student achievement, academic responsibility, educational planning, and successful completion of institutional learning objectives consistent with the mission and educational goals of Canterbury University.

The University maintains advising records, academic evaluations, and student progress documentation in accordance with institutional policies and applicable academic, accreditation, and regulatory requirements.

## SPIRITUAL FORMATION

Canterbury University affirms the integration of faith, learning, ethical responsibility, and personal development as part of its Christian educational mission. The University seeks to encourage spiritual growth, Christian character, biblical reflection, servant leadership, and responsible citizenship consistent with its institutional mission and educational objectives.

Spiritual formation may be supported through instructional activities, classroom discussion, faculty mentorship, prayer opportunities, devotional activities, biblical integration within coursework, leadership development, and other educational or co-curricular activities appropriate to the mission and resources of the University.

The University may provide opportunities for students to participate in:

- Prayer or devotional gatherings
- Bible study or faith-based discussions
- Faculty or peer mentorship
- Leadership and service opportunities
- Christian worldview integration within academic coursework
- Educational activities that support ethical and spiritual development

Spiritual formation activities may be offered through on-campus, online, virtual, or other accessible formats appropriate to the instructional modality and institutional resources of the University.

Canterbury University supports spiritual formation as part of its commitment to Christian higher education, student development, institutional mission fulfillment, and holistic educational effectiveness consistent with institutional policies and applicable accreditation expectations.

## CHAPEL

Canterbury University may provide chapel services, devotional gatherings, convocations, or other faith-based activities in support of the University's Christian mission, spiritual formation objectives, and institutional community life.

The University generally offers chapel programming, spiritual gatherings, or related faith-based activities at least once during each academic quarter. Chapel activities may be conducted in on-campus, online, livestream, recorded, hybrid, or other accessible formats appropriate to the institutional setting and student population.

Chapel and spiritual programming may include:

- Biblical teaching and reflection
- Prayer and worship opportunities
- Christian leadership development
- Mission and service emphasis
- Community encouragement and spiritual support
- Faith and learning integration

Participation in chapel or spiritual formation activities may vary according to academic level, instructional modality, institutional scheduling, and program expectations established by the University.

Canterbury University maintains chapel and spiritual programming in support of Christian higher education, institutional mission fulfillment, student development, and community engagement consistent with the doctrinal commitments and educational objectives of the University.

## LIBRARY AND LEARNING RESOURCES SERVICES

Canterbury University provides library and learning resource services to support instructional programs, academic research, student learning, faculty scholarship, and institutional educational objectives consistent with the mission of the University.

Library and learning resources may include digital library databases, electronic journals, e-books, research tools, academic reference materials, instructional resources, and other educational support services appropriate to the academic programs and instructional modalities offered by the University.

The University may provide access to library services and academic research resources through institutional subscriptions, digital learning platforms, online library networks, third-party educational resource providers, consortium agreements, or other academic resource partnerships appropriate to institutional needs and resources.

Library and learning resource services are intended to support:

- Student research and academic writing
- Instructional effectiveness
- Faculty teaching and scholarship
- Information literacy and academic inquiry
- Educational quality and student learning outcomes

Library and research resources may be available to students and faculty through online access, digital databases, remote learning systems, electronic resource platforms, or other institutional methods appropriate to the University's educational operations.

Canterbury University periodically reviews library resources and learning support services to support academic quality, educational effectiveness, institutional improvement, and alignment with institutional and accreditation expectations.

## ONLINE RESOURCES

Canterbury University utilizes online learning platforms, educational technologies, and digital academic resources to support instructional delivery, student learning, communication, academic participation, and institutional operations across on-campus, hybrid, and distance education programs.

The University may provide students and faculty with access to learning management systems (LMS), student information systems, online course platforms, digital communication tools, electronic instructional materials, discussion forums, recorded instructional content, and other educational technologies appropriate to the instructional modality and academic programs of the University.

Online learning and educational technology resources may support:

- Course access and instructional delivery
- Assignment submission and academic participation
- Faculty and student communication
- Academic advising and student support services
- Access to digital library and research resources
- Assessment and instructional engagement
- Academic records and registration functions

The University may provide technical assistance, online orientation resources, instructional support materials, or other educational technology support services appropriate to institutional resources and operational needs.

Canterbury University seeks to maintain appropriate academic quality, instructional effectiveness, student engagement, and educational support services across all instructional modalities consistent with institutional educational objectives, academic standards, and applicable accreditation expectations.

## CAREER COUNSELING

Canterbury University may provide career counseling, vocational guidance, and professional development services to support student educational planning, career exploration, professional preparation, and successful transition into employment, ministry, leadership, or further academic study consistent with the mission and educational objectives of the University.

Career counseling and professional development services may include:

- Career exploration and vocational guidance
- Resume and professional document assistance
- Interview preparation and career readiness support
- Educational and professional goal planning
- Academic and career pathway guidance
- Internship, practicum, ministry, or field education support when applicable
- Workshops, seminars, or professional development activities

Career-related services may be provided through academic advisors, faculty members, institutional personnel, online resources, workshops, digital platforms, or other support methods appropriate to the size, mission, and resources of the University.

The University may also provide information regarding employment resources, ministry opportunities, networking opportunities, or professional development resources when available; however, Canterbury University does not guarantee employment, placement, compensation, licensure, immigration benefits, or specific career outcomes following completion of any academic program.

Career counseling and professional development services are maintained in support of student development, educational effectiveness, professional preparation, and institutional mission fulfillment consistent with institutional objectives and applicable accreditation expectations.

## COUNSELING REFERRAL SERVICES

Canterbury University may provide counseling referral assistance and student support services intended to promote student well-being, academic success, personal development, and educational persistence consistent with the mission and institutional objectives of the University.

The University may assist students by providing referrals to appropriate community resources, licensed counselors, pastoral care providers, healthcare professionals, crisis services, wellness resources, or other support services when appropriate and available.

Counseling referral services may include:

- Referral to community counseling or mental health resources
- Academic stress and student support referrals
- Crisis or emergency resource information
- Spiritual or pastoral support referrals
- Wellness and student care guidance
- Referral assistance for personal or educational concerns

Counseling referral services may be coordinated through designated institutional personnel, student services offices, academic advisors, faculty members, or other appropriate University representatives.

Canterbury University is not a licensed medical or mental health treatment provider and does not guarantee the availability, suitability, effectiveness, or outcomes of external counseling or healthcare services.

The University maintains counseling referral and student support services in support of student care, educational effectiveness, student retention, and institutional mission fulfillment consistent with institutional resources and applicable accreditation expectations.

## DISABILITY ACCOMMODATION POLICY

Canterbury University seeks to provide reasonable academic accommodations and appropriate educational access for qualified students with documented disabilities in accordance with applicable laws, institutional policies, and the educational mission of the University.

Students requesting accommodations are responsible for notifying the appropriate institutional office and providing current documentation or information supporting the accommodation request when required by the University. Accommodation requests are reviewed through an individualized process based upon the nature of the request, supporting documentation, program requirements, institutional resources, and applicable legal and academic considerations.

Reasonable accommodations may include, when appropriate:

- Academic adjustments or support services
- Extended testing time
- Accessible instructional materials
- Modified classroom or learning arrangements
- Assistive technology support
- Other reasonable educational accommodations determined appropriate by the University

The University is not required to provide accommodations that would fundamentally alter academic requirements, compromise educational standards, create undue hardship, or substantially modify essential program competencies or institutional objectives.

Students approved for accommodations remain responsible for meeting academic standards, course learning outcomes, attendance requirements, and institutional policies applicable to all students.

Accommodation services may be coordinated through designated institutional personnel, faculty members, student services offices, or other appropriate University representatives.

Canterbury University maintains disability accommodation policies in support of educational access, student support, academic integrity, and institutional effectiveness consistent with institutional mission and applicable accreditation expectations.

## Student Retention, Completion, Graduation and Placement Assessment

Canterbury University periodically evaluates student retention, program completion, graduation outcomes, and job placement information as part of its institutional effectiveness and continuous improvement processes. These assessment activities are intended to support student success, educational quality, institutional planning, and mission fulfillment consistent with the educational objectives of the University.

Institutional assessment activities may include review of:

- Student retention rates
- Program completion rates
- Graduation rates
- Employment or job placement information when available

Assessment information may be reviewed by Academic Affairs, institutional leadership, faculty members, administrative offices, or designated institutional committees for purposes of institutional evaluation, educational planning, program improvement, and operational effectiveness.

The University may utilize assessment findings to support continuous improvement of academic programs, student support services, educational effectiveness, and institutional planning processes.

Canterbury University maintains institutional assessment activities in support of accountability, educational quality, institutional effectiveness, and continuous improvement consistent with institutional mission and applicable accreditation expectations.

## Student Services Governance

Canterbury University provides student services and student engagement support intended to promote student success, academic participation, communication, community development, and institutional mission fulfillment consistent with the educational objectives of the University.

Because the University primarily serves commuting, working, online, and nontraditional students, student engagement and support activities may be provided through flexible institutional services, academic support systems, virtual communication methods, educational activities, and student service initiatives appropriate to the needs of the student population and instructional modalities of the University.

The University may maintain student service representatives, designated student support personnel, or student service activities to assist with communication between students and institutional offices regarding academic support, student concerns, educational resources, student activities, and institutional services.

Student engagement and support activities may include:

- Student orientation and communication
- Academic and advising support
- Student feedback opportunities
- Educational workshops or informational sessions
- Spiritual and community engagement activities
- Online or virtual student interaction opportunities
- Referral to institutional or community support resources

Student engagement and support services are coordinated through appropriate institutional offices, student services personnel, academic leadership, faculty members, or designated University representatives.

Canterbury University maintains student support and engagement services in support of student development, educational effectiveness, retention, institutional communication, and mission fulfillment consistent with institutional resources and applicable accreditation expectations.

## Student Expulsion Policy

Canterbury University reserves the right to suspend or expel students whose conduct, academic performance, behavior, or actions are determined to be inconsistent with institutional policies, academic standards, student responsibilities, community expectations, or the mission and educational objectives of the University.

Student expulsion may result from serious or repeated violations including, but not limited to:

- Academic dishonesty or repeated academic integrity violations
- Falsification of institutional records or documentation
- Serious misconduct or disruptive behavior
- Threats, harassment, or actions that endanger the safety or welfare of others
- Failure to comply with institutional policies or disciplinary requirements
- Unlawful activities affecting the University community or institutional operations
- Conduct determined to substantially interfere with the educational environment or institutional mission

Disciplinary matters are reviewed through institutional procedures established by the University and may include review by Academic Affairs, student services personnel, administrative leadership, designated institutional committees, or other authorized University representatives.

Students subject to disciplinary action may be provided notice of the alleged violation and an opportunity to respond in accordance with institutional procedures and applicable policies.

Disciplinary actions may include warning, probation, suspension, administrative withdrawal, expulsion, or other actions determined appropriate by the University based upon the nature and severity of the matter.

Students who are expelled may be restricted from future enrollment, participation in institutional activities, or access to University services unless otherwise approved by the University through an authorized review or appeal process.

Canterbury University maintains disciplinary and expulsion policies in support of academic integrity, student accountability, institutional order, educational quality, community welfare, and mission fulfillment consistent with institutional policies and applicable accreditation expectations.

## Student Rights Under FERPA

Canterbury University seeks to maintain the privacy, confidentiality, accuracy, and appropriate protection of student educational records consistent with applicable federal laws, institutional policies, and sound educational record-keeping practices, including the Family Educational Rights and Privacy Act (FERPA), where applicable.

Eligible students generally have the right to:

- Inspect and review their educational records maintained by the University
- Request amendment of educational records believed to be inaccurate, misleading, or maintained in violation of applicable rights
- Provide written consent prior to disclosure of personally identifiable information from educational records except as permitted by law
- File a complaint with the appropriate federal authority regarding alleged failure of the institution to comply with applicable FERPA requirements

The University may disclose educational records or information without prior student consent where permitted or required by applicable law, institutional policy, court order, health or safety considerations, accrediting requirements, governmental reporting obligations, or other authorized educational or administrative purposes.

Students requesting access to records or seeking correction of educational information may be required to submit written requests and comply with institutional procedures established by the Registrar or appropriate institutional office.

Canterbury University maintains student educational records in support of academic administration, institutional operations, educational effectiveness, student services, and compliance with applicable legal and accreditation expectations.

## FINANCIAL INFORMATION

- Tuition per Quarter Unit
- Fee Schedule
- Payment Plans
- Refund Policy
- Delinquency Policy
- Graduation Fees
- Student's Right To Cancel
- Unpaid Accounts Policy
- Tuition Discounts and Institutional Scholarship

## FINANCIAL INFORMATION

*(Quarter System – Official Catalog Statement)*

Canterbury University maintains financial policies, procedures, and administrative practices intended to support responsible fiscal management, institutional sustainability, educational operations, and stewardship of institutional resources consistent with the mission and educational objectives of the University.

The University establishes tuition, fees, and other institutional charges through administrative and governance processes approved by the appropriate institutional authorities. Current tuition schedules, applicable fees, payment information, and related financial policies are published through official institutional publications or communications.

Students are responsible for satisfying tuition obligations, fees, and other financial responsibilities associated with enrollment, registration, educational services, or institutional activities in accordance with University policies and payment requirements.

The University may maintain policies and procedures related to:

- Tuition and fee schedules
- Payment plans and financial obligations
- Refund and withdrawal calculations
- Financial holds and collection procedures
- Scholarships or institutional assistance when available
- Financial record management and reporting

Financial operations of the University are administered through institutional budgeting, accounting, financial oversight, and internal control processes consistent with sound fiscal management practices and applicable institutional, legal, regulatory, and accreditation expectations.

Canterbury University reserves the right to revise tuition, fees, financial policies, and institutional charges at any time through authorized institutional processes.

## TUITION PER QUARTER UNIT

Canterbury University assesses tuition on a per quarter credit unit basis in accordance with the academic program, course registration, and institutional tuition schedule established by the University.

The University operates on a quarter academic calendar generally consisting of approximately ten to eleven instructional weeks per academic quarter, excluding examination periods, scheduled breaks, or institutional holidays.

Tuition rates, applicable fees, payment schedules, and related financial information are established by the University and published through official institutional publications or communications. Tuition and fee amounts are subject to revision through authorized institutional processes.

## 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 course fees, program fees, or instructional charges may apply depending upon the academic program, instructional modality, course requirements, or educational activities associated with enrollment.

Full-time enrollment status is defined according to institutional academic policies and applicable academic level requirements.

Tuition rates and institutional fees apply to on-campus, online, hybrid, or distance education courses unless otherwise specified by the University.

Tuition schedules, fee structures, payment requirements, and institutional charges are subject to periodic review and may be revised through authorized institutional processes. Current tuition and fee information is disclosed through official institutional publications, enrollment agreements, or administrative communications consistent with institutional transparency and financial disclosure practices.

## PAYMENT PLANS

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

Canterbury University may offer tuition payment plan options to assist students in meeting their financial obligations associated with enrollment and educational expenses. Payment plans are intended to support responsible financial planning while maintaining compliance with institutional financial policies and administrative procedures.

Students participating in a payment plan are responsible for making all scheduled payments in accordance with the payment agreement established by the University. Payment schedules, installment amounts, due dates, and applicable administrative requirements are determined by the University and may vary based on the academic program, enrollment status, or institutional policies.

Participation in a payment plan may require:

- Execution of a payment agreement or enrollment contract
- Initial down payment or registration payment
- Timely installment payments according to the approved schedule
- Compliance with institutional financial policies and deadlines

Failure to satisfy financial obligations or maintain payment plan requirements may result in late fees, registration restrictions, transcript holds, administrative withdrawal, cancellation of enrollment, or other institutional actions permitted under University policies.

The University reserves the right to approve, modify, deny, suspend, or terminate payment plan arrangements based upon institutional policies, payment history, financial standing, or administrative considerations.

Canterbury University maintains tuition payment plan procedures in support of responsible financial administration, student access, institutional operations, and financial accountability consistent with institutional policies and applicable accreditation expectations.

## 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:

<b>Withdrawal Period</b>	<b>Tuition Refund</b>
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 tuition, fees, and financial obligations owed to Canterbury University. Accounts that remain unpaid beyond established payment deadlines may be considered delinquent and subject to institutional collection procedures.

The University may take administrative actions regarding delinquent accounts including, but not limited to:

- Late payment notices or financial warnings
- Assessment of applicable late fees or administrative charges
- Restriction of course registration or future enrollment
- Suspension of access to institutional services or records
- Withholding of transcripts, diplomas, or graduation clearance
- Administrative withdrawal when permitted under institutional policies
- Referral to collection agencies, legal processes, or other authorized collection procedures when appropriate

Students are encouraged to communicate promptly with the appropriate institutional office regarding financial difficulties, payment arrangements, or account questions before accounts become delinquent.

The University reserves the right to pursue collection of outstanding financial obligations consistent with applicable laws, institutional policies, enrollment agreements, and administrative procedures. Students may be responsible for reasonable collection costs, legal fees, or administrative expenses associated with delinquent accounts where permitted by law or agreement.

Canterbury University maintains collection procedures in support of responsible financial administration, institutional operations, and financial accountability consistent with institutional policies and applicable legal and accreditation expectations.

## 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

Canterbury University is committed to responsible financial stewardship, ethical administration, institutional sustainability, and appropriate management of institutional resources consistent with the mission and educational objectives of the University.

The University seeks to maintain sound financial practices through budgeting, financial oversight, internal controls, administrative accountability, and responsible allocation of institutional resources in support of educational operations, student services, academic programs, and institutional effectiveness.

Financial administration and institutional fiscal operations are conducted through established governance and administrative processes intended to support:

- Responsible management of tuition revenue and institutional resources
- Operational sustainability and institutional planning
- Appropriate financial oversight and internal controls
- Compliance with applicable legal, regulatory, and accreditation expectations
- Support for academic quality and institutional mission fulfillment

The University may periodically review financial practices, institutional budgeting, operational expenditures, and fiscal planning processes as part of its governance, institutional effectiveness, and continuous improvement activities.

Canterbury University affirms its commitment to financial integrity, accountability, ethical stewardship, and responsible institutional administration consistent with principles of sound higher education governance and applicable accreditation expectations.

## Student's Right to Cancel

Students have the right to cancel enrollment and withdraw from the University in accordance with institutional policies, enrollment agreements, and applicable refund procedures.

Cancellation requests should be submitted in writing to the appropriate institutional office.

Refund eligibility, when applicable, shall be determined according to the institutional Refund Policy and applicable administrative procedures.

## Unpaid Accounts Policy

Students are responsible for satisfying all tuition, fees, and other financial obligations owed to Canterbury University. Students with unpaid balances or delinquent accounts may be subject to registration restrictions, transcript holds, delayed graduation processing, administrative withdrawal, collection activity, or other institutional actions permitted under University policies. The University reserves the right to withhold official academic records, diplomas, or institutional services until financial obligations are satisfied.

## Tuition Discounts and Institutional Scholarships

Canterbury University may offer tuition discounts, institutional scholarships, grants, ministry assistance, or other forms of institutional financial support at the discretion of the University. Eligibility, award amounts, renewal conditions, and continuation requirements are determined by the University and may vary by program, enrollment status, academic performance, financial need, ministry involvement, or other institutional considerations. Institutional financial assistance is subject to availability and may be modified, reduced, or discontinued in accordance with institutional policies and administrative decisions.

## STUDENT CONDUCT CODE

- Christian Conduct Standards
- Community Expectations
- Disciplinary Process
- Grievance Procedure
- Title IX Statement
- Non-Discrimination Statement
- Student Responsibility Acknowledgement
- Policy Review and Oversight
- Academic Calendar
- Academic Policies Related to the Calendar
- Institutional Notice

## STUDENT CONDUCT CODE

*(Quarter System – Official Catalog Policy)*

Students at Canterbury University are expected to conduct themselves in a manner consistent with the mission, educational objectives, institutional policies, academic standards, and community expectations of the University. The Student Code of Conduct is intended to promote academic integrity, responsible behavior, mutual respect, institutional order, and a safe and productive educational environment.

Students are expected to:

- Demonstrate honesty and integrity in academic and personal conduct
- Comply with institutional policies, procedures, and applicable laws
- Respect the rights, dignity, and welfare of others
- Maintain appropriate behavior in classrooms, online environments, institutional activities, and University-related communications
- Use institutional resources, technology systems, and educational platforms responsibly
- Support an environment conducive to learning, scholarship, and community engagement

Prohibited conduct may include, but is not limited to:

- Academic dishonesty or misconduct
- Disruptive or threatening behavior
- Harassment, discrimination, or abuse
- Falsification of institutional records or documents
- Unauthorized access to institutional systems or property
- Misuse of technology or educational platforms
- Violation of institutional policies or disciplinary directives
- Conduct that substantially interferes with institutional operations or the educational environment

Alleged violations of the Student Code of Conduct may be reviewed through institutional disciplinary procedures by Academic Affairs, student services personnel, administrative leadership, designated committees, or other authorized institutional representatives.

Disciplinary actions may include warning, probation, suspension, administrative withdrawal, expulsion, or other actions determined appropriate by the University depending upon the nature and severity of the matter.

Canterbury University maintains standards of student conduct in support of academic integrity, educational quality, institutional mission fulfillment, student responsibility, an

## CHRISTIAN CONDUCT STANDARDS

As a Christian institution of higher education, Canterbury University seeks to promote a learning environment that reflects biblical principles, Christian character, ethical responsibility, mutual respect, and personal integrity consistent with the mission and faith commitments of the University.

Students, faculty, staff, and members of the University community are encouraged to demonstrate conduct consistent with Christian values including honesty, respect, compassion, responsibility, integrity, servant leadership, and appropriate care for others within the educational community.

Members of the University community are expected to:

- Conduct themselves in a respectful and responsible manner
- Demonstrate honesty and integrity in academic and personal activities
- Support a safe, orderly, and Christ-centered educational environment
- Respect the dignity, rights, and welfare of others
- Refrain from behavior that substantially disrupts institutional operations or community well-being
- Comply with institutional policies, standards, and applicable laws

Conduct determined by the University to be inconsistent with institutional mission, community standards, academic integrity, or the educational environment may result in disciplinary review or institutional action in accordance with applicable University policies and procedures.

Canterbury University maintains Christian conduct standards in support of its religious mission, educational objectives, institutional community, student development, and commitment to Christian higher education consistent with applicable legal protections and accreditation expectations.

## COMMUNITY EXPECTATIONS

Canterbury University seeks to maintain a respectful, safe, academically focused, and Christ-centered educational community consistent with the mission and educational objectives of the University. All members of the University community, including students, faculty, staff, and participants in institutional activities, are expected to contribute positively to the educational environment and institutional community life.

Members of the University community are expected to:

- Demonstrate respect, professionalism, honesty, and personal responsibility
- Support an environment conducive to learning, scholarship, and academic participation
- Treat others with dignity, fairness, and consideration
- Comply with institutional policies, procedures, and applicable laws
- Use institutional resources and educational technologies responsibly
- Maintain appropriate behavior in classrooms, online learning environments, institutional communications, and University-related activities

The University encourages constructive communication, responsible conduct, cooperation, and mutual respect among members of the institutional community.

Behavior determined to substantially disrupt the educational environment, interfere with institutional operations, compromise community welfare, or violate institutional standards may result in disciplinary review or institutional action in accordance with applicable University policies and procedures.

Canterbury University maintains community expectations in support of educational quality, institutional mission fulfillment, student development, community well-being, and effective institutional operations consistent with applicable accreditation expectations.

## DISCIPLINARY PROCESS

Canterbury University maintains disciplinary procedures intended to promote fairness, institutional order, academic integrity, student accountability, and a safe and effective educational environment consistent with the mission and educational objectives of the University.

Alleged violations of institutional policies, academic standards, student conduct expectations, or community standards may be reviewed through established disciplinary procedures administered by Academic Affairs, student services personnel, administrative leadership, designated institutional committees, or other authorized University representatives.

The disciplinary process may include:

- Review of reported concerns or alleged violations
- Collection and review of relevant information or documentation
- Opportunity for the student to respond to the matter
- Institutional evaluation and determination
- Issuance of disciplinary actions or corrective measures when appropriate

Disciplinary actions may include, but are not limited to:

- Verbal or written warning
- Educational or corrective action
- Academic or disciplinary probation
- Restrictions on participation in institutional activities
- Suspension
- Administrative withdrawal
- Expulsion
- Other actions determined appropriate by the University

The University reserves the right to take immediate administrative action when necessary to protect institutional operations, educational activities, community welfare, safety, or compliance with institutional policies and applicable laws.

Students may be provided an opportunity to appeal disciplinary decisions in accordance with institutional appeal procedures when applicable.

Canterbury University maintains disciplinary procedures in support of educational quality, institutional integrity, community welfare, student responsibility, and mission fulfillment consistent with institutional policies and applicable accreditation expectations.

## GRIEVANCE PROCEDURE

Canterbury University provides students with a fair and orderly grievance process for addressing concerns related to academic matters, institutional services, administrative actions, student conduct matters, or other University-related issues consistent with institutional policies and educational objectives.

Grievances may include, but are not limited to:

- Academic concerns or grade disputes following completion of the applicable grade appeal process
- Faculty or staff conduct concerns
- Alleged misapplication of institutional policies or procedures
- Student service or administrative concerns
- Other institutional matters affecting the student's educational experience

Students are encouraged to first attempt informal resolution through direct communication with the involved individual or appropriate institutional office whenever appropriate.

If the matter is not resolved informally, students may submit a formal written grievance to the appropriate academic or administrative office. The written grievance should clearly describe the concern, relevant facts, supporting documentation when applicable, and the requested resolution.

The grievance review process may generally include:

1. Informal resolution attempt
2. Submission of formal written grievance
3. Institutional review by the appropriate administrator, committee, or designated University representative
4. Written response or institutional determination

The University generally seeks to issue a written response or determination within thirty (30) days following receipt of a completed formal grievance, although additional time may be required depending upon the complexity of the matter or availability of information.

Students will not be subject to retaliation for submitting a grievance in good faith or participating in an institutional grievance review process.

If a grievance cannot be resolved internally, students may contact applicable regulatory or accrediting agencies in accordance with published complaint procedures and applicable regulations.

Canterbury University maintains grievance procedures in support of student rights, institutional accountability, educational quality, fair administrative processes, and institutional effectiveness consistent with institutional policies and applicable accreditation expectations.

## TITLE IX STATEMENT

Canterbury University is committed to maintaining an educational and working environment that is respectful, safe, and free from unlawful discrimination, harassment, sexual misconduct, and retaliation consistent with applicable federal and state laws, institutional policies, and the mission of the University.

The University does not unlawfully discriminate on the basis of sex in the administration of its educational programs, admissions policies, employment practices, student activities, or institutional operations to the extent required by applicable law.

Reports or complaints involving sexual harassment, sexual misconduct, discrimination, retaliation, or related concerns may be submitted to the appropriate institutional office or designated University representative responsible for coordinating institutional response and compliance processes.

The University may review and respond to reported concerns through established institutional procedures, which may include:

- Review of reported information
- Supportive or interim measures when appropriate
- Investigation or administrative review processes
- Opportunity for involved parties to provide information
- Institutional determination and corrective action when warranted

Retaliation against individuals who report concerns, participate in institutional processes, or seek assistance in good faith is prohibited.

Canterbury University reserves and exercises all rights, protections, and exemptions available to religious educational institutions under applicable federal and state laws, including protections related to its Christian mission, religious beliefs, institutional governance, and faith-based educational objectives.

The University maintains Title IX and related institutional policies in support of student welfare, institutional integrity, educational access, community safety, and compliance with applicable legal and accreditation expectations.

## NON-DISCRIMINATION STATEMENT

Canterbury University is committed to providing an educational and working environment that supports respect, fairness, educational access, and institutional integrity consistent with the mission and educational objectives of the University.

The University does not unlawfully discriminate in the administration of its educational programs, admissions policies, employment practices, student services, or institutional activities on the basis of characteristics protected under applicable federal or state law, to the extent required by law.

As a religious institution, Canterbury University reserves and exercises all rights, protections, privileges, and exemptions afforded to faith-based educational institutions under applicable federal and state laws, including those related to the University's Christian mission, doctrinal positions, religious beliefs, governance, employment practices, educational policies, and institutional operations.

The University may establish institutional policies, standards of conduct, educational expectations, and community requirements consistent with its Christian mission and faith-based educational objectives.

Questions or concerns regarding unlawful discrimination, harassment, or related matters may be directed to the appropriate institutional office or designated University representative in accordance with institutional policies and grievance procedures.

Canterbury University maintains this non-discrimination statement in support of educational quality, institutional accountability, student welfare, community respect, and compliance with applicable legal and accreditation expectations.

## Student Responsibility Acknowledgment

Students enrolled at Canterbury University are responsible for understanding and complying with the policies, procedures, academic requirements, standards of conduct, and institutional expectations published through the University Catalog, Student Handbook, enrollment agreements, course syllabi, official institutional communications, and other University publications.

By enrolling at Canterbury University, students acknowledge responsibility for:

- Maintaining satisfactory academic progress
- Meeting attendance and academic participation requirements
- Complying with academic integrity and student conduct standards
- Monitoring institutional communications and academic deadlines
- Fulfilling financial obligations and tuition requirements
- Providing accurate and truthful information and documentation
- Following institutional procedures related to registration, withdrawal, graduation, and student services
- Complying with applicable laws and institutional policies

Students are responsible for regularly reviewing official University policies, academic requirements, and institutional communications. Failure to read or understand institutional policies does not exempt students from compliance with University requirements or procedures.

The University reserves the right to revise policies, academic requirements, tuition schedules, procedures, and institutional standards through authorized institutional processes. Updated policies and institutional requirements become effective as published by the University unless otherwise specified.

Canterbury University maintains student responsibility expectations in support of academic integrity, institutional accountability, educational effectiveness, student success, and mission fulfillment consistent with institutional policies and applicable accreditation expectations.

## Policy Review and Oversight

Canterbury University maintains institutional oversight and periodic review of academic, administrative, operational, financial, student services, and governance policies to support institutional effectiveness, educational quality, regulatory compliance, and mission fulfillment consistent with the objectives of the University.

Institutional policies may be reviewed and evaluated by Academic Affairs, administrative leadership, faculty representatives, institutional committees, executive leadership, or the Board of Directors as appropriate to the nature and scope of the policy.

Policy review processes may include consideration of:

- Institutional effectiveness and operational needs
- Academic quality and student learning support
- Applicable legal and regulatory requirements
- Accreditation expectations and compliance obligations
- Institutional mission and educational objectives
- Recommendations from faculty, staff, students, or institutional committees

Official institutional policies are published through the University Catalog, Student Handbook, Faculty Handbook, institutional manuals, administrative publications, or official University communications.

The University reserves the right to revise, update, interpret, or implement institutional policies and procedures through authorized institutional processes. Policy revisions become effective as published by the University unless otherwise specified.

Canterbury University maintains policy review and oversight processes in support of institutional accountability, continuous improvement, educational effectiveness, operational integrity, and compliance with applicable accreditation expectations.

## 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.

# International Student Policies and SEVIS Compliance Framework

## Institutional Statement Regarding International Student Certification

Canterbury University is currently seeking certification from the United States Department of Homeland Security (DHS) through the Student and Exchange Visitor Program (SEVP) to enroll eligible nonimmigrant students and issue Form I-20 for F-1 student status.

Until official SEVP certification is granted and the University receives authorization to issue Form I-20, Canterbury University does not enroll international students requiring F-1 student visa sponsorship or SEVIS certification.

Any references within institutional policies, catalogs, handbooks, administrative procedures, or institutional publications regarding international students, SEVIS compliance, Form I-20 issuance, or related immigration matters are intended for institutional planning, regulatory compliance preparation, and future implementation upon approval of SEVP certification.

All international student-related policies remain subject to applicable federal laws, DHS regulations, SEVP requirements, and institutional authorization status.

## International Student Admission Policy

Upon authorization to enroll F-1 international students, Canterbury University may admit qualified international applicants consistent with institutional admission standards, academic requirements, financial documentation requirements, English language requirements, and applicable federal immigration regulations.

International applicants may be required to submit:

- Completed institutional application materials
- Passport identification documentation
- Academic transcripts and educational records
- Financial support documentation
- English language proficiency documentation when applicable
- Immigration-related documents required by institutional or federal procedures

Admission decisions are made through institutional review processes consistent with the mission, academic standards, and educational objectives of the University.

## International Student Financial Responsibility Policy

International students are responsible for maintaining sufficient financial resources to satisfy tuition, fees, living expenses, educational costs, health insurance obligations when applicable, and other financial requirements associated with enrollment and maintenance of student status.

Students may be required to provide current financial documentation demonstrating the availability of sufficient educational funding in accordance with institutional and federal requirements.

Failure to maintain required financial obligations may result in institutional holds, administrative action, withdrawal, or immigration reporting consequences where applicable.

### 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.

## Full-Time Enrollment Policy

International students authorized to study at Canterbury University under F-1 student status are required to maintain full-time enrollment during required academic terms unless otherwise authorized under applicable federal regulations.

In accordance with 8 CFR §214.2(f):

Undergraduate students must enroll at least 12 quarter credit units per academic quarter

Graduate students must enroll in at least 8 quarter credit units per quarter

Students are responsible for maintaining enrollment and academic participation consistent with institutional policies and federal immigration requirements.

### Online / Distance Education Limitation

Per SEVP regulations:

- Only **one online/distance education course** 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.**

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.

## Attendance and Academic Participation Policy

International students are expected to maintain regular attendance, academic engagement, and active participation in all courses and instructional activities.

Students must:

- Attend scheduled instructional activities
- Participate in online and classroom learning activities
- Complete academic assignments and coursework
- Maintain active academic engagement throughout each academic term

Failure to maintain attendance or academic participation may result in academic consequences, administrative withdrawal, or immigration reporting actions where applicable.

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

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.

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.

## 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.

## 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

## Satisfactory Academic Progress (SAP) Policy

International students are required to maintain satisfactory academic progress consistent with institutional academic standards and applicable federal requirements.

Students must:

- Maintain minimum cumulative GPA requirements
- Successfully complete attempted coursework at a satisfactory rate
- Make measurable progress toward degree completion
- Comply with academic probation and institutional academic requirements

Failure to maintain satisfactory academic progress may result in probation, dismissal, or immigration-related reporting consequences where applicable.

## Reduced Course Load Policy

International students may be eligible for a reduced course load only when permitted under applicable federal regulations and institutional authorization procedures.

Reduced course load authorization may be considered for qualifying circumstances including:

- Initial academic difficulty
- Medical conditions supported by appropriate documentation
- Completion of final academic term
- Other circumstances permitted by federal regulations

Students must obtain prior written authorization from the appropriate institutional official before reducing enrollment below full-time status.

## Online and Distance Education Limitation Policy

International students are expected to comply with applicable federal limitations regarding online, hybrid, or distance education coursework.

The University may establish limitations regarding the number of online or distance education credits applicable toward full-time enrollment requirements consistent with federal regulations and SEVP guidance.

Students are responsible for maintaining enrollment that satisfies applicable in-person instructional and immigration requirements.

Per SEVP regulations:

- Only **one online/distance education course** 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.**

## Change of Address Reporting Policy

International students are required to notify the University of any change of residential address, contact information, telephone number, or email address within the timeframe required by institutional policies and applicable federal regulations.

Students are responsible for maintaining current and accurate contact information with the University at all times.

## Program Extension Policy

International students requiring additional time to complete academic program requirements may request a program extension in accordance with institutional procedures and applicable federal regulations.

Program extension requests may require:

- Written request and explanation
- Academic advisor recommendation
- Updated financial documentation
- Evidence of continued satisfactory academic progress
- Institutional approval prior to program completion deadlines

## Transfer-In and Transfer-Out Policy

International students seeking transfer to or from Canterbury University must comply with institutional transfer procedures and applicable federal regulations.

Transfer students may be required to provide:

- Academic transcripts
- Immigration documentation
- Transfer eligibility verification
- Financial documentation
- Release authorization from previous institution when applicable

Transfer requests are subject to institutional review and approval.

## Reinstatement Policy

Students who fail to maintain required immigration or enrollment status may seek reinstatement when permitted by applicable federal regulations and institutional procedures.

Reinstatement requests may require:

- Written explanation of circumstances
- Supporting documentation
- Evidence of academic eligibility
- Financial documentation
- Compliance with institutional and federal reinstatement procedures

The University does not guarantee approval of reinstatement requests.

## International Student Orientation Policy

International students may be required to participate in institutional orientation activities related to:

- Academic expectations
- Institutional policies
- Student responsibilities
- Immigration compliance requirements
- Attendance and enrollment expectations
- Campus and student support services

Students may additionally be required to acknowledge institutional policies and compliance obligations.

## Employment Authorization Policy

International students are responsible for complying with all applicable federal laws and regulations regarding employment authorization.

Students may not engage in unauthorized employment.

Any employment-related authorization including curricular practical training (CPT), optional practical training (OPT), or other employment benefits is subject to institutional authorization and applicable federal approval requirements.

## Curricular Practical Training (CPT) Policy

Upon SEVP authorization and institutional eligibility, international students may request curricular practical training opportunities consistent with academic program requirements and federal regulations.

CPT authorization may require:

- Active F-1 status eligibility
- Academic advisor recommendation
- Enrollment in qualifying coursework
- Employment directly related to the student's major field of study
- Institutional approval prior to employment commencement

Unauthorized employment is prohibited.

## Optional Practical Training (OPT) Policy

Upon institutional eligibility and federal authorization, qualified international students may apply for optional practical training consistent with federal regulations.

Students are responsible for:

- Meeting eligibility requirements
- Filing applications within required deadlines
- Submitting required documentation
- Maintaining compliance with employment reporting obligations

The University does not guarantee approval of OPT applications or employment authorization benefits.

## Leave of Absence Policy for International Students

International students requesting a leave of absence may be subject to federal enrollment and immigration requirements.

Students are responsible for consulting with the appropriate institutional office prior to interruption of studies, withdrawal, or leave requests.

Authorized leave options, when available, are subject to institutional approval and applicable federal regulations.

## Withdrawal and Termination Policy

International students who withdraw, cease attendance, fail to maintain enrollment, fail to participate academically, or otherwise fail to maintain institutional and immigration requirements may be subject to administrative withdrawal or immigration reporting actions.

Students are responsible for understanding the immigration consequences associated with withdrawal, reduced enrollment, or interruption of studies.

## Vacation and Annual Leave Policy

International students may be eligible for authorized vacation periods during institutional breaks or annual vacation terms consistent with academic calendars and applicable federal regulations.

Vacation eligibility may depend upon continuous enrollment, academic standing, and institutional requirements.

## Change of Status Policy

Individuals seeking change of immigration status are responsible for complying with applicable federal immigration requirements and governmental procedures.

The University may provide institutional documentation consistent with authorized institutional practices but does not provide legal representation or guarantee approval of immigration applications.

## Dependents Policy

Dependent-related documentation or institutional support for eligible dependents may be provided only in accordance with institutional authorization and applicable federal regulations.

Students are responsible for maintaining financial support and compliance obligations related to dependent status where applicable.

## International Student Recordkeeping Policy

Canterbury University maintains educational, enrollment, attendance, academic, and immigration-related records in accordance with institutional policies and applicable federal requirements.

Students are responsible for providing accurate and current information and documentation to the University.

## International Student Advising and Support Services Policy

The University may provide advising and support services intended to assist international students regarding:

- Academic planning
- Enrollment requirements
- Immigration compliance information
- Student support resources
- Institutional policies and procedures

Students remain individually responsible for maintaining lawful immigration status and complying with all governmental requirements.

## International Student Health Insurance Policy

The University may require international students to maintain health insurance coverage or demonstrate access to medical coverage consistent with institutional requirements and student welfare considerations.

Students are responsible for all medical expenses and healthcare obligations.

## SEVIS Reporting Compliance Policy

Upon SEVP certification, Canterbury University will maintain institutional reporting and recordkeeping procedures consistent with applicable federal regulations governing F-1 student reporting obligations.

International students are responsible for providing accurate information and complying with institutional reporting requests necessary for maintenance of institutional and federal compliance obligations.

## International Student Grievance Procedures

International students are entitled to utilize institutional grievance procedures in accordance with the policies and procedures established by Canterbury University.

Immigration-related concerns, academic matters, administrative actions, or student services concerns may be addressed through institutional grievance procedures where appropriate.

## International Student Code of Conduct and Compliance Responsibility

International students are required to comply with all institutional policies, academic standards, student conduct expectations, and applicable federal immigration laws and regulations.

Failure to comply with institutional or federal requirements may result in disciplinary action, administrative withdrawal, immigration reporting consequences, or other institutional actions permitted under applicable policies and regulations.

## Institutional Authority Regarding SEVIS Compliance

Canterbury University reserves the right to interpret, implement, and administer international student policies, SEVIS compliance procedures, institutional reporting obligations, and immigration-related administrative processes consistent with applicable federal laws, institutional authorization status, and institutional policies.

The University additionally reserves the right to modify international student procedures, institutional requirements, and compliance processes in response to changes in federal regulations, SEVP guidance, or institutional authorization status.

## Appendices

- Organizational Chart
- Faculty Credential Standards
- Assessment Plan Summary
- Catalog Revision Policy
- FERPA Notice
- Governance Statement
- Student Responsibility Maintaining F-1 Status
- Institutional Authority

## 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.

## 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 Directors**

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

## 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.

## 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.

## 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.

## 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.

## 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.

## 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

## 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.