

# Doctor of Business Administration

January 1 – December 31, 2024



## ANAHEIM UNIVERSITY MISSION

Anaheim University was established as a unique, innovative and sustainable institution of higher learning to meet the educational needs of a diverse and global student body through academic programs of the highest quality. Dedicated to a student-centered philosophy, Anaheim University makes higher education accessible to qualified students worldwide through both online and on-campus study.

## ANAHEIM UNIVERSITY OBJECTIVES

Taking advantage of the newest technological innovations, Anaheim University is designed to be a sustainable global institution with a multicultural perspective, with programs designed to meet the needs of its diverse student population. To accomplish this, Anaheim University has the following objectives:

- Meeting the educational needs of our students by offering instructional programs otherwise unavailable because of access, cost, or work schedule
- Excellence of academic instruction through the guidance and expertise of dedicated faculty
- Provision of an instructional environment where students can take an active role in their own learning
- Utilization of the newest technologies
- Deployment of technology-based learning resources
- Development of interactive learning environments in both synchronous and asynchronous settings
- Support of an academic environment where professors are able to deliver the highest quality educational programs and take advantage of the University's learning resources
- Regular course and program assessments and evaluation to improve our offerings
- Development and maintenance of a University alumni support system to advance alumni professional skills, knowledge, and expertise and help them realize their lifelong educational goals
- Development of University culture and programs promoting sustainability

## ABOUT US

Anaheim University is a private institution of higher learning that was founded in Orange County, California in 1996. The University is accredited by the Distance Education Accrediting Commission (DEAC). The DEAC is listed by the U.S. Department of Education as a recognized accrediting agency and recognized by the Council for Higher Education Accreditation (CHEA). Anaheim University is also approved to operate by the California Bureau for Private Post- Secondary Education. "Approval to operate" means that Anaheim University operates in compliance with state standards as set forth in the California Education Code and the California Code of Regulations.

### WHO IS THE DBA FOR?

Whether pursuing a career in management, marketing, human resources, accounting, finance, or IT, the Anaheim University DBA program prepares students with the global business skills to be successful in a management position or to establish their own business as an entrepreneur. Although the DBA does not lead to a specific job position, careers that DBA graduates often pursue include:

Standard Occupational Classification (SOC) Code: 11-1011

Accounting	Administration / Office Support
Aerospace/Aviation/Defense	Agriculture
Airlines	Architectural Services
Automotive	Banking, Finance and Economics
Biotechnology and Pharmaceutical	Building and Grounds Maintenance
Community & Government	Construction & Architecture
Consulting Services	Customer Service
Education and Training	Energy/Utilities
Environmental Services	Engineering
Human Resources & Recruitment	Insurance
International Trade	IT & Telecommunications
Legal, Compliance & Paralegal	Logistics, Transport & Supply
Localization, Interpreting & Translation	Manufacturing
Marketing, PR, Advertising/Communications	Media, Arts & Entertainment
Medical, Health & Scientific	Mining and Trades
Publishing/Printing	Property & Real Estate
Retail & Fashion	Sales
Tourism, Travel & Hospitality	

## AKIO MORITA SCHOOL OF BUSINESS

The Anaheim University Akio Morita School of Business was established in honor of Sony Founder Akio Morita's enterprising and innovative spirit, foresight and global perspective. The contributions of Akio Morita (1921-1999) to the fields of technology, business, and intercultural relations are a constant source of inspiration to society. As a pioneering institution in the field of higher education, Anaheim University strives to pass on the traits of Akio Morita to its students for the purpose of creating a better tomorrow.

---

### Experience AU's FACULTY

Dr. Andrew Honeycutt, University President and former Dean of the Akio Morita School of Business, holds a Doctorate in Business Administration with a concentration in Marketing from Harvard Business School, and an MBA in Organizational Behavior from Boston University. He was a Nissan Fellow at Northwestern University's prestigious Kellogg School of Management and has served as a consultant and speaker for many of the world's largest corporations. In addition to holding doctoral degrees from esteemed universities, the entire business faculty has real-life experience in business management and administration. The business school's professors bring extensive experience teaching in accredited on-campus programs as well as exceptional real-life experience.

---

### MISSION OF THE SCHOOL OF BUSINESS

Founded upon the management principles of Akio Morita, Peter Drucker and other renowned business leaders, the mission of the Akio Morita School of Business is to integrate innovative online teaching, relevant scholarship, and business experience to develop global business leaders who will contribute to the development of sound economic and public policy in a globally competitive world.

## INTERNATIONAL NETWORKING

Anaheim University DBA candidates are working professionals residing around the world, and 98% of AU students work full time or own and operate their own business. A few of the corporations that have employed AU candidates and graduates include:

3M	Accenture	Agfa-Gevaert
Asahi Newspaper	Audi	Bank of Japan
Bayer Medical	Bearing Point	Beckman Coulter
Bosch Rexroth Corporation	British Airways	Cisco Systems
Citigroup	Dell	Deutsche Bank
Deutsche Securities	Dow Chemical	Dow Jones Intl.
EDS	Embassy of Australia	Embassy of Haiti
Embassy of the Philippines	Embassy of Zimbabwe	Exxon Mobil
Fidelity Investments	Fujitsu	GE Consumer Finance
Goldman Sachs	Hewlett-Packard	Hitachi
HMV	Honda Electron	Hyatt Hotels
IBM	Intel	KDDI
Kirin Brewery Company	Kubota Corporation	Kyocera-Maruzen
Macmillan Publishing	Marubeni	McDonald's
Mercedes Benz Finance	Merrill Lynch	Michelin
Mitsubishi Heavy Industries	Morgan Stanley	Nippon Ericsson
Nissan	Nomura Research Institute	Nomura Securities
Novartis Pharma	Pearson Publishing	Pioneer Corporation
Polaris Software Lab	Recruit	Sanofi Aventis
Stahl Thyssenkrupp	Sumitomo Corporation	Toyota
UBS	Unisys	Volkswagen Investment Co.

---

## FROM THE DEAN OF THE AKIO MORITA SCHOOL OF BUSINESS

*Welcome to the Akio Morita School of Business at Anaheim University.*

*The Anaheim University Akio Morita School of Business offers career-relevant graduate business courses and programs that are designed for the busy professional. The courses link theory to real world examples and practice. Our faculty members are academically qualified and they have professional experience in public, private and not-for-profit organizations across the globe. Our goal is to provide you with information and skills that can add value to your career. As you consider pursuing a graduate program, please do not hesitate to contact me if I can be of any assistance. Good luck in achieving your career goals.*

*Robert W. Robertson, Ph.D.*

*Dean, Akio Morita School of Business Anaheim University*

---

## DOCTOR OF BUSINESS ADMINISTRATION

Anaheim University's Doctor of Business Administration (DBA) program has been developed by senior faculty members and leading business practitioners to establish business leaders in an increasingly complex global environment through the use of theory and applied research. The Doctor of Business Administration degree program is designed to provide graduates with the skills to be subject matter experts, leaders within organizations, and industry innovators. Graduates will add value to their organizations, their communities and to the professional body of knowledge.

The final piece of the DBA is the development of a dissertation, which requires the student to carry out significant research and then apply that research to solve a practical business problem. The dissertation will represent an original contribution to the body of business literature.

---

### PROGRAM OBJECTIVES

Upon completion of the DBA program, students will be able to:

- Analyze and interpret organizations operating in an increasingly global, diverse and technological environment.
- Conduct original research of leadership principles, theories, and skills required to enhance organizational performance
- Apply the concepts of ethical and sustainable leadership to manage change and optimize organizational performance.
- Enhance leadership capacity of organizations in a variety of workplace settings.
- Analyze organizational structures to assist in improving organizational performance.
- Devise appropriate strategies for ongoing professional development and implementation of these strategies upon successful completion of the DBA.
- Design and construct a publishable research project

## ONLINE DBA OVERVIEW

The Online Doctor of Business Administration (DBA) through Anaheim University's Akio Morita School of Business allows working professionals to obtain a DBA degree while working full time no matter where they reside. Anaheim University's cutting-edge online infrastructure provides an interactive and intercultural learning environment matched by no other. During each of the 15 six-week pre-dissertation courses, students must participate in two 90-minute, real-time online classes. The two dissertation-related courses will have a somewhat different format with additional real-time interaction. During each of the DBA's 600 and 700 numbered courses, students interact with each other and their professors through the University's Online Discussion Forum, responding to questions about their assigned readings and projects. Student assignments include a report based on a video lecture or Internet research assignment, and a final project

### *Interactive*

Students participate in a highly interactive online program in the 600 and 700 numbered courses by attending two 90-minute real time online seminars per course with their professor and interacting daily with their fellow students by discussing weekly topics provided by the professor.

### *Networking Opportunities*

Students from around the world interact with each other and their professors through the online Forum.

### *Enroll in Only One Course*

Students have the option of enrolling in individual business courses or the entire DBA degree program. Upon acceptance into the DBA degree program, students will enroll in one course each term beginning with the foundation courses and continuing through the dissertation courses.

### *For Working Professionals*

The online system allows students the opportunity to complete a Doctor of Business Administration while holding down a full-time job.

### *Culturally Diverse Program*

AU students have the opportunity to come into contact with individuals from around the world,

providing a rich and culturally diverse environment in which to study.

### *Achieve Success*

Anaheim University faculty and staff are committed to helping every student succeed. Students benefit from small class sizes and direct access to professors.

### *Online Resources*

Students have access to digital resources, including print journals and articles, and video interviews, lectures and seminars.

### *Program Duration*

The entire DBA program can be completed in no fewer than three years but no more than five years from date of matriculation. Students are expected to enroll in a course every time a course that is needed for their program completion is offered. Students may be granted an extension to their program only after receiving written approval from the Program Director, the Office of the Registrar and the Office of Financial Affairs.

### *No Travel*

Students throughout the world have the opportunity to study at an American university without having to travel abroad.

### *Experienced Faculty*

Students have the opportunity to learn from highly-qualified professors all of whom hold doctoral degrees and have extensive experience in various fields of business.

## FEATURES OF THE PROGRAM

- Courses that apply cutting edge theory and concepts to the solving of real problems within organizations;
- The opportunity to major in one of four concentrations: Management; International Business; Global Sustainable Management; or Entrepreneurship;
- Completion of a dissertation that explores an existing issue and provides students the opportunity to display mastery of the theory and concepts covered in their course of study.

## DOCTOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM FEES

<b>Doctor of Business Administration Degree Program Fees</b>	
<b>Non-Refundable Fees</b>	
Application Fee (Non-Refundable after 7 days)	\$ 75
Registration Fee (Non-Refundable after 7 days)	\$ 100
STRF Fee* (non-refundable, CA Residents Only)	\$ 85.50
<b>Per Course Fees</b>	
Tuition Fee (\$500 per credit x three credits):	\$ 1,500/course taken
Records Fee	\$ 200/term
<b>PER COURSE FEE TOTAL:</b>	<b>\$ 1,700</b>
<b>Additional Fees</b>	
Transfer credit (per course)	\$ 75 (optional)
Original transcript	No charge
Each additional transcript	\$ 25 (optional)
<b>End of Program Fees</b>	
Graduate Diploma	No charge
Replacement Diploma	\$ 200 (optional)
Replacement Cover	\$ 75 (optional)
Course Completion Letter	\$ 35 (optional)
<b>Degree Program Total:</b>	<b>\$34,175**</b>

**Note:** Books, materials, dissertation publishing and the CITI certification fee will be extra, and are expected to average U.S.\$200 per course. Doctoral students are also required to have a reserve fund of \$2000 for research materials. Refer to page 10 of the Policies & Procedures catalog for details.

*Affordable Pay-As-You-Learn System:* Pay for only one course at a time.

Please see refund policy in the Policies and Procedures catalog.

Payments can be made by check, credit card (Visa, MasterCard, American Express or Discover), money order or bank transfer. Tuition may be paid on a course-by-course basis. The application fee must be paid at the time of application, and prior to beginning the first term, students must pay the registration, tuition, and records fee. For the remaining terms, students must pay the tuition and records fee.

An extension may be granted by the Director of the DBA program to students requiring more time to complete the program.

\* The Student Tuition Recovery Fund (STRF) is administered by the California BPPE and applies only to California residents. The STRF fee is currently two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.



---

## DBA REQUIREMENTS & SATISFACTORY ACADEMIC PROCESS

Anaheim University's Doctor of Business Administration (DBA) degree program is comprised of 60 graduate credit hours beyond a completed MBA. The DBA program consists of 9 foundation courses; 4 concentration courses (international business, sustainable management, entrepreneurship or management); 2 electives (one each from two other concentrations); 1 doctoral dissertation studies course; and 4 dissertation terms, for a total of 20 terms. Students must maintain a 3.0 grade point average (GPA) throughout the DBA in order to graduate from the program. Any student whose GPA falls below a 3.0 will be put on Academic Probation and given two terms to bring his/her GPA back to a 3.0 level. Students who earn a grade lower than an 80% (a "C," "D," or "F") on any given course must repeat the course.

The DBA schedule is set each year and typically announced in the Fall. Failure to take an available course when one is offered may prevent a student from completing his/her program in the allotted time. The maximum time allotted for completion of the DBA program is five years. Students who need additional time must receive permission from the Program Director, the Office of the Registrar, and the Office of Financial Affairs.

At the end of each of the student's first four foundation courses, s/he must take a Qualifying Exam on that particular course subject. Once all four exams have been completed, the four scores are then averaged for a final Qualifying Exam grade. The Qualifying Exam is administered at the end of each course; the score does not count toward the course grade or student GPA -- only toward the Qualifying Exam grade. Students must pass the Qualifying Exam with a minimum average score of 80% in order to continue in the program.

The Comprehensive Exam is administered after the student has successfully completed his/her coursework, and before s/ he continues to the Dissertation Proposal Writing Course. The student must pass the Comprehensive Exam with a minimum score of 80% in order to continue to the Dissertation phase of the program. The Comprehensive Exam is based only on the student's concentration courses. Students who fail the Comprehensive Exam will be enrolled in a Study Term and assigned a professor to mentor them through the process of studying and synthesizing their coursework. They will pay the standard tuition and records fee for this support and to re-sit the exam the following term.

---

## PROGRAM STUDY SUGGESTIONS

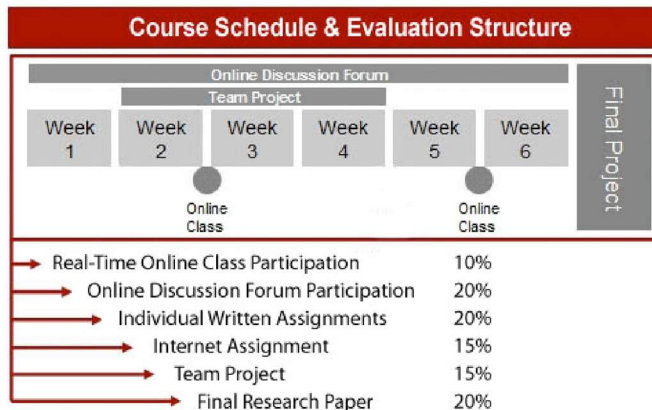
(devote 22.5 hours per week for each six-week course)

Each week the student will:

- Look briefly through the week's reading assignment; the weekly written questions to be answered and submitted the online discussion forum question for the week; the topic for the real time online seminar (weeks two and five); and any other assignments for the week. (.25 hours)
- Complete weekly reading assignments, making notes on material to be used in the written discussion questions or to answer topics posed in the online discussion forum. (3 hours)
- Complete individual weekly written assignments. (2 hours)

- Review weekly Online Discussion Forum questions and search for other material to be used for potential answers. (1 hour)
- Discuss the Online Discussion Forum topic with other students and the professor via the Online Discussion Forum site using material from the assigned course material and additional material relevant to the topic. (4 hours)
- Review video presentations which may be 20 to 30 minutes in length and respond to the video questions which are posed at the end of the video. Otherwise, students will complete the internet assignment which is due the end of the 3rd week of the course. (4 hours)
- Preparation for and participation in real-time online class, review transcripts and make notes (2.5 hours)
- Prepare for and participate in the Team Project by doing appropriate research and providing the written material for one's area of responsibility in the project. (2 hours)\*
- Conduct library/internet research, further reading and note taking to complete the final research project due at the end of week six. (3.75 hours)."

*\*Note: Real-Time Online Classes are held twice in a course, typically at the end of Weeks 2 and 5. In weeks when no real-time online class or team project is assigned, study time should be spent on library/internet research, further reading and note taking. For courses which include a proctored examination, the study time schedule will vary.*



**Method of Instruction:** Reading of textbooks and submission of assignments; a team project; two 90-minute live online webcam seminars and discussion forums with professor & students.

**Course Duration:** Each course is six weeks long. Courses begin every six weeks. There are eight six-week terms in Anaheim University's DBA academic calendar. Term one starts in early January and term eight ends in early December. There are no breaks between the terms during the academic year.

**Program Duration:** The DBA degree program will take approximately three years to complete. Maximum time allotted to complete program - 5 years from date of matriculation Students are required to enroll in a course every time a course that is needed for their program completion is offered. Students completing their dissertation must remain enrolled each term until their program requirements have been completed in their entirety and they have received final written approval that they have met all academic requirements for the completion of their degree program. Students may be granted an extension on the 5-year program length limit only after receiving written approval from the Program Director, the Office of the Registrar, and the Office of Financial Affairs

## ANAHEIM UNIVERSITY AKIO MORITA SCHOOL OF BUSINESS FACULTY

ROBERT ROBERTSON, PH.D.

DEAN OF THE AKIO MORITA SCHOOL OF BUSINESS AND PROFESSOR

Dr. Robert Robertson holds a Massachusetts Institute of Technology (MIT) Sloan School of Management Executive Certificate in Innovation and Strategy, Ph.D. in Management and Organization (Stirling University, Scotland); Post-Doctoral Professional Certificate, International Business and Leadership (Argosy University); Post Graduate Diploma in International Management-China (University of London); Master of Studies in Law (Vermont Law School); Master of Public Administration (Dalhousie University, Canada); a Master of Arts (Eastern Kentucky University) and a Bachelor of Science (East Tennessee State University). He has more than 15 years of experience in academia as a Vice President of Academic Affairs, Dean of Business and MBA program director in the United States and in Kazakhstan. Dr. Robertson was selected by the United States Department of State Bureau of Educational and Cultural Affairs to the Fulbright Specialist Program. He has served as the Chief Academic Officer and Research Fellow at the University of Phoenix's Center for Workforce Diversity, Central Florida campus in Orlando, Florida. Dr. Robertson is a Visiting Full Professor at the University of Ljubljana in Slovenia, Faculty of Economics; and, he serves as a Scientific Adviser to the Global Universities in Distance Education (GUIDE) association headquartered at Marconi University, Rome, Italy. He is an invited speaker on international business, strategy, online education and workforce training; and he regularly lectures in China, Taiwan, Vietnam, Kazakhstan, Europe, Brazil and the United States. In the public sector, he has more than 20 years of management experience including serving as the City Manager for the City of Hamilton, Ontario in Canada with more than 8,500 employees and a budget in excess of one billion dollars.

ANDREW E. HONEYCUTT, DBA

PRESIDENT AND PROFESSOR

Dr. Andrew E. Honeycutt, President of Anaheim University, is the recipient of a Harvard University Doctor of Business Administration (DBA) degree in Marketing and a Boston University Masters in Business Administration (MBA) degree in Organizational Behavior. Dr. Honeycutt has served as Dean of the College of Business and Technology of Argosy University Atlanta, Distinguished Fellow in Business Management at Shorter University, Vice Chairman of Edgenics, Inc. and Senior Partner of the Center for Collaborative Learning and Coaching. As a business professor and school of business administrator, he has been instrumental in the development of cooperative relationships with major companies - Colgate Palmolive, Dupont, Gulfstream Corporation, Savannah Foods, Simmons First National Bank, SC Johnson Wax, and others. He leveraged his experience with major corporations to assist students in achieving success by developing a success resource entitled CEO Success Letters: A Resource for Career and Life. The book was an outcome of a "Fortune 500 CEOs Success Advice Project" designed to provide business career success advice to students. His much-utilized business expertise is evidenced by his service on business and governmental advisory boards and boards of directors. He has also served on the advisory boards of the Winthrop Rockefeller Foundation (Small Business Strategic Planning), the Ewing Marion Kauffman Foundation (Entrepreneurship Education) and the National Board of Directors of SCORE.

CARLOS AQUINO, PH.D.

PROFESSOR

Holding a George Washington University MS in Structural Engineering and a University of Sao Paulo Ph.D. in Science and Technology, Dr. Carlos Tasso Eira De Aquino is an accomplished senior executive and educator combining over 25 years of experience in leadership and scholarship in Business, Education, IT, and Engineering. Dr. Aquino has gained recognition as Executive Director, Senior Director, Project Manager, Provost, Dean of Business, and Dean of Accreditation, among other capacities in organizations with followers that encompassed a clear diversity of cultures. Before moving to the U.S. in 2008, Dr. Aquino was responsible for directing a country-wide program, sponsored by the Brazilian Ministry of Science and Technology, focused on improving energy usage. Dr. Aquino prepared the Brazilian version of many business books, published by Pearson Education, Cengage Learning and McGraw-Hill, and authored a book on Adult Higher Education (How to Learn: Andragogy and Learning Skills) for Pearson Education in Brazil. Along his career, he has presented more than 45 articles in peer-reviewed conferences, published more than 40 papers in refereed journals and conference proceedings.

---

**MICHAEL AUBRY, DBA****PROFESSOR**

Holding a Doctor of Business Administration with a specialization in International Marketing from Alliant International University, an MBA from National University and a Bachelor of Science degree from San Diego State University, Dr. Michael Aubry has held a number of accounting positions and has taught accounting, entrepreneurship, economics, management and business-related courses. He has served on the Business Education Statewide Advisory Committee for the Academic Senate for California Community Colleges, and the State of California's Business Industry Collaborative.

---

**BARI COURTS, PH.D.****PROFESSOR**

Dr. Courts holds a Ph.D. from Capella University In Organizational Management and an MBA in Management from the University of Cincinnati. He also holds a BS in Mathematics from Kenyon College. He has spent time in the insurance industry and has held the position of project manager for a major ERP software implementation. Dr. Courts has enjoyed teaching abroad, especially various courses in International Business, including e-Commerce, Economics, Management, Organizational Behavior, Research Methodology, and Statistics. Locally Dr. Courts is also a business owner of a small self-storage business in Cincinnati.

---

**ROBERT DIOTALEVI, J.D.****PROFESSOR**

Dr. Robert Diotalevi, Esq., LL.M., is serving in his 17th year as Associate Professor of Legal Studies at Florida Gulf Coast University in Fort Myers, Florida. He was the founding Legal Studies Program coordinator. He has been a lawyer for 33 years as a member of the Massachusetts and Florida bars. He possesses 4 degrees and has been internationally published with over 80 manuscripts in print. In 2009 Dr. Diotalevi had a book published by Cengage. It is entitled "The Florida Paralegal." As an academician since 1985 he has instructed over 400 courses. Dr. Diotalevi was a professional broadcaster for 8 years and held managerial positions in radio news and production. Dr. Diotalevi's works have been published in SMU School of Law's Computer Law Review and Technology Journal, The Online Journal of Distance Learning Administration, The Paralegal Educator, The Journal of Paralegal Education and Practice and The National Paralegal Reporter.

---

**PERRY HAAN, DBA****PROFESSOR**

After earning his Bachelor of Business Administration (BBA) from The Ohio State University, Dr. Perry Haan earned his Master of Business Administration (MBA) from Xavier University and his Doctor of Business Administration (DBA) from the University of Sarasota. Professor Perry Haan has worked as a faculty member and administrator in higher education since 1986. He has won teaching awards at three different institutions of higher learning and taught in eight countries outside the U.S. In 2010, he was awarded a Fellowship by the International American Association of Financial Management for his teaching and academic work in international markets. He has authored or co-authored over 90 peer-reviewed articles that have appeared in conference proceedings and journals, including the Journal of Marketing in Higher Education and the International Journal of Sports Marketing & Sponsorship. He co-authored a textbook, Practical Statistics for Business. His research interests include entrepreneurship, international business, ethics, sales and sales management, education marketing, sports marketing, and leadership.

---

**SCOTT A. HIPsher, PH.D.****PROFESSOR**

After earning his BS degree from the University of Maryland Asian Division in Japan, Dr. Scott Hipsher received his MBA from Bangkok University and conducted research in Cambodia to earn his Ph.D. from Capella University in the U.S. His professional experience is also global as the Northeast Thailand Regional Manager for a Dutch-owned export company and the General Affairs Manager for ZOA Thailand. He has taught at a number of universities in

Thailand, but primarily at Bangkok University. Dr. Hipsher has written a number of journal articles and conference papers, and is the author of *Expatriates in Asia: Breaking Free from the Colonial Paradigm* and lead author of *The Nature of Asian Firms: An Evolutionary Perspective*, both from Chandos Publishing (Oxford).

---

**MARIAH JEFFERY, PH.D.**

PROFESSOR

Dr. Mariah Jeffery holds a Ph.D. in Operations Research and a Master of Science in Industrial Engineering from the University of Central Florida, and is an APICS Certified Supply Chain Practitioner. She has extensive industry experience, consulting on supply chain management and data analytics for Fortune 500 clients, including IBM, Coca-Cola, General Motors, and the United States Postal Service.

---

**TAMARA MYATT, PH.D.**

PROFESSOR

Holding a Ph.D. and Masters in Human and Organizational Systems from Fielding Graduate University, Tamara Myatt has spent more than a decade transforming the professional and educational lives of young and disadvantaged people in some of the poorest and most dangerous regions of the world, championing the causes of women, and orchestrating locally and globally scaled initiatives in the business sphere. The specialized focus of her Ph.D. in Human and Organizational Development was in women's entrepreneurship in regions of war. She is currently pursuing advanced studies/research in entrepreneurship in emerging economies, family business, innovation, and enterprise digital transformation. The former Executive Director of Goldman Sachs 10,000 Women in Afghanistan and Chair of Entrepreneurship and Assistant Professor of Small and Medium Enterprises at the American University of Nigeria, Tamara is an internationally recognized pioneer in enterprise development. She has led enterprise development initiatives in nations such as Afghanistan, Nigeria, Pakistan, Bosnia, Kenya, Croatia, Uganda, India, Myanmar, Liberia, and Rwanda.

---

**CHRIS RAYMOND, PH.D.**

PROFESSOR

Dr. Christopher Raymond earned a Ph.D. in economics from the University of California, Santa Barbara, and later completed an international MBA from École National des Ponts et Chaussées in Paris, France. After earning his MBA, Dr. Raymond became an economics lecturer in the Management School at Imperial College, London. While there, he also served as Deputy Director of their Executive MBA program. In 1996, after five years in London, Dr. Raymond moved to Bangkok, Thailand, where he worked as a senior financial analyst and chief economist. In 2009, Dr. Raymond left the private sector and returned to academics, first in Thailand, and later in Cambodia. Dr. Raymond has been at the American University of Phnom Penh (AUPP) since 2015, teaching courses in finance, accounting, economics and statistics.

---

**KWOK SHUM, PH.D.**

PROFESSOR

After earning a Stanford University Master of Science in Engineering degree, Dr. Kwok Shum received his Ph.D. in Management of Technology from the Tokyo Institute of Technology. Dr. Shum's research and teaching interests lie in new technologies, renewable energy industry and deployment, the business of renewable energy and clean technologies. Dr. Shum has taught at Hong Kong University of Science and Technology and conducted workshops for the Clinton Foundation's C40 Large Cities Climate Summit, Tokyo Institute of Technology and Hong Kong Baptist University. He has served as a Reviewer for the International Journal of Innovation Management and the International Journal of Hydrogen Energy and has served as the Academic Committee Chairperson for the Technology and Management Sustainability Business Plan Competition organized by the University of Illinois Urbana Champagne, Seoul National University, the University of Sao Paulo, Hong Kong University of Science and Technology and London South Bank University.

---

STAVROS SINDAKIS, PH.D.

PROFESSOR

With both a Ph.D. and MBA in Strategy, Enterprise & Innovation from the University of Portsmouth, Dr. Stavros Sindakis has made significant contributions to these fields through his research and publications on entrepreneurship and business innovation including his books *Entrepreneurial Rise in Southeast Asia*, and *Analytics, Innovation and Excellence-Driven Enterprise Sustainability*, with his third in progress. Dr. Stavros Sindakis is an educator, advisor, mentor and innovator in the fields of business innovation, management, entrepreneurship, and service design and development. As an educator, he has taught in several different countries at both the undergraduate and postgraduate levels and held a variety of advisory and mentoring positions for students and faculty at numerous schools including the Institute of Enterprise and Entrepreneurs and Laureate Online Education.

---

BARBARA SON, PH.D.

PROFESSOR

Holding a Ph.D. in Urban Business Economics from Portland State University, and a Masters in Urban Affairs with a concentration in Technology, Business, Economics and Public Administration from Boston University, Dr. Barbara Son has held faculty positions at California State University, Los Angeles, Argosy University, National University and DeVry University, as well as served as a site reviewer for the California Bureau for Private Post-Secondary and Vocational Education. Her corporate experience includes positions at Pressure Profile Systems, Inc. and Medical Tactile Imaging, Inc. providing services to the U.S. Army, National Institute of Health (NIH), Johnson and Johnson Corporation, and university research labs., as well as serving as Vice-President/Co-Founder of the International Association Management Group.

---

JOHN WANG, PH.D.

PROFESSOR

Dr. John Wang received a scholarship award to complete his Ph.D. in Business Administration at Temple University, after earning his M.S. in Systems Engineering from Harbin Institute of Technology. In addition to serving as a professor at Anaheim University, Dr. John Wang is a professor in the Department of Information and Decision Sciences at Montclair State University. Professor Wang has published over 100 refereed papers and six books. He has served as session chairman and track chair 17 times on the most prestigious international and national conferences. He has also developed several computer software programs based on his research findings. He is on the editorial board of the *International Journal of Cases on Electronic Commerce* and has been a guest editor and referee for *Operations Research*, *IEEE Transactions on Control Systems Technology*, and many other highly prestigious journals.

---

WILLIAM HARTLEY, PH.D.

PRESIDENT EMERITUS

Holding a bachelor's degree, three master degrees, and a Ph.D. from the University of Colorado, University of California at Berkeley and University of Wisconsin respectively, Dr. Hartley's background is a combination of education, private sector work, teaching and consulting. Dr. Hartley has had a variety of jobs from administrative manager of the R&D division of a Fortune 500 company to the executive training program of Ford Motor Company in Detroit, Michigan, as well as owning and operating an art gallery for a period of 12 years. In addition to many years teaching at the undergraduate level, Dr. Hartley has taught in MBA programs for 18 years at both Niagara University and Embry-Riddle Aeronautical University, and has taught on-line courses for the State University of New York. In the area of consulting, Dr. Hartley has worked primarily in management development and in strategic management consulting activities.

---

JIM CARLAND, PH.D.

CARLAND ENTREPRENEURSHIP INSTITUTE DIRECTOR EMERITUS

Dr. Jim Carland holds a Ph.D. in Management Policy and Systems from the University of Georgia as well as an MBA from Western Carolina University. He has held Certified Management Accountant (CMA), Certified Public Accountant (CPA) and Certified Valuation Analyst (CVA) qualifications. He has published more than 70 articles in scholarly journals, 200 articles in conference proceedings, and a dozen books. He is a distinguished scholar in the entrepreneurship discipline, with over 3,500 citations of his work in Google Scholar. Dr. Carland has taught for more than 30 years and has been the recipient of many teaching awards and recognitions. He was involved in the development and implementation of the first Master of Entrepreneurship degree program in the U.S. His work was recognized for being the best example of graduate entrepreneurship training by the USASBE in 2005. He is interested in innovation as it relates to entrepreneurship. He first proposed an inherent link in 1984 in a seminal journal article in the *Academy of Management Review*. That article became a major factor in the subsequent differentiation of entrepreneurs from small business owners in the literature. Subsequently, he has interviewed, surveyed, and worked with more than 2,000 entrepreneurs.

---

CARYN CALLAHAN, PH.D.

PROFESSOR EMERITUS

Holding a Ph.D. in East Asian Languages in Civilizations with a specialization in Japan from Harvard University, and an MBA specializing in Finance-Accounting from the University of California Los Angeles (UCLA), Dr. Caryn Callahan is a former Vice President and International Equity Analyst for Merrill Lynch Japan as well as Financial Analyst for W.R. Grace & Co. A professor of Anaheim University's Akio Morita School of Business, Dr. Callahan has also taught courses in Corporate Finance, International Business, Organizational Behavior, and Management at Chaminade University in Hawaii. Dr. Callahan was chosen as number one analyst for the Japanese consumer electronics industry by *Euromoney* magazine and has been quoted in the *New York Times*, *Wall Street Journal*, *Business Week*, and *Fortune* magazine.



## DOCTOR OF BUSINESS ADMINISTRATION PROGRAM SUMMARY

### All DBA Concentrations need to take 9 Foundational courses:

Credit Hours: 27

- DBA 602 Intellectual Property
- DBA 605 International and Multinational Marketing
- DBA 615 Leadership in Global and Multicultural Organizations
- DBA 617 International Supply Chain Management
- DBA 625 Applied Research Methods - Qualitative and Quantitative
- DBA 627 Business Analytics
- DBA 629 Global Strategy & Innovation Management
- DBA 635 Transforming Systems Through Adaptive Leadership
- DBA 645 Academic Research and Writing

Students will complete a Qualifying Exam on their foundation and research courses. Students must earn a grade of 80% or higher in order to successfully pass the Qualifying Exam

### Choose one area of concentration containing 4 courses:

Credit Hours: 18

#### MANAGEMENT CONCENTRATION

- DBA 613 Organizational Development & Change Management
- DBA 623 Human Resource Management Science
- DBA 633 Ethics in Business and Management
- DBA 640 International Business Law and Practice

#### INTERNATIONAL BUSINESS CONCENTRATION

- DBA 610 International Financial Management
- DBA 633 Ethics in Business and Management
- DBA 640 International Business Law & Practice
- DBA 710 Seminar in International Business

#### GLOBAL SUSTAINABLE MANAGEMENT CONCENTRATION

- DBA 611 Sustainable Lifecycle Management
- DBA 621 Sustainable Project Management
- DBA 651 Sustainable Accounting Management
- DBA 711 Seminar in Global Business Sustainability

#### ENTREPRENEURSHIP CONCENTRATION

- DBA 612 Creative Entrepreneurship
- DBA 613 Organizational Development & Change Management
- DBA 622 Entrepreneurial Funding
- DBA 632 Social Entrepreneurship

### + 2 electives, 1 in each of 2 of the other 3 concentrations

### Comprehensive Examination

After completion of all course work, students must pass a comprehensive exam covering their specific area of concentration and general business knowledge before advancing to the dissertation stage of their program. Students must earn a grade of 80% or higher in order to successfully pass the Comprehensive Exam

### Doctoral Dissertation Studies Courses:

Credit Hours: 15

DBA 820 Writing the Doctoral Dissertation Proposal

DBA 850 Doctoral Dissertation Completion

**DOCTOR OF BUSINESS ADMINISTRATION PROGRAM**

**TOTAL CREDIT HOURS: 60**



## COURSE DESCRIPTIONS

*Students will complete Foundation and Research courses and a qualifying exam, as well as take courses in one of four areas of concentration: Management, International Business, Global Sustainable Management, or Entrepreneurship. In addition, students will complete a comprehensive exam and a dissertation.*

### CORE COURSES

#### FOUNDATION COURSES:

---

##### DBA 602 INTELLECTUAL PROPERTY

The objective of this course is to inculcate in students an understanding of the value of intellectual property to an entrepreneurial venture and for students to learn how to create, protect, and preserve intellectual capital. Students will develop higher-level critical thinking skills, evidenced by analysis, evaluation, and synthesis.

##### DBA 605 INTERNATIONAL AND MULTINATIONAL MARKETING

International Marketing frequently requires major changes in how organizations conduct business in a global marketplace. It is a necessity for today's business leader to be aware of the implications of marketing strategies and how they are employed in different countries with different cultures. This course focuses on identifying and meeting the needs of specific international target markets through close interaction with managers from other functional areas, such as promotion, finance, accounting and human resources.

##### DBA 615 LEADERSHIP IN GLOBAL AND MULTICULTURAL CORPORATIONS

In the increasingly complex global environment, developing and creating strategic choices is necessary for success and is critical for long-term profitability. This course covers the major topics in managing multicultural organizations such as comparative management issues, the formation and implementation of appropriate strategies, building strategic alliances, negotiations, cross culture communications, international human resource management, and business ethics.

##### DBA 617 INTERNATIONAL SUPPLY CHAIN MANAGEMENT

Supply Chain Management involves the flows of materials and information among all of the firms that contribute value to a product, from the source of raw materials to end customer. The goal of this course will be to help students understand the strategic importance of good supply chain design, planning, and operations for every firm, to provide students with the use of key drivers on a conceptual and practical level to improve supply chain performance, and to give students a solid understanding of analytic methodologies for supply chain analysis necessary to achieve significant increase in performance.

##### DBA 625 APPLIED RESEARCH METHODS — QUALITATIVE AND QUANTITATIVE

This course focuses on students' acquisition of basic knowledge of the philosophy of science, including the review and critique of concepts and theories. Students learn about the qualitative and quantitative bases for inquiry and examine the ethical, social, and political components of conducting research. Quantitative based concepts include experimental, survey, and existing action research. The qualitative-based concepts include case study, grounded theory, and ethnography. Assignments consist of knowledge demonstration and problem-solving for professional practice. Course assignments will emphasize the practical application of writing and critical-thinking skills and the integration of professional application at the doctoral level.

## DBA 627 BUSINESS ANALYTICS

This course is the blending of four overlapping areas of study: Data Mining, Business Process Optimization, Applied Business Statistics, and Information Systems/Business Intelligence. It is designed to provide students with new insights into business performance as a result of using different methods of analysis. The ultimate outcome is to provide organizations with the tools necessary to make frequent, faster, smarter, and data-driven real-time decisions.

## DBA 629 GLOBAL STRATEGY & INNOVATION MANAGEMENT

Innovation management is an important concept that can greatly impact global firms. Essentially, innovation allows a firm to achieve a higher level of productivity and performance, and it provides a competitive advantage in the turbulent global marketplace. This course describes innovation and highlights the importance of innovation for global firms.

## DBA 635 TRANSFORMING SYSTEMS THROUGH ADAPTIVE LEADERSHIP

In today's business environment, change is a given. This course will look at systems thinking and how to look at systems more holistically to determine what changes are needed. Systems thinking is rooted in the biotic environment and there is much that can be learned from nature and how it adapts to change. Adaptive leadership is about having a vision for what changes need to occur to adapt to a new system. It is about including others and their experiences and input in order to promote change and having empathy in the process. Adaptive leadership is about experiments and taking calculated risks and then finding solutions where everyone benefits.

## DBA 645 ACADEMIC RESEARCH AND WRITING

This course is designed to develop students' critical thinking and competencies to navigate and successfully complete their doctoral programs and dissertations. Students will engage in learning activities to become better readers of academic texts, to understand the process of academic writing, and to become proficient in various academic writing genres. Emphasis will be placed on examining connections between various academic writing genres, refreshing APA style guidelines, and understanding the dissertation process. Students will develop a scholar-practitioner perspective through reading, writing, and reflection within their specific discipline and program.

## CONCENTRATIONS

---

### I. MANAGEMENT

#### DBA 613 ORGANIZATIONAL DEVELOPMENT AND CHANGE MANAGEMENT

In this course, students will gain an understanding of the development of organizational structure, strategies and processes through a comprehensive blending of organizational theory and concepts in the behavioral sciences and their application to organizational development and change.

#### DBA 623 MANAGEMENT SCIENCE

This course will provide students with a conceptually sound understanding of the role of management science in the decision-making process within organizations. An applications approach to understanding a quantitative approach to decision will be used along with powerful examples to illustrate the applications

### DBA 633 ETHICS IN BUSINESS AND MANAGEMENT

This course will prepare students to understand and apply ethical decision-making models within an organizational management model. These models will introduce students to ethical skills, vocabulary, and other tools necessary to behave in an ethical manner, not only within organizations but in society at large.

### DBA 640 INTERNATIONAL BUSINESS LAW AND PRACTICE

This course provides a comprehensive coverage of the legal, cultural, political, economic and ethical issues faced by global business managers. An understanding of these issues is enhanced through the use of real-world examples, cutting edge cases, managerial problems, and ethical issues.

## **II. INTERNATIONAL BUSINESS**

### DBA 610 INTERNATIONAL FINANCIAL MANAGEMENT

This course is concerned with international financial management in an international setting. Financial management is mainly concerned with how to optimally make various corporate financial decisions such as those pertaining to investment, financing operations, dividend policy and working capital management. In developed countries with well-developed capital markets, maximizing shareholder wealth is generally considered the most important corporate objective. Financial management is now studied in an international context as we live in a highly globalized and integrated world economy.

### DBA 633 ETHICS IN BUSINESS AND MANAGEMENT

This course will prepare students to understand and apply ethical decision-making models within an organizational management model. These models will introduce students to ethical skills, vocabulary, and other tools necessary to behave in an ethical manner, not only within organizations but in society at large.

### DBA 640 INTERNATIONAL BUSINESS LAW AND PRACTICE

This course provides a comprehensive coverage of the legal, cultural, political, economic and ethical issues faced by global business managers. An understanding of these issues is enhanced through the use of real-world examples, cutting edge cases, managerial problems, and ethical issues.

### DBA 710 SEMINAR IN INTERNATIONAL BUSINESS

Successful managers in a world of global competition must have an array of skills, talents and abilities at their disposal. This course uses extensive examples to illustrate the vibrancy and challenge of international business. Coverage of relevant topics includes the degree of geographical literacy necessary to succeed in international markets, which is frequently overlooked in more traditional courses.

## **III. GLOBAL SUSTAINABLE MANAGEMENT**

### DBA 611 SUSTAINABLE LIFECYCLE MANAGEMENT

The field of industrial ecology is playing an instrumental role in the redesign and realignment of industrial systems and activities to be more ecologically and socially responsible. Critical to the field of industrial ecology is life cycle assessment (LCA), which involves methods, techniques, and process and procedures analysis of the full range of environmental impacts, product or service life cycles, and supply chains. This course enables participants to develop a hands-on, in-depth understanding of the frameworks, principles, advanced tools, and applications of life

cycle assessment. As part of the course, students learn to address both social and environmental impacts from cradle-to-grave. Students will also review the state of life cycle practice and current initiatives involving companies, governments, and NGOs. Student will create a manual that details the step-by-step process for managing a sustainable lifecycle from cradle-to-grave.

#### **DBA 621 SUSTAINABLE PROJECT MANAGEMENT**

Sustainability and Corporate Citizenship are playing a more important role, both in how consumers, stakeholders, employees, and competitors view organizations, and in the demand for skilled project managers who can manage a project from a triple bottom line. Organizations need to know that the individuals managing their projects can integrate methods to achieve corporate responsibility goals and still achieve project specific objectives. Project Managers need credentials that demonstrate these specialized qualities. As part of the course, students learn how to develop a project plan that accomplishes the purpose and need of the project, while factoring in the impacts that the project will have on the environment and society. Student will create a manual that details the step-by-step process of sustainable project management, including the challenges, sustainable solutions and impacts to the project budget.

#### **DBA 651 SUSTAINABLE ACCOUNTING MANAGEMENT**

Accounting for sustainability involves linking sustainability initiatives to company strategy, evaluating risks and opportunities, and providing measurement, accounting and performance management skills to ensure that sustainability is embedded into the day-to-day operations of the company. Sustainability accounting is the term used to describe new information management and accounting methods that attempt to create and provide high quality, relevant information to support corporations in relation to their sustainable development. As part of the course, students learn how to manage sustainability accounting with activities, methods and systems that analyze and report environmentally and socially induced financial impacts. Student will create a manual that details the step-by-step process of managing sustainable marketing, including strategy, risks and opportunities.

#### **DBA 711 SEMINAR IN GLOBAL BUSINESS SUSTAINABILITY**

International economic development is the biggest challenge that global businesses face today. Companies are increasingly being held responsible for impacts of their products, processes and services on society and the environment. These impacts concern environmental effects and social effects in balance with the economic aspects of the company. This responsibility is called Corporate Responsibility or Corporate Citizenship and can include, but is not limited to, climate change, clean water, child labor, biodiversity, human rights, occupational health and safety, and poverty. As part of the course, students learn how global companies interpret their responsibility and try to manage and improve these issues in balance with their daily operations. Students will learn how sustainable companies publish sustainability reports and use management systems and sustainability programs to implement this Corporate Responsibility in their organization. Student will create a manual that details the step-by-step process for managing global business sustainability.

### **IV. ENTREPRENEURSHIP**

#### **DBA 612 CREATIVE ENTREPRENEURSHIP**

Creative Entrepreneurship is a course that provides a comprehensive and practical analysis of creativity and innovation and their roles in entrepreneurship. The course explores the factors and issues involved in creative problem solving; developing a creative mindset; thinking creatively; finding, developing and evaluating ideas; and building a creative climate within an organization. Finally, the course looks at the entrepreneurial economy, the practice of innovation, entrepreneurial strategies, and the practice of entrepreneurship.

## DBA 613 ORGANIZATIONAL DEVELOPMENT AND CHANGE MANAGEMENT

In this course, students will gain an understanding of the development of organizational structure, strategies and processes through a comprehensive blending of organizational theory and concepts in the behavioral sciences and their application to organizational development and change.

## DBA 622 ENTREPRENEURIAL FUNDING

Entrepreneurial Funding is a course that applies the theory and methods of finance and economics to the rapidly evolving field of entrepreneurial finance. The course explores how entrepreneurs, venture capitalists, and outside investors can rely on academic foundations as a framework to guide decision making. It focuses on value creation as the objective of each strategic and financial choice that an entrepreneur or investor makes. The course explores the influences of risk and uncertainty on new venture success, and presents a comprehensive survey of approaches to venture valuation.

## DBA 632 SOCIAL ENTREPRENEURSHIP

Social Entrepreneurship examines how entrepreneurs creatively solve social problems. The course explores theories of social change and investigates how personality impacts the decision to become a social entrepreneur. The course continues with a study on the process of creating a sustainable social enterprise and achieving maximum impact through social entrepreneurship. Finally, the course explores the distinctive characteristics of the social enterprise context.

---

## DOCTORAL DISSERTATION STUDIES

### DBA 820 WRITING THE DOCTORAL DISSERTATION PROPOSAL

This course focuses on deals with both the theoretical and practical aspects of the doctoral dissertation proposal. The purpose of the course is to assist students through the proposal writing processes including the problem statement, conceptual/theoretical framework, literature review, research design and methodology.

### DBA 850 DOCTORAL DISSERTATION COMPLETION

The final doctoral study demonstrates students' scholarly ability to examine, critique, and synthesize knowledge, theory, and experience, so that new ideas can be tested; best practices identified, established, and verified; and theoretical, practice, or policy constructs evaluated and advanced. In all cases, students engage in rigorous inquiry that results in new knowledge, insight, or practice, demonstrating efficacy in the world of business and management. This course assists students in working through the process of the doctoral study. Students design personal best practices for completing their study within a designated context. They will also work with their major professor and their dissertation committee members, with whom they establish and maintain strong working relationships and on whom they rely to mentor and approve their proposal and final study. Ultimately, students completing the doctoral study make a fresh contribution to the field of practice in the professional business environment. Dissertation students are required to complete the Collaborative Institutional Training Initiative (CITI) Social-Behavioral- Educational (SBE) Foundations certificate, which is a web-based human research protection education program.

Upon successful completion of the dissertation, students will submit a portfolio that documents their professional conference attendance, presentations, and publications. This portfolio can provide a comprehensive and compelling demonstration of a student's expertise in their field.

## DBA DISSERTATION GUIDEBOOK:

All students will be required to complete a dissertation. Students will be able to enroll for dissertation credits once all course work has been successfully completed and students have taken and passed the Comprehensive Examination.

The Dissertation is the culminating component of the DBA. The dissertation should report an original piece of research and should make a significant contribution to the field of business administration. The following are criteria that students should bear in mind when preparing their proposal:

- The topic should be interesting and substantial.
- The research should aim to fill a gap in the scholarly literature.
- The methodology chosen for the research should be appropriate and the student should be able to provide a rationale for the choice of methodology.
- The dissertation should be written in accordance with the standard conventions for reporting research (i.e., those of the American Psychological Association Manual, 6th Edition).
- The author should provide implications of the findings of the research for business practice

## DISSERTATION TEAM

Dissertation candidates have a dissertation supervisory team that begins during the Dissertation Proposal course and extends to the final oral defense and the awarding of the degree. This team consists of the DBA 820 professor, the Dissertation Advisor, the Chair of Ethics, the Chair of Research, and the External Examiner.

The DBA 820 course professor mentors each student through the process of developing a topic into a workable proposal that is primed to become a dissertation. S/he is the initial person who will review the dissertation proposal.

The most central member of the dissertation candidate's supervisory team is the Dissertation Advisor. The student is responsible for nominating an advisor. The advisor is typically an Anaheim University faculty member, but s/he may also be an outside professor who meets the requirements for advising (see below). Upon acceptance of the nomination and approval by the Chair of Research, the advisor guides the student through the dissertation process through regular meetings. These meetings include:

- discussion of the research plan (firming up research questions and methodology);
- discussion of data and methods of analysis, once the data has been collected;
- discussion of results and the implications; and
- discussion of the chapters or pieces of the dissertation prior to submission.

At the end of each term, the student and advisor submit a short progress report form indicating the student's progress and any outstanding issues.

The Chair of Ethics reviews the Ethics Application Form, including the Participant Information Sheet and the Participant Consent Form, to ensure that the student's research meets federal regulations, based on the Office for Human Research Protection (OHRP) laws regarding human research/subjects.

The Chair of Research gives final approval for a nominated professor to become the dissertation advisor, and s/he assists students in finding an advisor when necessary. At the end of each term, the Chair of Research reviews the term progress reports submitted by the dissertation student and advisor. S/he makes any recommendations based on these reports and helps to mediate or resolve any conflicts or issues between the advisor and the student. The Chair of Research also serves as Chair of the Oral Defense Committee, approves the External Examiner, and submits the oral defense report. If the Chair is also the student's advisor, the Chair will nominate a different faculty member to chair the defense.

The External Examiner may be a faculty member of Anaheim University or another institution with a terminal degree and knowledge of the student's research topic or type of study. This person can be recommended by the student, student's advisor, or Chair of Research, but s/he must be approved by the Chair of Research. The external examiner reviews the written dissertation, provides feedback in advance of the Oral Defense, and serves on the Oral Defense committee. Once the written dissertation is submitted, the approved External Examiner will complete a report about the written dissertation and send these remarks to the advisor(s) and the Chair of Research prior to the oral defense.

All team members from outside of AU must hold a doctorate degree, have faculty status at an appropriately accredited university, and have knowledge that is related directly to the dissertation topic. Outside faculty must also submit a CV to the Chair of Research, who decides whether the person is qualified to serve on the Defense Committee. The student may nominate the Advisor, but AU reserves the right to make the final decision regarding the Advisor.

#### PROCEDURE FOR PLANNING AND WRITING THE DISSERTATION

During DBA 820, you will identify a topic you are interested in and approach potential advisors informally by asking if they might consider working with you. The Chair of Research has a general "Advisors Register" to help you find a suitable advisor, if needed. Advisors can either be from within or outside Anaheim University. You will need to earn a grade of B or higher in this class in order to continue with the dissertation process. Anaheim University highly recommends that students have nominated and confirmed their Dissertation Advisor before the completion of DBA 820.

NOTE: You will increase your chances of success if you clearly explain the topic you want to examine and your preliminary ideas of what you want to investigate and how. Please remember that you have only five terms in which to complete your dissertation, so be mindful of the scope of your topic!

---

#### DBA 820 (FIRST TERM OF DISSERTATION):

This dissertation proposal writing course assists students in preparing and critiquing a research proposal.

- Discuss the feasibility and scope of your project with the professor teaching the course.
- Upon successful completion of your dissertation proposal, send it to your potential advisor.
- If s/he agrees, complete all advisory paperwork and submit to Student Services.
- Establish guidelines and expectations pertaining to the frequency of formal meetings between you and your advisor; the extent and style of the advisor's input into your day-to-day activities; and turnaround time for feedback on written work.
- Establish a clear timeline for the completion of this dissertation and the submission of each piece to your advisor for feedback.

---

#### DBA 850 (SECOND TERM OF DISSERTATION)

- Complete the Collaborative Institutional Training Initiative (CITI) Social-Behavioral- Educational (SBE) Foundations certificate, which is a web-based human research protection education program.
- Prepare and submit your CITI certificate and applications for ethics approval (if needed -- see [Ethics Review Procedure](#)). See documents here: [Ethics Application and Participant Consent Forms](#).
- Submit your progress report to Student Services. For students: [Candidate's Report](#). For advisors: [Advisor's Report](#). These reports will be submitted each term of the DBA process. Students will not receive credit for the course until this survey is received.

---

#### DBA 850 (THIRD AND FOURTH TERM OF DISSERTATION)

- Continue working with your advisor to gather your research and write the dissertation.
- Submit your progress report to Student Services. For students: [Candidate's Report](#). For advisors: [Advisor's Report](#). These reports will be submitted each term of the DBA process. Students will not receive credit for the course until this survey is received.

---

#### DBA 850 (FIFTH TERM OF DISSERTATION)

- When your advisor recommends you for the final stage of the dissertation, you will submit your dissertation to the Chair of Research and Anaheim University.
- Ask your advisor to recommend a name for your External Examiner and submit that name to the Chair of Research. The Chair of Research and your advisor will serve as the other two members on your Oral Defense Committee.
- Submit your progress report to Student Services. For students: [Candidate's Report](#). For advisors: [Advisor's Report](#). These reports will be submitted each term of the DBA process. Students will not receive credit for the course until this survey is received.



---

## DBA 850 (ADDITIONAL TERMS)

Should your dissertation require additional terms beyond the terms allotted, you may continue to enroll in DBA 850 until your dissertation is complete. Each additional term will require tuition and records fees, as well as documentation and progress reports.

If you choose to take terms off during the dissertation phase, you will not have access to advisor resources until you resume taking DBA 850 courses.

Once the written dissertation is finalized and approved by the Dissertation Advisor, you will need to submit it to Student Services. Upon submission of the written dissertation, Anaheim University will schedule the Oral Defense.

---

## APA FORMAT

The required format for the written dissertation is APA. It is recommended that students engage an editor to review the dissertation for errors in grammar, spelling, and formatting before submitting the final draft of the dissertation to the dissertation team. In order to help with the formatting, an APA template is available in the course resources. Please also review the APA checklist to verify that all elements of APA formatting are followed correctly.

---

## ETHICS POLICY

All students and staff intending to undertake research involving human participants must obtain signed permission from the Chair of the Ethics Committee before the research commences. The purpose of this is to ensure that any research conducted in the name of Anaheim University adheres to the standards of ethical research.

Ethical research is research:

- Where the informed voluntary consent of the participants has been obtained, including the consent of a parent/ guardian if the participant is a minor.
- Where the participants are made fully aware of the purpose of the research and what will be asked of them.
- Where the participants are informed of any remuneration they will receive before the research commences
- Where the researcher ensures the anonymity of the participants in any report or publication emanating from the research.
- Where the participants are recruited without coercion or the appearance thereof.
- Where participants are informed as to any risks or benefits the research may have for them.
- Where the participants are informed that they can withdraw from the research at any time they wish with no adverse effect to them.
- Where the participants are informed that any data collected as part of the research will be destroyed six years after award of the degree.

- Where participants are informed that any data collected as part of the research will be held in a secure place (e.g., locked cabinets, password protected computer) until they are destroyed.
- Where the faculty supervisor agrees to the procedures the student uses to protect the participants.
- Where the participants are given the contact details of the primary researcher and the Chair of the Ethics Committee so that they can contact them whenever they wish.

The Ethics Application Form, Participant Information Form and Participant Consent Form must be submitted and approved before the student may proceed with his or her research.

#### RESPONSIBILITIES OF THE DISSERTATION CANDIDATE

The candidate is expected to engage in active preparation of the Dissertation process from the onset of the doctoral program. Candidates are responsible for choosing a topic, submitting proofread drafts of materials, preparing adequately for meetings, thoroughly reviewing all Dissertation policies and procedures, and communicating on a regular basis via email, phone, or other communication modality.

The candidate is expected to maintain a respectful and professional attitude at all times. Candidates are expected to maintain contact with their dissertation team throughout the dissertation process to ensure that the research and writing adhere to the agreed-upon plan. As the project is the candidate's responsibility, s/he must frequently keep the Advisor and Chair of Research informed of progress. The candidate should contact their Advisor and Chair of Research in the event of any significant changes in his/her personal or professional life which may interfere with program completion. In addition, candidates are expected to maintain regular contact with Student Services via email or phone.

#### COMMUNICATING WITH THE TEAM

The Dissertation Advisor will determine when the dissertation is ready for review by the Oral Defense Committee. The candidate should avoid consulting the full committee for feedback without prior approval of the Chair of Research. Team participation from a distance may be facilitated through video conference, phone conference, or other electronic media as approved.

#### PRESENTING DRAFTS TO TEAM MEMBERS

It is common practice to share Dissertation drafts with the Advisor or Chair of Research via email. The document should be saved in Microsoft Word format and clearly labeled with the researcher's name and stage in the process (example: Jane Smith Prospectus Chapter 2). The document should include consecutively numbered pages and should adhere to program formatting and style guidelines. All drafts of defense documents should be shared with the Oral Defense Committee at least 14 days prior to any defense date(s).

## ORAL DEFENSE

- AU tech support will schedule an oral defense date that is convenient to you, the Chair of Research (who will chair the oral defense), your advisor(s), and your External Examiner.
- The External Examiner will complete the first half of the External Examiner's report about the written dissertation, and s/he will send these remarks to the advisor(s) and the Chair of Research prior to the oral defense.
- The Defense will be conducted in an online classroom. It will normally last between 1 and 2 hours. You will open with a brief presentation of the dissertation, followed by an interactive discussion where you will be expected to address any points or questions raised by the three examiners.
- The committee will evaluate both the dissertation and your performance in the oral examination to determine whether or not you pass.
- The External Examiner will complete the second half of the External Examiner's report about the oral defense, and s/he will send the report to your advisor(s) and the Chair of Research. They will both have the opportunity to comment on or add to this report. The report will also be sent to Anaheim University.
- The External Examiner, advisor(s), and Chair of Research will complete the Oral Examination Form together. This report will likewise be sent to Anaheim University.
- Once it is finalized, the Oral Examination Form will be forwarded to the candidate.
- As part of the Oral Examination Form, the committee may request revisions to be made to the dissertation. You will make these changes or follow the recommendations, including whatever timeline is established.
- Unless otherwise directed, you will send the corrected version (with a list of page numbers/corrections) to your advisor(s).
- When the advisor(s) is satisfied that the final version has addressed all issues, the advisor(s) will send the final version to the Chair of Research and Anaheim University.
- All members of the Defense committee must sign off on the final version of the dissertation, including all requested revisions.
- Once the Defense committee has signed off on the final version of the dissertation, the student will submit a portfolio that documents professional conference attendance, presentations, and publications. This portfolio can provide a comprehensive and compelling demonstration of your expertise in your field.
- Congratulations -- the process is complete!
- You may use the title of "Dr." upon the successful submission of the written dissertation with all revisions and the successful completion of the Oral Defense.

## ONLINE LEARNING RESOURCES

### AU LIVE ONLINE WEBCAM SEMINARS

Anaheim University DBA students meet with expert guest speakers, their professors and fellow students via webcam in real-time interactive online classes for 90 minutes twice during each six-week course, typically at the end of the second and fifth weeks of the term. Chat transcripts and audio/video of online seminars are recorded and posted, allowing students to stay focused on the live discussion during the class and to review the class discussion afterwards. These classes are usually held on Friday evenings US time, which is Saturday morning in Asia. Seminar recordings may be accessed through the AU Online System for students who are unable to attend or who simply wish to review their class notes.

### AU ONLINE DISCUSSION FORUM

The Online Discussion Forum is an electronic bulletin board and e-mail list facilitating lively communication and interaction among students and their professor. When a student posts a message to the Forum, the message is automatically redistributed to the professor and all other students in the course, allowing students to discuss the week's readings in their free time. A weekly Student Host directs students to perform certain tasks as outlined in the online Course Guide. The Online Discussion Forum plays an integral part in AU's online programs by facilitating the out-of-class interaction between students necessary for an effective exchange of ideas. The AU Online Discussion Forum ensures that learning and interaction do not end when the real-time class does.

### ONLINE BOOKSTORE

The Online Bookstore is the one-stop source for textbook and course material needs. Designed for students to buy textbooks based on their course schedule, track their textbook orders, and sell their textbooks back from a previous semester, the Online Bookstore offers money-saving used books, multiple shipping options, and access to hundreds of academic items related to your studies. In an effort to provide additional savings, textbooks or course materials may be available for purchase in an electronic format. Purchases will be subject to the refund policy of the bookstore.

### LIBRARY

Anaheim University requires all of its students to make extensive use of library facilities and resources in the course of their program. The University's online resources provide a major boost in assisting and supporting a student's academic work. The login ID and password provided by the University to the student upon enrollment will provide the student access to the online resources.

Anaheim University makes certain provisions in order to provide access to library resources and library services for all students enrolled directly through Anaheim University. However, students enrolled in Anaheim University's online graduate degree programs are required to have an additional reserve fund to be used for the purchase of journals and research - materials that will aid them in their studies by providing information specific to their unique areas of interest and research - and to provide access to software and other resources that may help them in the completion of their studies. The research reserve fund is \$1,500 for master degree students and \$2,000 for doctoral students to be used over the duration of their program. Note: Students are not required to spend the entire research fund - only that amount necessary in order to carry out their research.

---

#### AU ONLINE LEARNING COMMUNITY

AU's online learning community is a global network of students, graduates, faculty, researchers, and Global Learning Partners. The diversity of the student body adds to the richness of the learning experience and the global network of graduates provides for a world of possibilities. Numerous collaborations and a wide range of opportunities have resulted from this global network through which students are able to exchange information about the markets in which they live and work.

---

#### STUDENT SERVICES AND TECHSUPPORT

The policy of the Division of Student Services is "*Students First, Always*" and Anaheim University's Student Services staff is committed to providing students with the administrative services they need for course registration, textbook ordering, graduation, etc. Technical issues are addressed by the TechSupport Division of the University.

---

#### GRADUATION STORE

Alumni of Anaheim University have the opportunity to show Anaheim pride by ordering Anaheim University graduation rings and diploma frames online.

## MESSAGE FROM THE PRESIDENT

As President, it is my pleasure to welcome you to the Anaheim University global online learning community.

At Anaheim University, we offer relevant, application-based programs designed to help you, the student, make an immediate difference in your current employment or future career. If you want an affordable, high quality experience in a globally connected setting, and a diverse faculty deeply engaged in their fields and with lifetime connections to invigorate your drive for success, you are at the right place.

With our experienced faculty and staff, interactive learning environment, and the integration of traditional and innovative learning methods, Anaheim University's mission is to provide exceptional learning opportunities to students who wish to benefit from a proven learning process. Upon completion of your academic program, you will join the worldwide Anaheim University Alumni Association with the many benefits it has to offer.

On behalf of the faculty and staff of Anaheim University, I wish you success in your chosen program of study.

Welcome to Anaheim University.

**Andrew Honeycutt**  
**DBA President**

### **About Andrew Honeycutt**

Dr. Andrew E. Honeycutt, President of Anaheim University and former Dean of the Anaheim University Akio Morita School of Business, received a Doctor of Business Administration degree in Marketing from Harvard University and a Master in Business Administration degree in Organizational Behavior from Boston University. Dr. Honeycutt has served as Dean of the College of Business and Technology of Argosy University Atlanta, Vice Chairman of Edgenics, Inc. and Senior Partner of the Center for Collaborative Learning and Coaching. As a business professor and school of business administrator, he has been instrumental in the development of cooperative relationships with major companies - Colgate Palmolive, Dupont, Gulfstream Corporation, Savannah Foods, Simmons First National Bank, SC Johnson Wax, and others. His much-utilized business expertise is evidenced by his service on business and governmental advisory boards and boards of directors. He has also served on the advisory boards of the Winthrop Rockefeller Foundation (Small Business Strategic Planning), the Ewing Marion Kauffman Foundation (Entrepreneurship Education) and the National Board of Directors of SCORE.

## ANAHEIM UNIVERSITY ADMINISTRATORS AND ADVISORS

ANDREW E. HONEYCUTT, DBA

PRESIDENT

Dr. Andrew E. Honeycutt, President of Anaheim University and former Dean of the Anaheim University Akio Morita School of Business, received a Doctor of Business Administration degree in Marketing from Harvard University and a Masters in Business Administration degree in Organizational Behavior from Boston University. Dr. Honeycutt has served as Dean of the College of Business and Technology of Argosy University Atlanta, Vice Chairman of Edgenics, Inc. and Senior Partner of the Center for

Collaborative Learning and Coaching. As a business professor and school of business administrator, he has been instrumental in the development of cooperative relationships with major companies - Colgate Palmolive, Dupont, Gulfstream Corporation, Savannah Foods, Simmons First National Bank, SC Johnson Wax, and others. His much-utilized business expertise is evidenced by his service on business and governmental advisory boards and boards of directors. He has also served on the advisory

boards of the Winthrop Rockefeller Foundation (Small Business Strategic Planning), the Ewing Marion Kauffman Foundation (Entrepreneurship Education) and the National Board of Directors of SCORE.

PETER LANGENBURG, J.D.

CHANCELLOR AND GOVERNMENT AFFAIRS LIAISON

Peter Langenberg, J.D. serves as the Chancellor and Government Affairs Liaison for Anaheim University. He graduated from Princeton University summa cum laude with an A.B., and the University of California, Hastings College of Law with a Juris Doctorate. Peter Langenberg lived in Japan for a number of years, speaks Japanese fluently, and is former Chair of the Los Angeles Nagoya Sister City Affiliation. Mr. Langenberg was admitted to the California Bar in 1977 and serves as Hughes, Hubbard & Reed Senior Counsel. His areas of concentration include General Commercial and Business Law; Corporate Law; Intellectual Property (Trademarks, Copyrights, Licensing); and Employment Law.

ROD ELLIS, PH.D.

VICE-PRESIDENT OF ACADEMIC AFFAIRS

DOCTOR OF EDUCATION IN TESOL PROGRAM DESIGNER

SENIOR PROFESSOR, GRADUATE SCHOOL OF EDUCATION

Dr. Rod Ellis is a distinguished professor in the field of Second Language Acquisition. Prof. Ellis received his Doctorate from the University of London and his Master of Education from the University of Bristol. A former professor at Temple University both in Japan and the US, Prof. Ellis has served as the Director of the Institute of Language Teaching and Learning at the University of Auckland and has taught in numerous positions in England, Japan, the US, Zambia and New Zealand. Dr. Ellis, who is known as a Second Language Acquisition specialist, is author of the Oxford University Press Duke of Edinburgh Award-Winning Classic "The Study of Second Language Acquisition", as well as numerous student and teacher-training textbooks for Prentice Hall and Oxford University Press. Prof. Ellis's textbooks on Second Language Acquisition and Grammar are core textbooks in TESOL and Linguistics programs around the world.

ROBERT ROBERTSON, PH.D.

DEAN OF THE AKIO MORITA SCHOOL OF BUSINESS AND PROFESSOR

Dr. Robert Robertson has more than 15 years of experience in academia as a Vice President of Academic Affairs, Dean of Business and MBA program director. He holds a Ph.D. in Management and Organization (Stirling University, Scotland); Master of Studies in Law (Vermont Law School); Master of Public Administration (Dalhousie University, Canada); a Master of Arts (Eastern Kentucky University) and a Bachelor of Science (East Tennessee State University). Dr. Robertson was selected by the United States Department of State Bureau of Educational and

Cultural Affairs to the Fulbright Specialist Program. He has served as the Chief Academic Officer and Research Fellow at the University of Phoenix's Center for Workforce Diversity, Central Florida campus in Orlando, Florida. He is an invited speaker on international business, strategy, online education and workforce training; and he regularly lectures in China, Taiwan, Vietnam, Kazakhstan, Europe, Brazil and the United States. In the public sector, he has more than 20 years of management experience including serving as the City Manager for the City of Hamilton, Ontario in Canada with more than 8,500 employees and a budget in excess of one billion dollars.

---

DAVID NUNAN, PH.D.

PRESIDENT EMERITUS

DESIGNER, MA IN TESOL PROGRAM DIRECTOR, DAVID NUNAN TESOL INSTITUTE

David Nunan, President Emeritus, has been with the California-based institution since its founding in 1996, when he played a central part in the development of the University's ground-breaking interactive online learning system. Dr. Nunan is a distinguished linguist and author of English Language Teaching textbooks for Cambridge University Press, Oxford University Press, and Thomson Learning. In 2000, David Nunan served as President of TESOL, the world's largest language teaching association. David Nunan has served as Chair and Professor of Applied Linguistics at the University of Hong Kong since 1994 and has been involved in the teaching of graduate programs for such prestigious institutions as Columbia University, the University of Hawaii, Monterey Institute for International Studies, and many more. In 2002 Dr. Nunan received a congressional citation from the United States House of Representatives for his services to English language education through his pioneering work in online education at Anaheim University, and in 2003 he was ranked the 7th most influential Australian in Asia by Business Review Weekly.

---

HAYO REINDERS, PH.D.

GRADUATE SCHOOL OF EDUCATION CHAIR OF RESEARCH

Holding a Ph.D. in Language Teaching and Learning from the University of Auckland, Dr. Hayo Reinders is also Professor of Education and Head of Department at Unitec in Auckland, New Zealand. His previous positions include Head of Learner Development at Middlesex University in London, Director of the English Language Self Access Centre at the University of Auckland in New Zealand and associate professor at RELC in Singapore. He has worked with teachers from a large number of countries worldwide and has been visiting professor in Japan, Thailand, Mexico and the Netherlands. Dr. Reinders edits the journal 'Innovation in Language Learning and Teaching' as well as a book series on 'New Language Learning and Teaching Environments' for Palgrave Macmillan. He is Editor of Innovation in Language Learning and Teaching, and Convenor of the AILA Research Network for CALL and the Learner. Dr. Reinders' interests are in technology in education, learner autonomy, and out-of-class learning, and he is a speaker on these subjects for the Royal Society of New Zealand. His most recent books are on teacher autonomy, teaching methodologies, and second language acquisition.

---

LUKE PLONSKY, PH.D.

GRADUATE TESOL PROGRAM DIRECTOR

Luke Plonsky (Ph.D., Michigan State University) specializes in three main areas of applied linguistics and TESOL: second language acquisition, language pedagogy, and research methods. Recent and forthcoming work in these and other areas can be found in virtually all major journals in the field including Annual Review of Applied Linguistics, Applied Linguistics, Language Learning, Modern Language Journal, Second Language Research, and Studies in Second Language Acquisition and in book chapters published by Cambridge, De Gruyter, Routledge, and Wiley-Blackwell. Luke has also co-authored or edited four books including the 4th edition of Second Language Acquisition: An Introductory Course. In addition to an accomplished scholarly record, Luke has taught courses in applied linguistics/TESOL as well as English and Spanish as a second language in Spain, The Netherlands (National Graduate School of Linguistics), Puerto Rico (Caribbean University), and in the US at Michigan State University, Arizona State University, and Northern Arizona University.

---

YUKUO TAKENAKA, CPA

EXECUTIVE STRATEGY ADVISOR



Yukuo Takenaka is Chairman, CEO and President of the Takenaka Partners Group. Prior to forming The Takenaka Partners Group in 1989, he was a partner and National Director of KPMG Peat Marwick's Japanese practice. He also served as Chairman of Project Japan for the parent company, KPMG. A graduate of the University of Utah, Mr. Takenaka is recognized for his expertise in cross-border M&A and joint venture transactions. On both sides of the Pacific, he serves as senior advisor to companies in a wide range of industries including high technology, electronics, manufacturing, financial services and real estate. He is the author of the Japanese book, *Merger and Acquisition Strategy*.

---

DAVID R. BRACEY

DISTANCE LEARNING / DEVELOPMENT

David Bracey works to develop and promote the University's programs worldwide and to ensure that students of Anaheim University receive quality care and attention. A major in International Communications and Psychology, Mr. Bracey has over 18 years of experience working in Japan.

---

KATYA SHTRACHMAN

DIRECTOR, STUDENT SERVICES & ADMISSIONS

Katya Shtrachman is the Director of Student Services and Admissions at Anaheim University. In this role, she oversees the school's various student services tasks from admissions through completion. Prior to joining Anaheim University, Ms. Shtrachman had successfully managed programs in the higher education, not-for-profit and public administration arenas, including positions in regulatory and governing bodies in Ontario, Canada. She uses her leadership, communication, program development and policy analysis skills in her role at Anaheim University. Katya holds a Bachelor of Arts in Psychology from York University and an Honors Diploma with a Business specialization from Seneca College in Toronto, Canada

## POLICIES AND PROCEDURES

All administrative policies and procedures are contained in the Policies and Procedures Catalog. Click here to download the university's policies and procedures:

<https://anaheim.edu/images/catalogs/AU-policiesandprocedures-1701.pdf>

## DISCLOSURES

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## FACILITIES, EQUIPMENT AND TECHNOLOGICAL REQUIREMENTS

Anaheim University is an online institution, and all instructional equipment and materials must be provided by the student. Equipment includes: access to a computer and internet.

The course management system used by Anaheim University is Moodle. Moodle 4.05 is compatible with any standards-compliant web browser, including Google Chrome, Mozilla Firefox, Safari, and Microsoft Edge. Moodle is also available on mobile device browsers through MobileSafari and Google Chrome.

Please note that older "legacy" browsers have compatibility issues with Moodle 4.05. These older browsers include Internet Explorer 10 and below, and Safari 7 and below. For the best experience and optimum security, we recommend that you keep your browser up-to-date. <https://whatbrowser.org>

Graduate-level students attend their live classes using the software Zoom. To attend the Zoom live sessions, students will need access to the following:

- Computer or mobile device. To find out the system requirement to operate Zoom, please follow the link below:
  - <https://support.zoom.us/hc/en-us/articles/201362023-Zoom-system-requirements-Windows-macOS-Linux>
- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth
- A webcam or HD webcam - built-in, USB plug-in, or:
  - An HD cam or HD camcorder with a video-capture card
  - Virtual camera software for use with broadcasting software like OBS or IP cameras.

## ENGLISH PROFICIENCY REQUIREMENTS

English language services are not provided. Non-native English speakers must demonstrate college-level proficiency in one of the following ways.

- Degree from an accredited institution where English is the primary language of instruction.
- Transcript from an accredited institution indicating completion of at least 30 semester hours of credit where the language of instruction was English ("B" average for Ed.D, Masters, Graduate Programs & Graduate Certificates; "C" average for TESOL Certificate, Teaching English to Young Learners Program or TESOL Undergrad).
- Transcript from an accredited institution indicating a "B" or higher in an English composition class (Ed.D, Masters, Graduate Programs & Graduate Certificates); "C" or higher for TESOL Certificate, Teaching English to Young Learners Program or TESOL Undergrad.
- A minimum TOEFL score of 550 PBT / 213 CBT/ 80 iBT (Ed.D); 530 PTB / 197 CBT / 71 iBT (Masters,

Graduate Programs & Graduate Certificates); 500 PBT / 173 CBT / 61 iBT (TESOL Certificate, Teaching English to Young Learners Program or TESOL Undergrad).

- A minimum TOEIC score of 800 (Ed.D, Masters, Graduate Programs & Graduate Certificates); 625 (TESOL Certificate, Teaching English to Young Learners Program or TESOL Undergrad).
- A minimum IELTS score of 6.5 (Ed.D, Masters, Graduate Programs & Graduate Certificates); 6.0 (TESOL Certificate, Teaching English to Young Learners Program or TESOL Undergrad).
- A minimum PTE (Pearson Test of English Academic Score Report) of 58 (Ed.D); 50 (Masters, Graduate Programs & Graduate Certificates); 44 (TESOL Certificate, Teaching English to Young Learners Program or TESOL Undergrad).
- A minimum BULATS Level 3 (60), accepted only for Cultura Inglesia in Brazil.
- A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test.
- A minimum grade of Pre-1 on the Eiken English Proficiency Exam.
- A minimum B1 English proficiency level identified within the Common European Framework of Reference (CEFR) Standards and assessed through various ESOL examinations, including the University of Cambridge.

The language of instruction at Anaheim University is exclusively English.

#### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Anaheim University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Doctor of Business Administration degree you earn in the Anaheim University Akio Morita School of Business is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals.

This may include contacting an institution to which you may seek to transfer after attending Anaheim University to determine if your credits or degree will transfer.

#### ACCEPTANCE OF CREDITS EARNED AT OTHER INSTITUTIONS

Anaheim University will accept up to two (or three, for a DBA) graduate semester classes or the equivalent in units (6 units for an MBA or ME, 8 units for MA TESOL, MFA or Ed.D, 9 units for a DBA) awarded by another institution toward a Masters or Doctoral degree at Anaheim University. The entering student will be required to clearly demonstrate the equivalency of a transfer course through relevant documents (syllabus, catalog, course outline) and justify its acceptance through petition. No course will be considered for transfer with a grade lower than a "B" or its equivalent. Petitions are directed to the specific Dean or Director for the affected program. There is a fee of \$75 per graduate course, and the overall program cost will be adjusted to reflect credit for the approved class(es). All petitions for transfer credit must be submitted as part of the student's initial application to the University. Credits awarded as part of another degree will not be accepted for transfer. Anaheim University has not entered into an articulation or transfer agreement with any other college or university.

#### EXPERIENTIAL CREDIT

Anaheim University will not extend credit for prior experiential learning to any student.

#### ATTENDANCE

Anaheim University students participate in a weekly discussion forum in which they must contribute regular substantive posts to the discussion questions. In addition, all degree students must participate in the scheduled Real-Time Online Classes for each course. Business courses include two online classes within the six-week term;

students are expected to attend both sessions and must make arrangements with the professor for make-up work if they are unable to attend a session. TESOL and MFA degree courses include eight online classes within the nine-week term; students are expected to attend at least six of the sessions. Students are expected to utilize their webcams during their live classes regularly throughout their program. In addition to providing a more interactive learning environment, use of webcams will also allow Anaheim University to complete student identity verification in line with accreditation requirements. Periodically during the program, Anaheim University will request a student to turn on his/her webcam for this purpose. In addition to the assigned course assessments, students are graded on participation in the discussion forum and online classes. A student is considered to have dropped a course if s/he fails to attend classes for a three-week period or fails to submit three consecutive lessons.

### CONTINUOUS ENROLLMENT

All degree, diploma, and certificate students are required to keep active status from the date of commencement of their first course through the final course in their program by being enrolled and meeting all academic requirements, and financial obligations. Students are required to enroll in a course every time a course that is needed for their program completion is offered. Students completing theses, research portfolios, final capstone projects, or dissertations must remain enrolled each term until their program requirements have been completed in their entirety and they have received final written approval on the completion of their thesis, research portfolio, final capstone project, or dissertation.

Any student who discontinues their studies with the University for one or more terms may be dismissed from their program. Students who have been dismissed from a program and wish to resume their studies at a later date must re-apply for admission to the program. Prior enrollment does not guarantee acceptance to any program and will require permission from the Office of Academic Affairs, the Registrar's Office, and the Office of Financial Affairs. Students re-enrolling will go through the entire enrollment process again and may be subject to new entrance, financial and academic requirements as well as a review of their progress to date. Enrollment limitations as well as new policies and procedures could result in the student not being accepted, or affect the length and cost of the program.

The above policy does not apply to students who are on active military duty or who are on approved Medical Leave of Absence. Students on active military duty who have to temporarily suspend their studies due to service requirements will not incur any financial penalties during their leave or upon their return. Students who are deployed during their program will need to provide Student Services with a confirmation of their deployment and their planned return date. If students need to take a short-term leave due to service requirements during a course, they should contact their course professor and Student Services for appropriate accommodations.

### FINAL GRADES

Final Grades are submitted two weeks after the final day of the course. Students are notified of their final grades by email once the grades have been submitted. Students who have been approved for an extension will be notified of their final grades once all terms of the extension have been met.

### VISA STATUS

Anaheim University does not provide visa services but can provide a letter verifying a student's active status upon request.

### HOUSING

As Anaheim University programs are conducted online, regardless of where the student resides, the University does not have dormitory facilities under its control and does not provide housing or dormitory facilities.

## STATE LICENSURE

The programs at Anaheim University are not designed to lead to positions requiring licensure in this state.

## PLACEMENT SERVICES

Anaheim University does not offer placement services.

## GRADUATE EMPLOYMENT DATA

Anaheim University Doctor in Business students self-report that they are employed in the following fields: Chief Innovation Officer, Product Manager, Chief Executive Officer, Regional Operations Director, President, Plans and Operations Officer, Area Director, Managing Director, Adjunct Faculty, Compliance Specialist, Marketing Officer, Facilities Manager

## FINANCIAL AID

Anaheim University does not participate in federal or state financial aid programs.

## STUDENT TUITION RECOVERY FUND

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund (STRF).

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### MEDICAL LEAVE OF ABSENCE

The Petition for Medical Leave form must be submitted within 30 days from the start of the course for which the medical leave is being applied. The maximum period of a leave of absence is one (1) term per leave. Students may apply for a maximum of four (4) leaves of absence for medical reasons throughout their degree program, and students in non-degree programs may apply for a maximum of one (1) leave of absence for medical reasons. Each leave of absence equals one (1) term and requires a separate petition which must be approved by the University's administration. Only students in good academic and financial standing will be considered for approval of leave. Medical issues requiring more than four (4) leaves of absence must be approved in writing by the university's administration. Students taking a medical leave of absence during the dissertation, thesis, research portfolio, or capstone project phase, will not have access to advisor/professor resources until they resume their studies. Program structure and requirements for completion are subject to change during the period of medical leave. The [Petition for Special Medical Leave of Absence Form](#) can be downloaded from the University website and requires a licensed physician's signature.

### STUDENT CANCELLATION, WITHDRAWAL, AND REFUND RIGHTS

The student has the right to cancel an enrollment agreement in any manner through the first day of the course, or the seventh day after signing the enrollment agreement, whichever is later (the "Cancellation Period"), and obtain a full refund of all monies paid. Students canceling after the seven-day Cancellation Period will receive a refund of all amounts paid, less the non-refundable registration fee of \$100 and the non-refundable application fee of \$75 (for graduate programs) or \$50 (for undergraduate programs).

The written notice of cancellation may be given by e-mail, fax, or postal service (in which case, the effective date begins when the letter is deposited in the mail properly addressed with postage prepaid). The "Official Notice of Withdrawal" form can be downloaded from the University website.

For the purposes of determining the student's obligation for the time attended, the student will be considered to have withdrawn from the program when any of the following occurs, unless the Dean or Program Director determines a different course of action:

- The student notifies the school of the withdrawal.
- The school terminates the student's enrollment.
- The student fails to attend classes for a three-week period. In this case, the date of withdrawal will be the last date of attendance.

- The student fails to submit three consecutive lessons or fails to submit a completed lesson required for home study or correspondence within 60 days of its due date.
- The student has not responded to communication in any form from the University for four months.
- Students who have been withdrawn from their program for any of the above reasons may be required to submit a new application (and all applicable fees) if they wish to continue. Tuition for all courses is refunded based on the number of weeks completed.

<i>For Courses Lasting 6 Weeks</i>	<b>Percentage of Refundable Tuition</b>	<b>Sample Calculation Based on \$1,700 tuition for a 6 Week course</b>
<b>Week 1 (days 0 -7)</b>	100% of tuition refunded	Refund: \$1,700 (100% of \$1,700)
<b>Week 2 (days 8 – 14)</b>	70% of tuition refunded	Refund: \$1,190 (70% of \$1,700)
<b>Week 3 (days 15 – 21)</b>	40% of tuition refunded	Refund: \$. 680 (40% of \$1,700)
<b>Week 4 (days 22 – 28)</b>	20% of tuition refunded	Refund: \$. 340 (20% of \$1,700)
<b>Weeks 5 - 6</b>	0% of tuition refunded	Refund: \$0

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from the federal financial aid funds. If the student paid for his/her entire program at the time of enrollment and received the 10% tuition discount for payment in full, the regular course tuition will be used in the calculation of the refund since the discount will no longer apply. All monies due the student will be refunded within 30 days of the notice of cancellation.

If the student has been approved for a monthly payment plan, Anaheim University will calculate the total amount of tuition and fees owed to the University based on the number of courses taken, and compare this amount with the total amount the student has paid up to the date of their withdrawal. Any amount paid over the total amount of tuition and fees will be refunded to the student. If there is a balance due, the student will be responsible for the remaining amount.

**STUDENT PRIVACY**

Anaheim University makes every effort to protect student privacy. Student records are stored in secure, locked, fire-proof facilities which have restricted access and a motion sensor alarm security system. The university's online course management system maintains strict data security protection in addition to user authentication and virus scanning. Cloud storage of back-up records is protected by a two-step verification process in addition to the highest standards in SSL browser encryption.

All transcripts are issued in compliance with the Family, Educational Rights and Privacy Act of 1974 (section 438 of Public Law 93-380), and information contained in the transcript is not released to a third party without the written consent of the student. If a student requests the release of any information from his/her file, the student must submit the request in writing to the Registrar.

**RETENTION OF STUDENT RECORDS**

Student records are stored in secure, locked, fire-proof facilities which have restricted access and a motion sensor alarm security system. The university's online course management system maintains strict data security protection in addition to user authentication and virus scanning.

Cloud storage of back-up records is protected by a two-step verification process in addition to the highest standards

in SSL browser encryption. Anaheim University retains all student records and transcripts indefinitely. A student or graduate can request information by contacting the University at its offices.

#### STUDENT GRIEVANCE PROCEDURES

Anaheim University places great emphasis on putting the educational experience of its student body as the first priority of its administration, faculty, and staff. In line with this “Students First, Always” policy, the University seeks to continuously improve the educational experience of its students, including the quality of academics, learning resources, online learning system, and Student Services. Students may always provide feedback, seek assistance, and express grievances in person, in writing, by phone, by email, or by live chat/Skype sessions. Formal grievances/complaints must be submitted in writing, either by mail or email, to Student Services. Written complaints may be sent by email to [support@anaheim.edu](mailto:support@anaheim.edu) or mailed to Anaheim University Admissions Office, 1240 S. State College Blvd Rm 110, Anaheim, CA 92806, USA.

Anaheim University defines a complaint as a formal statement made in writing that outlines a specific grievance which is interfering with the student’s perceived ability to succeed in their chosen program of study. Once a complaint is received, it will be directed to the appropriate department and the individual responsible for overseeing that department. Grievances that cannot be resolved by the department will be referred to the Vice President of Administrative Affairs or the Office of the President. All formal grievances/complaints will receive a response within 10 days of the University receiving the complaint.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589, or by completing a complaint form, which can be obtained on the Bureau's internet Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818. Phone: (888) 370-7589. Fax: (916) 263-1897, or the Distance Education Accrediting Commission (DEAC) at <https://www.deac.org/Student-Center/Complaint-Process.aspx>

#### BANKRUPTCY CODE DISCLOSURE

Anaheim University does not have a pending petition in bankruptcy, nor has it filed a petition within the preceding five years. Anaheim University is also not operating as a debtor in possession, and it has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Cod



## HOW TO CONTACT ANAHEIM UNIVERSITY

### President

**Dr. Andrew Honeycutt** [president@anaheim.edu](mailto:president@anaheim.edu)

Chief Communications Officer [online@anaheim.edu](mailto:online@anaheim.edu)

Vice President of Administrative Affairs [vpadmin@anaheim.edu](mailto:vpadmin@anaheim.edu)

Student Services [ausupport@anaheim.edu](mailto:ausupport@anaheim.edu)

Registrar [registrar@anaheim.edu](mailto:registrar@anaheim.edu)

Technical Support [techsupport@anaheim.edu](mailto:techsupport@anaheim.edu)

## ANAHEIM UNIVERSITY OFFICE OF ADMISSIONS

Hours of operation: Monday - Friday 9 a.m. to 6 p.m. (Closed major U.S. holidays)

**1240 S. State College Blvd., Room 110 Anaheim, CA 92806-5150 USA**

**Toll-Free:** 1-800-955-6040

**Tel:** 714-772-3330

**Fax:** 714-772-3331

**E-mail** [ausupport@anaheim.edu](mailto:ausupport@anaheim.edu)

## OFFICERS: ANAHEIM UNIVERSITY, INC.

<b>Andrew E. Honeycutt, DBA</b>	CEO, Director
<b>Elaine Parker-Gills, Ed.D.</b>	Secretary, Director
<b>David Bracey</b>	CFO, Director

## BUSINESS ADVISORY COUNCIL

<b>Jim Kelly</b>	Former VP Business Development. H.I.S. Int'l Tours
<b>Shin Koyamada</b>	"Last Samurai" Actor, Shinca Entertainment Founder, Japan-United States Sister City Association & Koyamada International Foundation Chairman
<b>Dennis Lee, CPA</b>	Dennis M. Lee & Associates
<b>Hideo Morita</b>	CEO of RayKay Corporation
<b>Yukuo Takenaka, CPA</b>	CEO of Takenaka & Partners
<b>David Bracey</b>	Anaheim University Managing Director of Development/Chief Communications Officer

## BOARD OF TRUSTEES

<b>Elaine Parker-Gills, Ed.D.</b>	Chair/Voting Member
<b>Andrew E. Honeycutt, DBA</b>	Voting Member
<b>Robert E. Garrity, M.S.</b>	Voting Member

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818.

(888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Questions may also be directed to the Distance Education Accrediting Commission (DEAC) at [www.deac.org](http://www.deac.org)

**Anaheim University Office of Admissions**

1240 South State College Blvd. Room 110 Anaheim, CA 92806 USA

Tel: 714-772-3330

Fax: 714-772-3331

E-mail: [ausupport@anaheim.edu](mailto:ausupport@anaheim.edu)

**[www.anaheim.edu](http://www.anaheim.edu)**

*Anaheim University is accredited by the Distance Education Accrediting Commission (DEAC)*

*1601 18th St. NW, Suite 2, Washington D.C. 20009 USA*

*(202) 234-5100 <http://www.deac.org>*