Online Certificate in TESOL
January 1 - December 31, 2012

Dr. David Nunan
Graduate School of Education Dean

Anaheim University
David Nunan TESOL Institute
As President it is my pleasure to welcome you to the Anaheim University global online learning community.

The University provides an academic forum for the fostering of productive and creative self-expression building upon the development of intellectual skills, while broadening and strengthening parallel interests and values. This will be achieved by offering to our students both degree and certificate programs using delivery modes of totally online or a blended combination of online and on-campus classes.

The University, through its technological infrastructure, is designed to be a global institution that seeks to meet the needs of its students by offering education of the highest quality to those who are unable to attain their academic goals through traditional on-campus study.

With its experienced faculty and staff, interactive learning environment, and the integration of traditional and innovative learning methods, Anaheim University seeks to provide diverse learning opportunities to students who wish to take an active role in the learning process. It is the goal of Anaheim University to provide for many generations to come, the guidance and support that will allow mature students to enhance their professional skills, expand their knowledge and realize their lifelong dreams.

It is the University’s intention to provide you with the best possible learning experience during the course of your studies. Upon completion of your degree program, you will join the worldwide Anaheim University Alumni Association with the many benefits it has to offer.

Welcome to Anaheim University.

William B. Hartley, Ph.D.
President

About William B. Hartley

Dr. Hartley’s background is a combination of education, private sector work, teaching and consulting. 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 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 online 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.
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 of mature professionals 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 opportunities available through the newest of technological innovations, Anaheim University has been 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:

• Excellence of academic instruction through the guidance and expertise of dedicated faculty
• Utilization of the newest of technologies
• Deployment of technology-based learning resources
• Development of interactive learning environments in both synchronous and asynchronous settings
• Meeting the educational needs of the students by offering instructional programs otherwise unavailable to those students because of access, cost, or work schedule
• Provision of an instructional environment where students can take active roles in their learning processes
• Support of an academic environment where faculty is able to deliver the highest quality educational program, while taking advantage of the University’s learning resources
• Regular course and program assessments and evaluation to keep current
• 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 was founded in Orange County, California in 1996. The University is accredited by the Accrediting Commission of the Distance Education and Training Council (DETC). The DETC is listed by the U.S. Department of Education as a nationally-recognized accrediting agency. Anaheim University and its programs have been examined and found to meet the educational and business ethics standards set by the DETC Accrediting Commission. The Accrediting Commission of the DETC is recognized by the Council for Higher Education Accreditation (CHEA).

The University also operates under the full approval of the State of California in accordance with the requirements set forth by the Bureau for Private Post-Secondary and Vocational Education. Original temporary approval was granted in 1997 by the Council for Private Post-Secondary and Vocational Education under Section 94310 of the California State Education Code. “Approval to operate” means that the Bureau has determined and certified that the institution meets minimum standards established by the Bureau for integrity, financial stability and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students’ achievements prior to, during, and at the end of its program. The University is authorized to grant graduate degrees at the master level under the degree-granting authority of the Bureau for Private Post-Secondary and Vocational Education.
Dr. Garnet E. Birch has over forty years’ experience in higher education in multiethnic and multicultural settings. He also has vast experience in both traditional and non-traditional, adult and continuing education. Holding a Ph.D. in Higher Education Administration from the University of Arizona and an MA in Asian Studies and History from the University of Hawaii, Dr. Birch is the former Vice-Chancellor of National University’s Los Angeles campus and Dean of Curriculum and Standards at the San Diego Campus. Following his work with National University, he went on to become the Director of the Los Angeles Center of United States International University. Dr. Birch was the third President of Anaheim University and currently serves as Chancellor.

Dr. Garnet E. Birch, Ph.D.
Chancellor of the University

Dr. William Hartley’s background is a combination of education, private sector work, teaching and consulting. 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 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.

Dr. William Hartley, Ph.D.
President

Dr. Clive L. Grafton, Chair of the Board of Advisors, brings over forty years of experience in higher education administration and consulting to Anaheim University. Dr. Grafton began his career with the United States Air Force in 1950 and is a former Associate Dean of the School of Education and Chair of the Department of Higher and Postsecondary Education at the University of Southern California (USC) where he also received his Doctorate in Education and Master of Science Degree in Management. In addition to his 23 years at USC, Dr. Grafton was Vice-Provost at Chapman University as well as an advisor to the Organizing Committee of the 1988 Seoul Olympics. Dr. Grafton who has served as Anaheim University’s founding Chancellor and second President is currently the Chair of the University’s Board of Advisors.

Dr. Clive L. Grafton, Ed.D.
Chair of the Board of Advisors Emeritus

David Nunan, Vice President of Academic Affairs, 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 world-renowned linguist and best-selling author of English Language Teaching textbooks for Cambridge University Press, Oxford University Press, and Thomson Learning. His ELT textbook series “Go For It” is the largest selling textbook series in the world with sales exceeding 2.2 billion. In 2000, David Nunan served as President of TESOL, the world’s largest language teaching association, and was the first person to serve as President from outside North America. 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.

Dr. David Nunan, Ph.D.
Vice President of Academic Affairs,
Dean Graduate School of Education

Professor David Bainbridge is a world-renowned author, researcher and expert on Sustainability. His interest in the challenges of sustainable resource management and environmental accounting began in the interdisciplinary Eco-Grad Group at U.C. Davis. For almost 40 years he has focused on the challenge of sustainable management of resources and people beginning with environmental planning for the Environmental Development Agency in San Diego in 1970. His pioneering work has included land capability analysis, sustainable community planning, natural heating and cooling, alternative building materials, sustainable agriculture, and environmental restoration. In recent years his energy has been focused on environmental accounting and sustainable management for business. He is the author of 17 books, various book chapters and more than 300 articles and reports on sustainable management. He has served as an advisor for the California Department of Transportation and the California Energy Commission, where he was honored for his work on the state solar tax credits.

Dr. David A. Bainbridge, M.S.
Vice-President for Sustainability Emeritus
Director, Kisho Kurokawa Green Institute Emeritus
Andrew E. Honeycutt, DBA
Dean of the Anaheim University Akio Morita School of Business
Dr. Andrew E. Honeycutt, Dean of the Anaheim University Akio Morita School of Business, is the recipient of the Doctor of Business Administration degree in Marketing from Harvard University and the 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.

Rod Ellis, Ph.D.
Chair, Graduate School of Education
Professor Rod Ellis is Chair of the Graduate School of Education and TESOL specialist at Anaheim University. Professor Ellis, a renowned linguist, received his Doctorate from the University of London and his Master of Education from the University of Bristol. A former professor of Temple University, both in Japan and the US, Prof. Ellis has taught in numerous positions in England, Japan, the US, Zambia and New Zealand. Dr. Ellis, who is an expert in the field of Second Language Acquisition, also serves as the Director of the Institute of Language Teaching and Learning at the University of Auckland. An acclaimed author of numerous student and teacher training textbooks for Longman 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.

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 the 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 best seller, Merger and Acquisition Strategy.

David R. Bracey
Managing Director of Development
David Bracey, as Managing Director of Development, works to 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 15 years of experience working in Japan and has held various managerial positions including International Liaison Officer and Director of Student Services since his employment began with the University in 1996.

Valda Judd, MS
Administrative Director
Valda Judd began her career as a journalist in England. After relocating to the United States, she earned her Master of Science in Education from California State University, Fullerton, and taught ESL. Ms. Judd has served Anaheim University in various roles including Director of Student Services and in her current position as Administrative Director in charge of overseeing the University’s state approval and accreditation process.
Message from Dr. David Nunan, Dean, Graduate School of Education

“I’d like to welcome you to Anaheim University’s TESOL Certificate program. I designed this program to provide practical skills and knowledge that is based on sound theory and research. I trust that engaging with the ideas presented in the program will be enjoyable, productive and professionally rewarding.

I have been involved in directing post-graduate and Certificate programs in applied linguistics and language education in many different parts of the world for over three decades. However, I have never been involved in better quality programs than these. In addition to their innovative means of delivery, the programs are distinctive in a number of important respects.

In the first place, the program offers principled links between theory, research and practice. Procedurally, the material reflects the experiential, task-based philosophy being advocated for the teaching of foreign languages. The medium and the message are therefore in harmony.

In the Certificate program, whether you are a language teacher, teacher in preparation or intending teacher, you will be introduced to TESOL theory, research and practice that is accessible and that is supported by a wide range of teaching materials, teaching ideas and classroom extracts. In the TESOL Certificate program, through interactive online instruction using print, audio and video media, you will develop a solid pedagogical foundation in the core areas of language teaching methodology, including listening, speaking, reading, writing, pronunciation, vocabulary, grammar, content-based instruction, and computer assisted language learning.

I look forward to traveling with you on this exciting educational voyage, and trust that you find the programs as rewarding to complete as I found them to create.”

• World’s leading author selling over 2.5 billion textbooks
• Past President of TESOL (1999-2000), the world’s largest language teaching organization
• Named one of the Top 50 Australians in the World & the 7th most influential Australian in Asia
• Ph.D. in Educational Psycholinguistics from Flinders University & Master of Education (Curriculum Studies) from the University of Exeter
TESOL Certificate

Anaheim University's Certificate in TESOL (Teaching English to Speakers of Other Languages) was designed by Anaheim University Dean and world-renowned linguist Dr. David Nunan. It is taught 100% online and can be completed in as little as 15 weeks. It enables students to network with teachers of English residing around the world.

Course Designer
Dr. David Nunan, Vice-President of Academic Affairs and Dean of the Graduate School of Education.

Dr. Nunan is a world-renowned linguist and acclaimed author of texts for both teachers and students of the English language. He is a former President of TESOL, the world’s largest language teaching organization. Dr. Nunan is the world’s leading textbook author with textbook sales exceeding 1,000,000,000. He has authored textbooks for many of the world’s leading publishers including Oxford University Press, Cambridge University Press, Thomson Publishing, Heinle & Heinle, and Cengage Learning. He 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 the University of Hong Kong.

Who is the TESOL Certificate for?
This program is designed for language teachers, teachers in preparation or intending teachers. These include teachers of English, experienced English language teaching professionals, native and non-native English-speaking teachers of English, teachers of English to children, teachers of English to adults, and public and private school teachers.

Course Description
The course offers a practical introduction to language teaching and links practice to theory and research. The program offers students the opportunity of developing a solid pedagogical foundation through instruction in the following areas:

1. Language teaching methodology
2. Listening
3. Speaking
4. Reading
5. Writing
6. Pronunciation
7. Vocabulary
8. Grammar
9. Discourse
10. Content-based instruction
11. Using coursebooks
12. Computer assisted language learning
13. Learning styles and strategies
14. Learner autonomy in the classroom
15. Classroom-based assessment
16. Cross-cultural communication
TESOL Certificate

Students are admitted on an open enrollment basis, i.e., official documentation of prior academic experience is not required. Non-native speakers of English are required to submit official documentation of 500 or higher on the TOEFL (173 CBT, iBT 61), 625 or higher on the TOEIC, delete “or” or 5.5 higher on the IELTS*, or 4.5 on the iTEP.

Students will be graded on a pass/fail basis, and, upon successful completion of the course, will be awarded a TESOL Certificate.

<table>
<thead>
<tr>
<th>Certificate Program Fees</th>
<th>Please note: Textbook fees are not included in the above fee schedule.</th>
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<tbody>
<tr>
<td>Application Fee:</td>
<td>$50</td>
</tr>
<tr>
<td>Registration Fee:</td>
<td>$100</td>
</tr>
<tr>
<td>Tuition:</td>
<td>$750</td>
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<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$900</strong></td>
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</tbody>
</table>

Please see the enclosed textbook list for a textbook fee estimate.

Students may make payment by check, credit card (Visa, MasterCard, American Express or Discover), money order or bank transfer.

Students are expected to complete the TESOL Certificate within the prescribed 15-week term. Students requiring a 15-week extension will be charged an additional $200 extension fee. Maximum time allowed for completion is 30 weeks.

Study Suggestions

Students are responsible for being knowledgeable of the course syllabus and course grading. Also, in order to assist you allocate your time, the course guide contains a weekly breakdown. It is a suggestion only, but one that students are advised to adhere to as closely as possible to keep up with the demanding schedule of the course. Below is an example:

<table>
<thead>
<tr>
<th>Weekly Study Format:</th>
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<tbody>
<tr>
<td>150 min. video lecture &amp; Powerpoint presentation</td>
<td>(watching video, reviewing Powerpoint, taking notes, reflecting on notes)</td>
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<tr>
<td>150 min. background reading</td>
<td></td>
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<tr>
<td>120 min. preparation of responses to discussion questions and tasks</td>
<td></td>
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<tr>
<td>90 min. discussion board</td>
<td></td>
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<tr>
<td>30 min. online quiz</td>
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<tr>
<td><strong>9 hours per week total</strong></td>
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</table>

Duration: 15 weeks x 9 hours per week = 135 hour course.

TESOL Certificate Program Goals

- To introduce TESOL theory, research and practice to relatively inexperienced or unqualified teachers that is accessible and that is supported by a wide range of teaching materials, teaching ideas and classroom extracts
- To encourage self direction on the part of students through the provision of follow up resources and ideas
- To develop the necessary knowledge, attitudes and skills to enable those students who desire it to go on to higher study
- To present content through a range of print, audio and video media
- To foster the development of higher level thinking skills such as the critical evaluation of pedagogical materials

Method of Instruction

Online learning: reading of textbook, Online Discussion Forums, online quizzes, video lecture

Course Duration

Each course is 15 weeks. Courses begin on the first Monday of each month.
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 program, allowing students to discuss the week’s readings in their free time. A weekly 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 does 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.

AU Online-Global Library
The AU online library offers students 24-hour access to a vast collection of publications and other printed resources available in digital format for their research. AU students have access to electronic databases including the the Academia Foundation library. The online library was developed by a team of professionals which has evaluated hundreds of Internet resources to identify and annotate only those deemed useful to students doing academic or professional research on the web. The Academia Foundation library provides AU students with academically appropriate Internet-based resources. Each resource is updated regularly to ensure quality, accuracy, and currency. Through the online library, students can access online books, journals, manuscripts, stories, essays, articles, full-text newspapers, full-text magazines, international newswires, classic books, maps, photographs, and more.

AU Alumni Association
The AU Alumni Association is a highly regarded online network established to ensure that an AU graduate’s learning never ends. Joining the Alumni Association is an excellent way to network with other professionals in your field and keep abreast of recent developments. Members have access to the most recent updates regarding the latest news from your field, important events, suggested readings, cutting edge information and professional career opportunities.

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.
Concurrent Enrollment
Anaheim University does permit students to be concurrently enrolled in another academic program at another institution, while meeting the University’s degree and certificate requirements.

Admission Requirements
Students are admitted on an open enrollment basis, i.e., official documentation of prior academic experience is not required. Non-native speakers of English are required to submit official documentation of 500 or higher on the TOEFL (173 CBT, iBT 61), 625 or higher on the TOEIC, or 5.5 or higher on the IELTS or 4.5 on the iTEP. Applicants must also submit an application form, enrollment agreement, application fee, and one recent color photograph. In addition, all students are required to have access to a computer equipped with Internet access. There is no entrance examination required for admission to Anaheim University.

Admission Practices
Anaheim University observes fully the rights of all applicants and commits no action that would be detrimental to any applicant’s opportunity to enroll because of age, religion, disability, ethnic background, national origin, gender, race, sex, sexual orientation, veteran status, color, creed, or any other characteristic protected by applicable law.

Graduation Requirements
Students will be graded on a pass/fail basis, and, upon successful completion of the course, will be awarded a TESOL Certificate.

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.

Retention of Records
Anaheim University retains all student records and transcripts indefinitely. A student or graduate can request information by contacting the University at its offices.

Facility
Anaheim University’s Admissions Office is located at 1240 S. State College Blvd. Rm 110, Anaheim, CA 92806 USA. The Admissions Office is open 9:00 am to 6:00 pm Monday to Friday. The University also operates Anaheim University Press in Anaheim, California. The Anaheim University Tokyo Learning Center, located in Minato-ku, Tokyo, Japan, is provided to students who reside in or are visiting the Asia region and is available for various group study activities. The Center is not an approved location under the Bureau for Private Postsecondary and Vocational Education’s jurisdiction.

Policy on Academic Freedom
Anaheim University subscribes to the basic tenets of academic freedom: the freedom to teach, Lehrfreiheit, and the freedom to learn, Lernfreiheit. The freedom of University faculty to inquire, instruct, speak, and publish, contributes as much to the benefit of their fellow citizens outside of the University, as to their own good and the good of the institution. Academic freedom is essential for excellence in education and moreover, exists so that society may have the benefits of objective and independent criticism, with honest answers to scientific, social and artistic questions that might otherwise be withheld for fear of contradicting a transient social attitude or offending an influential social group. Each faculty member holds a special place in the society to speak one’s views. Such a strategic location embodies a high level of principle and responsibility. It is never easy to dissent and to advocate unpopular ideas, and is often a personal disadvantage to be so engaged. However, it is to the advantage of society to encourage thoughtful and responsible dissent and advocacy so that the society may be made aware of the full range of social, political and cultural choices available. Academic freedom is an individual choice and may or may not be supported by those within an institution. As a forum, the university does not take positions on issues. Individuals within the academic community are encouraged to voice opinions within their areas of expertise.

*IELTS is jointly owned by the British Council, IDP: IELTS Australia, and the University of Cambridge ESOL Examinations. Visit www.ielts.org for more information.
Student Tuition Recovery Fund (STRF)
The Student Tuition Recovery Fund (STRF) was established by the Legislature of the State of California to protect any California resident who attends a private Postsecondary institution from losing any money if the student has pre-paid tuition and suffers a financial loss as a result of the institution closing, failing to fulfill its enrollment agreement, or refusing to pay a court judgment. To be eligible, a student must be a “California Resident” and reside in the state at the time the enrollment was signed. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident. To qualify for STRF reimbursement, a student must file an application within one year of receiving notice from the Bureau for Private Postsecondary and Vocational Education, that the University has been closed. If a student does not receive notice from the Bureau, the student has four years from the date of closure to file for STRF funds. If a judgment is obtained, the student must file a STRF application within two years of the final judgment. Students are encouraged to make and keep all copies of important documents that apply to their University program, both academic and financial.

Visa Status
Anaheim University does not provide visa services.

Housing
As Anaheim University’s programs are conducted online regardless of where the student resides, the University does not provide housing or dormitory facilities.

Catalog of Record
The catalog existing at the time of the student’s enrollment is the catalog of record, providing the student has made consistent and reasonable progress towards degree completion.

Inactive and Withdrawals
It is the responsibility of the student to inform Anaheim University of withdrawing or becoming inactive in a program. Failure to properly inform the University can require a new application and additional fees. The Official Notice of Withdrawal Form can be downloaded from the University’s website.

Petition for Special Medical Leave of Absence
The Petition for Special Medical Leave of Absence Form can be downloaded from the University’s website.

Learning or Other Disabilities
Anaheim University will make reasonable provision for students with learning or other disabilities that may otherwise prevent them from succeeding academically. The student will be required to submit appropriate documentation of the disability from a professional qualified to assess the nature and extent of the disability. The student submission will be reviewed by the appropriate Dean, and the decision documented in the student’s file. All such documentation will be kept confidential. Appeals regarding disability related issues will be directed to the President.

Notice Concerning Transferability of Units and Degrees Earned at our School
Anaheim University is accredited by the Accrediting Commission of the Distance Education and Training Council (DETC). The DETC is listed by the U.S. Department of Education as a nationally-recognized accrediting agency. Anaheim University and its programs have been examined and found to meet the educational and business ethics standards set by the DETC Accrediting Commission. The Accrediting Commission of the DETC is recognized by the Council for Higher Education Accreditation (CHEA).

In general, qualifications from accredited universities are widely recognized; however, prospective students are advised to check with their respective school districts, state, professional organizations and government agencies when licensing and/or credentials are the eventual objective of the prospective student. It is entirely up to the discretion of the college, university or institution for which a student is seeking admission, to decide on the acceptance of the said student into a given degree program and the transferability of units and degrees to other institutions is not guaranteed. It
is recommended that if transfer of credit or degree is the eventual goal of the prospective student, that the student contact all institutions in which the student is potentially interested in seeking enrollment.

**Treatment of Students, Staff and Faculty for Sexual Assault**
Anaheim University is committed to creating and maintaining an academic environment dedicated to learning in which individuals are free of sexual harassment from colleagues, faculty, staff or students. The University condemns any conduct under the definition of sexual harassment or sexual assault and is prepared to respond immediately to any violation by taking action and/or correct any improper behavior. Sexual harassment can vary with particular circumstances. These can be described as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact carried out in the workplace or in the educational environment. Such behavior may offend the recipient, cause discomfort and humiliation, or interfere with work or learning. Coercive behavior, including suggestions that academic or employment rewards or reprisals will follow the granting or refusing of sexual favors, constitutes intolerable conduct. A single incident of this kind is sufficient grounds for investigation and may result in discipline and/or expulsion. Sexual assault has been defined to include rape, acquaintance rape, and other forms of forcible and nonforcible sex offenses. All such kinds of assault are absolutely intolerable. An allegation of such action is sufficient grounds for an investigation and may result in discipline and/or expulsion. All persons subjected to offensive sexual behavior shall pursue the matter through the established grievance procedure.

**Student Assessment**
Students are graded on their submitted assignments, and must demonstrate an understanding of the assigned readings as well as active participation in the online discussion forum.

**Method of Course Delivery**
All Anaheim University courses are based upon a prescribed curriculum and a student’s time to complete any course of study will be based upon the time commitment set aside for this activity. All courses are designed to meet the equivalency of work that would take place within a traditional setting. The University makes use of the Internet, e-mail, mail, telephone and fax to provide services to its students and incorporates print, video, and audio material into its courses. In the TESOL Certificate program, students are required to participate in weekly online discussions during their free time via the University’s Online Discussion Forum, which links enrolled students and professors. The TESOL Certificate can be entered into the first Monday of each month. This enrollment policy permits students to set their own pace and schedule to meet their academic goals.

**Late Enrollment**
Students must enroll a week prior to the beginning of the course unless permission is granted by the Dean for a later enrollment.

**Grading System**
The academic credit used by Anaheim University is the semester hour equated to the requirements of independent study. The TESOL Certificate courses constitute approximately 135 hours of study over a 15-week period.

**Grading Structure**
Students in the TESOL Certificate Program are graded on a pass/fail basis.

**Late Assignments**
Late assignments will be downgraded a minimum of 10 percent. Individual instructors are authorized to downgrade assignments up to 100 percent after the second week. In exceptional circumstances, students may apply for an extension to the Dean.

**Cheating, Plagiarism and Falsification of Records**
Cheating is an act of obtaining or attempting to obtain credit for work by the use of dishonest, deceptive or fraudulent means; plagiarism is the act of taking ideas, words, or specific substance of
another and offering them as one’s own; falsification of records is a misrepresentation of statements in submitted records. Students accused of cheating or plagiarism are entitled to and may petition the Dean of the disciplinary unit for due process and review by an appropriate forum. Discovery of falsifying records is grounds for immediate dismissal and forfeiture of all financial payments and academic credits.

**Academic Probation**

Should the Dean place a student on academic probation, students must abide by all deadlines set forth by the Dean.

**Experiential Credit**

Anaheim University will not extend experiential credit to any student.

**Explanation of Program Withdrawal and Refund Rights**

The University has adopted a refund policy which is believed to be fair and equitable and in compliance with the requirements of the Bureau of Private Postsecondary and Vocational Education for the State of California. A student has the right to cancel in any manner; however, written notification must be mailed to the Anaheim University Registrar. Tuition refunds will be based on the date of cancellation and the amount of courses completed, as follows:

1. Within five days of signing the Student Enrollment Agreement (the Cancellation Period) all monies paid will be refunded.

2. Students withdrawing after the five-day Cancellation Period will be charged a non-refundable application fee of $75 for MA TESOL/Diploma in TESOL, or $50 for TESOL Certificate/TESOL Certificate in Teaching English to Young Learners, and a $100 non-refundable registration fee. The remaining tuition will be refunded based on the course completion ratio and the tuition percentage listed below:

<table>
<thead>
<tr>
<th>Students who withdraw having completed:</th>
<th>Will Receive:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to and including 10 percent of the course:</td>
<td>90% of the tuition</td>
</tr>
<tr>
<td>Between 10 percent and 25 percent of the course:</td>
<td>75% of the tuition</td>
</tr>
<tr>
<td>Between 25 percent and 50 percent of the course:</td>
<td>50% of the tuition</td>
</tr>
<tr>
<td>More than 50 percent of the course:</td>
<td>0% of the tuition</td>
</tr>
</tbody>
</table>

The amount of the course completed shall be the ratio of completed required lesson assignments received by Anaheim University for evaluation to the total lesson assignments required to complete the course.

For Example:

<table>
<thead>
<tr>
<th>A student pays $750 tuition for a 15-week course</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon withdrawal up to and including 10 percent of the course:</td>
<td>the refund amount would be $675 ($750 less $75)</td>
</tr>
<tr>
<td>Upon withdrawal between 10 percent and 25 percent of the course:</td>
<td>the refund amount would be $562.50 ($750 less $187.50)</td>
</tr>
<tr>
<td>Upon withdrawal between 25 percent and 50 percent of the course:</td>
<td>the refund amount would be $375 ($750 less $375)</td>
</tr>
</tbody>
</table>

After the student completes more than half the course, the institution shall be entitled to retain the entire total course tuition.

All monies due the student will be refunded within thirty days.
When the student has “withdrawn”
The Official Notice of Withdrawal Form can be downloaded from the University website. For the purpose 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:

• When the student notifies the school of the withdrawal or the actual date of withdrawal, whichever is later.
• When the school terminates the student’s enrollment.
• When the student fails to attend classes for a three-week period. In this case, the date of withdrawal will be deemed to be the last date of attendance.
• When 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.

If any portion of the student’s tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of the refund will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to the student. If there is a balance due, the student will be responsible for paying that amount.

Policy on Student Satisfaction and 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 have the opportunity to provide feedback at the end of each term through questionnaires. In addition, students always have the opportunity to provide feedback, seek assistance, and express grievances to Student Services by sending an e-mail. Grievances sent in writing will receive a response within 10 days of the University receiving the grievance. Once a grievance 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 Office of the President.

Directory Information
Public Law 93-380 establishes the limit as to what information may be divulged to potential or actual employers, governmental agencies, or other educational institutions that request information. The student may request in writing that all or part of the following information should not be released for any reason.

1. Name of student
2. Birthplace and birthday of student (for positive identification)
3. Student’s address and telephone number
4. Dates of student attendance at Anaheim University
5. Degrees or other awards received by the student
6. Major fields of study
7. Most recent previous educational agency/institution attended by student.

The law further provides that certain information may be released without the student’s consent in the following cases:

1. To authorized officials of the United States Department of Education or to State educational authorities.
2. To organizations conducting studies for or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests and improving instruction.
3. To accrediting agencies in order to carry out their function.
4. In compliance with a judicial order, or pursuant to any lawfully issued subpoenas in advance of compliance therewith by the University.
5. To other school officials, including instructors, within the Anaheim organization who have been determined by the University to have a legitimate educational interest.
6. To appropriate persons in connection with an emergency, if knowledge of such information is necessary to protect the health or safety of the student or other persons. A record will be made in each student file when such an instance occurs.
Board of Trustees

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lorraine Al-Jamie, M.S., M.F.T.</td>
<td>Chair/Voting Member</td>
</tr>
<tr>
<td>Garnet E. Birch, Ph.D.</td>
<td>Voting Member</td>
</tr>
<tr>
<td>Elaine Parker-Gills, Ed.D.</td>
<td>Voting Member</td>
</tr>
<tr>
<td>Richard J. Schwarzstein, J.D.</td>
<td>Advisor</td>
</tr>
</tbody>
</table>

How to contact Anaheim University

<table>
<thead>
<tr>
<th>Role</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>President, Dr. William B. Hartley</td>
<td><a href="mailto:president@anaheim.edu">president@anaheim.edu</a></td>
</tr>
<tr>
<td>Vice President of Academic Affairs and Dean of the Graduate School of Education, Dr. David Nunan</td>
<td><a href="mailto:vp@anaheim.edu">vp@anaheim.edu</a></td>
</tr>
<tr>
<td>Dean of the Akio Morita School of Business, Dr. Andrew Honeycutt</td>
<td><a href="mailto:ahoneycutt@anaheim.edu">ahoneycutt@anaheim.edu</a></td>
</tr>
<tr>
<td>Managing Director of Development</td>
<td><a href="mailto:online@anaheim.edu">online@anaheim.edu</a></td>
</tr>
<tr>
<td>Administrative Director</td>
<td><a href="mailto:admissions@anaheim.edu">admissions@anaheim.edu</a></td>
</tr>
<tr>
<td>Student Services</td>
<td><a href="mailto:support@anaheim.edu">support@anaheim.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td><a href="mailto:registrar@anaheim.edu">registrar@anaheim.edu</a></td>
</tr>
<tr>
<td>Tech Support</td>
<td><a href="mailto:techsupport@anaheim.edu">techsupport@anaheim.edu</a></td>
</tr>
</tbody>
</table>

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
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Fax: 714-772-3331
Email: admissions@anaheim.edu

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Email: studios@anaheim.edu

Contact Anaheim University