

Notification of Request for Authorization under the Degree-Granting Institutions Act

Date posted: January 5, 2016
Institution: Athena University
Nature of request: Initial authorization to offer degree programs at a Washington campus
Proposed programs: Master of Business Administration
Master of Science in Animation Game Design
Locations: To be determined – in the Seattle area

Background:

Athena University is a new private, for-profit institution owned by Dr. Da-Yung Wang. Dr. Wang is the founder and Chairman of the Board of Ming Dao University of Changhua, Taiwan.

Nature of the review:

Prior to granting authorization to offer degree programs in Washington State, the Washington Student Achievement Council/Degree Authorization reviews elements such as institutional infrastructure, financial solvency, administrative staff qualifications, program outcomes, course requirements, method of course delivery, faculty credentials, and student services.

The programs have been reviewed by external subject matter experts. Any issues raised by the reviewers have been addressed.

The programs to be offered by Athena University appear to meet the requirements of the Degree-Granting Institutions Act.

Information on the degree programs can be found in the draft catalog attached to this notification.

Timeline:

The WSAC will accept comments on this application until January 20, 2016.

Any individuals with knowledge that may indicate the institution and/or the program does not meet the authorization requirements of WAC 250-61 are requested to submit comments to:

[Degree Authorization](#).

If you would like to know more about the current law and regulations that govern the program, they can be found at the following links: the statute is [Chapter RCW 28B.85](#) and the regulation is [WAC 250-61](#).



ATHENA UNIVERSITY

Catalog

VOLUME ONE

2016

Address and telephone number of institution

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MISSION

The creation of Athena University is inspired by the characteristic of the Greek heroine Athena as the guardian of wisdom, knowledge, and learning. We are committed to cultivate the next generation leaders through dedicated teaching, globalization, and entrepreneurship. We are the key to turn every student into a respectable professional with social awareness. The core competences of Athena University rely on the bonding among teaching, research, and service of all faculty members. For generations to come, Athena University will prevail through innovation and creativity.

VISION

We will be the premier independent university of the Northwest in academic quality, community service, and the development of leaders that change the world.

VALUES

- **Care**
We put the good of students first.
- **Academic Excellence**
We value excellence in learning with great teachers who are active scholars.
- **Diversity**
We celebrate educational excellence achieved through diversity.
- **Justice**
We foster a concern for justice and the competence to promote it.
- **Leadership**
We seek to develop responsible leaders committed to the common good.

STATEMENT OF PURPOSE AND OBJECTIVES

Athena University will prepare students as leaders in his or her chosen profession.

Athena University will combine expertise from the educational and professional arena in a university environment. The University's main goal is to develop the business communities with graduates that exhibit skills and the ability to make positive contributions to the workplace.

Athena University will develop educational curriculum with emphasis on the development of critical thinking and conceptual skills. The rigor and scholarly emphasis is coupled with the expertise and knowledge of the professional community. The central focus will be the relationship between academic learning and real life practical skills and strategies. The University's programs are designed to respond to the needs of today's world with the flexibility to adjust to these needs as they continue to evolve.

STATEMENT OF ACCREDITATION

At this time Athena University is not accredited.

ACADEMIC YEAR 2016

The first day of instruction for the term	Tuesday, January 19, 2016
Martin Luther King Jr. Day	Monday, January 18, 2016
President's Day	Monday, Feb 15, 2016
Spring vacation begins	Monday, March 14, 2016
Spring vacation ends	Friday, March 18, 2016
The last day of instruction for the term	Friday, April 29, 2016
The first day of instruction for the term	Monday, May 11, 2016
Memorial Day holiday	Monday, May 30, 2016
Independence Day holiday	Monday, July 04, 2016
The last day of instruction for the term	Friday, July 29, 2016
The first day of instruction for the term	Monday, August 22, 2016
Labor Day	Monday, Sept 05, 2016
Veteran's Day	Friday, Nov 11, 2016
Thanksgiving vacation begins	Monday, Nov 21, 2016
Thanksgiving vacation ends	Friday, Nov 25, 2016
The last day of instruction for the term	Friday, December 16, 2016

ADMISSIONS

Upon admissions students will have the option of choosing to enroll 100% residually or 100% distance learning

ADMISSION REQUIREMENTS

MASTER OF SCIENCE IN ANIMATION & GAME DESIGN

I. All candidates must:

1. Complete an on-line application and pay a \$50 application fee
2. Provide High School Diploma or GED. Provide a degree recognized as equivalent to a U.S. baccalaureate degree. Send official transcripts of all previous baccalaureate degree. Official Transcripts of graduate study (if applicable)
3. Submit two letters of recommendation from academic or professional sources
4. A portfolio can show your skills and passion
5. Write a letter of intent and résumé

II. International Applicants must meet the following requirements:

1. Must comply with all criteria mentioned above
2. Send official transcripts of all post-secondary institutions - must have non-US academic degrees evaluated on a COURSE - BY - COURSE basis by an evaluator approved by NACES
3. Letter of Intent or Statement of Purpose
4. Guarantor's Statement (PDF) with supporting financial documents from a financial institution with current U.S. dollars exchange rates.
5. The official score report of either TOEFL or IELTS English proficiency exam

MASTER OF BUSINESS ADMINISTRATION

I. All candidates must:

1. Complete an on-line application and pay a \$50 application fee
2. Provide High School Diploma or GED. Provide a degree recognized as equivalent to a U.S. baccalaureate degree. Send official transcripts of all previous baccalaureate degree. Official Transcripts of graduate study (if applicable)
3. An overall GPA of 3.0 on a 4.00 scale
4. A minimum GMAT score of 450 or a minimum GRE score of 306 is required
5. Submit two letters of recommendation from academic or professional sources
6. A portfolio can show your skills and passion
7. Write a letter of intent and résumé

II. Prerequisites: For applicants without background in business

- Financial Accounting (FIN 385)
- Statistics and Probability (STAT 101)
- Regression Analysis (STAT 201)
- Excel Training (ICT 151)

Taking those non-credit courses at Athena University or transferring those courses from an institutionally approved College or University by Athena University can satisfy the prerequisites requirements. Prerequisites courses' credits do not count towards the required core credits leading to the MBA Degree. Additionally, students will be paying at a rate of \$1,500/prerequisite course for the 4 Pre-requisite courses listed above.

III. International Applicants must meet the following requirements:

1. Must comply with all criteria mentioned above
2. Send official transcripts of all post-secondary institutions - must have non-US academic degrees evaluated on a COURSE - BY - COURSE basis by an evaluator approved by NACES
3. Letter of Intent or Statement of Purpose
4. Guarantor's Statement (PDF) with supporting financial documents from a financial institution with current U.S. dollars exchange rates.
5. The official score report of either TOEFL or IELTS English proficiency exam

ENTRANCE REQUIREMENTS

Tuition fees are due on or before the last day to register for any given semester. Students should consult the Academic Calendar regarding the registration deadline. Students will not be officially enrolled in Athena University until all fees are fully paid. Any students owing money to Athena University, regardless of the debt, will not be permitted to register.

The selection process of the University will allow for admission of graduate students on the basis of the applicants' academic credentials in addition to a review of all the information contained in the application, both academic and personal. For that reason, applicants may also submit letters of recommendation in order to give the University a complete picture of the applicant, as a student and as a person.

Admissions requirements to specific graduate programs may vary – students should refer to the program descriptions found in the Catalog for additional information.

Meeting the minimum requirements does not guarantee admission to the University. An applicant's total undergraduate record including grades, educational objective and pattern of courses completed, as well as personal and professional goals will be considered.

GRADUATION REQUIREMENTS

Graduate students who have maintained at least a 3.0 GPA and have completed all the required coursework for their major and satisfied all financial obligations are eligible for graduation. Bachelor's students must maintain a GPA 2.0 to graduate.

Application for graduation must be made to the University Registrar by the end of the fifth week of classes in the student's final term. The University Registrar will provide students with a diploma upon satisfactory completion of all remaining coursework. Students who have applied for graduation but do not meet the minimum requirements will receive a letter within five (5) working days after the Application for Graduation was received. This letter will provide the student with specific information about their progress to date, and any remaining requirements that must be met.

TRANSCRIPT REQUESTS

Provided a hold does not exist, a student may request a transcript from the Registration Department by completing and delivering a transcript request form. Athena University will release the transcript to the student. Transcript requests may be made in person or by mail. Athena University will charge \$25.00 for official transcripts, and \$5.00 per non-official transcript. Official and non-official transcript request may take approximately five (5) to ten (10) business days to process.

CREDIT GRANTING

At this time Athena University will not issue credit for non-academic experiential learning.

TRANSFERABILITY OF CREDITS

Transfer to Athena University:

Students seeking to transfer credits earned at another postsecondary institution to Athena University should note that the transferability of credits is at the discretion of Athena University. The policy of the University regarding the evaluation of course content from other universities to determine its equivalency with a course offered at Athena University is that approximately three-fourths of the course content must match the content of the course offered at Athena University if it is to be accepted for transfer. For evaluation purposes, students may provide a copy of the course description for the course to be evaluated and the school catalog if available. Evaluations are handled on a case-by-case basis. Additionally, for evaluation of transfer credits from universities or colleges outside of US, the student must pay a fee of \$350 before any evaluation of transfer credits can take place.

Decisions regarding transferability of credits are made after the decision of Athena University to admit the students. Athena University recognizes credits from accredited higher education degree granting institutions, and will not transfer credits for courses below college level. Evaluation of transferability of credits is performed by the Registration Department. On occasion, the Registration Department may seek the advice of an expert or faculty member in a specific discipline to perform course evaluations.

Courses may be denied for transfer under the discretion of the Registration Department depending on the date courses were originally taken. A grade of C or higher is required to receive transfer credit. However, grades for classes that were transferred from another university are shown as "T" on the transcript and will not be used in computing the student's grade point average. For graduate students, no more than 9 credits will be transferred; and other documentation may be requested, such as sample of coursework.

Transfer from Athena University:

Students seeking to transfer credits earned at Athena University to another postsecondary institution should note that the transferability of credits is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not another institution of the student's choice will accept credits from Athena University.

TUITION

ESTIMATED BUDGET FOR THE 2016-2016 ACADEMIC YEAR

Program: **Master of Science in Animation & Game Design**

Credit Hours: 42

Total per Credit Hour: \$525.00

Application Fee: \$50.00 (non-refundable)

Graduation Fee: \$250.00

Program: **Master of Business Administration**

Credit Hours: 42

Total per Credit Hour: \$525.00

Application Fee: \$50.00 (non-refundable)

Graduation Fee: \$250.00

INSTITUTIONAL COURSE CANCELLATION

Students who are enrolled in a course required for completion of a program, which is canceled by Athena University, will be allowed to take a comparable course that fulfills the degree requirement with no additional tuition payment.

If Athena University cancels the entire program; students are entitled to 1) a refund for the portion of the program that is not completed or 2) participate in an approved teach-out for the remainder of the program.

POLICIES FOR STUDENT REFUNDS

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies, with the exception of application fee (\$50.00), will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day of signing the enrollment agreement and making initial payment, but before the first day of class of a semester, will result in a refund of all tuition and other fees paid, with the exception of the application fee

(\$50.00).

4. Cancellation after attendance has begun, but prior to 40% completion of the class/classes within a semester will result in a Pro Rata refund computed on the number of hours completed to the total class/classes hours.
5. Cancellation after completing 40% of the class/classes within a semester will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

* Tuition is charged by the semester and level of credits scheduled for the semester.

GROUNDS FOR TERMINATION

A student's enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic costs, or failure to comply with rules and policies established by the institution as outlined in the catalog and this agreement

FINANCIAL AID ASSISTANCE

Athena University does not offer financial assistance at this time.

ACADEMIC RESPONSIBILITIES

ATTENDANCE POLICY

Students are expected to attend all scheduled University classes for the courses that they are registered for and to achieve the goals set forth by each class instructor. Attendance is taken daily. Enrolled students are permitted no more than 2 "free" absences in one semester. Students missing 3-5 classes over the course of the semester will receive a one-letter grade deduction from their final course grade; missing more than 6 classes will result in failure of the course regardless of grade average. It is the student's responsibility to arrange to make up work missed because of an absence.

STUDENT TARDINESS POLICY

A student is considered tardy if the student comes to class 5 minutes late. A student can be tardy up to 15 minutes after class has started. After 15 minutes the student will be considered absent. A student is considered to have left the class early if the student leaves before the end of class time. With three tardies or having left the class early three times, the student accumulates one full absence. If the student

leaves early and misses half of the class period, it is considered a full absence. When a student has more than 6 tardies or has left class early 6 times, the instructor will contact the Executive Director to request an intervention session with the student. The goal of the intervention session is to develop and implement an intervention program to help students learn new ways to manage time.

STANDARDS OF STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

STUDENT CONDUCT CODE

The following are examples of misconduct for which students and/or student organizations are subject to disciplinary action by Athena University. This list should **not** be considered inclusive.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University.
2. Forgery, alteration, or misuse of University documents, records, or identification.
3. Theft of and/or damage to property of the University, of a member of the University community or of a visitor to the University.
4. Unauthorized entry to, or use of, University facilities, which are locked, closed to student activities or otherwise restricted as to use.
5. Tampering with fire equipment, exit lights, fire alarms, or any other Safety equipment or structures.
6. Disorderly, lewd, indecent, or obscene conduct or expression on University owned property or at University sponsored or supervised activities.
7. Abusive behavior - Any action or situation which produces mental or physical discomfort for any member of the University community, or which places the individual or group in danger of physical or mental injury. This behavior includes but is not limited to:
 - Sexual Harassment - inappropriate or unwelcome sexual attention to coerced sexual relations or sexual assault (also see policy on Sexual Harassment).
 - Verbal Harassment-statements incorporating abusive, obscene or threatening language.
 - Physical Harassment - use of, or threatened use of, physical force or violence.
 - Stalking - willfully, maliciously, and repeatedly following or harassing another person.
 - Any harassment on the basis of race, ethnicity, gender, disability, religion, or sexual orientation
8. Forging, altering, possessing, duplicating, or using documents, keys, records, or identifications without consent or authorization.
9. Failing to comply with a judicial sanction, to include violation of specific probationary statutes.

10. Purporting to or representing another person, an organization, or the University improperly without the consent or authority.
11. Lying or perjuring self to University official.
12. Attendance during the commitment of a violation of the University student conduct code constitutes permission or condoning of the act.
13. Possessing, consuming, dispensing, or being under the influence of alcoholic beverages or illegal drugs in violation of the State of Washington Law or Athena University's policy.
14. Violating the University smoking tobacco use policy in specified facilities.
15. Soliciting/selling for personal or organizational profit without proper consent of University officials.
16. Disruption of the normal activities of the institution, including physical violence or abuse of any person or conduct which threatens or endangers the health or safety of persons, the deliberate interference with academic freedom and freedom of speech.
17. Possession of weapons, which include firearms (or replicas), guns, sling shot devices, grenades, knives, explosives, flammable materials or any other instrument that may be used to cause injury to body or damage to property.
18. Violation of other published University policies, rules or regulations.

DISTANCE LEARNING METHODS OF DELIVERY

Student and Faculty Orientation:

For Students:

At the beginning of the semester, all distance learning course participants will participate in:

An introductory course for Distance Learning Program by the Instructor with aims to:

Help learners solve any queries they may have about strategies or approaches teachers will use.

This introductory lecture is mandatory. Students are able to choose from 6 sessions held at different times.

Tutorials: Video tutorials and student guide will be uploaded for everyone.

Orientation program:

The Canvas by Instructor platform has been implemented in our institution and it provides our learners with a tutorial that guides them on the different ways they can interact online.

Uses will be shown a wide variety of activities they could complete once the course starts.

For teachers:

Teacher training course: Teachers are given a 25-hour training course on teacher /student roles while working in the Virtual Classroom.

Online class material:

Online class material is prepared before the semester begins.

Teachers work collaboratively with instructional designers.

Students are informed about the different aspects of the distance-learning course (requirements hardware and technical skills) by means of a “guidebook” handed out at the beginning of the course.

Students must have technical skills to know how to use web browsers and Windows XP.

Students undergo an online trial test to make sure they meet the institutional technological standards

HARDWARE/SOFTWARE REQUIREMENTS FOR STUDENTS:

The material needed for students (syllabus, PowerPoint, PDFs, links, tailor-made activities, etc.) are posted on the platform once the course begins.

The Virtual Classroom facilities are included in the Tuition.

The distance learning platform requires specific features in order to “carry out” different tasks. Thus, students and teachers should have a PC that meets the following standards:

Hardware	Software
Pentium D or higher. 1 GB Memory RAM or higher. [1024x728] Video resolution Fixed or wireless Internet Access (1Mb). Microphone and Audio Headphones.	Web Browser Mozilla Firefox v.22 or more recent. Operating Systems: Windows XP or more recent Mac OSX 10.5 "Leopard®" Acrobat Reader (Free software). Macromedia Flash Player. Microsoft Office or Open Office.

TECHNICAL SUPPORT:

Technical support on the use of the platform at students' and teachers' request is available throughout the course and provides information about course activities and how to use the platform tools. We seek to acknowledge our students inquiries as soon as possible, being 4 hours the maximum time our technical support contacts our students.

In addition, our platform enables users to address any technical concerns they may have related to the Virtual Classroom. Our platform also provides "online support" to make changes or adjustments.

In the event that users were unable to access our platform or cannot complete an activity; they can request technical support by:

Contacting Support via E-mail from Monday to Sunday 24/7

A Technical Support Hotline is available on the institutions webpage, along with a most frequently asked questions page that include the following:

How do I get help if I have a problem?

How do I access the Virtual Classroom?

How do I register for an online program?

Who are my instructors?

How do I view lectures?

How do I get my textbooks?

ACADEMIC SUPPORT:

By accessing our Virtual Classroom, students are in constant contact with teachers and this communication is provided by means of 3 tools:

Forums: All online courses have an enquiry forum to address students' questions about different academic topics

Web Conference Canvas by Instructure Collaborative: by using this tool our teachers can provide synchronous tutoring to our learners about any course queries.

Canvas by Instructure Instant Messaging: chatting with teachers and peers provides synchronous interaction. In addition, here students can ask individual questions to teachers and/or tutors regarding some academic or non-academic issues that could be affecting their performance.

STUDENT ASSESSMENT:

The courses syllabi are designed as follows:

1. Every course has a specific assessment system and a time frame that is given once they are registered. This timeframe includes the dates and hours the tasks are due and the weight each task has

in the final score. Proctored evaluations are also included and specified in the student's calendar of activities.

2. Interactive activities and autonomous learning projects or assignments designed by the teacher are evaluated and approved by the program coordinators before they are included in the syllabus.

To evaluate the students' success in achieving the online learning goals, they are asked to:

- Pass multiple exams.
- Submit term papers or assignments online
- Conduct research and work collaboratively
- Participate in forums / Virtual Classroom (real time) / chat programmed by teacher in advanced

Mid-term and final exams are proctored and take place at the college premises in order to verify the identity of the students who are enrolled in the distance learning courses.

Teachers are responsible for controlling and updating student progress on a regular basis. Distance Learning Platform reporting tools are used to verify students' performance along the course.

Student progress is evaluated by using our virtual classroom tools provided by our Canvas by Instructure platform:

Students updated of their accessing to the platform or Forum is provided to the teacher at any time.

Warning System: it enables the teachers to create rules / policies or warning about evaluations due dates and to be informed the latest students log in.

Performance chart: it allows teachers to have student's roll, grades, previous warnings and teachers' general idea of students' performance throughout the course.

PROGRAM FORMAT:

Totally online Distance Learning Program (e-Learning): by using our Virtual Classroom Canvas by Instructure and online resources we seek to develop our learners' competences. Our students may work individually and collaborative and will take part of synchronous and asynchronous activities in which the students can choose their own learning pace. The online resources are available to our learners and can be downloaded from our platform.

CAREER ADVISEMENT/PLACEMENT SERVICES

Students who are approaching graduation should contact the Executive Director. Students will be provided with accurate and timely information regarding the relationship of their programs of study to specific occupations and professions in Washington. Students will receive information about employers in the Seattle area. Students will also receive information about requirements of state licensure examinations for certain professions. While students are responsible for obtaining employment forms and scheduling interviews, Athena University staff will assist students with

identifying potential employers, notifications of job fairs, creation of resumes and interview techniques.

LIBRARY RESOURCES

The library's policy regarding student borrowing and return of items is posted in the library. Students are allowed and encouraged to borrow materials from the library's general collection. Students are allowed to borrow materials for up to one month. These materials may also be renewed for a period of one month. The recent inclusion of the library's collection in an online catalog will permit computerized circulation procedures in the future. Fines and late fees are assessed for late items at the rate of 25 cents per book per day. Students are charged replacement value up to a cost of \$25 for any item that is lost. These fees are collected before the student is allowed to register for the next semester's classes. Reference, periodical, and special collection items may not normally be circulated to students without special permission; however, the librarian on occasion may grant permission for reference materials where necessary and appropriate.

The University students will also have access to LIRN, which is an online library that provides information to faculty and students.

ADMINISTRATIVE OFFICERS OF THE UNIVERSITY

The organizational structure of Athena University is simple and flexible, allowing the university to expand to fit the diversification of the university programs and new demands based on growth. The university administrators consist of the following:

President

Vice President

Registrar

Marketing Manager

As the university develops through increased enrollment there will be an increase in leadership and operational position. These positions will include: Deans, Director of Student Development, Admissions Director, and others.

GOVERNANCE OF THE UNIVERSITY

The Owner of the University manages the University. The Owner has the authority to conduct the following functions:

- Establish policies and procedures for the university
- Select the President of the university
- Amend and approval the annual budget of the university
- Determine the compensation of the directors, presidents, and other staff members
- Perform any tasks in the administration of the university

The owner of Athena University is Da Yung Wang.

STUDENT SERVICES

Athena University strongly believes that students who feel comfortable and safe and who have easy access to staff for help or personal needs are ultimately more productive. To this end, the Student Services Coordinator provides guidance and advice the students through the Student Services Department. This department offers a series of services related to career, internships, and personal assistance. It also provides students information regarding community events and activities, and is in charge of job placement with continuously monitoring the results of alumni in the work field.

STUDENTS WITH DISABILITIES POLICY

Athena University does not discriminate on the basis of disability in the admission or access to, or operations, its programs and activities. Athena University does not discriminate in the basis of disability in its hiring or employment practices. The university administrators will handle provisions of accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Reasonable and specific accommodations are developed with each student based on current documentation from an appropriate licensed professional. All accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment.

HEALTH AND SAFETY

The university acknowledges that it is its duty to ensure, so far as reasonably practicable, the health, safety and welfare of the students, staff, and anyone else who comes to the university. It is the policy of the university to provide and maintain, as far as reasonably practical, a working environment that is safe and without risk to health.

Consequently, the university will, when reasonably practical:

- Provide and maintain safe and healthy working conditions;
- Provide and maintain safe machinery;
- Provide information, training and supervision to enable staff and students to perform their work safely;
- Maintain high standards of health, safety and welfare in all University activities.

FREEDOM OF ACCESS/NON-DISCRIMINATION

Athena University is open to all students who are qualified according to the published admission standards. The University encourages applications from qualified applicants of both sexes, from all cultural, racial, religious, and ethnic groups. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, veteran status, political affiliations or opinions. All University employees have a responsibility to maintain their work free of discrimination.

All acts of discrimination must be documented in writing, specifying the basis for discrimination. The complainant must enumerate all types of discrimination in the statement, identify the offender, and turn in complaint to University Officers. In absence of a written complaint, the employee or faculty member who received the complaint must document it in a memorandum to be referred to Student Development or Human Resources, as appropriate. Unless complainant signs it, it will be an informal complaint. Athena University will investigate all complaints. Investigations may include interviews, preparation of statements, reports with summary of the investigation, description of investigation process, findings and recommendations. Reports will be kept confidential.

The University may attempt conciliation between the parties involved. If conciliation is not achieved, the designated official from the university will issue a final report. Final reports shall be issued within 60 days of receiving the complaint. The alleged offender and complainant will be notified in writing of the outcomes, and procedures for appeal. Upon this final report, corrective action, including sanctions, will be considered and implemented.

Claims to be found frivolous will result in appropriate sanctions against complainant, as determined the University Officers. Possible sanctions may include, but are not limited to written reprimands on the student or employee's record, restriction or loss of privileges, and suspension. Complaints may be withdrawn, but Athena University reserves the right to continue investigating as it was made aware of a possible act of discrimination. Any attempt(s) at retaliation shall be treated as a separate allegation of discrimination.

By the time a determination of appropriate disciplinary action or resolution has been reached, all parties have been contacted and circumstances have been fully evaluated. However, individuals have five days to appeal determination of sanctions. Such appeals shall be directed to a higher university authority, which will re-evaluate the determination as deemed appropriate.

GRIEVANCE PROCEDURES

If any student deems it necessary to file a grievance against an Athena University employee he or she must report such incident to the Executive Director. Every effort will be made to protect the privacy of any parties involved. The student is entitled and encouraged to have an informal discussion with the Executive Director as a first step. If an informal conversation does not result in a satisfactory resolution, or if you are not comfortable speaking about the matter with the Executive Director, then the student should discuss the situation with the President. In cases of discrimination or sexual harassment, Athena University encourages the student to go directly to the President. Any complaint that is not in writing, that is, a verbal complaint, is considered an informal complaint.

After an informal discussion, if the student wishes to file a formal grievance, he/she may submit such in writing to the Executive Director. However, before filing a formal charge, the complaining party should first make a good faith effort to meet and confer with the party against whom he or she has a

complaint in an effort to resolve the matter. The formal report should contain a statement of the problem or complaint, the facts and details of the situation, pertinent dates and the names and positions of the parties involved. The grievance must be signed and dated. Also, student may withdraw a complaint at any time during the complaint process. A withdrawal must be made in writing to the Executive Director.

Upon receipt of a written formal complaint by a student, the Executive Director will consider the complaint. After such an investigation, Executive Director will make a determination as to whether the grievance has merit as alleged. If the alleged grievance is deemed justified, Athena University will take whatever steps it deems appropriate to correct any grievance suffered by the complaining student.

ACADEMIC INTEGRITY POLICY

Integrity is essential to an educational institution and to the entire educational experience. Individual students, faculty, and staff members must affirm this quality. The importance of integrity and ethics is an integral part of life at Athena University.

The Academic Integrity Policy requires that all members of the University conduct themselves honestly in all endeavors. Therefore, cheating, plagiarism and other acts contrary to academic integrity are unacceptable and will not be tolerated at Athena University. The University will take severe action against dishonest students, faculty, staff, and administrators.

Self-expression is also an essential component to a rewarding and fulfilling educational experience. A university setting is an ideal forum for self-expression, voicing disagreement and challenging accepted traditions. However, while the goal of the University is to educate and encourage, it also must curtail behavior that adversely affects others. As such, Athena University's policies require that such self-expression, although encouraged, must be delivered in a civil manner, exhibiting respect for others at all times.

ACADEMIC FREEDOM AND RESPONSIBILITY

Athena University is dedicated to fostering and preserving the search for truth and its free expression. Academic freedom is essential to this purpose. Freedom in teaching is fundamental to the protection of the rights of the teacher in teaching and of the student in learning.

Each dean and faculty member (full, part-time, or adjunct) has the individual freedom of inquiry and expression in research, publication, and in the teaching of his or her subjects and courses.

ALCOHOL AND DRUG USE

Athena University as an institution of higher education is dedicated to the well being of all members of the University students, faculty, employees, and administrators. In demonstration of its concern with the misuse of alcohol and other drugs, it is the policy of Athena University to prevent substance abuse through education and prevention. The University recognizes alcoholism and drug abuse as an illness or treatable disorder, and it is the University's policy to work with members of the University community to provide channels of education and assistance. However, it is the responsibility of the

individual to seek assistance. The university also recognizes that the possession and/or use of certain substances are illegal, and the university is obligated to comply with local, state, and federal laws.

Athena University's alcohol and drug policies are as follows:

While on campus or engaged in any University related-activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action, including the possibility of dismissal.

Employees will be evaluated on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the University will discipline the employee based on his or her job performance. Poor job performance will lead to discharge.

Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the University community who has a substance abuse problem lead a productive work and/or academic life free of the substance abuse.

TOBACCO USE POLICY

The University wants to promote a healthful and clean work environment for students, employees, staff and visitors. In accordance with Washington's Clean Air Act, smoking is prohibited in all University buildings. This includes, but is not limited to, any classroom, laboratory, library, faculty office, administrative offices, dining facility, or any other facility owned or controlled by the University. Students, faculty members, or staff found in violation of this policy may be subject to disciplinary action as, deemed appropriate by University administrators.

POLICY AGAINST SEXUAL HARRASSMENT

It is the intent of Athena University to protect all employees and students from sexual harassment. Not only is sexual harassment a violation of Title VII of the Civil Rights Act of 1964, it also undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission's published guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if:

- Explicit or implicit submission to sexual overtones is made a term or condition of employment;
- Employment decisions are made on the basis of whether submission to or rejection of sexual overtones occurred; and
- Sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work performance.

At Athena University, sexual harassment of or by employees includes the following:

- Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual;
- Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status or student status;
- Verbal abuse that is sexually oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go or other tasteless sexually-oriented comments or innuendoes or actions that offend others;
- Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks; or
- Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment. At Athena University, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class;
- Submission to or rejection of such conduct affects academic decisions;
- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment;
- Unwelcome physical contact, including but not limited to, patting, pinching, or touching; or
- Offensive or demeaning sexual remarks, jokes, or gestures.

Students aggrieved by a violation of this policy may file a grievance by reporting the conduct to any University Administrator. All allegations of sexual harassment of or by a student, faculty member, or any other University personnel will be promptly and thoroughly investigated by the University Officers.

Athena University recognizes sexual harassment as an insidious practice and will not tolerate sexual harassment in any manner or form. Persons sexually harassing others will be dealt with swiftly and vigorously. Any individual who violates any portion of this policy shall be subject to disciplinary action up to and including discharge.

It is improper conduct for an Athena University faculty member to engage in a romantic or sexual relationship with a student enrolled in the faculty member's class or for an employee to engage in a romantic or sexual relationship with a student that is under the employee's supervision. Romantic or sexual relationships between any faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) or between any university employee and a student enrolled in the university may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in the university

environment. At Athena University, romantic and sexual relationships between a faculty member or an employee and a student are subject to the prohibition against sexual harassment.

POLICY AGAINST HAZING

(1) No student or student organization at a Washington State University may conspire to engage in hazing or participate in hazing of another.

(a) Hazing includes any activity expected of someone joining a group (or maintaining full status in a group) that causes or is likely to cause a risk of mental, emotional and/or physical harm, regardless of the person's willingness to participate.

(b) Hazing activities may include but are not limited to the following: Abuse of alcohol during new member activities; striking another person whether by use of any object or one's body; creation of excessive fatigue; physical and/or psychological shock; morally degrading or humiliating games or activities that create a risk of bodily, emotional, or mental harm.

(c) Hazing does not include practice, training, conditioning and eligibility requirements for customary athletic events such as intramural or club sports and NCAA athletics, or other similar contests or competitions, but gratuitous hazing activities occurring as part of such customary athletic event or contest are prohibited.

(2) Washington state law also prohibits hazing which may subject violators to criminal prosecution. As used in RCW 28B.10.901 and 28B.10.902, "hazing" includes any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary education institution in this state.

(3) Washington state law (RCW 28B.10.901) also provides sanctions for hazing:

(a) Any person who violates this rule, in addition to other sanctions that may be imposed, shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the university.

(b) Any organization, association, or student living group that knowingly permits hazing by its members or others subject to its direction or control shall be deprived of any official recognition or approval granted by the university.

[Statutory Authority: RCW 28B.30.150. WSR 06-23-159, § 504-26-206, filed 11/22/06, effective 12/23/06.]

In compliance with Washington State law, Athena University defines hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his/her inherent dignity as a person. Hazing is inherently in conflict with the purpose and goals of Athena University. Therefore, such conduct will not be tolerated. Every effort will be made by Athena University to guarantee that hazing will not victimize students.

QUALITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS UNDERGRADUATE

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria: 1. Demonstrate a minimum overall cumulative grade point average of 2.0 at the end of the student's semester of enrollment, and at the end of each subsequent term thereafter. 2. Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study at the intervals described below.

Minimum Overall Required percentage of completion Cumulative GPA of coursework attempted:

Interval I: End of the second semester:	2.0	66%
Interval II: End of the third semester:	2.0	96%

QUALITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS GRADUATE

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria: 1. Demonstrate a minimum overall cumulative grade point average of 3.0 at the end of the student's semester of enrollment, and at the end of each subsequent term thereafter. 2. Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study at the intervals described below.

Minimum Overall Required percentage of completion Cumulative GPA of coursework attempted:

Interval I: End of the second semester:	3.0	66%
Interval II: End of the third semester:	3.0	96%

SATISFACTORY ACADEMIC PROGRESS POLICY

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted; and, a maximum time frame requirement to successfully complete all required credit hours for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the degree in which student is registered.

MAXIMUM TIME FRAME (MTF) MASTER'S DEGREE PROGRAM

A) Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Masters of Science in Animation & Game Design degree program in 42 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 63 credits.

The MTF, which is 1.5 times the normal completion time of 42 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at Athena University. Any student who does not successfully complete the Masters of Science in Animation & Game Design degree program within the 63 credits MTF cannot earn Masters of Science in Animation & Game Design. The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the Athena University degree program will be multiplied by 1.5 to determine that student's MTF.

B) Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Masters of Business Administration degree program in 42 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 63 credits.

The MTF, which is 1.5 times the normal completion time of 42 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at Athena University. Any student who does not successfully complete the Masters of Business Administration degree program within the 63 credits MTF cannot earn Masters of Business Administration. The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the Athena University degree program will be multiplied by 1.5 to determine that student's MTF

SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION

1. Students are evaluated after the completion of every course and at the end of each academic semester.
2. If a student fails a course before the semester ends, the student is immediately placed on academic probation.
 - A. The student will remain on academic probation until:
 - (1) The student retakes the failed course when it is next offered and passes it on the next attempt; or,
 - (2) The student retakes the failed course and fails it again; or,
 - (3) The student takes another course (before retaking the first course) and fails it.
 - B. If the student takes the course a second time and passes it, the student is removed from academic probation.

C. If the student fails the course for a second time, the student is academically dismissed from the university

D. If the student takes another course (before retaking the first course) and fails it, the student is academically dismissed.

3. At the end of a semester, any student whose cumulative grade point average (CGPA) is below Bachelor's 2.0 and Master's 3.0 or whose successful completion rate is less than 75% of all credits attempted will be placed on academic probation.

A. The student will have one semester to raise his or her CGPA to Bachelor's 2.0 and Master's 3.0 or higher and/or their completion rate to 75% or better.

B. Any student who fails to earn the minimum CGPA or the required completion rate by the end of the probationary semester will be academically dismissed from the university.

APPEALS

Any student who has been placed on academic probation for the first time but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the Academic Director and the Executive Director will make the decision whether to accept the student's appeal. If the student's appeal is granted, the student will be considered to be making satisfactory academic progress.

ACADEMIC DISMISSAL

Any student who has been academically dismissed will not be considered for readmission to Athena University until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

GRADING SYSTEM

The grading system for academic performance is as follows. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the credits assigned for the course taken are included in the calculation of total clock hours.

Letter Grade	Numerical Value	GPA	
A	94-100%	4.00	
A-	90-93%	3.70	
B+	87-89%	3.33	

B	83-86%	3.00	
B-	80-82%	2.70	
C+	77-79%	2.30	
C	73-76%	2.00	
C-	70-72%	1.70	
D+	67-69%	1.30	
D	60-66%	1.00	
F	0-59 %	0.00	
I	-	-	Incomplete*
TR	-	-	Transfer Credit**
W	-	-	Withdrawal**
P	-	-	

* Grade not calculated into cumulative grade point average (CGPA) but course hours are included in total credits attempted.

** Grade not calculated in CGPA and course hours are not included in total credits attempted.

Repeated Courses

The new grade for a failed course that has been repeated will not replace the prior grade. Both the grade earned and the credits taken for the repeated course will be included in the SAP calculations.

Incompletes (Grades of I)

At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within

two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

TR Grade

A grade of TR is assigned for a student's successful transfer of credits earned from an accredited institution. Neither the grade nor the credits are included in the CGPA or credits attempted calculations. The total number of credits transferred is deducted from the total number of credits needed for program completion. The maximum time frame (MTF) for a transfer student will be 1.5 times the total hours needed for program completion.

W Grade

A student who formally withdraws from the institution before the mid-point (50% or half-way point) of a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

WP Grade

A student who formally withdraws from the institution after the mid-point of a course and who had earned an overall score of 2.5 or higher by the time of the withdrawal will be assigned a grade of WP for the course. The WP grade is not included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

WF Grade

A student who formally withdraws from the institution or who stops attending after the mid-point of a course and who has earned less than an overall score of 2.5 or higher by the time of the withdrawal will be assigned a grade of WF for the course. The WF grade is included in the calculation of the CGPA and the credits for the course are included in the determination of total credits attempted.

PROGRAM CREDENTIALS

Program	Degree Awarded	Credits/Hours
Business Administration	Master of Business Administration	42
Animation & Game Design	Master of Science	42

GENERAL EDUCATION REQUIREMENTS

The following general education courses will be offered to Undergraduate level students:

ENG101	English Composition 1
ENG102	English Composition 2
ENG 111	Introduction to Literature
MATH 106	College Algebra
MATH 108	Trigonometry
MATH 212	Introduction to Statistical Methods
PSYC 100	General Psychology
SOC 101	Intro to Sociology
BIOL 101	Introduction to Biology
ART 100	Art Appreciation

PROGRAM DESCRIPTIONS

ANIMATION & GAME DESIGN

Program Title: Animation & Game Design

Credential Issued: Master of Science

Credits: 42

ENTRANCE/ADMISSION REQUIREMENTS:

I. All candidates must:

1. Complete an on-line application and pay a \$50 application fee
2. Provide High School Diploma or GED. Provide a degree recognized as equivalent to a U.S. baccalaureate degree. Send official transcripts of all previous baccalaureate degree. Official Transcripts of graduate study (if applicable)
3. Submit two letters of recommendation from academic or professional sources
4. A portfolio can show your skills and passion
5. Write a letter of intent and résumé

II. International Applicants must meet the following requirements:

1. Must comply with all criteria mentioned above
2. Send official transcripts of all post-secondary institutions - must have non-US academic degrees evaluated on a COURSE - BY - COURSE basis by an evaluator approved by NACES
3. Letter of Intent or Statement of Purpose
4. Guarantor's Statement (PDF) with supporting financial documents from a financial institution with current U.S. dollars exchange rates.
5. The official score report of either TOEFL or IELTS English proficiency exam

PROGRAM OBJECTIVE:

The MSc Animation & Game Design focuses on conceptual skills and the mastering of new technologies based on a strong foundation of traditional drawing, painting and storytelling. The program allows students to further their careers by synthesizing traditional art and design fundamentals with today's groundbreaking technologies. Students level up their skill through hands-on prototyping of game mechanics and art creation,

followed by creating a thesis project and an industry-quality portfolio. The program provides an all-rounded education in the use of animation, 3D and interactive design, so that students can develop multimedia techniques to design and build interactive products and casual games.

PROGRAM DESCRIPTION:

The required total number of credits for the completion of the Master's Degree in Animation & Game Design Program is 42 credits.

The first year will be devoted towards fundamental skills (academic and practical) that prepare students for later specialization in year two. Students will develop the practical and organizational skills required to initiate ideas for game design projects. This includes concept development, creating and managing resources, building, prototyping and testing. 3D modeling and animation is also studied in some detail. This is underpinned with contextual academic study and the necessary mathematical skills required for animation game design programming.

The second year gives students the opportunity to integrate the skills learnt in the year before into substantial animation game design projects. Through a work-based learning module, students will have the opportunity to undertake a valuable period of industry experience, working to professional expectations and standards.

Animation & Game Design program offers students different concentration areas of study. Students can elective their own specialties to increase their employability.

The Animation & Game Design program is offered both in face-to-face and 100% Distance Learning Method. Distance Learning Students will be required to have the list of softwares listed in the "Inventory of Equipment" section. The school will also provide animation work stations that all students can use during normal school operating hours.

Animation & Game Design Program Tracks

Year 1

Year 2

		Final Thesis Preparation (AGD507)	Portfolio and Thesis Preparation (AGD601)	Thesis Production (AGD607)
★ Elements of Games (AGD501)	★ Game Theory & Level Design (AGD508)			
★ Art & Culture in a Global Society (AGD502)	★ Rapid Game Development (AGD509)			
Modeling for Games (AGD503)	3D Modeling & Animation (AGD510)	Texture & Light (AGD602)		
Visual Development for Games (AGD504)	3D Character Modeling (AGD511)	AI for Game Developers (AGD603)		
Environment Art Production for Games (AGD505)	Environment Modeling (AGD512)	Technical Arts and Practice (AGD604)		
Scripting for Video Games (AGD506)	Prototype Game Development (AGD513)	Editing Essentials for Game Design (AGD605)		
	Modeling & Animation for VFX (AGD514)	Professional Practices for Animation, VFX, & Games (AGD606)		

★	Core course
■	Core Courses (Thesis)
■	Core Courses (Game Creativity)
■	Track of game art
■	Track of game technology
■	Track of game special efficacy

Career development and skills

(1) Track of game art: Art Director, 3D/2D Artist, Animator, UI Designer, Technical Artist; (2) Track of game technology: Technical Director, Graphics Programmer, AI Programmer, Tool Programmer, System Integrator, Interactive Designer; (3) Track of game special efficacy: Visual Effects Coordinator, Art Director, Animator, Technical Artist, Senior Image Editor.

The Master's Degree in Animation & Game Design Program consists of 7 core and 7 elective courses, with a total of 42 credits. Students are able to choose courses from one of the three tracks: 1.) Track of Game Art, 2.) Track of Game Technology and 3.) Track of Game Efficacy. A General Track option is also available should the student decide to randomize his/her selection of elective courses from the 3 different tracks.

Course Number	Course Title and Description	Credit Hours
	Core: (7 courses)	
AGD501	<p>Elements of Games</p> <p>This course will provide an overview of professional practices and techniques of video games utilizing lecture and demonstration. Industry development practices are discussed and contrasts made between large and small companies, genres and types of games. Students will create their own game design document based on lectures and assignments.</p>	3
AGD502	<p>Art & Culture in a Global Society</p> <p>This course explores the historical relationships between the dominant, Euro-American culture and other cultures. Students consider concepts including post-colonialism, transnationalism, and globalism, and examine how these factors have shaped the production, circulation, and consumption of art.</p>	3
AGD507	<p>Final Thesis Preparation</p> <p>In this course, students will use various software tools and development methods, such as pipelines, to develop individual thesis projects in game design and/or art production. Students will receive instruction and critiques from their instructor and will be expected to discuss each other's work to further develop critical analysis skills.</p>	3
AGD508	<p>Game Theory & Level Design</p> <p>This course will cover key areas of design, including game tempo, player path, game mechanics, artificial intelligence, level editing, non-linear story, and genres. Students will participate in intense levels of study and will produce papers and projects that combine to show their skill and understanding of game principles.</p>	3
AGD509	Rapid Game Development	3

	In this intensive class for game designers, students learn to be effective producers by shipping games. It starts with simple titles with one-week production schedules and scales up to titles with two-week production schedules. Students are graded on game pacing, high concept, consistent art direction, and timeliness.	
AGD601	<p>Portfolio and Thesis Preparation</p> <p>Students will focus on portfolio preparation and thesis project proposal development for committee review at the midpoint review. Making use of their accumulated skills and work over the first year of their degree program, students will work to develop an independent thesis plan to be presented at midpoint review.</p>	3
AGD607	<p>Thesis Production</p> <p>This course is designed to mentor students along in their game thesis work. By following pipeline procedures and meeting production deadlines, students will create content for their visual development and game design thesis projects from pre-production development to completion.</p> <p>Prerequisite: Graduate students with an approved Final Thesis Project proposal</p>	3
	Electives: (to select 7 courses out of 14 elective courses)	
AGD503	<p>Modeling for Games</p> <p>In this course, students have their first overview of art production methods for 3D games. Concepts introduced include real-time rendering specs, polygons, vertices, UV mapping, and texture creation techniques. Assignments will give students experience in designing and modeling environments and characters to game specifications.</p>	3
AGD504	<p>Visual Development for Games</p> <p>Students will develop and demonstrate their understanding of visual language, drawing and digital painting skills to create designs and asset model packs which are ready for 3D modeling production. This class builds</p>	3

	on core drawing and color skills, providing a venue to apply key skills to game-specific subjects.	
AGD505	<p>Environment Art Production for Games</p> <p>This course will introduce students to the various techniques and processes needed to create real time environments for games. The class will discuss the language, tools, and aesthetic guidelines needed to create industry ready assets and environments. Supporting a narrative through the environment will be a focus of this course.</p>	3
AGD506	<p>Scripting for Video Games</p> <p>This course is intended for students who wish to focus on level design or game design. This course introduces player interaction and events in video games using C# and game engines. Students will learn to break down problems and systematically build solutions individually and in teams.</p>	3
AGD510	<p>3D Modeling & Animation</p> <p>This course teaches students the basic theory of computer animation with an emphasis on character development. Discussion topics include traditional animation techniques, vocabulary and language of motion and animation, secondary motion, and line of action. This course focuses mostly on animation theory rather than specific software techniques.</p>	3
AGD511	<p>3D Character Modeling</p> <p>Creating 3D character models, students will hone their skills with an understanding of real-time rendering parameters. Models will be created in high and low resolution, optimized and refined. Advanced techniques such as normal mapping will be taught. Essential skeletal setups, rigs and different texture mapping methods will be reviewed.</p>	3
AGD512	<p>Environment Modeling</p> <p>In this course, advanced 3D modeling techniques will be introduced. Students will practice and develop core 3D modeling skills. Polygon budgets, levels of detail, and lighting scenes and structures will also be covered. Students will</p>	3

	<p>model integrated level designs and architectural environments that support and enhance story and game mechanics.</p>	
AGD513	<p>Prototype Game Development</p> <p>Student teams will work in a model production environment to build a working first playable. Students will have hands-on experience with a game engine to create their prototype game. Time management, organization, export and import pipeline, bug tracking and fixing will be refined.</p>	3
AGD514	<p>Modeling & Animation for VFX</p> <p>This course covers the basic concepts of 3D modeling and animation as it pertains to visual effects. Fluids, particles, cloth, hair, fur, and soft/ rigid bodies will be introduced in a production setting. Students will use these elements for their portfolio projects.</p>	3
AGD602	<p>Texture & Light</p> <p>Students will apply advanced practice and new techniques in a fast paced environment. UV coordinates and texture maps, projections, decals, billboards, unwrapping and digital photography and paint will be used to enhance student portfolios. Students will apply rigorous industry standards to their assignments.</p>	3
AGD603	<p>AI for Game Developers</p> <p>This course introduces students to the fundamental concepts and current development in artificial intelligence (AI). Topics will include inite-state machine, fuzzy logic, swarm optimization, neural networks and etc. The course will be supplemented with demo code written in C/C++. From the basic movement (such as running, moving pattern, path) to anticipate gamer's movement, this course will teach students how to utilize AI to make gaming characters seem more intelligent.</p>	3
AGD604	<p>Technical Arts and Practice</p> <p>The main purpose of this course is to help student develop an understanding of art and modern technology and the ability to process technology-integrated art. Through case studies of technology-related artwork, students will learn about the history and application of technical art and express art through</p>	3

	technology in the future. In addition, students will learn to use the popular software Arduino.	
AGD605	<p>Editing Essentials for Game Design</p> <p>In this course, students will learn basic video and audio editing techniques and gain an understanding of the purpose and power of non-linear editing. Students will also learn techniques for managing and distributing media for game design, and further their knowledge of creative multimedia storytelling.</p>	3
AGD606	<p>Professional Practices for Animation, VFX, & Games</p> <p>This course exposes MSc candidates to the expectations of the professional animation, visual effects, and games industries, in both traditional and digital mediums, in order to best prepare students for their intended careers. Emphasis is placed on communication, collaboration, networking, marketing, and workplace pipelines.</p>	3
	TOTAL:	42

MASTER OF BUSINESS ADMINISTRATION

PROGRAM DATA

Program Title: Business Administration

Credential Issued: Master of Business Administration

Credits: 42

ENTRANCE/ADMISSION REQUIREMENTS:

I. All candidates must:

1. Complete an on-line application and pay a \$50 application fee
2. Provide High School Diploma or GED. Provide a degree recognized as equivalent to a U.S. baccalaureate degree. Send official transcripts of all previous baccalaureate degree. Official Transcripts of graduate study (if applicable)
3. An overall GPA of 3.0 on a 4.00 scale
4. A minimum GMAT score of 450 or a minimum GRE score of 306 is required
5. Submit two letters of recommendation from academic or professional sources
6. A portfolio can show your skills and passion
7. Write a letter of intent and résumé

II. Prerequisites: For applicants without background in business

- Financial Accounting (FIN 385)
- Statistics and Probability (STAT 101)
- Regression Analysis (STAT 201)
- Excel Training (ICT 151)

Taking those non-credit courses at Athena University or transferring those courses from an institutionally approved College or University by Athena University can satisfy the prerequisites requirements. Prerequisites courses' credits do not count towards the required core credits leading to the MBA Degree.

Additionally, students will be paying at a rate of \$1,500/prerequisite course for the 4 Pre-requisite courses listed above.

III. International Applicants must meet the following requirements:

1. Must comply with all criteria mentioned above
2. Send official transcripts of all post-secondary institutions - must have non-US academic degrees evaluated on a COURSE - BY – COURSE basis by an evaluator approved by NACES
3. Letter of Intent or Statement of Purpose
4. Guarantor's Statement (PDF) with supporting financial documents from a financial institution with current U.S. dollars exchange rates.
5. The official score report of either TOEFL or IELTS English proficiency exam

PREREQUISITE COURSES' DESCRIPTIONS:

Financial Accounting

This course presents the underlying framework and concepts of Financial Accounting in the context of how accounting fits into the overall business environment of contemporary society. Financial accounting is the basic means of recording and reporting financial information in a business. Students will learn how accounting functions as an information development and communication system that supports economic decision making and provides value to entities and society. Students will discover the uses and limitations of financial statements and related information and apply analytical tools in making both business and financial decisions. Topics examined include those related to corporate financial position, operating results, cash flows, and financial strength. Students will study the basic accounting system and will be shown how the various accounting alternatives for recording financial transactions impact on the usefulness of the information provided for decision-making. During coverage of relevant topics reference will be made to recent lapses in ethical reporting and the resulting impact on the financial markets and society.

Statistics and Probability

This course will delve into axiomatic probability; conditional probability; random variables/vectors; distribution functions; expectations; moment-generating functions; special distributions; functions of random variables/vectors; random sampling and sampling distributions; central limit theorem; weak law of large numbers.

Regression Analysis

This course will explore regression modeling is the standard method for analysis of continuous response data. This course provides theoretical and practical training in statistical modeling with particular emphasis on linear and multiple regressions.

Excel Training

In this Microsoft Excel course, students will create and edit worksheets and workbooks. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel worksheets. Our instructor-led online classes are conducted in the 2013 version of the software. Your instructor will point out the minor differences between versions where they exist.

PROGRAM OBJECTIVE:

The master's degree in business is intended to provide a broad exposure to the knowledge, skills, and values needed by successful managers. Candidates for the Master's degree typically include those pursuing a management career, those at mid-career, and those contemplating a change from a technical or specialized field into a general management role.

PROGRAM DESCRIPTION:

The required total number of credits for the completion of the Master's Degree in Business Administration Program is 42 credits.

The industries are facing rapid change and globalization. The business context is no longer cozy, but hit by a stern challenge, which featured with a fully competitive business environment and low-profit era. Recognizing the crisis, the MBA Program is to provide the students with principles and concepts in the new era of business world. MBA students are encouraged to exchange their experience of management concepts and practices with various industry experts, academics and entrepreneurs.

Athena University offers a high-quality, intense MBA curriculum in a small, cohort-based format. Students are enrolled in cohorts of approximately 30 to 40 students each year and complete coursework with professional advisers with academic qualifications and practical experiences in business management.

This program is located in Seattle and includes a comprehensive graduate business curriculum. The curriculum was created, with input from industry leaders, in order to provide our graduates a competitive skill set sought after by employers.

Course Number	Course Descriptions	Credit Hours
MBA501	<p>Production Strategies And Management</p> <p>The key topics will be included in this course are: forecasting theory; total quality management; layout; materials management; material requirements planning; just-in-time systems; group technique; scheduling, etc. A lot of tools to solve optimization problem will also be introduced in this course.</p>	3
MBA502	<p>Enterprise Strategies And Management</p> <p>This course will provide students with an understanding of enterprise environments, and development of policies in the context of complex environments and competitive dynamics. Strategic management provides overall direction to the enterprise and involves specifying the organization's objectives, developing policies and plans designed to achieve these objectives, and then allocating resources to implement the plans. Topics include: SWOT analysis, resources, capabilities and core competencies, competitive advantages, as well as business level strategy.</p>	3
MBA503	<p>Human Resource Strategies And Management</p> <p>This course is about both the design and execution of human resource management strategies. This course has two central themes, including: (1) how to think systematically and strategically about aspects of managing the organization's human assets; and (2) what needs to be done to implement these policies and to achieve competitive advantage. It adopts the perspective of a general manager and addresses human resource topics (e.g., reward systems, performance management, training and development, recruitment, retention, equal employment opportunity laws, work-force diversity, and union-management relationships) from a strategic perspective.</p>	3
MBA504	<p>Financial Management</p> <p>This course focuses on the issues of financial management theories and empirical studies. The applications of theories and case studies will also be discussed for the students in analyzing operational management and further examination in academic research.</p>	3
MBA505	<p>Marketing Strategies And Management</p> <p>This course provides an introduction to all aspects of marketing, including strategic marketing planning, marketing research, product planning and</p>	3

	development, promotion-planning, distribution and pricing. It provides an understanding of the theories of the marketing mix variables, and a practical application in the context of the marketing management cycle processes of research, planning, organization, implementation and control.	
MBA506	<p>Business Model Innovation And Entrepreneurship</p> <p>Today's business environments have been facing a hyper-competition and low profit era. In order to survive and compete in such circumstance, business operation models have been changing and transforming significantly to suit today's business environment. Enterprises must enhance their competition via business operation innovation. The business operation and models innovation will result in establishing the competencies, sustainability, and profits for business. This course will teach students to learn the up-dated business models innovation, business environment analysis, and business value chains, customer values, product positions, value systems, and internet development and allocations, business models operation and cost structures, the economic principle for profits, and business migration. This course will also introduce the green energy, organic, and health related sustainable business concepts in the teaching materials. Via weekly course lecture teaching, literatures study, review, discussion, cases study, the students will establish the relevant skills and learn the contemporary knowledge of the latest business models innovation and management knowledge.</p>	3
MBA507	<p>Organizational Development And Leadership</p> <p>This course is designed to combine advanced leadership theory with practical, real-world application and self-discovery. The course addresses leadership and leadership development as processes directed towards organizational development, professional development, group development, personal development and identity formation and how to manage and support such processes. Leadership development is analyzed and discussed from different perspectives using the different logics of the most prominent leadership theories. Immersed in an environment of experiential learning, the students can apply lessons within their companies or organizations in real-time while developing the confidence and coaching skills to reach their own leadership potential.</p>	3
MBA508	<p>Business Investment And Development Analysis</p> <p>The course provides students with an understanding of the theories and professional knowledge related to business investment and development. Topics include: industry analysis, business models and investment analysis models. The applications of theories in both investment strategies and practical cases will also be included.</p>	3

MBA509	<p>Operational Management</p> <p>Today's enterprises have been facing the rapidly changing era of globalization and industrialization. Although it has created lots of business opportunities but also result in a tough challenge, hyper-competitive, and low profits business circumstance for worldwide enterprises. In order to provide a good learning environment for the corporate well work experience higher executives being able to return to school, with their industry's management concepts and practical experience in academic research, and with various industry experts, scholars and entrepreneurs learning together to explore the corporate environment and business issues, this course will provide students with the abilities to diagnose, solve business problems, as well as develop a full aspect of business and corporate start-up, operation, and management capabilities.</p>	3
MBA511	<p>Technology Management</p> <p>Technology management is essential in developing knowledge economics, achieving innovation and creating competitive edges. This course will introduce the concepts and knowledge required for managers in facing the challenges of technology management in the new era. Topics include technical innovation, technical strategies, technical planning, technology transfer, project management, intellectual property management, and technology policy.</p>	3
MBA512	<p>International Enterprise Operation And Management</p> <p>The course focuses on the administration of international aspects of their policy formulation, forms of foreign operations, methods of organization and control, and function adjustments.</p>	3
MBA513	<p>Market Research</p> <p>The course provides students with an introduction to marketing research. Topics include research study method design, effective program implementation, and data analysis.</p>	3
MBA 515	<p>Capstone Project</p> <p>This course is designed to allow students to apply their knowledge in Business Administration by going through case studies of successful Business Models and Companies. Under the supervision of a Senior Supervisor, students will provide individual feedback and insights on successful Business Companies and demonstrate their ability to think, act and work as an executive.</p> <p>Prerequisite: Graduate students who have finished all required graduation courses in the Business Administration Program</p>	6

TOTAL:

42

FACULTY

Name	Credentials	University Attended	Courses Taught

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