



School of Business and Communication

MBA 611, Managerial Finance

Credits: 3; Term: Winter 2025

Instructor Information



Instructor: Gholam (Cyrus) Khaleghi, PhD

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Phone: 808-348-4008

Office Hours: By appointment

Instructor's Bio

My name is Gholam Cyrus Khaleghi. I earned my undergraduate degree in Economics and Mathematics from Worcester State University in Massachusetts and graduate degree in Applied Economics from the University of Hawaii-Manoa. Then, I moved back to Massachusetts to continue my education and research at Harvard University where I earned my post graduate degree while working on quantitative financial forecasting.

For many years, I have worked as a business, economic, & financial consultant and lecturer in the areas of business, economic, financial, and leadership in selected countries in the Asia/Pacific region and Europe.

Spending quality time with family and friends, reading, movies, exercising, surfing, and hiking are some of my favorite leisure activities.

Communication

The best way to reach me is by email and I will generally respond within 24 hours. You can also contact me via call/text at: (808) 348-4008.

Course Description & Materials

Catalog Course Description

Covers basic principles of financial valuation and analysis. Topics include financial statement analysis, working capital management, long-term financing decisions, and capital structure and dividend policy.

Prerequisite: MBA 610, MBA 520 or equivalent

Required Materials

Principles of Managerial Finance, Chad J. Zutter & Scott B. Smart . Fifteenth Edition, 2019, Pearson. We are not using MyLab or ValueCards, just the text.

Canvas (<https://chaminade.instructure.com>)

Canvas is Chaminade's online learning platform. Learning material such as PowerPoints, written lectures and example problems are posted in Canvas. You will turn in all required assignments to Canvas.

Course Activities: Assignments and Grading

Weekly Quiz/Homework (10 assignments). Seven points for each quiz.	70
Research Paper	17
Discussion Participation (6 Weeks; 2 points/week)	12
Post Bio in Week 1	1
Total	100%

Homework Assignment

There will be 10 weekly homework assignments. Homework assignments are posted in the Conferences for each week. Please post your answers to Canvas by 6 pm on the last day of our online week (Saturday). There is a late penalty of 10% per day.

Financial Research Paper

See Week 9 Model

Discussions

Participating actively in the Weekly Conferences is an essential part of this class. Every week, two Discussion Questions will be presented to facilitate useful discussion among the class members, guided by the professor. The assigned discussion questions can be found posted in the online Discussion Conference for each week. You should answer these online. Post your first notes to each question by Wednesday at 11:59 pm and

your second by Saturday by 6 pm. The discussion forum closes at 6 pm Saturday. Notes posted after that deadline will **not** be graded.

To gain full credit for participation (2 points per week), you should provide at least two responses to each of the Discussion Questions. That means at least four notes per week. One of the two notes that you post for each discussion question should be your original answer to the question and the other can either be a response to another student's posting or another original insight on your part. Each one of your notes posted for credit must be at least 150 words long. Notes which fail to meet the word count earn no credit.

A Note on Late Postings: Students who post all or most of their notes at the end of the week will only earn half credit for both notes. That is because the class will be discussing the assigned questions throughout the week and building upon each others' insights. Last minute postings add little value. The Conference is like any other assignment and students will unfortunately lose points if they cannot do the assignment as directed.

Bio

Please post your bio to Canvas in week 1.

Course Policies

- [Attendance](#)
You are expected to participate actively in each week In the Discussion Forum and to turn in the work by the assigned deadline.
- [Late Work](#)
The late penalty is 10% per day.
- [Extra Credit](#)
Extra credit work is not provided.
- [Changes to the Syllabus](#)
While the provisions of this syllabus are as accurate and complete as possible, your instructor reserves the right to change any provision herein at any time. Every effort will be made to keep you advised of such changes, and information about such changes will be available from your instructor.

Financial Calculator or Excel

You are required to either use a financial calculator for this course or to use Excel. If you plan to use a financial calculator, I strongly recommend the Hewlett Packard 12-C platinum. To use this calculator, you have two options: you may purchase the

calculator as an app for your smart phone or tablet (\$6 to \$20) or you can use an online calculator. The best online calculator is located at https://stendec.io/ctb/rpn_finp.html.

If you use Excel, you will not need to purchase a financial calculator; however, it is very handy to have a financial calculator and I recommend it strongly.

There are many brands of financial calculators available but Hewlett-Packard calculators are the best, followed by Texas Instruments. When you acquire your Hewlett Packard 12-C, be sure to get the “platinum edition” if you are downloading or buying a calculator because the “classic” 12-C uses an input system that is hard to master. The top part of the classic 12-C is colored gold while the top part of the platinum is colored silver.

If you already have a calculator but are not sure if it is the correct type of financial calculator, you can be sure that you have the correct type if it has keys for “present value (PV), future value (FV), interest (“i” or “y”) and term (n).

Teams

During the first two week of class, teams will be formed to work together on their team’s group assignment. You may choose your team of three or four students or let me assign you to a team. Students who do not choose a team by Sunday, October 13 will be assigned to one.

Questions and Answers:

When you have a question, please use Canvas mail tool or e-mail me at gholam.khaleghi@chaminade.edu.

Other Important Information

Information about the following topics can be found at the end of the syllabus. This syllabus is ported in Canvas and will also be distributed on the first day of class.

A. Information about This Course

- 1) Business School Program Learning Outcomes
- 2) MBA 611 Specific Course Learning Outcomes
- 3) Marianist Values
- 4) Native Hawaiian Values
- 5) Alignment of Learning Outcomes
- 6) FIN 301 and Marianist Values: Education for Adaptation and Change
- 7) Department Information
- 8) Credit Hour Policy for MBA 611

B. Information about All Courses

- 9) Grading Scale
- 10) Grades of Incomplete
- 11) Classroom Etiquette
- 12) Technical Assistance for Canvas Users;
- 13) Academic Honesty
- 14) Title IX and Nondiscrimination Statement
- 15) Nondiscrimination Policy & Notice of Nondiscrimination
- 16) CUH Alert Emergency Notification
- 17) Assessment for Student Work
- 18) Student with Disabilities Statement

Readings & Due Dates, January 2025, MBA 611

Week 1 (Monday, January 6 to Saturday, January 11)

Reading Assignment

Chapter 3: “Financial Statements and Ratio Analysis”

Discussion Question Assignment

Wk 1, DQ 1-Deciding on a New Job

Wk 1, DQ 2-Maximizing Shareholder Wealth

Participate by posting two notes each to each of the discussion questions (four notes in total). Each note must be at least 150 words long. Post your first notes to each question by Wednesday at 11:59 pm and your second by Saturday by 6 pm.

Other Weekly Assignments

- 1) Post your bio to the “Bios” forum.
- 2) Quiz 1 on Chapter 3 is due by 6 pm on Saturday. Post to Canvas.

Learning Resources

The Learning Resource files this week review things that you studied in Accounting about the key ratios used in financial analysis. You will be using these files as reference material from time to time throughout the course.

- Ratio Sheet-PRINT ME
- Income Statement
- Balance Sheet
- Bartlett Financial Statements (doc)
- Cash Flow Statement and Explanation
- Ratio Analysis 611 CAC (PowerPoint)
- Ratio Lecture #2 Document CAC) (doc)

Sample Problems with Solutions

There are practice problems and solutions posted in the classroom for this week and for all the coming weeks. This is so you can practice solving problems if you wish. Nothing needs to be submitted. This holds true for all the weeks.

Week 2 (Sunday, January 12 to Saturday, January 18)

Reading Assignment

Chapter 4: “Long and Short Term Financial Planning”

Chapter 5: “Time Value of Money”

Discussion Question Assignment

Wk 2, DQ 1-Home Mortgages and Time Value

Wk 2, DQ 2-Long-Term Business Impact of Covid-19

Participate in the discussion. You must post two notes each to each of the discussion questions (four notes in total). Each note must be at least 150 words long. Post your first notes to each question by Wednesday at 11:59 pm and your second by Saturday by 6 pm.

Other Weekly Assignments

Quiz 2 on Chapters 4 and 5 is due by 6 pm on Saturday. Submit to Canvas.

Learning Resources

- Ch 5 Time Value and Depreciation
- Ch 5 Time Value

Sample Problems with Solutions

There are practice problems and solutions posted in the classroom for this week and for all the coming weeks. This is so you can practice solving problems if you wish. Nothing needs to be submitted. This holds true for all the weeks when problems are posted.

Download

Download HP 12C Calculator or prepare to use Excel.

The HP 12C has emulator websites. Unfortunately, these sometimes fail to work correctly but I am including the website addresses here,

CALCULATOR WEB SITES https://stendec.io/ctb/rpn_finp.html (the best of the three)

<http://www.epx.com.br/ctb/hp12c.php>

<http://www.vichinsky.com.br/hp12c/hp12c.php>

Week 3 (Sunday, January 19 to Saturday, January 25)

Reading Assignment

Chapter 6" "Interest Rates and Bond Valuation"

Discussion Question Assignment

Wk 3, DQ 1-Term Structure of Interest Rates

Wk 3, DQ 2-University of Kentucky

Participate in the discussion. You must post two notes each to each of the discussion questions (four notes in total). Each note must be at least 150 words long. Post your first notes to each question by Wednesday at 11:59 pm and your second by Saturday by 6 pm.

Other Weekly Assignments

Quiz 3 is on Chapter 6 and is due by 6 pm on Saturday. Submit to Canvas.

Learning Resources

- Chs 6 Valuation (PowerPoint)
- Ch 6 Term Structure of Interest Rates
- Ch 6 Interest Rate Parts and Nominal-real
- Short Formulas for Bond value
- Enhanced formulas for bond value

Sample Problems with Solutions

The sample problems are posted for your benefit. There is nothing to submit. To understand the material, please practice doing some of the sample problems.

Week 4 (Sunday, January 26 to Saturday, February 1)

Reading Assignment

Chapter 7: "Stock Valuation"

Discussion Question Assignment

Wk 4, DQ 1- How to Research Stocks

Wk 4, DQ 2- Investing Basics: Fundamental Analysis

Participate in the discussion. You must post two notes each to each of the discussion questions (four notes in total). Each note must be at least 150 words long. Post your first notes to each question by Wednesday at 11:59 pm and your second by Saturday by 6 pm.

Other Weekly Assignments

Quiz 4 is on Chapter 7 and is due by 6 pm on Saturday. Submit to Canvas.

Learning Resources

- Ch 7 Valuation (PowerPoint)
- Short Formulas for Stock
- Enhanced formulas for stock

Sample Problems with Solutions

The sample problems are posted for your benefit. There is nothing to submit. To understand the material, please practice doing some of the sample problems.

Week 5 (Sunday, February 2 to Saturday, February 8)

Reading Assignment

Chapter 8: "Risk and Return"

Discussion Question Assignment

Wk 5, DQ 1-WACC (Weighted-Average Cost of Capital)

Participate in the discussion. You must post two notes each to each of the discussion questions (four notes in total). Each note must be at least 150 words long. Post your first notes to each question by Wednesday at 11:59 pm and your second by Saturday by 6 pm.

Other Weekly Assignments

Quiz 5 on Chapter 8 is due by 6 pm on Saturday. Submit to Canvas.

Learning Resources

- Ch 8 Risk and Return PowerPoint
- Ch 8 Capital Asset Pricing Model (PowerPoint)
- Formulas for Cost of Capital with Synonyms
- Standard Deviation lecture

Sample Problems with Solutions

The sample problems are posted for your benefit. There is nothing to submit. To understand the material, please practice doing some of the sample problems.

Week 6 (Sunday, February 9 to Saturday, February 15)

Reading Assignment

Chapter 9: “The Cost of Capital “

Discussion Question Assignment

Wk 6, DQ 1: WACC

Wk 6, DQ 2: Cost of Capital and Cost of Equity

Participate in the discussion. You must post two notes each to each of the discussion questions (four notes in total). Each note must be at least 150 words long. Post your first notes to each question by Wednesday at 11:59 pm and your second by Saturday by 6 pm.

Other Weekly Assignments

Quiz 6 on Chapter 9 is due by 6 pm on Saturday. Submit to Canvas.

Learning Resources

- Lecture Video: Chapter 9_Cost of Capital
- Ch 9 Cost of Capital and WACC (PowerPoint)
- Formulas for Cost of Capital with Synonyms
- The Cost of Capital lecture
- WACC lecture (PowerPoint)

Sample Problems with Solutions

The sample problems are posted for your benefit. There is nothing to submit. To understand the material, please practice doing some of the sample problems.

Week 7 (Sunday, February 16 to Saturday, February 22)

Reading Assignment

Chapter 10: "Capital Budgeting Techniques "

Discussion Question Assignment

Wk 7, DQ 1 What is Capital budgeting? | Importance, Methods, Limitations

Wk 7, DQ 2: Capital Budgeting: NPV, IRR, and Payback

Participate in the discussion. You must post two notes each to each of the discussion questions (four notes in total). Each note must be at least 150 words long. Post your first notes to each question by Wednesday at 11:59 pm and your second by Saturday by 6 pm

Other Weekly Assignments

Quiz 7 on Chapter 10 is due by 6 pm on Saturday. Submit to Canvas.

Learning Resources

- eLecture: Chapter 10 Capital Budgeting Techniques
- Ch 10 Capital Budgeting (PowerPoint)
- NPV and IRR lecture (doc)
- Depreciation (PowerPoint)
- Ch 10 How the Discount Rate Affects Present Value (doc)

Sample Problems with Solutions

The sample problems are posted for your benefit. There is nothing to submit.

To understand the material, please practice doing some of the sample problems.

Week 8 (Sunday, February 23 to Saturday, March 1)

Reading Assignment

Chapter 12: “Risk and Refinements in Capital Structure “

Discussion Question Assignment

This is the last week with Discussion Questions.

Wk 8, DQ 1 Payback

Wk 8, DQ 2: CEO Pay

Participate in the discussion. You must post two notes each to each of the discussion questions (four notes in total). Each note must be at least 150 words long. Post your first notes to each question by Wednesday at 11:59 pm and your second by Saturday by 6 pm.

Other Weekly Assignments

Quiz 8 on Chapter 12 is due by 6 pm on Saturday. Submit to Canvas.

Learning Resources

- Risk and Refinements in Capital Budgeting
- Ch 12 (PowerPoint)
- Risk and Refinements in Capital Structure Lecture

Sample Problems with Solutions

The sample problems are posted for your benefit. There is nothing to submit.

To understand the material, please practice doing some of the sample problems.

Week 9 (Sunday, March 2 to Saturday, March 8)

Financial Research Paper Guidelines

Objective:

You have the option to complete the research paper either individually or as part of a team. If working in a team, groups should consist of two to three members. Each team will delve deeply into a contemporary finance issue selected collectively by the group.

Paper Requirements:

- The research paper should be between five to ten pages in length.
- Adhere to APA formatting guidelines. For detailed instructions on APA style, please refer to the following resource: [APA Formatting and Style Guide](#).

Presentation Details:

- The research paper will be presented on **Wednesday, March 5th, Week 9**, at **Henry Hall, Room #107**.
- Each student or group will have **15 minutes** to present their findings, followed by a **5-minute Q&A session** with the audience.
- For a 15-minute presentation, it is recommended to prepare approximately **10 to 15 PowerPoint slides**. This allows for a balanced pace, typically allocating **1-2 minutes per slide**, depending on the complexity of the topic and your presentation style.

Submission Deadline:

- The final research paper is due by **Week 10, March 12th**.

Topic Selection:

- Your chosen topic must be relevant to **Corporate Finance**. Below are some examples of acceptable topics:
 - **Case Study:** Analyzing the Costs and Benefits of Starting a Business
 - **The Basics of Investing:** Stocks, Bonds, and Mutual Funds
 - **Stock Splits and Dividends**
 - **The Bond Market**

Additional Resources:

- Three sample research papers are available in the **Week 9 module** for reference.

By following these guidelines, you will be well-prepared to produce a comprehensive research paper and deliver an engaging presentation on a pertinent issue in contemporary finance.

Week 10, Sunday, March 9, to Saturday, March 15

Reading Assignment:

Chapter 19: "International Managerial Finance"

Discussion Questions:

There is no discussion assignment this week. Please complete your Research Paper and submit.

Deliverables:

Quiz 10 on Chapter 19 is due by 6:00 pm on Saturday. Submit to Canvas.

Learning Resources

- Ch 19 Foreign Exchange Market cac (PowerPoint)
- Ch 19 Exchange Rates Lecture and Exercises (doc)
- Textbook PowerPoint on assigned chapter(s)

Sample Problems with Solutions

The sample problems are posted for your benefit. There is nothing to submit. To understand the material, please practice doing some of the sample problems.

Important Information for this Course

MBA PROGRAM LEARNING OUTCOMES

Learning Outcomes

A graduate with a Masters of Business Administration degree will be able to:

1. Use financial tools and analysis to inform organizational decisions utilizing knowledge of the issues central to financial management of an organization.
2. Use concepts and processes of marketing and management to inform organizational decisions that enhance value creation.
3. Use the appropriate framework to analyze ethical dilemmas and inform organizational decisions.
4. Use economic data and knowledge of domestic and global economic environments to inform organizational decisions.
5. Identify appropriate leader actions for enhancing individual, group and organization effectiveness in accordance with principles of leadership dynamics.
6. Assess and create strategy for organizations in specified business environments in accordance with central components and processes of strategic management.
7. Develop and present a strategic plan for organizations promoting service, justice and peace within the community.

Course Learning Outcomes (CLOs)

Upon completion of MBA 611, the student will be able to:

- Demonstrate ability to calculate the cost of equity and stock for a firm.
- Analyze using 14 major ratios.
- Calculate the present and future value of single sums and annuities.
- Examine the profitability of specific projects using NPV and IRR calculations.

Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith.
2. Provide an integral, quality education.
3. Educate in family spirit.
4. Educate for service, justice and peace, and integrity of creation.
5. Educate for adaptation and change.

Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Ōlelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Ōlelo No'eau 364) May I live by God.
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Ōlelo No'eau 1957) Acquire skill and make it deep.
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Ōlelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship.
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'eau ('Ōlelo No'eau 1430) Education is the standing torch of wisdom.
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Ōlelo No'eau 203) All knowledge is not taught in the same school

Alignment of Course Learning Outcomes

	CLO 1	CLO 2	CLO 3	CLO 4
Marianist Values	2, 5	2, 5	2, 5	2,5
PLOs	2,4,5	2,4,5	2,4,5	2,4,5
Native Hawaiian Values	2, 5	2, 5	2, 5	2,5

MBA 611 and the Marianist value of “Education for Adaptation and Change”

This course embodies the Marianist characteristics of “Education for adaptation and change.” We live in a rapidly changing economic world where companies are created or fail, depending on the needs of the age. It is important to understand the mechanisms behind this since we are all affected one way or another either as consumers or as employees. MBA 611 will teach you how companies raise their necessary funds and how they select the projects that they choose to do. You will also learn about the mechanics of raising capital on the stock and bond market and about how to analyze a company using ratios and other techniques. Just as companies need to adapt and change to survive as an entity, so do we need to understand how this process works so that we can adapt and change along with them. When you do an assignment which shows you how to analyze the financial statements of companies, you will also be able to address strategic questions of what those companies should do to improve their operations so that they can adapt and change to a changing environment. When you study how interest rates change over time, you will learn some important lessons about how you should adapt and change your buying habits in accordance. For example, you might want to hold off taking out a car loan if interest rates are expected to drop in the short-term since it will be more to your advantage to borrow later when rates are low. Other assignments in this class will also help you to adapt and change your strategy throughout your life as situations change in the financial market.

School of Business and Communication

Office Location: Kieffer Hall

808-440-4280

If you have questions regarding the School of Business and Communication, reach out to your instructor or to the school itself.

Credit Hour Policy for MBA 611

Credit hour allotment for this course is at the very bottom.

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in 45 hours of engagement. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, 10-week term, or equivalent amount of work over a different amount of time. Direct

instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit. The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practica, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

For MBA 611, students should plan for the following: 50 hours doing the assigned reading.

15 hours on the discussion questions

20 hours on the team project

50 hours preparing for the weekly quiz

135 total hours

Important Information for All Courses

Grading Scale

Letter grades are given in all courses except those conducted on a credit/no credit basis. Grades are calculated from the student's daily work, class participation, quizzes, tests, term papers, reports and the final examination. They are interpreted as follows:

- A Outstanding scholarship and an unusual degree of intellectual initiative
- B Adequate understanding of the topic
- C Insufficient grasp of subject matter; this is a failing grade for a graduate course.
- F This is also a failing grade when the average is below 70%

Grades of Incomplete

An "I" grade is given when a student is unable to complete course requirements due to circumstances beyond their control, such as illness or personal reasons. The instructor's approval is required for the "I" grade.

Students must complete the work, evaluation, and reporting of the final grade within 30 days after the end of the term. In exceptional circumstances, the time limit may be extended with approval.

Classroom Etiquette

You are expected to behave properly in class so as not to disrupt other students or the learning environment, including not talking or texting during lecture times, arriving on time and not leaving early, etc. If you must leave class early or arrive late for any reason, please let me know in advance. You may not use a PC during class times except to do class work.

Technical Help for Canvas Users

- Search for help on specific topics at [Canvas Help](#)
- [Chat live with Canvas Support 24/7/365](#); Phone: 833-209-6111
- Watch this [video to get you started](#) with online guides and tutorials
- Contact the Chaminade IT Helpdesk for technical issues: helpdesk@chaminade.edu, or call (808) 735-4855

Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an “F” grade for the work in question, an “F” grade for the course, suspension, or dismissal from the University.

For the most up to date information, please refer to the [Academic Honesty Policy](#) on the Chaminade University Catalog website.

Title IX and Nondiscrimination Statement

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator.

Nondiscrimination Policy & Notice of Nondiscrimination

Chaminade University of Honolulu does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the University’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both and contact information may be found at the [Chaminade University Title IX Office Contact Information and Confidential Resources website](#). On-campus Confidential Resources may also be found here at [CAMPUS CONFIDENTIAL RESOURCES](#).

The University’s Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at: <https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Campus Incident Report form](#). Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates. The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#).

CUH Alert Emergency Notification

To get the latest emergency communication from Chaminade University, students' cell numbers will be connected to Chaminade's emergency notification text system. When you log in to the Chaminade portal, you will be asked to provide some emergency contact information. If you provide a cellphone number, you will receive a text from our emergency notification system asking you to confirm your number. You must respond to that message to complete your registration and get emergency notifications on your phone.

Assessment for Student Work

With the goal of continuing to improve the quality of educational services offered to students, Chaminade University conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

Student with Disabilities Statement

Chaminade University of Honolulu offers accommodations for all actively enrolled students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kokua Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation and once received it will take up to approximately 2–3 weeks to review them. Appropriate paperwork will be completed by the student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors each semester, as the student is responsible to notify Kokua Ike via email at ada@chaminade.edu each semester if changes or notifications are needed.

Kōkua 'Ike: Tutoring & Learning Services:

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including, but are not limited to biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check Kōkua 'Ike's website for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click on Account > TutorMe. For more information, please contact Kōkua 'Ike at tutoring@chaminade.edu or 808-739-8305.