

# California Arts University

## ACADEMIC CATALOG 2018-2019



**4100 W. Commonwealth Ave. #101**

**Fullerton, CA 92833**

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All classes of instruction are held at the above address.

© The institution's catalog is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. The Academic Catalog of California Arts University provides information and does not constitute a contract. However, California Arts University reserves the right to make changes in the programs, regulations, tuition, fees, and courses described in the catalog without notice.

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## **GENERAL INFORMATION**

### **Disclaimers**

The provisions of this publication are subject to change without notice and do not constitute an irrevocable contract between California Arts University and any students/applicants. California Arts University has reserved the right to add, amend, or repeal any of its regulations, policies, and procedures. Every effort has been made to assure the accuracy of the information in this publication. Students and applicants are advised, however, that such information is subject to change. They should consult the appropriate academic or administrative personnel for current information.

### **Contact Information**

California Arts University  
4100 W. Commonwealth Ave. #101  
Fullerton, California 92833

Website: [www.cau-edu.us](http://www.cau-edu.us)  
Telephone: 714-222-1110 (English) 213-700-7575 (Korean)  
Fax: 714-907-1511  
Email: [info@cau-edu.us](mailto:info@cau-edu.us)

### **About Our University**

California Arts University was founded in 2013 in Fullerton in Orange County, a California county with the second largest Korean immigrant population in the United States. The founder Sae Kwang Chung, a prominent and active music leader, addressed a growing need to build a musical community for higher learning focusing on professional education in contemporary music in Orange County.

Through interaction, collaboration, and a dynamic curriculum, students in the University's contemporary music performance program have hands-on experiences designed to develop them as professional musicians and church/community based music leaders. Under the direction of our remarkable faculty, we are dedicated to educate our students toward realizing their personal musical goals in today's dynamic global music environment.

### **Institutional Mission Statement**

The mission of California Arts University is to create a musical community that offers students excellent professional education in their musical disciplines.

## **Institutional Purpose**

The purpose of the program is to develop students as professional musicians and church and community based musical leaders through an advanced study in contemporary music in a dynamic, collaborative environment.

## **Institutional Objectives**

California Arts University strives to achieve the following four institutional objectives.

1. An understanding of theory, history, and performance of musical practice.
2. The ability to play selected musical pieces.
3. A professional level of technical and artistic achievement in performance and composition occupations.
4. Other music business skills, including praise leadership in religious settings.

## **Institutional Learning Outcomes**

California Arts University expects learning outcomes demonstrated by its graduates.

Graduating students will:

1. Demonstrate firm knowledge of theory, history, and performance of musical practice.
2. Show ability to play selected musical pieces.
3. Demonstrate their professional level of technical and artistic knowledge and proficiency in performance and composition occupations.
4. Show sufficient music business skills, including praise leadership in religious settings.

## **Philosophy of Education**

Throughout students' professional education, the University's faculty strives to develop well-rounded performers who demonstrate skill coupled with spiritual maturity and professionalism. By integrating the tenets of Christianity throughout course, practice session, and performance, the University instills both ethics and compassion in every performer. As students master the artistry of music, they simultaneously gain confidence born of a solid academic background permeated by faith. Graduates from the University enter their field as musicians of character.

## Statement of Faith

All the board members, administrators, students, and faculty members of California Arts University subscribe to the following statement of faith.

*We believe* the Bible is the inspired Word of God and the only standard for faith, life, and academic discipline. *We believe* in the Holy Triune God, existing eternally in three persons, the Father, the Son, and the Holy Spirit. *We believe* in the creation of the universe as presented in Scripture and in the reality of heaven and hell and the existence of the devil. *We believe* God created humankind in His image and likeness, but by the disobedience of Adam, all humankind was alienated from God and lost. *We believe* that Jesus of Nazareth is the Messiah, the Son of God, born of the Virgin Mary, who died on the cross, was physically resurrected from the dead, ascended into heaven, and will one day return in His glory to reign upon the earth. *We believe* in the gospel of salvation through the cross for those that put their faith in Jesus will be saved. *We believe* that the Church is the body of Christ and that the people of God are called to mission, education, and service. We believe that Satan is real and acts as a tempter, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in eternity. We believe in last things which are the future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments. Both the saved and the lost will be resurrected—the saved unto the resurrection of life in heaven and the lost unto the resurrection of damnation in hell.

## Accreditation and Approval Notice

California Arts University is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [[15935 Forest Road, Forest, VA 24551](http://15935ForestRoad.Forest.VA.24551)]; Telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)] having been awarded Candidate Status as a Category III institution by the TRACS Accreditation Commission on April 24, 2018. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). The University has maintained a formal approval to operate as a degree-granting, non-accredited institution from the California Bureau for Private Postsecondary Education (BPPE). The University is approved to offer the Master of Arts degree in Contemporary Music Performance. The institution is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. (CEC §94909(a)(2) and §94897(l)(1)(2))

## Location and Facilities

California Arts University is located in Fullerton, across from the city's municipal airport, northeast of the junction of the Santa Ana and Riverside Freeways. The campus building on Commonwealth Avenue is surrounded by residential areas and has ample parking space. Our facilities include administrative and faculty offices, a library, classrooms, a student lounge, a recording studio, and individual lesson rooms.

### Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree, programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Student Initials: \_\_\_\_\_ Date: \_\_\_\_\_

(A) A graduate of the degree program will not be eligible to sit for the applicable licensure exam in California and other states.

(B) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

(C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

(CEC §94909(a)(16) and §94897(p))



## Nondiscrimination Policy Statement

California Arts University is committed to maintaining a professional musical community which recognizes and values the dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential and personal goal. We believe that diversity among our many members strengthens our community life and stimulates collaboration and creativity. We seek to treat all members solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

California Arts University prohibits discrimination against any member of our community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a veteran. The University will pursue its mission and conduct its educational programs and support services in conformity with applicable federal, state and local laws and regulations. Any question of interpretation regarding this policy shall be referred to the academic dean for final determination.

## Statement of Ethical Values and Standards

California Arts University's ethical values and standards define the character of the institution and are active ingredients in all that the University does. Through our commitment to these values and standards the University can better serve and be more responsive to its students, staff and community:

**Community** – Building a community of scholars and students where we encourage each other to grow academically and spiritually.

**Leadership** – Serving the community with integrity, respect and cultural sensitivity.

**Teamwork** – working together to encourage input and dialogue in a collegial manner befitting higher education.

**Accountability** – Continuously assessing where we are as a Christian institution and to assume responsibility for all that we do.

**Participation** – Fostering and encouraging faculty, staff and students in various university decision-making processes and practicing shared governance.

**Excellence** – Seeking high standards for teaching, scholarship, and performance with a commitment to continual development.

**Spiritual Vitality** – Moving together in personal relationship with Christ Jesus and knowledge of God's calling, we dedicate ourselves to Spirit-filled service.

# EDUCATIONAL PROGRAM

## Program Purpose and Objectives

Currently California Arts University offers the Master of Arts program in Contemporary Music Performance (MACMP). This program is distinctly contemporary in its content and approach, and embraces the principal musical movements of our time.

The purpose of the program is to:

- Train students to become professional and faithful musician with their individual artistry and performance skill.
- Equip students with the deepen understanding of the harmonic and stylistic practices associated with their chosen area of performance through coursework, applied lessons, ensembles, and master classes.
- Nurture students to master the technological skills that are essential for the contemporary performer.

## MACMP Program Learning Outcomes

When students complete the MACMP program, they'll have the ability to:

- Synthesize the harmonic and stylistic practices in the area of performance;
- Synthesize the skills required of performers in contemporary music settings;
- Perform music in contemporary musical styles;
- Apply technology to recording and distributing music; and
- Synthesize their artistic identity, vision, and intent in performance work.

## Admission Policies (Requirements and Procedure)

The process of admission to the Master of Music program requires:

- A bachelor's degree or its equivalent
- An official transcript from the current or previous college or university
- A California Arts University Application
- Two professional letters of recommendation
- A personal audition or a recent video recording if necessary
- Graduate diagnostic examinations for new graduate students

### Audition

A personal audition may be required of all graduate applicants. A video recording may be submitted in lieu of an audition for applicants who do not live in Southern California. Auditions are administered on the CAU campus. Exception considered for unusual case.

\* California Arts University does not admit students from other countries. Visa services are not provided. The institution will not vouch for student status or any associated charges.

## **Language Proficiency Information and Instructional Language**

English proficiency guides: 1) Students may submit English grade obtained at previously attended schools (High School Transcript, English Language Academy, SLEP score, or Secondary Level of English Proficiency), but it is not required. 2) If further necessary, SLEP test can be taken at CAU.

Since California Arts University is a Korean institution, main language of communication is Korean. That is why not all students need to verify their level of English proficiency. The level of proficiency for Korean, if the student is non-native speaker of Korean, may be measured by transcription of the student, which shows she/he attended a Korean speaking institution to obtain at least one academic degree. If a student does not have that experience, he or she should take Korean Language Proficiency Exam (equivalent with SAT Verbal in USA) and should pass over 60%.

Korean will be primary instructional language, since the institution only has the Korean track. Most or all of the applicants are Korean. However, we will also use English and provide the translation services for some lectures, textbooks, musical terms and instrumental names, etc. The cost for the English translation services is \$50 per hour for lectures and lessons.

\* Educational program of CAU is not designed for any licensure.

## **Admission Application Requirements**

Admission to our MACMP is open to an individual who has earned a qualifying degree from an accredited institution. An applicant is expected to carefully review admission requirements outlined above. An applicant to the MACMP program at California Arts University is required to submit a completed application, application fee, and all official transcripts from institutions listed on the application.

- Transcripts should be delivered in their official, sealed envelopes. An official transcript can also be sent electronically directly from an institution.
- An application fee of \$100 (non-refundable) must accompany each application.

Application materials submitted to the University become the property of the University and will not be returned to the applicant, irrespective of application outcome. Materials will be retained on secure file for one year from the time of application. Upon successful application, official transcripts, test scores, and acceptance letters will be kept in the Registrar's Office.

## Program Requirements

Students receive the Master of Arts degree in Contemporary Music Performance (MACMP) when they fulfill the following program requirements:

- Completion of 48 credits of course work (normally in 2 years)
- Completion of 39 credits (80 percent of the total credits required) at California Arts University (residency requirement)
- A minimum cumulative grade point average (GPA) of 3.0.
- Graduation recital

**TOTAL COST FOR MASTER OF MUSIC: (48 Units x \$250 = \$12,000)**

## Course of Study (Program Scope and Sequence)

<i>First Semester</i>	<i>Second Semester</i>
Individual Instruction I (3) Jazz Ensemble I (3) Advanced Jazz Harmony I (3) Advanced Sight Singing (3)	Individual Instruction II (3) Jazz Ensemble II (3) Advanced Jazz Harmony II (3) Advanced Ear Training (3)
<i>Third Semester</i>	<i>Fourth Semester</i>
Individual Instruction III (3) Jazz Ensemble III (3) Songwriting I (3) Advance Sound Design Techniques (3)	Individual Instruction IV (3) Jazz Ensemble IV (3) Songwriting I (3) Studio Recording (3) Graduation Recital

## Course Descriptions

MUS 501, 502, 601, 602 Individual Instruction I-IV  
Principal instrument study.

MUS 511, 512, 611, 612 Jazz Ensemble I-IV  
Study for repertoire and performing practice for ensemble.

MUS 521 Advanced Jazz Harmony I  
Analysis and application of major and minor key harmony; continued elaboration of subdominant minor and modal interchange; chord scale theory. Review of melodic construction and melody/harmony relationship; individual note analysis of melodies. Substitute dominant and related IIIm7 chords; diminished chord patterns; modulation.

MUS 522 Advanced Jazz Harmony II  
Continuation of principles of modern chord progression: deceptive resolutions of secondary dominants; dominant seventh chords without dominant function; contiguous dominant motion. Review of melodic construction, form, and melody/harmony relationship; modal interchange;

pedal point and ostinato; modal harmony and modal composition; compound chords; constant structures.

#### MUS 621 Songwriting I

Songwriting techniques. Students will develop a strong sense of form, melody, harmony, bass line development, and rhythm. Introduction to lyric considerations. Projects, in lead sheet format, will cover a variety of styles.

#### MUS 622 Songwriting II

Proper integration of lyrics and melody. Expansion of tonal materials used in songwriting including modulation and modality. Further study of form including the transitional bridge and the primary bridge. Student projects include setting lyrics in various styles and forms.

#### MUS 531 Advanced Sight Singing

Singing and aurally identifying intervals in tonal and non-tonal situations. Intended to bridge the gap between relative pitch and hearing by interval alone. Preparation for singing atonal music.

#### MUS 532 Advanced Ear Training

Development of ear training skills through performance and dictation. Study of melodies, intervals, harmony, and solfege in Lydian, Mixo-Lydian, Dorian, and Phrygian modes, mixed modes, and harmonic and melodic minor. Continued study of rhythms, meters, conducting patterns, and notation.

#### MUS 631 Advanced Sound Design Techniques

Concentrated ear training and patch dictation helps students to identify and create unusual and dynamic instrumental sounds and sound effects, and their applications in live performance, film, electronic music production.

#### MUS 632 Studio Recording

A study of recording and editing techniques using Digidesign Pro Tools with primary focus on applications to arranging and composing. Topics include handling of tracks, importing audio, recording of play lists, equalization, and effects as well as virtual instruments, midi recording, sequencing, trimming, fading, tempo, meter maps, time stretching, and plug-in automation, culminating in the mixing of a fully arranged song applying all of the studied techniques.

#### MUS 650 Graduation Recital

Students register for this course to have a recital for fulfillment the degree requirement.

## FINANCIAL INFORMATION

### Tuition and Fees

Tuition and fees, set annually by the Board of Trustees of California Arts University, are subject to change without notice.

**TOTAL COST FOR MASTER OF MUSIC: (48 Units x \$250 = \$12,000)**

Tuition Charges: \$250 per unit (\$3,000/semester)

Application Fee (non-refundable) \$100

Enrollment Fee (non-refundable) \$100

Registration Fee (non-refundable) \$50

Student Association Fee (non-refundable) \$30

Readmission Fee (non-refundable) \$50

Tuition Installation Fee \$35

Add/Drop Fee (non-refundable) \$10 per change

Return Check/Denied Credit Card Fee (non-refundable) \$35

Shipping Fee – Domestic (non-refundable) \$15 / International (non-refundable) \$30

Express Shipping Fee – Domestic (non-refundable) \$40 / International (non-refundable) \$50

Individual Instruction Fee – Music Students (non-refundable) \$50 per hour

Graduation Fee (non-refundable) \$300

Transcript/Certificate (non-refundable) \$10 per copy

Transcript Express Mailing Fee (non-refundable) \$20

Transcript Mailing Fee (non-refundable) \$5

English Translation Services for lectures and lessons \$50 per hour

## Estimate of Total Charges for the Entire Educational Program

<b>NAME OF EDUCATIONAL PROGRAM:</b>	<i>MACMP</i>
<i>Estimate based on:</i>	2-year
<i>Units:</i>	48
Enrollment fee	\$100.00
Semester/Term Registration fee	\$200.00
Tuition	\$12,000 .00 \$250 per unit (\$3,000/semester)
Student Association fee	\$120.00
Graduation fee	\$300.00
<b>TOTAL</b>	<b>\$12,720.00</b>
<p><b>NOTE:</b> Students need to consider cost of text materials, supplies, room, and board. These additional costs are vary depending on the courses they take in each semester and/or term. These are not usually paid to the school directly. Please plan accordingly. Approximate Annual Cost of Room, Board, Tuition, etc. per Student is \$21,760.</p>	

Prior to enrollment, the institution shall provide a prospective student, either in writing or electronically, with a school catalog.

The institution shall provide the school catalog to any person upon request. In addition, if the institution has student brochures, the institution shall disclose the requested brochures to any interested person upon request.

California Arts University provides a prospective students and any interested person, either in writing or electronically, with a school catalog at the main campus and school website <http://www.cau-edu.us/publications>.

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oak Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), Call toll-free number (888) 370-7589 or by fax (916) 263-1897."

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

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

## Student Tuition Recovery Fund (STRF)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.



7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If bait has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

- \* CAU does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.).

## Scholarships

California Arts University offers a limited number of scholarships to help qualified students meet the financial requirements of attending the University. Prospect and current California Arts University students are encouraged to submit an application for the Cal Arts Scholarships.

## Payment Information

A student's account must be paid in full prior to re-enrollment in subsequent terms. Transcripts are withheld if a student has an outstanding obligation to the university. A down payment of 50% is due each semester to complete enrollment, with the balance due in 45 days. For winter and summer sessions, full payment of tuition and fees is due at the time of registration. It is the student's responsibility to finalize payment options before the designated payment deadline date in order to prevent the cancellation of classes for the term enrolled.

\* The institution does not participate in any federal and state financial aid programs.

## Right to Cancel

Students have the right to cancel enrollment and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. California Arts University reserves the right to terminate the student for unsatisfactory progress, non-payment of tuition, or failure to conform to the University's standards of conduct. Students may cancel enrollment or withdraw from the University and obtain a refund by submitting a written notice, dated and signed by the student, to California Arts University, 4100 W. Commonwealth Ave #101, Fullerton, California 92833 or by fax: 1-714-907-1511.

## Loans and Responsibility

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan;
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## Refunds

Cancellation is effective on the date written notice of cancellation is sent. A refund will be made within 30 days after the effective date. Fees (registration, materials, STRF, and activities) are nonrefundable. The student will not get a refund after more than 60% of the instruction has been presented. For students who have completed 60% or less of the instruction period, the refund shall be on a pro rata basis. The exact amount of prorated refund will be based on the formula listed below. The following table provides the estimated amount of refund at each point of withdrawal:

Percent of Attendance	10	20	30	40	50	60	Over 60
Tuition Refund	90	80	70	60	50	40	0

For example: if a student withdraws a course after 18 hours out of 45 hours (3 credits x 15 weeks) and its tuition is \$750, the refund will be:  $\$750 - \$750 \times 18/45$  credit hours = \$450.

Students may complete the withdrawal procedure by submitting a signed add/drop card to the Office of the Registrar to be eligible for a refund. NOTE: Students must follow the withdrawal procedure to be officially withdrawn from a course. Failure to do so could result in the student being charged and receiving a failing grade in the class. The student will not get a refund after more than 60% of the instruction has been presented.

## Questions and Complaints

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897."

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

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897  
(916) 431-6959 or by fax (916) 263-1897

## ACADEMIC POLICIES AND PROCEDURES

### Ability-to-Benefit Policy

Given the fact that some students may not have obtained the appropriate degree qualifications for admissions to a program, CAU may consider them for admission on an individual basis. Those who are admitted under the conditions of the ability-to-benefit will work closely with the program director to ensure they are making satisfactory academic progress.

### Transfer of Credit Policy

Academic work done at accredited institutions in the US and Canada, or at schools in Korea that have recognition from the ministry of education, may be transferred into California Arts University programs if the work fits into our curriculum (i.e. there is not room for 55 credits of engineering classes in the electives and general education portions of our curriculum). California Arts University accepts transfer credits from institutions accredited by U.S. accrediting bodies, approved by the California Bureau for Private Postsecondary, or accredited by the Ministry of Education of the Republic of Korea. The University may accept credit from non-U.S. institutions for transfer provided that official transcripts demonstrate that these institutions and their courses are equivalent to our requirements. In some cases, work from an unaccredited school may be transferred. See evaluation procedures below.

A student should not merely assume that previous credits will transfer. California Arts University accepts graduate-level transfer credit. Among other considerations, California Arts University requires that previously earned credits have earned a minimum grade of “B”, have been earned within the past 10 years, and that the courses meet the curriculum requirements of the degree being attempted. If the coursework meets these requirements, and is from an accredited school, transferability is likely. Credits completed at the graduate level with a grade of “B” or better at an accredited institution may be accepted up to one-fifth (20 percent) of the total credits required for the student’s program.

To request transfer of credits, students must arrange for their previous schools to send official, sealed transcripts to the student. The student must not open the envelope or disturb the official seal. Bring the transcripts to the academic dean for evaluation. A student who desires to transfer credit from another postsecondary school to CAU must submit an official transcript stating the courses and grades to the admission office prior to acceptance. Master of Arts students can receive a maximum of 9 credits. If the student believes that denied credits should have been approved, he or she may inform the academic dean that the student wishes to appeal the decision. In such a case, the academic dean will ask two faculty members to review the decision.

EVALUATION PROCEDURES: Students can help facilitate the credit evaluation process, and

make approval more likely, by bringing syllabi, textbooks or other materials from the courses he or she wishes to transfer. The evaluator(s) may contact the school to explore information such as faculty credentials, library volumes, accredited schools accepting their credits, etc. This is especially important for any work to be considered from an unaccredited school in the US, Canada or Korea. For work from other countries, the student may need to pay a fee for California Arts University to have credits evaluated by an outside agency.

It is **very important** that a student who wishes to transfer credits bring a transcript of past work when he or she first starts to study at California Arts University. It is crucial that before a student starts to take courses here, the student knows which courses will or will not be transferred into this school. Otherwise a student may take courses again that were not needed, or may not be planning to take course here that will still be required.

It is also important to recognize that no school is required to accept credits from any other school. Credits from an unaccredited school tend to be harder to transfer. Especially before California Arts University is accredited, students should not merely assume California Arts University credits will transfer to another particular school. Instead, the student should contact the registrar of the other school to inquire whether they will take California Arts University credits. Students are invited to talk to the academic dean about the likelihood of transfer to another higher education institution.

California Arts University has no articulation agreement with any other college or university, and credits completed in the student's program at the University may not be accepted by any other college or university for transfer. Also, the degree earned from the University may not be accepted by any other college or university as a basis for admission to a graduate-level program.

**“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”**

“The transferability of credits you earn at California Arts University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the Master of Arts in Contemporary Music Performance (MACMP) program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Arts University to determine if your credits or degree will transfer.”

## Credit Hour Policy

California Arts University operates under a semester system. For all courses bearing academic credit, “one semester hour of credit” is, at a minimum, one hour of classroom or direct faculty instruction and two hours of out-of-class student work each week for approximately fifteen weeks. For example, a 3 semester-credit course would require at a minimum 45 hours of academic engagement and 90 hours of preparation for a total of 135 hours. A credit hour is assumed to be a 50-minute (not 60-minute) period.

## Registration

All students are expected to maintain continuous enrollment during the full academic year, and to register for courses prior to the start of the related term. Any student who does not register in any courses will be administratively withdrawn from the University by the registration/add deadline as published on the academic calendar in this Catalog.

There are four registration periods for the fall, spring, summer, and winter sessions. Open registration is for students who are unable to register early and for students who may need to adjust their schedules. Late registration is held during the first week of classes (special schedule for summer and winter) to allow students to make section and class changes. A penalty fee is charged to students who enroll during this period.

## Procedures for Adding or Withdrawing from Courses (Add/Drop)

Students may add courses during the first two weeks of the term by submitting a completed add/drop card to the Registrar. The signatures of both the academic dean and instructor of the class being added are required during the second week of the term.

- Week 1, no approval required.
- Week 2, approval of academic dean and instructor.
- Week 3 and after, not permitted.

Students may withdraw from courses by submitting an add/drop card to the Registrar. The time period in which a student withdraws from a course determines the recording of the course on the student’s transcript. The following guidelines apply to the regular semester only.

- Week 1-2, no grade recorded on academic record
- After Week 3, W grade recorded on academic record

## Attendance Policy

California Arts University (CAU) places great importance upon class participation because of the nature of the material being taught, the value of in-class interaction, and the need for students to develop habits of diligence and reliability. Regular attendance is necessary to achieve satisfactory academic progress. If the student is absent he/she may be required to make up all work missed. It is the student's responsibility to check on all assignments.

The faculty members may require additional work to make up for an absence. If a student is absent from a significant portion of the course or is frequently late for class meeting, even due to extenuating circumstances, this may result in a lower grade or even a failing grade for the course.

### TARDINESS

Tardiness is a distraction to a good learning environment and is discouraged. Faculty may reduce final grades based on excessive tardiness.

### CLASSROOM PARTICIPATION

California Arts University (CAU) places great importance upon class participation because of the nature of the material being taught, the value of in-class interaction, and the need for students to develop habits of diligence and reliability.

You should be present and punctual for all class sessions except in the case of rare extenuating circumstances. You are expected to complete your assignments before the class session, so that you are prepared to answer questions and enter into the discussion. For details of how your participation grade is computed, see the course syllabus.

When your total number of absences exceeds 20% of the number of class sessions in the semester, you may receive lower grade from the course, unless the professor specifically asks the Registrar otherwise. The 20% allowance is to provide for serious illness, serious injury, serious illness in the family, death in the family, and other unforeseen emergencies. Note that failure to enter the classroom and be seated at the beginning of class may result in your being counted absent.

In addition to the 20% policy, individual professors may impose additional attendance and participation requirements that have the potential of impacting your course grade. See your course syllabus for details. If further questions persist, discuss policies with your instructor.

It is important that you keep an accurate record of any absences from class, including dates and reasons. This information could prove essential in the event of a discrepancy and/or an appeal. You should not rely upon professors or the Administrative staff to supply tallies, warnings, or notifications.

## **Leave of Absence and Withdrawal**

Any Students may request to take a leave of absence from enrollment in classes for up to one academic year. Requests should be made to the Registrar's Office and require academic dean's approval. A leave of absence is granted only for extenuating circumstances such as medical, job, or family issues.

A student who wishes officially withdraw from the University must submit a withdrawal request to academic dean. A student's official withdrawal date will be the date on which the withdrawal request form is submitted. A student will be unofficially withdrawn from the University if a student does not register for courses by the registration/add deadline or if a student does not return from an approved leave of absence as scheduled. The withdrawal date will be the last day of the last term attended.

## **Retention of Students Records**

Student records are to be kept permanently. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, directory information (name, address, telephone number, dates of attendance, major field of study, awards, honors (includes Dean's List), degree(s) conferred) may not be released without a written consent of the student. Currently enrolled students may request that this information be withheld by completing a Request to Prevent Disclosure of Directory Information form, obtainable in the Registrar's office. (Exception: University officials who have a legitimate educational interest in a student's records and certain government official's action in their legitimate functions may have access to a student's file. Student educational records are subject to lawfully issued subpoenas. Under FERPA, students have the right to inspect, review, and seek to amend their educational records, subject to conditions specified by the Act.)



## Record keeping: Custodian of Records

Student transcripts are to be kept permanently in a secure cabinet that only administrative staff can access. The types of documents in each student file will be general student profile, admission papers and documentation of past and current academic grades. The records will be stored and updated as regularly as possible and financial records will be put together with the student file. In order to keep the student records safe and secure, only approved administrative staff will have access to the files and must first speak to the Dean in order to obtain them.

## Transcripts

Transcripts are released only upon written request of the student. Upon graduation, the student receives a copy of his/her final transcript free of charge provided all accounts at the university and in community have been settled. Additional copies are available at the rate of \$10.00 each. Copies of transcripts require three to five working days to process.

## Standards for Student Achievement

### Academic Progress Requirement

All students must maintain satisfactory academic progress in order to remain eligible to continue as students in the School. All students are considered to be making satisfactory progress when they begin school and during any probationary period. This includes, but is not limited to: meeting minimum standards for grades, work projects, etc.

### Graduation Requirements and procedures

All students desiring to graduate must file a graduation application with the Registrar by March 1 for graduation. Students on academic probation will not be allowed to graduate. California Arts University posts degrees on transcripts and issues diplomas only when these graduation requirements have been met:

- Satisfactory completion of all degree requirements as specified in the Catalog for the student's degree program.
- A minimum cumulative GPA of 3.00.
- Payment of graduation fee and all University financial obligations.

## Grade Requirements

In order to maintain academic standing as a graduate student, students must maintain at least a 3.0 grade point average (GPA) in graduate courses. Any course with a C+ or lower earned grade must be retaken until a B- or higher grade is earned. Similarly, the grade of N (no pass) is not accepted for graduate credit and those courses must be retaken until a P (pass) is earned. A GPA below 3.00 at any time during a graduate student's studies or the accumulation of more than 6 credits of N or F grades – regardless of the GPA – is considered unsatisfactory. The dean may drop the student from the University, thus terminating the student's degree program.

## Grading Policy

Individual faculty members determine the grading policy for each course. Faculty members clearly state in their course syllabus the specific criteria by which the grade will be assigned, including the relative weight of assignments, papers, examinations, attendance and other assessments. Only the faculty member has the authority to change grades. The following grading system is in effect at California Arts University.

GRADE	MARK	GPA POINTS	INTERPRETATION
A	96-100	4.0	Outstanding
A-	92-95	3.7	Superior
B+	88-91	3.3	Very good
B	84-87	3.0	Satisfactory
B-	80-83	2.7	Average
C+	77-79	2.3	Acceptable
C	74-76	2.0	Borderline pass
C-	71-73	1.7	Not acceptable
F	0-70	0.0	Failing
P/F	71-100/0-70	0.0	Pass/Fail (selected courses)
I		0.0	Incomplete
W		0.0	Withdrawal
AUD		0.0	Audit

## Academic Probation and Dismissal

Any student who fails to maintain a minimum cumulative grade point average (GPA) of 3.00 will be placed on academic probation. Academic probation is designed to help the student to cope with academic difficulty. The academic dean will provide assistance to improve the student's academic proficiency. Any student who fails to maintain a minimum cumulative GPA of 3.00 for one academic year may be academically dismissed. A student dismissed for academic reasons may appeal to the academic dean for reinstatement. Such an appeal should be made in writing and include an account of the student's circumstances and a reasonable plan for successful completion of course work if reinstatement is granted.

## Academic Achievement Recognition

To encourage academic excellence and progress, California Arts University offers honors to full time students who earn a grade point average of 3.75 or better in any one semester. These students are recognized by being placed on the Dean's List for that semester, and automatically become members of the Honor Society. At graduation, awards are presented to those students who have demonstrated outstanding scholastic achievement, leadership and service.

## Honesty

Cheating is a violation of academic integrity and will not be tolerated. Examples of cheating include: copying another student's paper or test, receiving information from a student who has already taken a test, sharing information about a test, and falsifying a report. Another form of cheating is plagiarism, which involves using someone else's ideas or words without giving proper credit. If material is quoted, quotation marks and appropriate citation must be used. Paraphrased material must also be given appropriate citation. A student found cheating will receive a "0" for the assignment or test and will be reported to the Dean of Student Affairs for disciplinary action. Such discipline may include a Restorative Action Plan (as described in the Student Handbook) or dismissal, as determined by the Dean of Student Affairs. If students are aware of cheating or plagiarism, he or she should report it to the professor immediately.

## Faculty Assistance

The CAU faculty is committed to helping students academically and spiritually. Professors post their office hours each quarter; students are encouraged to take advantage of these times by visiting their professors, either by phone, e-mail or in person.

Some faculty members will provide their home or cell phone numbers, and/or e-mail in their syllabus. Please use discretion when contacting the professor outside office hours. The school assigns each student a faculty member to serve as an advisor. Students are required to meet with their advisor each quarter to review their academic plan and register for courses for the upcoming quarter. We encourage students to meet with their advisor at additional times to discuss their academic, spiritual, and ministry progress.

## Program Length

Students are usually expected to complete each program within the following time frame: the bachelor degree in 4 years, the master degree in 2 years, and the doctoral degree in 3 years. The maximum time frame allowed for students to complete a program is 150% of the normal program length, namely 6 years for the bachelor program, and 3 years for the master program. An extension may be granted for special circumstances.

## Standards of Satisfactory Academic Progress (SAP)

Federal regulations (CFR 668.34) require that, in order to be eligible for assistance from student aid, all students (full-time, part-time, undergraduate, and graduate) must maintain satisfactory academic progress toward completion of their degree. All students who receive institutional, federal and state financial aid must meet the academic standards of California Arts University and the standards of satisfactory academic progress defined by federal regulations as follows:

- **Maximum Time Frame** – Students must complete their degree within a maximum period of 150% of the published length of the academic program. Federal regulations state that a student is ineligible when it becomes mathematically impossible to complete their program within 150% of the published program length.
- **Minimum Pace of Progression** – Students must complete 66.67% of all attempted courses. To calculate the Pace of Progression, divide the cumulative number of units successfully completed by the cumulative number of units attempted.
- **Minimum GPA** – Students must maintain a cumulative GPA of 2.00 for undergraduate and 3.00 for graduate programs at the end of each term.

Students not meeting SAP are subject to dismissal from their program of study and are ineligible to receive financial aid, except under special circumstances. When a student's progress is evaluated as prescribed and his or her academic performance is below either of the thresholds required to maintain SAP, the student's academic progress will be projected to determine if and when it would be possible for the student to reestablish SAP.

## Unsatisfactory Academic Progress

An undergraduate must maintain an overall grade point average of at least 2.0 in coursework taken at California Arts University, and a graduate student at least 3.0 in course work. If a student's progress, measured at the end of each term, is determined to be unsatisfactory AND a projection indicates that it is possible to reestablish SAP by the end of the subsequent term, the school may place the student Academic Probation. The student will be advised of the performance necessary to reestablish SAP.

## Incomplete

We discourage our professors from assigning an "incomplete" as a quarter grade. An "incomplete" is assigned only under extenuating circumstances and only if the student's work was satisfactory prior to the emergency situation. Incomplete grade is not used in computing the cumulative GPA for the moment. However, the professor must submit a replacement grade by the date agreed upon with the student (and no later than the end of the following quarter) or the incomplete will automatically be changed to an "F." Incomplete course is counted as attempted units in calculating the pace of progress.

## STUDENT RIGHTS AND RESPONSIBILITIES

### Academic Freedom

In pursuit of its mission, California Arts University strives to promote an environment of full academic freedom in which to pursue teaching, learning, and scholarly activity. All faculty members and students are expected to exercise academic freedom in a manner consistent with the professional standards of one's discipline. All instructors have the right to freedom regarding the specific material to be covered, the pedagogical methods to be employed in a course, and individual student grades, as long as the materials, methods and grades are consistent with the learning objectives and academic policies. In their academic coursework, students are entitled to full freedom of learning. Faculty engaged in scholarly activity have the freedom to choose their subject matter and methods of inquiry. Scholars are entitled to full freedom in publication and presentation of their work. Students who engage in scholarly activity under the direction of a faculty member have academic freedom subject to the supervision of the faculty member.

### Academic Integrity

All members of the Cal Arts community are expected to be truthful in all their work. Failure to represent one's work truthfully undermines one's character and the integrity of our community. Students are responsible for knowing what constitutes dishonesty in academic work and what constitutes plagiarism.

- **Dishonesty** is exhibited through lying, cheating, or deceiving. Its examples include copying from the examination papers of other students and submitting as one's own work papers obtained from another person or from the Internet.
- **Plagiarism** is misrepresentation of another person's work as one's own, involving other persons' ideas, articles, books and other intellectual property without proper citation. It ranges from a failure to acknowledge one's indebtedness to another for an idea or ideas to using words or sentences from others' work without proper citation.

Any member of our community who violates the academic integrity policy will be subject to discipline. Academic integrity is under the supervision of the faculty, acting through the dean.

## Facilities and Equipment Policies

California Arts University is committed to providing all students with equal access to academic courses, programs, and school activities. The University will meet the needs of the student to the extent that the student is able to perform the essential portions of the classwork and that accommodations will not impose an undue burden on the school and/or fundamentally altering the nature of the course, program, or activity at issue. Reasonable accommodations may include adaptations in the way specific course requirements are accomplished, the use of auxiliary equipment and support staff, and other modifications including testing procedures.

### **Facilities Policies**

#### *Scheduling Facilities, Obtaining Equipment and Supplies*

To avoid double scheduling any room, facility or equipment, contact the student affairs staff and submit a School Building/Equipment Usage Request Form. Any reservations must be approved by the student affairs officer. A copy of the form is provided in the student affairs office.

### **Disability and Access**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), the University will facilitate reasonable accommodations for a student with a disability that substantially affects a major life activity. For any employee or student whose disability would make it difficult to access any part of the facilities, they should speak to the student affairs officer. All possible efforts will be made to accommodate persons with disabilities. A student whose disability would make climbing stairs difficult should meet with the student affairs staff.

Any needed supporting services for accessing equipment or materials (e.g., part of our library collection) should be arranged with the office for delivery.

### **Maintenance and Inspection**

Operation and maintenance of California Arts University facilities is directed by the Business Manager (COO), and assisted by a professional maintenance and janitorial companies.

### **Description of the Facilities and of the types of Equipment and Materials that will be used for instruction**

California Arts University is located in Fullerton, across from the city's municipal airport, northeast of the junction of the Santa Ana and Riverside Freeways. The campus building on Commonwealth Avenue is surrounded by residential areas and has ample parking space. Our facilities include administrative and faculty offices, a library, classrooms, a student lounge, a recording studio, and individual lesson rooms. Free WIFI internet is available in the whole range of campus for students and instructions. The Facilities and equipment of California Arts University fully comply with all federal, state and local ordinances and regulations, including requirements pertaining to fire safety, building safety, handicapped access and health. The campus is located within easy reach of public transportation.

For most of our music classes offered, we have a variety of musical instruments available for the students to use, as well as recording and sound systems. Every classroom is equipped with white boards and desks for the students and instructors to use for lessons.

## List of Musical Equipment

### **Music Instrument and Equipment List**

No	Brand/Model	Description	Qty
1.	Marshall AS50D	Guitar Amp	1
2.	Marshall JCM 2000-60W	Guitar Amp	1
3.	Kustom Solo 16	Guitar Amp	1
4.	Behringer GTX60	Guitar Amp	2
5.	Roland Cube Street	Guitar Amp	1
6.	Ovation Adamas	AE Guitar 6 String	1
7.	Ovation Elite	AE Guitar 12 String	1
8.	Takamine EG540SSC	AE Guitar 6 String	1
9.	Takamine Santa Fe	AE Guitar 6 String	1
10.	Takamine EF261S AN	AE Guitar 6 String	1
11.	Brownsoille BLG 10	A Guitar 6 String	1
12.	Taylor 150E	AE Guitar 12 String	1
13.	Applause AE-36	AE Guitar 6 String	1
14.	Yamaha Silent SLG 110S	AE Guitar 6 String	1
15.	Speed Star	Traveler E Guitar	1
16.	Dean	AE 6 String Banjo Guitar	1
17.	Suzuki QC-1	Q-Chord	1
18.	Yamaha Motif XS-7	Key Board	1
19.	Yamaha Motif ES-5	Key Board	1
20.	M-Audio Pro-88	Key Station	1
21.	Williams Allegro	Digital Piano	1
22.	Kurzweil MP-520F	Digital Piano	1
23.	Kurzweil K2600 XS	Key Board	1
24.	Proline	Key Board Chair	5
25.	Roland KC-550	Key Board Amp	2
26.	Pro Line / Ultimate	Key Board Stand	6
27.	Fender Rumble 15	Bass Guitar Amp	1
28.	Acoustic B200 MK II	Bass Guitar Amp	1
29.	Nemesis 200W	Bass Guitar Amp	1
30.	Young Chang U-131	UL Piano	1
31.	Computer	Desktop	2
32.	Computer	Laptop	2

No	Brand/Model	Description	Qty
33.	EV HAPV-30	E. Violin	1
34.	Yamaha Hipgig	A Drum Set	1
35.	Bose	Headphone	2
36.	Yamaha	Headphone	1
37.	Sennheiser		2
38.	AKG K-220M	“	4
39.	MBS	Microphone Boom Stand	6
40.	Gem Sound GMW-61	Wireless Microphone Sys	2
41.	Rokit Powered 5	Powered Studio Monitor	2
42.	Rokit Powered 8	Powered Studio Monitor	2
43.	Speaker Stand	Studio Speaker Stand	2
44.	Desk	2' X 6'	10
45.	Desk	16" X 74"	12
46.	Desk	2' X 4'	15
47.	Desk	3' X 7'	2
48.	Glass Desk	18" X 50"	1
49.	Desk	President Room	1
50.	Desk	Lobby	1
51.	Chair	White	46
52.	Chair	Wine Color	50
53.	Chair	Black	9
54.	Chair	Swivel Chair	19
55.	Chair	Arm Chair	7
56.	Sharp AR-M 550N	Digital Copy Machines	1
57.	Sam Sung CLX-3160FN	Color Laser Printer	1
58.	Sam Sung SCX-4521F	B&W Laser Printer	1
59.	Canon Pixma	Color Ink Printer	1
60.	Sony SAVA-D900	Sound System	1
61.	Sony CMT CP100	Sound System	1
62.	Kustom PA50	PA System	4
63.	Harbinger APS 12	PA System	2
64.	LG NEO PLASMA	Air Condition	1
65.	Atmosphere	Air Purifier	1
66.	Kum Young KDV D-110S	Karaoke	1
67.	Pulpit	Pulpit	1
68.	Pulpit	Pulpit	1
69.	Bookshelf	32" X 80"	26
70.	Bookshelf	27" X 77"	7



No	Brand/Model	Description	Qty
71.	Bookshelf	24" X 42"	2
72.	Bookshelf	30" X 72"	1
73.	Bookshelf	16" X 51"	1
74.	Showcases	16' X 58" X 31"	4
75.	Whirlpool	Water Purifier	1
76.	Kirkland	Refrigerator	1
77.	Emerson	Microwave Oven	1
78.	Mr. Coffee	Coffee Maker	3
79.	Office Depot	Filing Cabinets(18X51X27)	2
80.	HON	Filing Cabinets(15X53X27)	6
81.	BIF	Wood Cabinets((17X28X23)	2
82.	Pro Line	Music Stand	11
83.	Ultimate	Guitar Stand	6
84.	Sound Gear Ibanez SDGR	Bass Guitar	1
85.	Yamaha RBX-774	Bass Guitar	1
86.	White Board	4X8 Music	1
87.	White Board with Wheel	4X6 Music+Regular	2
88.	White Board	4X6 Regular	2
89.	Sharp	47" TV	1
90.	SamSung	65" TV	1
91.	LG	65" TV	2
92.	Cobe	24" TV	2
93.	Haier	19" TV	1
94.	Mackie CR1604VLG	Mixer	1
95.	Horizon 16CH 50FT	Stage Series	1
96.	Ew-100 Sennheiser	Wireless Mic System	3
97.	Oktava Mk-012-01	Recording Condenser Mic	2
98.	Trace Acoustic TA35CR	Guitar Amp	1
99.	Roland V-Drum TD-8	Ele Drum Set	1
100.	EV N/D 267	Microphone	6
101.	EV n/d 767	Microphone	1
102.	Okata MK-219	Recording Mic	1
103.	Okata MK-319	Recording Mic	1
104.	SM-58	D Microphone	6
105.	Anchor BWK-II	Mini Mixer	1
106.	AKG C414B ULS	Recording Mic	1
107.	SP-S Heavy Duty	Speaker Stand	6
108.	Boss Tower Amp	Amp System with Bass	2

## **Recording Room System**

109. Otari Electronic Co MTR-100 Tape Recorder
110. Otari Electronic Co MTR-20 Tape Recorder
111. Otari Electronic Co CB-120 Auto Locator X2
112. Otari Electronic Co CB-140 Remote Control Unit
113. Roland DEP-1 Digital Effects Processor
114. YAMAHA SPX -900 Professional Multi Effect Processor
115. Lexicon LXP-15
116. Eventife H3000S Ultra Harmonizer
117. Dolby Laboratories Dolby Model 363
118. Orban Stereo Spatial Enhancer Model 222A
119. Amcron/Crown Self Analyzing Amplifier PSA-2
120. Orban Stereo Synthesizer Model 245F
121. Alesis Midiverb III 16 bit Simultaneous Multi Effects Processor
122. Furman RP-8 Power Conditioner Capacity 1800 Watt
123. T.C Electronic TC 1144 Bass Preamplifier
124. T.C Electronic 1128 Programmable 28 Band EQ
125. T.C Electronic T.C 2290 Dynamic Digital Delay + Effects Control Processor
126. BBE Sonic Maximizer 422A
127. APHEX Aural Exciter Type III
128. Teac AD-400 Compact Disk Player Reverse Cassette Deck
129. Taijin Pro-2000
130. Aphex 107 2CH Thermionic Mic Preamplifier
131. Aphex 108 2CH Automatic Compressor
132. Behringer GEQ -3102 Ultra Graph Pro 31 Band Graphic EQ
133. BBE 462 Sonic Maximizer BBE Process
134. Tascam DA-30 Digital Recording
135. TEAC AD-500 Compact Disc Player
136. Crown XLS 402 Power Amp
137. Sam Sung 47" Monitor
138. XL Size Recording Desk
139. KORG D1600 MK II Digital Recording Studio
140. Boss Super Chorus CH-1 2ea
141. Apple MAC-PRO Computer

**Music Instrument and Materials List**

<u>No.</u>	<u>Brand/ Model</u>	<u>Description</u>	<u>Qty</u>
1.	Yamaha YPG-235	Keyboard with Kit	2
2.	Williams Legato	Digital Piano/ 88 key	2
3.	Williams Allegro	Digital Piano/ 88 key	1.
4.	Yamaha	Piano(Acoustic)	1
5.	Story & Clark	Piano(Acoustic)	1
6.	Croma Auto Harp	37 String Custom Made	1
7	Pearl Forum Series	Drum Full Set	1
8.	Fender Starcaster	Elect Guitar	1
9.	Washburn	6 string Banjo Guitar	1
10.	Takamine EG523SC-12	12 String Acoustic-Elect Guitar	1
11.	Dean EABC	Acoustic-Elect Bass Guitar	1
12.	Fender California Series	Acoustic-Elect Guitar	1
13.	Tagima TW29NS	Acoustic-Elect Guitar	1
14.	Yamaha FX01C TBS	Acoustic-Elect Guitar	1
15.	Yamaha APX500	Acoustic-Elect Guitar	1
16.	Mitchell MD-100	Acoustic Guitar	2
17.	Applause AE4411GVV450	Acoustic-Elect Guitar Elite	4

The institution have sufficient facilities and necessary equipment to support the achievement of the educational objectives of all of the courses and educational programs in which students are enrolled.

(1) The equipment used for instruction or provided to the student are comparable in model type or features to equipment generally used in occupations or job titles at the time the instruction is offered.

(2) The institution establishes that the equipment used for instruction or provided to a student is not obsolete and is sufficient for instructional purposes to reasonably assure that a student acquires the necessary level of education, training, skill, and experience to obtain employment in the field of training and to perform the tasks associated with the occupation or job title to which the educational program was represented to lead.

The institution's facilities, including heating and cooling, ventilation, lighting, classrooms, laboratories, and campus environs are well-maintained. The institution maintains all valid permits required by any public agencies relating to the health and safety of the institution's facilities and equipment on file, and such permits are available to the Bureau upon request.

## Information regarding Library / Learning Resources

California Arts University's library has a small collection of books and other learning resources in counseling and related disciplines. A professional librarian is available to assist students to access course reserves and other resources in our library as well as resources of other libraries. Our librarian also offers individual and group instruction that helps our students develop information competence skills.

### **LIBRARY HOURS OF OPERATION**

Monday through Friday 9:00 a.m. - 9:00 p.m.

### **LIBRARY LOCATION & Collection**

The California Arts University library is located on the main floor. Library hours are during weekdays are 9AM to 9PM. Times are posted outside of the Library entrance. The California Arts University library contains a wide variety of resource materials for student use in addition to computer stations with Wi-Fi Internet access, and study tables. The library contains in excess of 10,000 volumes in addition to online resources. Students may use textbooks, dictionaries, encyclopedias newspapers, and periodicals to research topics inside and outside of class and stay abreast of current events and industry trends. We have a professional librarian who is available to assist you with learning resources and data search. In addition, we also provide quiet places to study in our on-campus library.

### **ONLINE PUBLIC ACCESS CATALOG**

The California Arts University Library uses the Library World Automated System for its online public access catalog (OPAC). The following inserts show how the screen will appear on the computer.

Click on the "CAU Library" menu at the California Arts University website. This will take you to the Library webpage.

Click on the "LIBRARY" menu at the California Arts University website. This will take you to the Library Online Catalog.

Choose the Library on the California Arts University homepage ([www.cau-edu.us](http://www.cau-edu.us)). You may search the books by author, title, or subject. Borrower ID and password are not required to search the library catalog of in-house materials.

California Arts University Library web page can be accessed outside the library through:

<http://opac.libraryworld.com/opac/signin?libraryname=CAU%20LIBRARY>

## Student Rights under FERPA

California Arts University fully complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which affords students certain rights with respect to their education records, including:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- The right to request an amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before the University's disclosure of personally identifiable information from the education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the FERPA. Complaints can be directed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920; Phone: 1-800-USA-LEARN (1-800-872-5327)

Students should submit requests for review or amendment of their education records to the academic dean. Should the University decide not to amend the record as requested, the student has a right to request a hearing.

Our academic and administrative personnel have access to education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. Officials have a legitimate educational interest if they need to review an education record in order to fulfill their professional responsibilities for California Arts University.

## Student Conduct

All students are required to behave in a manner that is suitable for professional study and practice. This standard of conduct is intended to maintain a safe, productive environment for learning and working for the whole Cal Arts community. The following list illustrates the types of activities that are prohibited and may subject an individual or group to disciplinary action as determined by the academic dean.

- Knowingly furnishing false information to the school and altering school documents and records (e.g., application, CV/resume).
- Obstruction or disruption of teaching and learning, administration, and other school activities.
- Disorderly, indecent, or obscene conduct or expression toward faculty, classmates, staff members, and administrators.
- Conduct that threatens the health, safety, or welfare of any person, including

- threats of violence toward others.
- Unauthorized entry into or use of the school's facilities or services
  - Illegal or unauthorized possession, use, sale, or distribution of narcotics, drugs, or other controlled substances defined as such by local, state, or federal law
  - Unauthorized use, possession, or storage of any guns, weapons, or other unreasonably dangerous instruments.

## **Policy Prohibiting Discrimination and Harassment**

California Arts University does not discriminate against any person on the basis of race, color, religion, national origin, disability, age, veteran status, sex, marital status, or sexual orientation. The University shall adhere to all applicable state and federal regulations. Consistent with its mission, California Arts University seeks to assure all community members are able to learn and work in an atmosphere free from harassment. Harassing conduct is contrary to the nurturing community of learning the University wishes to foster. Harassment threatens the well-being of the University community.

This policy applies to all community members, including faculty, staff, and students. We will take appropriate action when this policy is violated. For the purpose of determining whether particular conduct constitutes a violation of this policy, the following definition will be used:

Harassment is conduct that is based on race, color, religion, national origin, disability, age, sex, marital status, sexual orientation, or veteran status and interferes with a person's employment or educational experience or creates an intimidating, hostile, offensive working, educational or living environment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex.

In accordance with state and federal law, sexual harassment occurs when (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academics or participation in a California Arts University program or activity, or (2) submission to or rejection of such conduct by an individual is used as the basis for a decision affecting such individual's employment, academics, or participation in a California Arts University program or activity.

## Complaint Procedures

Members of the California Arts University community may bring complaints or concerns about harassing or discriminatory behavior to the academic dean. The University may seek informal resolution when it receives allegations of unlawful discrimination or harassment. If an informal resolution does not result, a formal process may be initiated by submitting a complaint or grievance to the dean. Initially, concerns may be communicated orally; however, they should be submitted in writing before any formal review takes place. The written complaint should specify the University policy violated and all relevant factual details.

1. The dean shall read the complaint, and if it warrants further investigation, then a copy of the complaint should be forwarded to the person against whom the complaint is made (“respondent”). If the allegations would not constitute a violation of a policy, then the dean should inform the grievant in writing that the allegations are not subject to further investigation.
2. The respondent shall be given 14 calendar days from receipt of the complaint to return a written response to the dean, who then shall initiate a reasonable investigation into the matter. The investigation may include meeting with the parties, talking with witnesses, and reviewing any supporting documents. A grievant may elect to withdraw a formal complaint at any time; however, the university reserves the right to investigate all complaints in order to protect the interests of the University and its community.
3. Within a reasonable time, the dean shall make a decision based on the formal complaint, response, and any other relevant information. This decision shall be in writing and shall consist of factual findings, conclusions, and a remedy if one is appropriate. All parties shall receive a copy of the decision.
4. Any party may submit a written request for appeal of the decision to the president of the University within 14 calendar days from receipt of the decision. The request for appeal must specifically set forth all grounds for appeal. The non-appealing party must be given the opportunity to respond in writing to the request for appeal. Within a reasonable time, the president shall make a decision based on the complaint, response, decision, request for appeal, any response to the appeal, and any meeting the president held in regard to the appeal. The decision of the president shall be final. All parties shall receive a copy of the president's decision.
5. All written decisions made and materials produced in a grievance conducted under this procedure shall be retained by the academic dean for at least two years from the date that the final decision was issued.

## ADMINISTRATION AND FACULTY

### Board of Trustees

Mr. Min Hwan Kim, Chair  
Businessman

Dr. Sae Kwang Chung  
President, California Arts University

Ms. Young Ji Kang  
Registered Nurse

Dr. Samuel Kim  
Retired Professor

Ms. Betty Kim  
School Administrator

### Administration

Dr. Sae Kwang Chung  
President

Dr. Tae Yeon Lim  
Academic Dean

Dr. Kwangsun (John) Hwang  
MA Director / Student Dean

Joel Chung  
Business Manager

Douho Im  
Librarian / Director of Assessment and Planning

Joy Chung  
Registrar / Admissions Director



## **Full-Time Faculty**

Dr. Kwangsun (John) Hwang  
Ph.D, University of California, Los Angeles  
MM, University of Texas at Austin  
BA, Hoseo University

## **Part-Time Faculty**

Dr. Tae Yeon Lim  
DMA, University of Southern California  
MM, Manhattan School of Music  
BM, Kyung-Hee University

Dr. Mikyung Lim  
DMA, University of North Texas  
MM, Dankook University  
BM, Keimyung University

## **Teaching Assistant**

Joseph Kim  
MM, University of Southern California  
BM, California State University, Northridge

Yumi Kim  
MM, University of Southern California  
BA, Berklee College of Music

Eun Sun Jeon  
MM, World Mission University  
BCM, Hoseo University

## ACADEMIC CALENDAR

The academic calendar consists of 16-week terms in fall and spring. In winter and summer 2-week intensive classes are offered. The specific beginning and ending dates defining the time period covered by the catalog are as follows:

### 2018 – 2019 Academic Year

	Fall 2018	Winter 2019	Spring 2019	Summer 2019
Length	16 weeks	2 weeks	16 weeks	2 weeks
Registration	Aug 6-17	Dec 17-21	Jan 14 - Jan 25	Jun 10-Jun 21
Classes begin	Aug 20	Jan 7	Jan 28	Jun 24
Drop deadline	Aug 31	Jan 8	Feb 8	Jun 25
Add deadline	Aug 31	Jan 8	Feb 8	Jun 25
Withdrawal	Sep 21	Jan 9	Mar 1	Jun 26
Classes end	Nov 30	Jan 18	May 10	Jul 12
Finals	Dec 3	Jan 18	May 13	Jul 12
Grades due	Dec 14	Jan 25	May 24	Jul 26

Holidays (observed) are New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

# STUDENT SERVICES

## Student Financial Aid

California Arts University does not participate in federal or state student financial aid programs. However, the university has limited scholarship funds available for full-time students who require financial assistance. Students are encouraged to discuss their financial needs with the dean of students.

## Campus Employment

California Arts University has on campus job opportunities for a limited number of students. Students will be hired as part-time employees of the university after an application and interview process is completed. Under normal circumstances, students will be awarded 8 to 12 hours per week. Students are eligible for on-campus employment after fulfilling the following requirements:

1. Complete a job application and submit it to the financial aid officer
2. Interview for the position and be offered the position
3. Attend a work orientation session led by the supervisor
4. Demonstrate an ability to maintain a high level of work performance while also maintaining a normal academic load.

## Technology Information

California Arts University is committed to promoting an environment of learning that encourages students to use modern technology to enhance their experience. Wireless internet can be accessed throughout the campus. Students are encouraged to use a laptop/notebook computer that complies with the minimum system requirements. Students will be oriented to the IT use policies during student orientation.

## Library Services

The mission of the California Arts University library is to provide the learning and research materials to students such that they are able to effectively attend to their extra classroom study and related coursework assignments. To further achieve our institutional mission, the university has developed a learning resources program to facilitate and enhance student learning by providing tutorial, research, and other forms of academic support. All students are invited to a library resources tour and are encouraged to request assistance in developing learning and resource finding skills.

The library is open from Monday through Friday, at 9:00 am to 9:00 pm. The library will assist you with any reference request made by a student. A reference librarian is available on Monday thru Thursday, from 1:00 am to 6:00 pm. Students may also utilize the card catalogue for a comprehensive listing of all the holdings available at the California Arts University library.

Most of the circulating materials may be checked out for two weeks and can be renewed for another two weeks unless requested by another student. Bound periodical volumes may circulate for three days. But unbound periodical issues and reference materials do not circulate outside the library. Students may access any of the library computers during any of the above hours of operation.

## **Student Housing Services**

California Arts University does not have any dormitory facilities under our control. It is the responsibility of students to find appropriate housing. While California Arts University does not maintain dormitory facilities and has no responsibility to find or assist a student in finding housing, information on housing is available in the Admissions office. Costs vary for students as some live alone and others share housing with friends or relatives. Living modestly, one should expect to pay between \$1,500 and \$2,400 for living expenses including rent. CAU will assist the students in locating housing and other problems that attend a student in settling down in order to focus on studying. Questions concerning any of housing services may be addressed to the Dean/Director of Student Affairs.

## **Academic and Personal Counseling**

It is the desire of the faculty, administrators and staff at California Arts University to provide students with continual individualized academic and personal counseling as the needs occur. Staff members of the Academic and Administrative Divisions are instructed to make themselves accessible to the students for their counseling needs, such as class selection, scheduling, personal problems, and other matters that are deemed important to the students and counseling sought.

## **Student Health and Safety**

First aid service is provided for minor injuries that occur on campus. The Student Code Conduct outlines the safety rules and regulations of the institution.

## **Scholarships**

Scholarship is being planned to students based on needs and academic achievements. These scholarships are hoped to be available each semester through the help of generous donors. These scholarships are renewable every semester and cover the full or partial tuition.

## Student Organization

California Arts University provides assistance to student leaders to form their own student government and clubs so as to participate in extracurricular activities. The Dean of Students serves as the advisor to the student government.

## Orientation

During the first week of instruction, entering students will attend an orientation covering academic policies, scholastic regulations, student rights, library usage and guidelines, code of conduct, and the student support services available to them.

## Assimilation Counseling

California Arts University's one of target populations is newly immigrated persons with limited English proficiency. Students will be encountering not only linguistic barriers but cultural barriers. One of the services provided is assistance in the main-streaming process, including American customs and etiquette. This type of student support service is popular because immigrants have had little opportunity to learn systematically about American customs and etiquettes so that may be well received by their American friends.

## Career and Job Placement Counseling

Upon graduation, California Art University will make sure that its graduates will have job opportunities in the United States. All of the Professors, Staff, Faculty and Administration will use their resources and network available to help students find positions at Churches and commercial musical fields where they can utilize the skills learned at our university. No guarantee of job is offered. School will do their best in assisting our students.

## Standard Occupational Classification Codes

In regard to future occupation and salary/wage, the degree programs of California Arts University prepare the students to be Musicians, Singers, and Related Workers: Music Directors, Composers, Singers, Musicians, Miscellaneous Entertainers and Performers, and Related Workers.

The Standard Occupational Classification Codes according to the Department of Labor are as the following:

- 27-2040 Musicians, Singers, and Related Workers (Master of Arts in Contemporary Music Performance)
  - 27-2041 Music Directors and Composers (Master of Arts in Contemporary Music Performance)
  - 27-2042 Musicians and Singers (Master of Arts in Contemporary Music Performance)

## Notice of Student Rights

Students at California Arts University are entitled to and have the following rights:

- 1) The right to receive quality educational programs instructed by competent and qualified faculty;
- 2) The right to receive professional, prompt and friendly services from the university's administrative personnel and faculty concerning academic, financial, personal or any other matters that may require consultation by the students
- 3) The right to receive informed factual and prompt responses to all questions they are related to the university and its educational programs;
- 4) The right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later;
- 5) The right to inspect and review his or her records during normal business hours and seek correction of errors in records through the established administrative procedures;
- 6) The right to participate in all the student activities, school sponsored meetings and seminars, and other co-curricular activities;
- 7) The right to call for a hearing in accordance with the procedures established for this purpose if student is subject to the university's disciplinary action; and
- 8) The right to contact or write to federal or state regulatory agencies to register complaints and seek remedial action.

## Grievance Resolution and Appeals Procedures

All members of the University's administration, faculty, and staff are dedicated to providing its students the highest quality graduate educational programs. They strive to guide and assist students in completing their graduation requirement as expeditiously and successfully as possible. However, if problems may arise, necessitating disciplinary action will be taken.

Students who are disciplined as a result of a serious violation of the Student Code of Conduct shall have the right to appeal to the Grievance Committee which is composed of administrators, faculty and academic counselors. It is the aim of this committee to resolve all complaints, grade disputes, and other problems in a manner that is most fair to all parties involved. When submitting a formal appeal to the Grievance Committee, students are advised to assemble and present the following list:

- 1) The nature of the problem or dispute;
- 2) The date of the alleged problem or dispute occurred;
- 3) The name of the individuals involved in the dispute;
- 4) A brief statement concerning the ruling sought from the Grievance Committee and copies of all relevant supportive documents.

Students have the right to appeal to the state regulatory agency in the event the complaint or dispute cannot be resolved to the satisfaction of the complaint.

As clearly stated in the “Notice of Student Right”

Students have the right to call or write:

Bureau for Private Postsecondary Education

Physical Address; 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818 W. Sacramento, CA 95798-0818

Phone Number: (916) 431-6959; Toll Free: (888) 370-7589; Fax No. (916) 263-1897

<http://www.bppe.ca.gov/>