



California Institute of  
Management & Technology

2017-2018

Catalog

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Application deadlines, a current academic calendar, and other event information are detailed on the CALIMT website at [www.calimt.edu](http://www.calimt.edu)

CALIMT is committed to equal opportunity and equal treatment for all qualified individuals. CALIMT will not discriminate against any person because of age, gender, color, race, national origin, religion, marital status, disability, veteran status, sexual orientation, or any other class status protected by law.

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# INTRODUCTION

California Institute of Management and Technology (CALIMT) was established in California in 2010. CALIMT's program is extensively researched, carefully designed, and professionally conducted by faculty chosen for their background in both business theory and practice.

CALIMT is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

CALIMT 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.) California Education Code §94909(a)(12)

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.

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 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website at [www.bppe.ca.gov](http://www.bppe.ca.gov)

As of July 2016 California Institute of Management and Technology has been officially granted accreditation by the Distance Education Accrediting Council (DEAC). DEAC is recognized by the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

# INTRODUCTION

## **Mission**

The mission of California Institute of Management and Technology is to offer a dynamic distance learning environment addressing the business, economic, and social issues of global management and career training with an emphasis on cross-cultural awareness.

## **Goals**

The goals of CALIMT are to:

- promote cultural sensitivity and awareness of cultural differences to assist individuals when doing business in different cultures;
- train business professionals to be ethical and socially responsible leaders; and
- educate students to acquire enhanced understanding of key business functions, such as accounting, finance, human resource management, marketing, and operations.

## **Objectives**

The objectives of CALIMT are to:

provide core business courses that are fundamental for success in a highly competitive global market;

- use a blend of traditional management education, cultural studies, and opportunity to engage in collaborative learning with those from other cultures;
- incorporate cultural aspects in each course so that students can apply a course's content in multiple cultural venues;
- emphasize corporate social responsibility and business ethics throughout the curriculum; and
- focus on leadership in organizations and develop effective global business communication skills in students.



# ACCREDITATION AND AFFILIATIONS



California Institute of Management and Technology holds accreditation through the Distance Education Accrediting Commission (DEAC). The DEAC is an educational association located in Washington, D.C. Founded in 1926.

DEAC's goal is to ensure a high standard of educational quality in the distance education institutions it accredits by requiring compliance with its published standards, policies and procedures. The DEAC is recognized by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) as an institutional accrediting organization for posts secondary distance education institutions.



The Council for Higher Education Accreditation (CHEA) is the largest institutional higher education membership organization in the United States.

CHEA is a primary national voice for accreditation and quality assurance to the U.S. Congress and U.S. Department of Education. Its members currently include 3,000 degree-granting colleges and universities and recognizes 60 institutional and programmatic organizations.



Bureau of Private Postsecondary Education (BPPE) of the State of California Meta Business School holds Institutional Approval by the Bureau of Private Postsecondary Education (BPPE) of the State of California.

# MESSAGE FROM THE Provost

Dear Students,

As California Institute of Management and Technology continues to strive for excellence in education, service, and scholarship, it is my privilege to provide leadership in the areas of planning, operation, direction, and supervision of academics, programs, and resources.

As we commence the 2017-2018 academic year, I am pleased to announce that we are expanding our educational offerings to include the hybrid MBA program and three hybrid non-degree certificate programs in paralegal studies, paralegal assistant, and hospitality operation. These hybrid certificate programs are aimed to provide hands-on career training for working professionals and students alike. To provide these programs, CALIMT has partnered with AHLEI (American Hotel & Lodging Education Institute) and Kensington College.

CALIMT is a learning-centered institute dedicated to connecting a diverse network of students around the world and providing a unique business administration curriculum that is geared towards preparing our students for the global corporate environment today. Now we are also able to serve local students that are seeking career education with proven track record. By providing an innovative, proprietary learning platform that enables students to interact worldwide, we facilitate superior experiential learning regardless of geographical location and also in the classroom for our hybrid students.

The goal of CALIMT's academic program is to advance the intellectual and personal growth of all students through a wide spectrum of learning opportunities. To pursue this goal, we continue our efforts in adding diverse new programs that will cater to students seeking professional education for variety of career paths in the upcoming academic year.

As the provost, I cannot be more excited for California Institute of Management and Technology as we continue to grow and innovate ways we bring value to our students. Given our strong knowledge base in global business, the breadth and quality of our academic courses, and the dedication of our superior faculty, we hope to transform the online learning experience worldwide.

Best regards,



H. Clarissa Chaib, Ph.D  
Provost

**DEGREE  
GRANTING  
PROGRAMS**

**DEGREE PROGRAM  
COURSE  
DEVELOPERS &  
FACULTY**

# COURSE DEVELOPERS & FACULTY

California Institute of Management and Technology (CALIMT) faculty and administration are experienced, industry-qualified professionals with outstanding academic credentials. CALIMT's course developers have had extensive practical and research experience in the broad areas associated with their respective fields. The major criteria in selecting course developers are mastery of knowledge in their specific specialty, the ability to integrate theory and practice, demonstrated skill in teaching, and the ability and willingness to use CALIMT's teaching techniques, particularly the ability to organize and document course material so that students are provided with lesson plans, textbooks, notes, supplementary readings, cases, and exercises to facilitate the learning process.

## **Course Developers**

### *Leadership*

ERICKSON, Rollis, Ph.D.

Online Adjunct Professor, Indiana Wesleyan University, Marion, Indiana

Doctor of Philosophy in Organizational Leadership, School of Business & Leadership, Regent University, Virginia Beach, Virginia

Master of Theological Studies, Reformed Theological Seminary, Oviedo, Florida

Bachelor of Arts in Organizational Management, Warner Southern College, Lakes Wales, Florida

### *Corporate Social Responsibility*

AXELROD, Linda Geller, J.D.

Adjunct Professor of Business Law, Metropolitan State University, Denver, Colorado

Juris Doctor, Hamline University School of Law, St. Paul, Minnesota

Bachelor of Arts, Journalism/Advertising, University of Minnesota, Minneapolis, Minnesota

LITTLE, Stacey

Adjunct Professor, Ivy Tech Community College, Lafayette Indiana

Doctor of Philosophy in Global Leadership and Organizational Management, Indiana Institute of Technology, Fort Wayne, Indiana

Master of Business Administration, Indiana University Purdue University, Indianapolis, Indiana

Bachelor of Science in Human Resources Management, Saint Mary of the Woods College, Saint Mary of the Woods, Indiana

### *Accounting*

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Bachelor of Science in Business Administration, University of California Berkeley, Berkeley, California

# COURSE DEVELOPERS & FACULTY

## *Finance*

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Master of Science in Management Science, Korea Advanced Institute of Science and Technology, Seoul, Korea  
Bachelor of Science in Business Administration, Seoul National University, Seoul, Korea

## *Marketing*

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Assistant Professor, Salem State University, Salem, Massachusetts

Doctor of Philosophy in Marketing, Walton College, The University of Arkansas, Fayetteville, Arkansas

Master of Business Administration, The Welingkar Institute of Management, Mumbai, India

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Master of Business Administration in Marketing and Finance, Kania School of Management, University of Scranton, Scranton, Pennsylvania

Bachelor of Arts in Accounting, St. Xavier's College, Calcutta, India

# COURSE DEVELOPERS & FACULTY

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Chair, College of Business Administration Marketing Department, California State University Long Beach, Long Beach, California

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Diploma in Economics, Economics Institute, Boulder, Colorado

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Bachelor of Arts in Business Administration, Korea University, Seoul, Korea

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Master of Business Administration, College of St. Thomas, St. Paul, Minnesota Bachelor

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Bachelor of Science, Electrical Engineering, Tufts University, Boston, Massachusetts

## *Strategy*

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Corporate Strategy Advancement Manager, Air Products, Allentown, Pennsylvania

Doctor of Business Administration in Strategic Leadership, University of Phoenix, Phoenix, Arizona

Master of Business Administration in Marketing, Keller School of Management, Pittsburgh, Pennsylvania

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Bachelor of Arts in Accounting, St. Xavier's College, Calcutta, India

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## *Business Communication*

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# COURSE DEVELOPERS & FACULTY

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Bachelor of Science in Accounting, Indiana University, Bloomington, Indiana

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Doctor of Philosophy in Conflict Resolution & Peacekeeping Analysis, Nova Southeastern University, Fort Lauderdale, Florida

Master of International Business Administration in International Business, Nova Southeastern University, Fort Lauderdale, Florida

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TEAGUE, Jennifer, Ph.D. (Courses: IBU 500, IBU 621)

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Master of Arts in Social-Organizational Psychology, Teachers College, Columbia University, New York City, New York

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# COURSE DEVELOPERS & FACULTY

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WYNNE, Steve, J.D. (Course: MGT 600, OPM 610)

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Master of Arts in Applied Statistics , University of Michigan , Ann Arbor Michigan

Bachelor of Science in Policy and Management , Carnegie Mellon University, Pittsburg Pennsylvania

LAYTON, Dwight DBA ( OPM 610, MGT 600)

Doctor of Business Administration,, California Southern University, Irvine California

Master of Business Administration, California Southern University, Irvine California

Bachelor of Business Administration, California Southern University, Irvine California

## Faculty Availability & Office Hours

Students may contact their professors by email, by phone, or through the learning management system MetaBoard. Office hours vary by professor and are included in course syllabi.

**OWNERSHIP AND  
GOVERNANCE  
&  
ADMINISTRATION**

# OWNERSHIP AND GOVERNANCE & ADMINISTRATION

## Ownership and Governance

California Institute of Management and Technology is owned by Learning & Innovation, Inc.

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Sungho Lee, Ph.D.

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Barry Shore, Ph.D.

### CALIMT Staff

#### Administration

Heajung Clarissa Chaiky, Ph.D., Provost and CEO

#### Academic and Student Affairs

Heajung Clarissa Chaiky, Ph.D., Program Chair, MBA  
Carol Lynn Wroblewski, Academic Coordinator  
Thila Menon, Student Services and Compliance Manager  
Jenette Buffum, Student Services Coordinator

#### IT

Jack Lee, CTO  
Hana Song, IT Support Assistant

#### Management Office

Jon W Baker, HR & Student Account

#### Admissions and Recruiting

Ricky Horn, Admissions Representative

# ADMISSIONS

DEGREE GRANTING PROGRAMS



# ADMISSIONS

## Degree Granting Programs

### Requirements

To apply for admission to California Institute of Management and Technology's (CALIMT) MBA program, applicants must have an undergraduate degree from an institution of higher education accredited by an agency recognized by one of the following: 1) the US Department of Education, 2) the Council for Higher Education Accreditation (CHEA) or an accepted foreign equivalent that is listed in the *International Handbook of Universities*, or 3) the government of the country in which the degree was awarded.

All prospective MBA students must submit:

- Application form
- Personal statement
- Official transcripts
- Application fee
- Resume
- At least one professional or academic reference
- Official language score (for non-native English speakers)
- Distance education questionnaire
- School Performance Fact Sheet
- Current passport-sized photograph

*\*Standardized examinations (GMAT, GRE) are recommended but not required for admissions*

(Note: If a prospective student's university does not routinely issue transcripts in English, the student must submit original language records as well as official English translations. We will accept translations issued by a professional translating service, and translations must be exact and complete versions of the original records. Transcripts not in English must also be evaluated by an appropriate third party or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review. Any fees associated with evaluation services are the responsibility of and are to be paid by the prospective student. Please contact the Registrar at [registrar@calimt.edu](mailto:registrar@calimt.edu) for a list of third party evaluation services.)

# ADMISSIONS

## Degree Granting Programs

### **Language Requirements: Non-Native English Speakers**

Applicants whose native language is not English must demonstrate college-level proficiency in English through one of the following for admission to MBS's graduate-level program:

- Degree from an institution which is accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or an accepted foreign equivalent that is listed in the *International Handbook of Universities*, and where English is the principal language of instruction.
- A minimum TOEFL score of 530 PBT or 71 iBT
  - Please send TOEFL scores to institution code 7600
- A minimum TOEIC score of 600
- A minimum IELTS score of 6.5
- A minimum score of 50 on the PTE Academic Score Report
- A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test
- A minimum grade of Pre-1 on the Eiken English Proficiency Exam
- A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge
- A transcript indicating completion of at least 30 credit hours with an average grade of "B" or higher at an accredited college or university where the language of instruction was English

Note: Students with lower English language scores may be admitted on a provisional basis and must receive a grade of "B" or higher in their first two courses.

# ADMISSIONS

## Degree Granting Programs

### **Admissions Documentation**

Students must submit all documentation required in the admissions policy prior to being accepted into the program and completing an enrollment agreement.

#### Transcripts

For admission purposes, unofficial transcripts may be submitted but official transcripts and all required documentation must be received by the institution within one enrollment period not to exceed 12 semester credits or the student will be withdrawn from the program. Until official transcripts are received, any admission will be on a provisional basis only, and students who do not submit official transcripts within one enrollment period will be withdrawn.

#### English language scores

Students should submit official English test scores with their applications. In extenuating circumstances, unofficial copies of test scores may be accepted with approval of the Admissions Committee. If unofficial copies are accepted, students may be admitted on a provisional basis and must receive a grade of a “B” or higher in their first two courses.

### **General Admissions Procedures**

#### Admissions Evaluation

In evaluating applicants to CALIMT, the admissions office considers candidates’ potential for success, both in school and after graduation.

CALIMT accepts applications throughout the year. To be fully admitted without provisions, prospective students must submit completed applications, including required transcripts, at least four weeks prior to the start date of the trimester the applicant wishes to begin. Applications received after this time require approval of the Program Chair. Refer to the academic calendar for start dates.

A student’s application must be complete, including all required application materials and payment arrangements, before he or she can begin class. As soon as the application is complete, it will be processed and the applicant will be notified of the decision by email. If accepted, the student will be sent enrollment information, a copy of the school catalog, and school performance fact sheet. Once enrolled, the student will be assigned to an academic adviser. Admissions decisions will be made by the admissions committee following the submission of a completed application.

# ADMISSIONS

## Degree Granting Programs

### Application Instructions

To apply, please follow these steps:

1. Complete the electronic application form by clicking on “Apply Now” on our website at [www.calimt.edu](http://www.calimt.edu). The Registrar will send a PDF version of the application form upon request. The form includes the required personal statement: in about 500 words, explain in your own words why you want to pursue the online MBA program and describe how the program will help your career development.
2. Send official transcripts from the college or university where you received your bachelor’s degree.
  - The transcript must be sealed and sent directly from the institution either electronically or by postal mail to:  
Attn: Office of the Registrar  
California Institute of Management and Technology  
2361 Campus Drive Suite 180  
Irvine, CA 92612
3. Pay a non-refundable \$100 application fee.
4. Submit a current resume.
5. Submit one professional or academic reference.
6. Submit official English language scores, if non-native speaker of English.
7. Complete the distance education questionnaire to help you determine the suitability of online education based on your personality, study habits, and time schedule. The questionnaire is part of the electronic application form. The Registrar can also provide a PDF version upon request.
8. Submit the School Performance Fact Sheet which is part of the electronic application form.
9. Submit a current passport-sized photograph

If you have any questions, please contact an admissions adviser at [admissions@calimt.edu](mailto:admissions@calimt.edu).

### Transfer of Credit

Prospective students requesting transfer of credit earned from previous training at another postsecondary institution should apply during the admissions process. Credit transfer will be evaluated on an individual course basis. If a credit transfer request is successful, students will be credited the tuition amount for course(s) transferred. For credit to be considered, the credit must be earned from an institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). MBS does not accept credit earned through challenge examinations, achievement tests, experiential learning or for courses completed in the military, in the workplace, through apprenticeships or training programs.

# ADMISSIONS

## Degree Granting Programs

Courses requested for transfer credit must have been completed within the previous five years. Transfer credit toward the MBA program at CALIMT may be awarded only for master-level courses completed by the student at other institutions if such courses meet the standards of CALIMT and the requirements of the MBA program. Only courses comparable in content to those offered by CALIMT will be eligible for transfer credit. To receive credit, students must have earned a grade of “B” or higher. Official transcripts as well as a course description from the school catalog, or a syllabus for each course considered for credit must be provided to the Program Chair. Transcripts from non-U.S. institutions must be evaluated by an appropriate third party and translated into English. CALIMT reserves the right to request additional course documentation as needed to complete a thorough evaluation. The maximum allowable transfer credit that can be awarded is 18 total credits.

If credit is granted, the relevant course(s) will not be assigned a letter grade, but will be recorded with a grade of “T” for transfer, which will not affect the student’s grade point average and will not affect the qualitative standard of satisfactory academic progress.

Tuition and fees, as applicable, will be adjusted based on a prorated amount per credit in accordance with the credit granted. There is no charge for the evaluation of prior coursework.

Once the applicant’s request is submitted, CALIMT will evaluate the applicant’s previous coursework and notify the applicant within 30 business days whether credit has been accepted, rejected or further documentation is needed. Applicants may appeal this decision by submitting a written appeal with any supporting documentation to the Program Chair of CALIMT. All decisions on appeals are provided within 30 business days and are final.

### What Happens After Applying?

1. The applicant will receive an acceptance or denial of admission. When an applicant is granted admission, the applicant will be guided through the next steps of the admissions process. When an applicant is denied admission, a reason will be given for the decision and guidance offered, as appropriate.
2. Once the applicant has made the decision to attend CALIMT, the applicant must complete the enrollment agreement along with any other appropriate documentation and pay his or her tuition.
3. Once payment is received, the Registrar will assist the applicant with the enrollment and course registration process.
4. If an applicant requires financial assistance, an appointment should be scheduled with an MBS financial adviser. A financial adviser can be contacted at [finance@calimt.edu](mailto:finance@calimt.edu).

# ADMISSIONS

## Degree Granting Programs

### Technology Requirements

CALIMT's learning management system, MetaBoard, is accessible through the school website.

The minimum technological requirements that a student must have in order to study at CALIMT are:

- A processor of 2 GHz or faster
- 1 GB RAM or greater
- 80 GB hard drive or greater
- Internet access: Cable/DSL connection or better
- Sound card with speakers
- Webcam
- Microphone, if using Remote Proctor Now (refer to pages 46-47 for more information on RP now)

Software and application requirements:

- Operating system should be Windows Vista or later; Mac OSX 10.4 or later
- Windows Office 2003 or later for PC; Office 2004 or later for Mac (Word, Excel, PowerPoint)
- The latest web browser available
- The latest version of Adobe Reader
- The latest version of Adobe Flash Player
- A current anti-virus application
- E-mail address, and
- Webcam application

# ACADEMIC PROGRAM

DEGREE GRANTING PROGRAMS

# ACADEMIC PROGRAM

## DEGREE GRANTING PROGRAMS

Our curriculum is developed by scholars around the world and especially emphasizes the multicultural challenges that students will face in a global business environment. Students will analyze various research-based case studies and learn to navigate real world challenges.

Our e-Learning format allows students to review the courses as many times as they need to during and after the course. Students can review as many lessons as they want: they can review specific pages or the entire lesson. Lessons automatically continue from where the student has left off, so students can study during their spare time in between work and other responsibilities. We understand that students have different learning styles. Our course material is presented in many formats, so whether a student learns best by reading, listening, writing, or by analyzing charts and graphs, he or she can choose the format that matches his or her unique style.

CALIMT's mode of training is through distance education, this can be done 100% online or through our hybrid program option which offers 33% on campus. Coursework is completed at a location determined by the students; they are not limited to a specific location. Students can take the classroom anywhere with an Internet connection. MetaBoard, our learning management system, can be accessed through a PC or Mac. With Meta- Board, students can browse their course content and interact with their classmates and professors by:

- posting to a classroom discussion board,
- managing multiple projects,
- collaborating on team projects, and
- sharing course materials.



# ACADEMIC PROGRAM

## DEGREE GRANTING PROGRAMS

### **Master of Business Administration**

#### ***Program Description***

Our online and hybrid MBA program focuses on developing students' leadership and management skills – specifically those that recognize the multicultural challenges of doing business in a global economy.

Our program builds on the fundamentals of business such as accounting, finance, marketing, operations and HR management. Students have the opportunity to practice these skills through real-world case studies as well as through integration of their knowledge in actual work-related projects. Finally, our emphasis on ethical and socially responsible decision making allows students to understand what it takes to become responsible global business leaders of tomorrow. MBS's online MBA is completely web-based, enabling a geographically and culturally diverse learning experience for students.

Upon completion of the MBA program at MBS, students will be able to:

- Apply the “Body of Knowledge” in the major areas of business such as accounting, finance, operations, marketing, and HR management
- Develop effective and flexible leadership skills
- Evaluate and apply cultural adaptation strategies in business
- Perform critical and creative thinking to develop new markets and solve business problems
- Analyze ethical and legal issues in the global business world

The objectives are accomplished by a curriculum that includes instruction in the following core areas:

- Financial reporting, market analysis and business plans
- Domestic and global economic environments of organizations
- Creation and distribution of goods and services
- Global leadership necessary to accomplish business goals and maximize organizational performance
- An extensive and in-depth knowledge in the functional areas of business
- Negotiation skills necessary to persuade business partners or colleagues
- Corporate social responsibility and business ethics
- Awareness of cultural differences in various countries with a focus on Pacific Rim countries

# ACADEMIC PROGRAM

## DEGREE GRANTING PROGRAMS

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.

### **MBA Courses**

Required Courses in **Bold**

#### I. Business Fundamentals & Business Ethics (18 semester credits)

**ACC 500 Financial Accounting (3 credits)**

**FIN 500 Corporate Finance (3 credits) (Prerequisite: ACC 500)**

**MGT 500 Leadership in Business (3 credits)**

**MGT 600 Business Ethics & Corporate Social Responsibility (3 credits)**

**MKT 500 Marketing Management (3 credits)**

**OPM 500 Operations Management (3 credits)**

#### II. Global Business (Take 9 semester credits)

**STR 500 Global Business Strategies (3 credits)**

**IBU 500 Global Business Communication (3 credits)**

IBU 610 Negotiations Across Cultures (1.5 credits)

IBU 621 Doing Business in America (1.5 credits)

IBU 622 Doing Business in Mexico (1.5 credits)

IBU 623 Doing Business in Brazil (1.5 credits)

IBU 631 Doing Business in China (1.5 credits)

IBU 633 Doing Business in Korea (1.5 credits)

IBU 634 Doing Business in India (1.5 credits)

IBU 641 Doing Business in the Middle East (1.5 credits)

#### III. Elective Courses (Take 9 semester credits)

FIN 610 Investment (3 credits) (Prerequisite: FIN 500)

MGT 610 HR Management (3 credits)

MGT 620 Advanced Leadership Theory and Practice (3 credits)

MKT 630 Sales Force Management (3 credits)

**OPM 610 Project Management (3 credits)**

**STR 600 Strategic Business Plan (3 credits)**

**STR 601 Strategy Simulation (3 credits)**

**COMPLETION  
REQUIREMENTS  
DEGREE GRANTING  
PROGRAMS**

# COMPLETION REQUIREMENTS

## DEGREE GRANTING PROGRAMS

### Full-Time vs. Part-Time Students

Part-time students are individuals taking fewer than 9 credits per trimester. Full-time students are those taking 9 credits or more per trimester. A student is allowed a maximum of 12 credits per trimester.

### Minimum Completion Time

The minimum amount of time for full-time students to complete the MBA degree program is three trimesters.

### Maximum Completion Time

The maximum time students are allowed to complete the MBA degree program is 12 trimesters. The maximum completion time for coursework is 150% (1.5 times) of the length of the program credits (maximum of 54 credits attempted). Maximum completion time does not include any time approved for a leave of absence.

### Scheduled Completion Times

Below are examples of scheduled completion times. Please note, any leave of absence or change in a student's course load may change scheduled completion time.

#### *Part-Time Student*

A part-time student who takes six credits per trimester could complete the MBA program in six trimesters.

Example:

Fall Trimester 2014		Spring Trimester 2015		Summer Trimester 2015		Fall Trimester 2015		Spring Trimester 2016		Summer Trimester 2016	
Session A	Session B	Session A	Session B	Session A	Session B	Session A	Session B	Session A	Session B	Session A	Session B
3 credits	3 credits	3 credits	3 credits	3 credits	3 credits	3 credits	3 credits	3 credits	3 credits	3 credits	3 credits

#### *Full-Time Student*

A full-time student who takes nine credits per trimester could complete the MBA program in four trimesters.

Example:

Fall Trimester 2014		Spring Trimester 2015		Summer Trimester 2015		Fall Trimester 2015	
Session A	Session B	Session A	Session B	Session A	Session B	Session A	Session B
3 credits	6 credits	3 credits	6 credits	3 credits	6 credits	3 credits	6 credits

# COMPLETION REQUIREMENTS

## DEGREE GRANTING PROGRAMS

### Credit Hours Defined

California (CALIMT) utilizes the semester credit to award credit. Academic degree or academic credit-bearing distance learning courses are generally measured by the learning outcomes normally achieved through 45 hours of student study, which is equivalent to one semester credit hour. This formula is used by the American Council on Education (ACE) in its Credit Recommendation Evaluative Criteria, which states that academic credit is generally assigned on the basis of one semester credit hour for each 15 classroom contact hours plus 30 hours of outside preparation or equivalent.

### Attendance and Non-Participation

#### Online Course

Regular attendance through e-lecture viewing, as well as online discussion forums, is required of all students. Each course (whether 3.0 credit or 1.5 credit) typically requires two asynchronous online lesson attendances a week to complete the course on schedule. Attendance is monitored by measurement of student progress on viewing e-lectures, participating in discussion forums, and submitting assignments.

#### Hybrid Course

Regular attendance through once a week on campus meetings, e-lecture viewing, as well as online discussion forums, is required of all students. Each course (whether 3.0 credit or 1.5 credit) typically requires two asynchronous lessons done online or on campus for attendances a week to complete the course on schedule. Attendance is monitored by sign in sheets on campus and a measurement of student progress on viewing e-lectures, participating in discussion forums, and submitting assignments online.

#### Non-Participation

Non-participation is when a student has been found not to have participated in a scheduled academic activity in the first 25 percent of the course (two weeks in a 3-credit, 8-week course, and one week in a 1.5-credit, 4-week course), and either the student has indicated to CALIMT that the student does not intend to complete the course at this time or the student has not responded to the CALIMT inquiry about intentions regarding completion of the course. Students who are not participating, as defined above, will be withdrawn from the course by CALIMT, and a grade of "W" will be recorded for that course. Students who withdraw themselves before the second Friday of an eight-week course or the first Friday of a four-week course will not receive a "W". If students are experiencing extraordinary circumstances that prevent assignment submission, they should contact their professors. A student who is withdrawn for non-attendance may return to studies in the course if he/she provides a written statement of intent to continue with the course.

# COMPLETION REQUIREMENTS

## DEGREE GRANTING PROGRAMS

### How to Be Successful at CALIMT

There are four keys to being successful in CALIMT's MBA program. The first is time management. CALIMT's MBA program operates in an asynchronous learning environment. This means that students are not tied to a specific day or time to do their course work. We understand that students have other demands on their time as well, so we have devised a learning environment that allows them to participate and complete their course work when they have the time to do so. Use this to your advantage and manage your time wisely to stay on top of the work. Students who fall behind often struggle to catch back up. Secondly, read the assigned readings in your textbook and view the e-lectures. This is where you are going to find most of the information and learning you will need to complete your coursework. Thirdly, actively participate in the discussion forums each week. This is key to staying in touch with one's classmates and professor and provides for a much richer, rigorous experience for everyone. Lastly, communication is very important. For any issues in the classroom contact your respective course professor to discuss any questions or concerns you may have about your progress, work, grades, etc. Contact your academic adviser for any other questions or concerns apart from your studies. Students are advised to create a study schedule in order to complete the course within the allotted time. An average study schedule is 17 hours per week to complete each 3 semester credit course in eight weeks.

### Student Assessment

Students are graded on their submitted assignments and must actively participate in the online discussion forum as well as demonstrate an understanding of the assigned readings. A typical course also includes a midterm and final exam. Grades and professor feedback are typically given within one week of the assignment due date.

### Transferability of Credits and Credentials Earned at our Institution

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

The transferability of credits you earn at California Institute of Management and Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or diploma you earn in the Master of Business Administration (MBA) program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma 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 Meta Business School to determine if your credits or diploma will transfer.

# COMPLETION REQUIREMENTS

## DEGREE GRANTING PROGRAMS

### Articulation Agreements

CALIMT has not entered into an articulation or transfer agreement with any other college.

### CALIMT and Program Status

As of July 2016 California Institute of Management and Technology has been officially granted accreditation by the Distance Education Accrediting Council (DEAC). DEAC is recognized by the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

### Graduation Requirements

Students are required to meet the following requirements in order to graduate from the online Master of Business Administration (MBA) degree program:

- Successful completion of 36 credits comprised of:
  - 18 credits from I. Business Fundamentals and Business Ethics.
  - 9 credits from II. Global Business: STR 500, IBU 500, IBU 610, and one or more courses from IBU 621-641, and
  - 9 credits from III. Elective Courses (Students may substitute 3.0 credits from Global Business “Doing Business with” series: IBU 621-641)
- All students are expected to maintain a 3.0 GPA or “B” average throughout their term of study.
- Students must meet all academic and financial requirements.
- CALIMT does not have a cumulative final test or examination required for the completion of the MBA program.

### Graduation with Honors

- Students graduating with a GPA of 3.90 and above will graduate with honors.

# ACADEMIC CALENDAR

DEGREE GRANTING PROGRAMS



# ACADEMIC CALENDAR

## DEGREE GRANTING PROGRAMS

### FALL 2017

FALL 2017			
Session A (8/28 -10/20)		Session B ( 10/23-12/15)	
Application Dateline	Monday, July 31, 2017	Application Dateline	Monday, September 25, 2017
Registration Opens	Monday, July 31, 2017	Registration Opens	Monday, September 25, 2017
Enrollment Dateline	Monday, August 14, 2017	Enrollment Dateline	Monday, October 9, 2017
Registration Closes	Monday, August 21, 2017	Registration Closes	Monday, October 16, 2017
Tuition Due	Friday, August 25, 2017	Tuition Due	Friday, October 20, 2017
Session A begins	Monday, August 28, 2017	Session B begins	Monday, October 23, 2017
Last Day to Drop without W	Friday, September 8, 2017	Last Day to Drop without W	Friday, November 3, 2017
Last Day to Drop wit W	Friday, September 29, 2017	Last Day to Drop with W	Friday, November 24, 2017
Session A ends	Friday, October 20, 2017	Session B ends	Friday, December 15, 2017
Session A grades released	Friday, November 3, 2017	Session B grades released	Friday, December 29, 2017
<b>Winter Break Saturday, December 16, 2017 – Sunday, January 1, 2018</b>			

### SPRING 2018

SPRING 2018			
Session A (1/2 -2/23)		Session B (2/26 – 4/20)	
Application Dateline	Monday, December 4 , 2017	Application Dateline	Monday, January 29, 2018
Registration Opens	Monday, December 4, 2017	Registration Opens	Monday, January 29, 2018
Enrollment Dateline	Monday, December 18, 2017	Enrollment Dateline	Friday, January 12, 2018
Registration Closes	Tuesday, December 26, 2017	Registration Closes	Monday, February 19, 2018
Tuition Due	Thursday, December 28,2017	Tuition Due	Friday, February 23, 2018
Session A begins	Tuesday, January 2, 2018	Session B begins	Monday, February 26, 2018
Last Day to Drop without W	Friday, January 12, 2018	Last Day to Drop without W	Friday, March 9, 2018
Last Day to Drop with W	Friday, February 2, 2018	Last Day to Drop with W	Friday, March 9, 2018
Session A ends	Friday, February 23, 2018	Session B ends	Friday, April 20, 2018
Session A grades released	Friday, March 9, 2018	Session B grades released	Friday, May 4, 2018
<b>Spring Break Saturday, April 21, 2018 – Sunday, April 29, 2018</b>			

# ACADEMIC CALENDAR

## DEGREE GRANTING PROGRAMS

<b>SUMMER 2018</b>			
<b>Session A (4/30 -6/22)</b>		<b>Session B (6/25-8/17)</b>	
Application Dateline	Monday, April 2, 2018	Application Dateline	Monday, May 28, 2018
Registration Opens	Monday, April 2, 2018	Registration Opens	Monday, May 28, 2018
Enrollment Dateline	Monday, April 16, 2018	Enrollment Dateline	Monday, June 11, 2018
Registration Closes	Monday, April 23, 2018	Registration Closes	Monday, June 18, 2018
Tuition Due	Friday, April 27, 2018	Tuition Due	Friday, June 22, 2018
Session A begins	Monday, April 30, 2018	Session B begins	Monday, June 25, 2018
Last Day to Drop without W	Friday, May 11, 2018	Last Day to Drop without W	Friday, July 6, 2018
Last Day to Drop with W	Friday, June 1, 2018	Last Day to Drop with W	Friday, July 27, 2018
Session A ends	Friday, June 22, 2018	Session B ends	Friday, August 17, 2018
Session A grades released	Friday, July 6, 2018	Session B grades released	Friday, August 31, 2018
<b>Summer Break Saturday, Saturday, August 18, 2018 – Sunday, August 26th, 2018</b>			

# TUITION

DEGREE GRANTING PROGRAMS

# TUITION

## DEGREE GRANTING PROGRAMS

Tuition is set by the Office of the Provost of California Institute of Management and Technology (CALIMT). CALIMT reserves the right to change its tuition, fees, and policies at any time.

### **Master of Business Administration Program: Online & Hybrid**

#### Tuition and Fees

	Tuition :	\$350/credit
(a) Fees, if applicable :	Official Transcripts (optional)	\$10 each
	Late Payment Fee*	\$25
	Reactivation Fee**	\$100
(b) Textbooks		\$100 \$150-175/course (average) / \$90 – \$120 e-book rental

#### Non –tuition fees :

Returned check fee :	\$30
Shipping & Handling ( International) :	\$50

\*Late Payment Fee is applied when tuition is paid after payment deadline

\*\*Reactivation Fee is applied after one year of inactive status

#### Total Estimated Charge for the Entire Educational Program

TUITION AND FEES		
Application Fee (Non--Refundable)		\$100
Registration Fee (Non--Refundable)		\$100
<b>Tuition</b>	Online (36 credits)	\$12,600 (\$350/credit)
	Hybrid (36 credits)	\$14,400 (\$400/credit)
Graduation Fee		\$100
STRF Fee*		\$0
<b>TOTAL</b>	<b>Online</b>	<b>\$12,900</b>
	<b>Hybrid</b>	<b>\$14,700</b>

\*\$0 for every \$1000 rounded to the nearest \$1000. Refer to page 35 for rules and eligibility for the Student Tuition Recovery Fund.

# TUITION

## DEGREE GRANTING PROGRAMS

### PAYMENT PLAN OPTIONS :

Tuition fees for each semester must be paid in full prior to the 1st start date of the course, unless student has received approval from the Finance Office

California Institute of Management and Technology offers several affordable, interest free payment plans for our students. Students may use the following methods to pay program tuition and fees:

MBA PROGRAM			
PLAN	PLAN NAME	PLAN DETAILS	BENEFITS
PLAN 1	PAY IN FULL	<ul style="list-style-type: none"> <li>Pay full program cost upfront before your first course begins</li> <li>Full tuition + all fees</li> </ul>	<ul style="list-style-type: none"> <li>5% discount</li> <li>Online: \$645 savings</li> <li>Hybrid: \$735 savings</li> </ul>
PLAN 2	DOWN PAYMENT + MONTHLY PAYMENT	<ul style="list-style-type: none"> <li>Make down payment before your first course</li> <li>Monthly payments for remainder of program cost</li> <li>Down payment must be greater than \$2,000</li> </ul>	<ul style="list-style-type: none"> <li>2% discount</li> <li>Online: \$258 savings</li> <li>Hybrid: \$294 savings</li> <li>Smaller, manageable monthly payments</li> </ul>
PLAN 3	PAY AS YOU GO (BY COURSE)	<ul style="list-style-type: none"> <li>Pay in full for each course before your course begins</li> </ul>	<ul style="list-style-type: none"> <li>Online: \$1,050 per 3--credit, 8--week course</li> <li>Hybrid: \$1,200 per 3--credit, 8--week course</li> </ul>
PLAN 4	PAY AS YOU GO (MONTHLY)	<ul style="list-style-type: none"> <li>Pay two monthly installments for each 8--week course</li> <li>Tuition must be paid in full <u>before</u> end of course to receive credit</li> </ul>	<ul style="list-style-type: none"> <li>Online: 2 payments of \$525 per 3- credit, 8--week course due each month</li> <li>Hybrid: 2 payments of \$600 per 3-- credit, 8--week course</li> <li>No financing fees</li> </ul>

For more information about **payment plans**, contact the finance department at [finance@calimt.edu](mailto:finance@calimt.edu).

### METHODS OF PAYMENT :

CALIMT currently accepts following payment methods:

- Check
- Cashier's check
- All major credit cards (+3% service fee)
- Wire (Online MBA International students only)

\*Please note that CALIMT does not accept cash for tuition payment.

# TUITION

## DEGREE GRANTING PROGRAMS

### **Late Payment**

Any tuition payment received after the due date will incur the following late fee:

<b>PAYMENT RECEIVED</b>	<b>LATE FEE</b>
7 days after due date (Week 1)	0% (Grace period)
14 days after due date (Week 2)	5% of amount due
21 days after due date (Week 3)	10% of amount due
28 days after due date (Week 4)	15% of amount due

\*All late payment will be assessed based on Pacific Standard Time (PST), unless specified otherwise.

# TUITION

## DEGREE GRANTING PROGRAMS

### Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the California State Legislature to protect any California resident who attends a private postsecondary institution from suffering a loss of prepaid tuition as a result of the school closing. To be eligible for STRF benefits, a student must be a California resident and reside in California at the time an enrollment agreement is signed, or upon receipt of coursework materials at a California mailing address from an approved institution offering distance learning instruction.

You must pay the state-imposed assessment for the STRF if all of the following applies to you:

1. You are a student in an educational program, who is a California resident or are enrolled in a residency program, is in an educational program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans; and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or is not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The state of California created the STRF to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

# TUITION

## DEGREE GRANTING PROGRAMS

### Application for STRF Payment

A student seeking reimbursement under the Fund shall file a written application on the Bureau's Student Tuition Recovery Fund Application Form, located at: [www.bppe.ca.gov/students/index.shtml](http://www.bppe.ca.gov/students/index.shtml), signed under penalty of perjury that the form and all attachments are true and correct, which includes the following information:

1. The student's name, address, telephone number, email address, and social security number or taxpayer identification number;
2. If any portion of the total charges were paid from the proceeds of a loan, the name of the lender, and any state or federal agency that guaranteed or reinsured the loan;
3. Proof of the amount and description of the student's economic loss for the educational program, and the amount of the student's claim;
4. Proof of the date the student started and ceased attending the institution;
5. A description of the reasons the student ceased attending the institution, or if the student graduated, date of graduation;
6. The student's or borrower's authorization to allow the Bureau to negotiate with any lender, holder, guarantee agency, or the U.S. Department of Education on the student's behalf to reduce the loan obligation;
7. The student's authorization to allow the Bureau to issue a payment directly to any lender, holder, guarantee agency, or the U.S. Department of Education on the student's behalf; and
8. An assignment to the Fund and the Bureau of the student's rights to collect those funds against the institution if any payment issues as a result of the application
9. The institution name, address and phone number where the student attended;
10. Proof that the student was a California resident at time of enrollment, or was enrolled in a residency program;
11. Proof that the student paid into the STRF;
12. If the student took an approved leave of absence, documentation of the approval;
13. Whether the student has previously applied for STRF reimbursement;
14. Whether the course of study or portion completed prepared the student to take a state or national licensure exam; an
15. If the student transferred to another school, a list of all classes or units transferred.

The application must be fully completed and received by the Bureau, with supporting documents that include, but need not be limited to, the enrollment agreement, promissory notes, if any, and any receipts, within two years from date of the closure notice explaining the student's rights under STRF, whether provided by the institution or the Bureau, or a maximum of four years if the student received no closure notice.

Students whose total charges are paid by a third party payer are not eligible to apply for payment by the Fund.

The Bureau may conduct an investigation to verify whether to grant or deny a claim, and may request any additional information or supporting documentation.



**COURSE  
DESCRIPTIONS**  
DEGREE GRANTING PROGRAMS

# COURSE DESCRIPTIONS

## DEGREE GRANTING PROGRAMS

Courses offered at California Institute of Management and Technology (CALIMT) have been identified by course codes and numbers that are comparable to regionally accredited institutions' numbering system. The course code is a three-letter identifier for a major division of an academic subject. This course code is related to the content of the course, rather than the department in which it is taught.

### **I. Business Fundamentals & Business Ethics**

#### **ACC 500 Financial Accounting**

This course describes how managers produce corporate accounting information for making business decisions. Included will be the use of financial statements and accounting information to determine profitability and financial performance, risk, difference in structure and business models; the relationship of cash flow statements to the balance sheet and income statements; ratios for assessing the quality of a company's accounting information; internal operating metrics. (3 credits, Letter grade only A+ through F)

#### **FIN 500 Corporate Finance**

Prerequisite: ACC 500

This course is an introduction to financial concepts, terminologies, and analyses, Provides providing a basic framework and principles for analyzing financial circumstances with emphasis on the investment and financing decisions of corporations. Topics include time value of money, capital budgeting techniques (e.g., net present value), risk-return trade-off, cost of capital, valuation of financial securities, and capital structure policy, among others. (3 credits, Letter grade only A+ through F)

#### **MGT 500 Leadership in Business**

This course will present the foundations of leadership theory and leader qualities, details of leader responsibilities and behaviors associated with leader effectiveness. Topics include visioning, developing high-performance work environments, managing employee morale, effective people management, delegating work, participative management and leader authority, managing individual and organizational performance, and leading under conditions of high uncertainty. (3 credits, Letter grade only A+ through F)

#### **MGT 600 Business Ethics & Corporate Social Responsibility**

This course explores ethics in the workplace and the emerging issue of corporate social responsibility (CSR) and examines ethical dilemmas in an effort to learn to identify, analyze, and resolve ethical issues students may encounter in the business world. Topics include organizational ethics, corporate governance, ethics and technology, and ethics and globalization. (3 credits, Letter grade only A+ through F)

#### **MKT 500 Marketing Management**

This course overviews the decision process in marketing with consideration of other functional areas in the firm and overall operations. The course will encourage application of marketing concepts to the development of marketing strategy and planning, critical thinking on customer satisfaction and loyalty, segmentation, targeting and positioning strategies, and marketing strategy, and use of qualitative and quantitative skills in pricing, promotion, product, and channel strategies. (3 credits, Letter grade only A+ through F)

# COURSE DESCRIPTIONS

## DEGREE GRANTING PROGRAMS

### **OPM 500 Operations Management**

This course presents problems and issues confronting operations managers in both manufacturing and service industries. Students gain insight into issues in operations through understanding the language of operations and examining conceptual models and analytical techniques. Strategies, initiatives, and programs by which operations provides competitive advantage will be explored. Topics include process analysis, quality management and control, planning and control of production and service operations, and supply chain management. (3 credits, Letter grade only A+ through F)

## **II. Global Business**

### **STR 500 Global Business Strategies**

This course introduces principles for making strategy decisions that will ultimately determine a firm's long-run success or failure in a global business environment, covers the economic basis of global business strategy, identifies sources of a firm's sustainable competitive advantage, and analyzes the effectiveness of alternative internationalization strategies and the corresponding roles of subsidiaries, applying the most important tools and techniques for global strategic planning at both corporate and business unit levels. (3 credits, Letter grade only A+ through F)

### **IBU 500 Global Business Communication**

This course presents communication as an integral part of business strategies and as an essential component for succeeding in the changing world of work and covers a foundation for designing effective business messages from concept to delivery. Particularly, students will learn about principles of persuasive communication: how to design messages for diverse audiences and how to present the messages in a convincing and credible way. This course also emphasizes specific cultural situations that occur in the global workplace and the course will let students understand how to deal with the challenges that various cultures would create. (3 credits, Letter grade only A+ through F)

### **IBU 610 Negotiations across Cultures**

This course presents cultural differences in communication, preparation, and decision making to produce successful negotiations across cultures. Topics include basic negotiation, stages of negotiation, planning, relationship formation, and negotiation strategy. All areas of the course will concentrate on cultural influences and differences among nationalities. (1.5 credits, Letter grade only A+ through F)

### **IBU 621 Doing Business in America**

This course overviews the differences between American culture and the student's home culture, and the impacts of these cultural differences on doing business with Americans and interacting in a US workplace. The course also discusses strategies needed to be successful working across the cultural divide and explores fundamental cultural assumptions and values which define the American worldview, how those assumptions impact attitudes toward and business conduct in the US, and how they influence everyday workplace norms and expectations. Topics include risk taking, meeting protocols, business planning, communication style, management style, negotiations, giving presentations, basic business and social etiquette in the US. (1.5 credits, Letter grade only A+ through F)

# COURSE DESCRIPTIONS

## DEGREE GRANTING PROGRAMS

### **IBU 622 Doing Business in Mexico**

This course introduces the skills needed to search, analyze, and learn to develop effective solutions when doing real business with Mexicans and emphasizes unique Mexican culture compared to other Latin American cultures. The course covers application of cultural, political, historical knowledge to doing business with Mexicans. Case studies and practical exercises encourage growth in management, marketing, and leadership skills for business with Mexicans. (1.5 credits, Letter grade only A+ through F)

### **IBU 623 Doing Business in Brazil**

This course prepares students for business with Brazilians. Topics include the economy, demographic and cultural features, business customs and traditions of Brazil. This course emphasizes the practical matters of doing business with Brazilians such as marketing and negotiations, social and business etiquette, as well as business opportunities in Brazil. (1.5 credits, Letter grade only A+ through F)

### **IBU 631 Doing Business in China**

This course prepares students for business with the Chinese by providing knowledge and training that will help them build strong interpersonal relationships, promote clear lines of communication, and prevent cross-cultural misunderstandings. Topics include a historical overview; the Chinese economy since the Communist revolution; the importance of understanding the essence of Confucianism which revolves around the concept of harmonious relationships; giving, saving, and showing face; meeting and interacting with the Chinese; building relationships and using intermediaries; business meetings and negotiations; and comparison of Chinese and Western business practices. (1.5 credits, Letter grade only A+ through F)

### **IBU 633 Doing Business in Korea**

This course explores the ways in which Korean companies differ from companies in other countries and how business people from around the world can work effectively within this culture. This course defines the Korean business culture through readings, online discussions, and case studies. (1.5 credits, Letter grade only A+ through F)

### **IBU 634 Doing Business in India**

This course prepares students for business with Indians by providing knowledge and exercises that will help them build strong interpersonal relationships, promote clear lines of communication and prevent cross-cultural misunderstandings. This course aids students in understanding not only surface culture such as social systems, education, and language, but also deeper level Indian culture covering Indian religion, aesthetics, attitudes and beliefs. This course provides practical ways to build business work relationships, and to conduct business effectively with the student's Indian counterparts. (1.5 credits, Letter grade only A+ through F)

### **IBU 641 Doing Business in the Middle East**

This course describes cultural diversity within the Middle Eastern region, the predominance of Islam in culture, natural resources, converging political histories, and demographics. Topics include the historical background of the region; transformative economic and political events of the 21st century; the impact of Islam on law and culture; keys to building business and interpersonal relationships and strategies for the foreign businessperson. (1.5 credits, Letter grade only A+ through F)

# COURSE DESCRIPTIONS

## DEGREE GRANTING PROGRAMS

### III. Elective Courses

#### **FIN 610 Investment**

Prerequisite: FIN 500

This course examines security analysis, portfolio planning, balance and adjustment as related to (1) individual circumstances of the investor, (2) specific market conditions, and (3) broader financial aspects of the economy. Topics include valuation, arbitrage, and risk management. (3 credits, Letter grade only A+ through F)

#### **MGT 610 HR Management**

This course demonstrates how organizations are ultimately composed of goal-directed groups of people who work interdependently in order to achieve effective outcomes and how success in business is, to a large extent, contingent on the competent management of the most prized assets in an organization; talented employees. The course will show that the role of human resource management is to help ensure the effective and efficient application of talent in order to assist organizations to best achieve their goals. With escalating competitiveness and an increasingly volatile global environment, the importance of human resource management in organizational affairs has increased dramatically. Human resource management covers strategy, motivation, retention, job and competency analysis, assessment, selection, training, development, performance management, rewards, risk management, worker protection, and employee relations. (3 credits, Letter grade only A+ through F)

#### **MGT 620 Advanced Leadership Theory and Practice**

This course examines organizational leadership, leaders' responsibilities to their employees and other key stakeholders. Explores theoretical and practical models for understanding leadership at the strategic, empowered team, and individual levels as they affect the organization and greater society. Students focus on developing leadership in a global environment and on applying models and principles of leadership in varied case situations. Students are required to develop and defend a personal leadership framework and produce secondary research in an area of interest related to leadership. (3 credits, Letter grade only A+ through F)

#### **MKT 630 Sales Force Management**

This course discusses organizing, managing, and controlling the sales activities of a firm. Topics include the use of sales forecasting and budgeting; sales force planning and organizing; time and territory management to build customer relationships and partnerships from an ethical perspective; recruiting, selecting, and training the sales force; leadership; motivation; sales volume, costs and profitability analysis; compensation; and sales force performance evaluation. Course concepts and contemporary business philosophies are applied to case analyses to accomplish course objectives. (3 credits, Letter grade only A+ through F)

#### **OPM 610 Project Management**

This course covers the art and science of project management as applied to different types of project situations. Topics include project life-cycle management, project organization and leadership, project team building, RFPs, proposals, and contracts; techniques for project scope definition, work definition, estimating, scheduling, risk management, control, and closeout. Concepts are explored in the context of real-world problems. (3 credits, Letter grade only A+ through F)

# COURSE DESCRIPTIONS

## DEGREE GRANTING PROGRAMS

### **STR 600 Strategic Business Plan**

This course provides students with an opportunity to learn the process of building a strategic business plan and apply that knowledge via a group project of building a strategic business plan. After the formation of the team, the team chooses a business area of their interest, conducts a business environment analysis, sets up objectives, builds a strategy and implementation plan, and provides an economic analysis and contingency plan. A written business plan and virtual presentation are required. (3 credits, Letter grade only A+ through F)

### **STR 601 Strategy Simulation**

Students apply concepts of business strategy with an intensive business simulation. Students as a team make decisions on various areas of product management and introduction of new products. Cases and lectures are used to explain competitive analysis and innovation management along with the business simulation.

(3 credits, Letter grade only A+ through F)

# **CERTIFICATE PROGRAMS**

**FACULTY  
CERTIFICATE PROGRAMS**



# FACULTY

## CERTIFICATE PROGRAMS

### **Adjunct Faculty**

Barbara Quigley J.D.  
Director of Paralegal Studies, CALIMT, Irvine, CA.  
Juris Doctorate, Western State University, College of Law,  
Fullerton, CA.

Sharon Allen-Kramer M.A.  
Faculty – Paralegal Studies  
Master of Arts, Occupational Studies, California State University Long Beach,  
Long Beach, CA.  
Bachelor of Vocation Education, Rancho Santiago College  
Santa Ana, California

Dr. Nada Edwards J.D.  
Faculty – Paralegal Studies  
Juris Doctorate, Indiana University, School of Law  
Bloomington, Indiana

Rosemarie A. Rahall  
Faculty –Paralegal Studies  
CFSU Legal Interpretation & Translation Certificate -CSFU Extension Campus in  
Garden Grove CAAS in Business Administration from Fullerton College Legal  
Administrative Assistant /Paralegal Certificate from Kensington College in Santa  
Ana, California.

# ADMISSIONS

CERTIFICATE PROGRAMS

# ADMISSIONS

## CERTIFICATE PROGRAMS

### Requirements

Admission to CALIMT'S certificate programs is conducted throughout the year. Any individual who meets the following criteria may apply for admission to CALIMT.

Is 18 years of age and possesses a High school diploma or its recognized equivalent, which would include a General Education Development Certificate (GED), or transcripts from a postsecondary school accredited by an agency recognized by one of the following: 1) the US Department of Education, 2) the Council for Higher Education Accreditation (CHEA) or an accepted foreign equivalent that is listed in the *International Handbook of Universities*, or 3) the government of the country in which the degree was awarded which verifies completion of a program of at least two years in length and for which credit may be applied toward a baccalaureate degree.

### Admissions Procedures

Prospective students should contact the Admissions Office for information regarding the school and to schedule a personal interview and campus tour.

All prospective Certificate students must submit:

- Application form
- Official transcripts
- Application fee
- School Performance Fact Sheet

The application is available on our website and can be submitted electronically and all additional forms and documentation can be submitted to CALIMT's registrars office at [registrar@calimt.edu](mailto:registrar@calimt.edu).

### Admissions Documentation

Students must submit all documentation required in the admissions policy prior to being accepted into the program and completing an enrollment agreement.

### Transfer of Credit

Prospective students requesting transfer of credit earned from previous training at another postsecondary institution should apply during the admissions process. Credit transfer will be evaluated on an individual course basis. If a credit transfer request is successful, students will be credited the tuition amount for course(s) transferred. For credit to be considered, the credit must be earned from an institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). CALIMT does not accept credit earned through challenge examinations, achievement tests, experiential learning or for courses completed in the military, in the workplace, through apprenticeships or training programs.

# ADMISSIONS

## CERTIFICATE PROGRAMS

### Transcripts

For admission purposes, unofficial transcripts may be submitted but official transcripts and all required documentation must be received by the institution within one enrollment period not to exceed 12 semester credits or the student will be withdrawn from the program. Until official transcripts are received, any admission will be on a provisional basis only, and students who do not submit official transcripts within one enrollment period will be withdrawn.

### **General Admissions Procedures**

#### Admissions Evaluation

In evaluating applicants to CALIMT, the admissions office considers candidates' potential for success, both in school and after graduation.

CALIMT accepts applications throughout the year, with start dates for certificate programs starting on select dates each month.

# ADMISSIONS

## CERTIFICATE PROGRAMS

A student's application must be complete, including all required application materials and payment arrangements, before he or she can begin class. As soon as the application is complete, it will be processed and the applicant will be notified of the decision by email. If accepted, the student will be sent enrollment information, a copy of the school catalog, and school performance fact sheet. Once enrolled, the student will be assigned to an academic adviser.

### Application Instructions

To apply, please follow these steps:

1. Complete the electronic application form by clicking on "Apply Now" on our website at [www.Calimt.edu](http://www.Calimt.edu). Or download the PDF version of the application. The form includes the required personal statement: in about 300 words, explain in your own words why you want to pursue the certificate program of choice and describe how the program will help your career development.
2. Send official transcripts from the high school where you received your high school diploma.
  - The transcript must be sealed and sent directly from the institution either electronically or by postal mail to:  
Attn: Office of the Registrar  
California Institute of Management and Technology  
2361 Campus Drive  
Suite 180  
Irvine, CA 92612
3. Pay a non-refundable \$100 application fee.
4. Submit the School Performance Fact Sheet which is part of the electronic application form.

If you have any questions, please contact an admissions adviser at [admissions@calimt.edu](mailto:admissions@calimt.edu).

# ADMISSIONS

## CERTIFICATE PROGRAMS

### What Happens After Applying?

1. The applicant will receive an acceptance or denial of admission. When an applicant is granted admission, the applicant will be guided through the next steps of the admissions process. When an applicant is denied admission, a reason will be given for the decision and guidance offered, as appropriate.
2. Once the applicant has made the decision to attend CALIMT, the applicant must complete the enrollment agreement along with any other appropriate documentation and pay his or her tuition.
3. Once payment is received, the student will receive their schedule from the school registrar. If an applicant requires financial assistance they will be able to meet with a CALIMT financial adviser. A financial adviser can be contacted at [finance@calimt.edu](mailto:finance@calimt.edu).

### Technology Requirements

CALIMT's learning management system, MetaBoard, is accessible through the school website.

# **CERTIFICATE PROGRAMS**

# Certificate Programs

## Paralegal

This program is delivered only in residence. The Paralegal program is a comprehensive program combining extensive procedural training with the substantive law courses necessary to work as a Paralegal in today's legal environment. Our graduates have a solid and broad foundation of skills to work directly with a supervising attorney. This program will provide students with entry-level skills and knowledge to be competent to work in a law firm or other legal setting.

Upon completion of the Paralegal certificate program at CALIMT, students will be able to:

- How to interview witnesses
- Investigate complex fact patterns
- Research the law
- Prepare legal documents
- Assist in preparing cases for courtroom litigation

The objectives are accomplished by a curriculum that includes instruction in the following core areas:

- Develop and practice oral and written communication skills
- Develop technology skills and a framework for learning new technology skills
- Develop analytical skills through the study of case law and the federal and California legal systems
- Develop and practice critical thinking skills through substantial writing assignments
- Develop practical litigation and transactional skills, and create a framework for understanding the most common areas of legal practice
- Develop an understanding of the role and responsibilities of paralegals as well as the rules of professional conduct and their application to legal professionals
- Develop and practice the attitude and skills necessary to succeed as a paralegal in various legal settings

## **Notice to Prospective Degree Program Students**

This institution is approved by DEAC to offer certificate programs.



# Certificate Program

## Paralegal Courses

<u>Course No.</u>	<u>Title</u>	<u>Qtr. Credits</u>	<u>Clock Hours</u>	
LLW 100	Business Law	4.0	40*	
LLW 110	Contract Law	4.0	40*	
LLW 120	Legal Research	2.5	40*	
LLW 130	Legal Writing	2.5	40*	
LLW 140	Torts / Personal Injury	4.0	40*	
LCT 101	Computer I (Beginning WordPerfect)	2.0		40*
LCT 102	Computer II (Intermediate WordPerfect)	2.0		40*
LCT 103	Computer III (Legal Solutions)	2.0	40*	
LLP 100	Civil Litigation	4.0	40*	
LLP 101	Legal Procedures I	3.0	40*	
LLP 102	Legal Procedures II	2.0	40*	
LLP 103	Legal Procedures III	2.0	40*	
LLP 104	Legal Procedures IV	2.0	40*	
LEN 100	English Grammar for Legal Professionals	4.0		40*
LEN 101	English Writing for Paralegals	3.0	40*	
LOP 100	Machine Transcription	2.0	40*	
LOP 101	Records Management	2.0	40*	
<u>LCD 100</u>	Career Development	<u>3.0</u>	<u>40*</u>	
<b>TOTAL</b>	<b>50.0</b>	<b>720*</b>		

Completion of this program requires 9 months (36 weeks) of study taking two classes per month.

**UPON COMPLETION OF THE 18-COURSE PROGRAM OF STUDY,  
A CERTIFICATE WILL BE AWARDED.**

\* Does not include additional 10 hours of out-of-classroom work.

# Certificate Program

## **Paralegal Assistant**

This program is delivered only in residence. The Paralegal Assistant program is designed to provide the student with entry-level skills and knowledge to be competent to work assisting paralegals and attorneys in a law firm or other legal setting--private and public sectors, corporate environments, and government entities. Emphasis will be placed on substantive law, legal research and writing, English grammar and writing skills, computer training, and civil litigation in California courts.

Upon completion of the Paralegal Assistant program at CALIMT, students will be able to:

- Investigate complex fact patterns
- Research the law
- Prepare legal documents
- Assist in preparing cases for courtroom litigation

The objectives are accomplished by a curriculum that includes instruction in the following core areas:

- Develop and practice oral and written communication skills
- Develop technology skills and a framework for learning new technology skills
- Develop analytical skills through the study of case law and the federal and California legal systems
- Develop and practice critical thinking skills through substantial writing assignments
- Develop practical litigation and transactional skills, and create a framework for understanding the most common areas of legal practice
- Develop an understanding of the role and responsibilities of paralegals as well as the rules of professional conduct and their application to legal professionals
- Develop and practice the attitude and skills necessary to succeed as a paralegal in various legal settings

## **Notice to Prospective Degree Program Students**

This institution is approved by DEAC to offer certificate programs.

# Certificate Programs

## Paralegal Assistant Courses

<u>Course No.</u>	<u>Title</u>	<u>Qtr. Credits</u>	
	<u>Clock Hours</u>		
LLW 100	Business Law	4.0	40*
LLW 110	Contract Law	4.0	40*
LLW 120	Legal Research	2.5	40*
LLW 130	Legal Writing	2.5	40*
LLW 140	Torts / Personal Injury	4.0	40*
LEN 100	English Grammar for Legal Professionals	4.0	40*
LEN 101	English Writing for Paralegals	3.0	40*
LCT 101	Computer I (Beginning WordPerfect)	2.0	40*
LCT 102	Computer II (Intermediate WordPerfect)	2.0	40*
LLP 100	Civil Litigation	4.0	40*
LLP 101	Legal Procedures I	3.0	40*
<u>LCD 100</u>	Career Development	<u>3.0</u>	<u>40*</u>
<b>TOTAL</b>		<b>38.0</b>	<b>480*</b>

Completion of this program requires 6 months (24 weeks) of study taking 2 classes per month.

**UPON COMPLETION OF THE 12-COURSE PROGRAM OF STUDY,  
A CERTIFICATE WILL BE AWARDED.**

\* Does not include additional 10 hours of out-of-classroom work.

# Certificate Programs

## **Hospitality Operation**

This certificate is delivered as a hybrid program . The Hospitality Operation program is designed to give the student the necessary background training to establish a career in the hospitality industry. Emphasis will be placed on preparing students to take on a variety of jobs in the hospitality industry by exposing them to innovative and wide ranging courses that cover different functional areas of the hospitality industry.

Upon completion of the Hospitality Operations program at CALIMT, students will be able to:

- Demonstrate knowledge of operations relative to provision of goods and services in Hospitality Management.
- Apply knowledge of financial management related to hospitality.
- Manage Front office operations
- Manage house keeping operations
- Apply knowledge of up to date technology with in the hospitality industry

The objectives are accomplished by a curriculum that includes instruction in the following core areas:

- Demonstrate knowledge of operations relative to the provision of goods and services in Hospitality Management
- Demonstrate knowledge of technology applications in hospitality management.
- Examine foundations of leadership and strategic management in the hospitality industry including the application of human resources, marketing, finance, and other business principles.
- Demonstrate effective written and interpersonal communication skills.
- Acquire knowledge of a global perspective and diversity issues as related to hospitality management.
- Recognize legal and ethical considerations affecting organizations in the hospitality industry.

## **Notice to Prospective Degree Program Students**

This institution is approved by DEAC to offer certificate programs.

# Certificate Programs

## Hospitality Operation Courses

<u>Course No.</u>	<u>Title</u>	<u>Qtr. Credits</u>	<u>Clock</u>
<u>Hours</u>			
HOS 100	The Lodging and Food Service Industry	4.5	45*
HOS 105	Management of Food and Beverage Operations	4.5	45*
HOS 110	Managing Front Office Operations	4.5	45*
HOS 115	Supervision in the Hospitality Industry	4.5	45*
HOS 120	Hotel and Restaurant Accounting	4.5	45*
HOS 200	Managing Tech in the Hospitality Industry	4.5	45*
HOS 210	Managing Housekeeping Operations	4.5	45*
HOS 215	Hospitality Sales and Marketing	4.5	45*
<u>HOS 351</u>	Hospitality Internship	<u>4.5</u>	<u>150*</u>
<b>TOTAL</b>		<b>36.0</b>	<b>510*</b>

Completion of this program requires 6 months (24 weeks) of study taking 2 classes per month.

**UPON COMPLETION OF THE 12-COURSE PROGRAM OF STUDY,  
A CERTIFICATE WILL BE AWARDED.**

\* Does not include additional 10 hours of out-of-classroom work.

**COMPLETION  
REQUIREMENTS  
CERTIFICATE PROGRAMS**

# COMPLETION REQUIREMENTS

## CERTIFICATE PROGRAMS

### **Full-Time**

Full-time students are individuals taking two courses per month. A student is allowed to take a maximum of two courses per month.

### **Part-Time**

Part-time students are those taking 1 course per month

### **Minimum Completion Time**

#### **Paralegal**

The minimum amount of time for full-time students to complete the Paralegal certificate program is nine months.

#### **Paralegal Assistant**

The minimum amount of time for full-time students to complete the Paralegal Assistant certificate program is six months.

#### **Hospitality Operations**

The minimum amount of time for full-time students to complete the Hospitality Operations certificate program is six months.

### **Maximum Completion Time**

#### **All Certificate Programs**

Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of credits or hours in their program).

# COMPLETION REQUIREMENTS

## CERTIFICATE PROGRAMS

### **Credit Hours Defined**

California Institute of Management and Technology (CALIMT) utilizes the quarter credit to award credit for its certificate programs. The formula used by the American Council on Education (ACE) in its Credit Recommendation Evaluative Criteria states that credit is generally assigned on the basis of one quarter credit hour for each 10 classroom contact hours plus 20 hours of outside preparation or equivalent.

Academic engagement is generally defined as attending class, turning in assignments, taking exams, attending study groups assigned by the school, contributing to an academic online discussion, initiating contact with faculty members to ask questions about the subjects studied in the course, conducting laboratory work, completing externships or internships, etc.

Outside preparation is generally limited to the amount of time a student spends on assignments and projects, reading assignments, research, etc.

### **DOCUMENTING CREDIT HOURS**

Based on the ACE Credit Recommendation Evaluative Criteria, a four credit course requires 40 hours of academic engagement and 80 hours of preparation. Students should, therefore, expect to spend a total of 120 hours to complete the course successfully. A three credit course requires 30 hours of academic engagement and 60 hours of outside preparation. A 2.5 credit course requires 25 hours of academic engagement and 50 hours of outside preparation. A two credit course requires 20 hours of academic engagement and 40 hours of outside preparation.

### **ACADEMIC ENGAGEMENT DEFINED**

Academic engagement is the time a student spends interacting in the classroom. This includes attending lectures and participating in in-lesson activities, participating in discussions, and taking exams. In total, a student should spend 40 hours per 4 credit course in academic engagement.

### **PREPARATION DEFINED**

Preparation time is generally the time it takes students to do homework, or any work done for class outside of the learning environment (classroom). This includes reading textbooks, library research, reference reading, case studies, journaling, projects, other assignments and studying for exams and quizzes. In total, a student should expect to spend 80 hours per 4 credit course in preparation.

### **Attendance and Non-Participation**

Regular on campus attendance as well as online discussion forums during the online courses, is required of all students.



# COMPLETION REQUIREMENTS

## CERTIFICATE PROGRAMS

Non-participation is when a student has been found not to have participated in a scheduled academic activity in the first 25 percent of the course (two weeks in a 3-credit, 8-week course, and one week in a 1.5-credit, 4-week course), and either the student has indicated to MBS that the student does not intend to complete the course at this time or the student has not responded to the MBS inquiry about intentions regarding completion of the course. Students who are not participating, as defined above, will be withdrawn from the course by MBS, and a grade of “W” will be recorded for that course. Students who withdraw themselves before the second Friday of an eight-week course or the first Friday of a four-week course will not receive a “W”. If students are experiencing extraordinary circumstances that prevent assignment submission, they should contact their professors. A student who is withdrawn for non-attendance may return to studies in the course if he/she provides a written statement of intent to continue with the course.

### **How to Be Successful at CALIMT**

There are four keys to being successful in CALIMT’s certificate programs. The first is time management. CALIMT’s certificate programs are hybrid requiring your time both in and out of the classroom. Secondly, read the assigned readings in your textbook and view the e-lectures. Thirdly, actively participate in the class discussions both on campus and in online forums each week. Lastly, communication is very important. For any issues in the classroom contact your respective course professor to discuss any questions or concerns you may have about your progress, work, grades, etc. Contact your academic adviser for any other questions or concerns apart from your studies.

### **Student Assessment**

Students are graded on their submitted assignments and must maintain the minimum required attendance as well as demonstrate an understanding of the course material. A typical course also includes a midterm and final exam. Grades and professor feedback are typically given within one week of the assignment due date.

### **Transferability of Credits and Credentials Earned at our Institution**

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

The transferability of credits you earn at California Institute of Management and Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or diploma you earn in the Master of Business Administration (MBA) program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma 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 Meta Business School to determine if your credits or diploma will transfer.

# COMPLETION REQUIREMENTS

## CERTIFICATE PROGRAMS

### **Articulation Agreements**

CALIMT has not entered into an articulation or transfer agreement with any other college.

### **CALIMT and Program Status**

As of July 2016 California Institute of Management and Technology has been officially granted accreditation by the Distance Education Accrediting Council (DEAC). DEAC is recognized by the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

### **Graduation Requirements**

Students are required to meet the following requirements in order to graduate from CALIMT's certificate programs:

#### **Paralegal**

- Successful completion of 50 Qtr. credits
- All students are expected to maintain a 2.0 GPA or "C" average throughout their term of study.
- Students must meet all academic, attendance and financial requirements.
- CALIMT does not have a cumulative final test or examination required for the completion of the Paralegal program.

#### **Paralegal Assistant**

- Successful completion of 38 Qtr. credits
- All students are expected to maintain a 2.0 GPA or "C" average throughout their term of study.
- Students must meet all academic, attendance and financial requirements.
- CALIMT does not have a cumulative final test or examination required for the completion of the Paralegal Assistant program.

#### **Hospitality Operations**

- Successful completion of 36 Qtr. credits
- All students are expected to maintain a 2.0 GPA or "C" average throughout their term of study.
- Students must meet all academic, attendance and financial requirements.
- Student must complete an internship in the hospitality industry.
- CALIMT does not have a cumulative final test or examination required for the completion of the Hospitality Operations program.

### **Graduation with Honors**

- Students graduating with a GPA of 3.90 and above will graduate with honors.

**ACADEMIC CALENDAR**  
**CERTIFICATE PROGRAMS**

# CERTIFICATE PROGRAMS ACADEMIC CALENDAR

START DATE	END DATE
July 10, 2017	August 4, 2017
August 7, 2017	September 1, 2017
September 4, 2017 Labor Day	
September 5, 2017	September 29, 2017
October 2, 2017	October 27, 2017
September 10, 2017 Columbus Day	
October 30, 2017	November 22, 2017
November 23-24, 2017 Thanksgiving holiday	
November 27, 2017	December 22, 2017
December 22, 2017- January 7, 2018 Winter Break	
January 8, 2018	February 2, 2018
February 5, 2018	March 2, 2018
March 5, 2018	March 30, 2018
March 30 – April 8, 2018 Spring Break	

**Start Dates:**

**Paralegal, Paralegal Assistant & Hospitality Operations certificate programs:**

Hybrid: Classes start every 4 weeks

Year	Start Date	End Date
2017	9/5	9/29
	10/2	10/27
	10/30	11/22
	11/27	12/22
2018	1/8	2/2
	2/5	3/2
	3/5	3/30
	4/2	4/27
	4/30	5/25

CERTIFICATE PROGRAMS  
**TUITION**

# TUITION

## CERTIFICATE PROGRAMS

Tuition is set by the Office of the Provost of California Institute of Management and Technology (CALIMT). CALIMT reserves the right to change its tuition, fees, and policies at any time.

### **Certificate Programs**

#### **Paralegal & Hospitality**

##### Tuition and Fees

(a) Fees, if applicable :	See program tuition below
Official Transcripts (optional)	\$10 each
Late Payment Fee*	\$25
Reactivation Fee**	\$100
 (b) Textbooks	 Varies per program and class \$50-200/course (average) / \$25 – \$120 e-book rental

##### Non –tuition fees :

Returned check fee :	\$30
Shipping & Handling ( International) :	\$50

\*Late Payment Fee is applied when tuition is paid after payment deadline

\*\*Reactivation Fee is applied after one year of inactive status

#### Total Estimated Charge for the Entire Educational Program

PARALEGAL TUITION AND FEES		
Application Fee (Non--Refundable)		\$50
Registration Fee (Non--Refundable)		\$50
Tuition	Paralegal (18 courses)	\$9,990 ((\$555 per course)
	Paralegal Assistant (12 courses)	\$6,960 ((\$580 per course)
STRF Fee*		\$0
<b>TOTAL</b>	<b>Paralegal</b>	<b>\$10,090</b>
	<b>Paralegal Assistant</b>	<b>\$7,060</b>

HOSPITALITY OPERATIONS TUITION AND FEES		
Application Fee (Non--Refundable)		\$50
Registration Fee (Non--Refundable)		\$50
Tuition (8 courses)		\$4,600 ((\$550 per course)
Internship Registration Fee (8--weeks)		\$200
STRF Fee*		\$0
<b>TOTAL</b>		<b>\$4,700</b>

\*\$0 for every \$1000 rounded to the nearest \$1000. Refer to page 41 for rules and eligibility for the Student Tuition Recovery Fund.

# TUITION

## CERTIFICATE PROGRAMS

### TUITION PAYMENT PLANS

Tuition fees for each semester must be paid in full prior to the 1st start date of the course, unless student has received approval from the Finance Office

California Institute of Management and Technology offers several affordable, interest free payment plans for our students. Students may use the following methods to pay program tuition and fees:

CERTIFICATE PROGRAMS			
PLAN	PLAN NAME	PLAN DETAILS	BENEFITS
PLAN 1	PAY IN FULL	<ul style="list-style-type: none"> <li>Pay full program cost upfront before your first course begins</li> <li>Full tuition + all fees</li> </ul>	<ul style="list-style-type: none"> <li>5% discount</li> <li>Paralegal: \$504 savings</li> <li>Paralegal As.: \$335 savings</li> <li>Hospitality: \$235 savings</li> </ul>
PLAN 2	DOWN PAYMENT + MONTHLY PAYMENT	<ul style="list-style-type: none"> <li>Make down payment before your first course</li> <li>Monthly payments for remainder of program cost</li> <li>Down payment must be greater than \$2,000</li> </ul>	<ul style="list-style-type: none"> <li>2% discount</li> <li>Paralegal: \$218 savings</li> <li>Paralegal As.: \$141 savings</li> <li>Hospitality: \$94 savings</li> <li>Smaller, manageable monthly payments</li> </ul>
PLAN 3	PAY AS YOU GO (BY COURSE)	<ul style="list-style-type: none"> <li>Pay in full for each course before your course begins</li> </ul>	<ul style="list-style-type: none"> <li>Paralegal: \$555 per 4--week course</li> <li>Paralegal As.: \$580 per 4--week course</li> <li>Hospitality: \$550 per 4--week course</li> </ul>
PLAN 4	PAY AS YOU GO (BIWEEKLY)	<ul style="list-style-type: none"> <li>Pay two biweekly installments for each 4--week course</li> <li>Tuition must be paid in full <u>before</u> end of course to receive credit</li> </ul>	<ul style="list-style-type: none"> <li>Paralegal: 2 payments of \$277.50 per 4--week course due every 2 weeks</li> <li>Paralegal As.: 2 payments of \$290 per 4--week course due every 2 weeks</li> <li>Hospitality: 2 payments of \$225 per 4--week course due every 2 weeks</li> <li>No financing fee</li> </ul>

For more information about **payment plans**, contact the finance department at [finance@calimt.edu](mailto:finance@calimt.edu).

### METHODS OF PAYMENT :

CALIMT currently accepts following payment methods:

- Check
- Cashier's check
- All major credit cards (+3% service fee)
- Wire (Online MBA International students only)

\*Please note that CALIMT does not accept cash for tuition payment.

# TUITION

## CERTIFICATE PROGRAMS

### **Late Payment**

Any tuition payment received after the due date will incur the following late fee:

<b>PAYMENT RECEIVE</b>	<b>LATE FEE</b>
3 days after due date	0% (Grace period)
7 days after due date	5% of amount due
10 days after due date	10% of amount due
14 days after due date	15% of amount due

\*All late payment will be assessed based on Pacific Standard Time (PST), unless specified otherwise.

### **Student Tuition Recovery Fund**

Please refer to page 41 for details.



# **COURSE DESCRIPTIONS**

# CERTIFICATE PROGRAMS

## COURSE DESCRIPTIONS

### PARALEGAL AND PARALEGAL ASSISTANT: COURSE DESCRIPTIONS

\* In addition to each course description, there is an out-of-classroom component.

#### Law

##### **LLW 100 Business Law**

This course will provide a study of the laws of personal property, bailments, real property leases, landlord-tenant relationships, agency, forms of business organizations and franchises, and probate law. \* Out-of-classroom work includes daily journals and preparation for tests and exams.

##### **LLW 110 Contract Law**

This course is designed to provide a working knowledge of the law of contracts as it serves as the base on which many other laws are founded. The course goes further to include a section on Sales Law (Uniform Commercial Code) to show the variations from contract law to facilitate business transactions. Students have the opportunity to develop reasoning skills by learning the law by the Socratic Method. \* Out-of-classroom work includes daily journals and preparation for tests and exams.

##### **LLW120 Legal Research**

This course is designed to provide a “hands-on” introduction to the essential skills needed to perform research under the direction of a supervising attorney. Students will learn how to locate general legal resources (secondary authority), case law and statutes/ordinances (primary authority) to analyze a factual scenario typical of those presented to a practicing attorney. Students will be introduced to legal research in a working law library as well as using computer legal research program

##### **LLW130 Legal Writing**

This course offers an overview of California civil procedures from acceptance of a civil case to trial. The student will study complaints, cross complaints, answers, motions, discovery techniques, arbitration, and preparation for trial. The study of the court systems will be included as well as preparation of a deposition digest.

\* Out-of-classroom work includes reading, and outlining of material, and completing calendaring exercises

##### **LLW 140 Tort Law/Personal Injury**

This course will provide a study of tort law, including intentional torts, negligence, strict liability, products, damages, and the defenses to those torts. \* Out-of-classroom work includes daily journals and preparation for tests and exams.

#### English

##### **EN 100 English Grammar for Legal Professionals**

This course is designed as a review of grammar, punctuation, and basic sentence structure. The goal of this class is to review business vocabulary and introduce legal terminology. Also covered will be the rules of spelling. \* Out-of-classroom work includes assignments spend on class workbook.

##### **EN 110 English Writing for Paralegals**

This course covers the fundamentals of expository writing needed by paralegals to successfully complete all written matters assigned by a supervising attorney. Included will be the writing of letters, memorandums, and reports. Also included will be how to FIRAC cases and dissect statutes. \* Out-of-classroom work includes reading, journaling, and outlining of text material..

# CERTIFICATE PROGRAMS

## COURSE DESCRIPTIONS

### Office Procedures

#### **OP 110 Machine Transcription\***

This course is designed to acquaint the student with the use of the transcribing machine and to help the student become competent in transcribing recorded dictation. The ability to take letters from their roughest form and transcribe them to a "mailable" copy (no errors) will be the primary purpose of this course.

\* Out-of-classroom work includes preparation of additional styled letters and documents

#### **OP 130 Records Management\***

Because business and legal records are the memory of any business or law firm, their proper organization and control is of primary importance for all legal secretaries. The rules of filing will be covered in this course.

\* Out-of-classroom work includes reading the material and completing workbook assignments.

### Career Development

#### **CD 100 Career Development**

This course is designed to provide specific recommendations for self-improvement in attitude, personal image, and communications skills. Resume and cover letter writing will be included, and correct interview techniques will be covered.

• Out-of-classroom work includes reading of the text, and completing exercise as given.

### Computer Training

#### **CT 110 Computer I (Beginning WordPerfect)**

This course provides training in WordPerfect, the program which has become the industry's standard for word processing. In Computer I the student will learn the fundamentals of operating the WordPerfect program in order to create a document, modify it, edit using the built-in dictionary and thesaurus, and print a final draft.

\* Out-of-classroom work includes time spent on practical application and typing practice.

#### **CT 120 Computer II (Intermediate WordPerfect)**

Prerequisite: Computer I or Permission of the instructor (Beginning WordPerfect)

Students will apply what they have learned in Computer I to the creation of business and legal word processed documents. Document assembly and mail merge will be emphasized in this course.

\* Out-of-classroom work includes time spent on practical application and typing practice.

#### **CT 140 Computer III\* (Legal Solutions)**

This course covers the practical applications of word processing to the preparation of legal forms.

\* These classes are procedural classes which meet on a flexible schedule. They are lab oriented classes. Students will meet with an instructor at the beginning of class, and regularly as needed. The student is being taught to work as though an assignment had been given them by a supervising attorney to complete procedural documents, transcription, or a filing assignment. The instructor will maintain regularly scheduled class hours and will be available to assist the student; however it is the intent to simulate a working assignment in the legal workplace.

Students are also encouraged to participate in an internship during this time (generally the final 3 months of class).

\* Out-of-classroom work includes reading, journaling, and outlining of text material.

# CERTIFICATE PROGRAMS

## COURSE DESCRIPTIONS

### **Hospitality Operations: COURSE DESCRIPTIONS**

\* In addition to each course description, there is an out-of-classroom component.

#### **Hospitality**

#### **HOS 100 The Lodging and Food Service Industry**

This course lays the groundwork for a basic understanding of the lodging and food service industry by tracing the industry's growth and development both nationally and internationally, by reviewing the organization of hotel and food and beverage operations, and by focusing on industry opportunities and future trends. \* Out-of-classroom work includes reading assignments, chapter questions responses, and preparation for quizzes and exams.

#### **HOS 105 Management of Food and Beverage Operations**

This course will give students a basic understanding of the management process in food and beverage operations. All aspects of food and beverage operations are covered, including organization, marketing, menus, costs and pricing, production, service, safety, and finances. \* Out-of-classroom work includes reading assignments, chapter questions responses, and preparation for quizzes and exams.

Managing Service in Food and Beverage Operations

#### **HOS 110 Managing Front Office Operations**

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management. Front office procedures and management are placed within the context of the overall operation of a hotel. \* Out-of-classroom work includes reading assignments, chapter questions responses, and preparation for quizzes and exams.

#### **HOS 115 Supervision in the Hospitality Industry**

This course is designed to provide students with the principles of supervision as they apply specifically to the hospitality industry. \* Out-of-classroom work includes reading assignments, chapter questions responses, and preparation for quizzes and exams.

#### **HOS 120 Hotel and Restaurant Accounting**

This course provides a basis for understanding hospitality accounting concepts and procedures, the processing of hospitality financial data, and the flow of financial information in the accounting cycle that result in the production of financial statements. \* Out-of-classroom work includes reading assignments, chapter questions responses, and preparation for quizzes and exams.

#### **HOS 200 Managing Tech in the Hospitality Industry**

This course introduces students to the dynamic and critical field of technology within the hospitality industry. Students learn the basics of purchasing, implementing, maintaining, and effectively managing today's information systems in hospitality. \* Out-of-classroom work includes reading assignments, chapter questions responses, and preparation for quizzes and exams.

#### **HOS 210 Managing Housekeeping Operations**

This course covers why housekeeping is critical to the success of today's hospitality operations. This class shows what it takes to direct day-to-day operations of this department, from big-picture management issues to technical details for cleaning each area. This includes a range of subjects including the following topics: Energy management, sustainability and "green" housekeeping (microfiber mops, reusing linens/towels, chemical use, green lighting, etc.)

# CERTIFICATE PROGRAMS

## COURSE DESCRIPTIONS

### **HOS 215 Hospitality Sales and Marketing**

This course is designed to provide students with a solid background in hospitality sales and marketing. The textbook's main focus is on practical sales techniques for selling to targeted markets. \* Out-of-classroom work includes reading assignments, chapter questions responses, and preparation for quizzes and exams.

### **HOS 351 Hospitality Internship**

Internships that either rotate through various hotel departments, or related hospitality fields or focus on specific areas such as human resources, facility management, and gaming are required to complete the certificate program.

**SERVICES**

# SERVICES

Whether a student or a staff member, California Institute of Management and Technology (CALIMT) is dedicated to providing the best opportunities available. Here, both students and staff will find information that will help them to be an involved and knowledgeable member of our community.

## ***Hours of Operation***

CALIMT is located at 2361 Campus Drive Suite 180 Irvine, CA 92612, USA. CALIMT's hours of operation are Monday to Friday from 9:00 a.m. to 6:00 p.m. Pacific Time. The office is closed for the following major holidays:

<b>September 4, 2017</b>	<b>Labor Day</b>	<b>January 1, 2018</b>	<b>New Year's Day</b>
<b>November 11, 2017</b>	<b>Veterans Day</b>	<b>January 15, 2018</b>	<b>Dr. Martin Luther King Jr. Day</b>
<b>November 23, 2017</b>	<b>Thanksgiving Day</b>	<b>February 19, 2018</b>	<b>Presidents' Day</b>
<b>November 24, 2017</b>	<b>Day after Thanksgiving</b>	<b>May 28, 2018</b>	<b>Memorial Day</b>
<b>December 25, 2017</b>	<b>Christmas</b>	<b>July 4, 2018</b>	<b>Independence Day Observed</b>

## ***Academic Advising***

Sometimes students experience academic difficulties, not because they do not understand the specific course material, but rather due to other factors such as excessive anxiety, poorly developed study skills, or unrealistic expectations about how much they can handle. Academic advising is an opportunity to exchange information designed to help students reach their educational goals and overcome any obstacles to finishing their degree.

## ***Student Responsibilities***

- Contact academic adviser with any questions/concerns and during times of academic difficulty.
- Accept responsibility for coursework. An adviser may provide advice, not make decisions for students.
- Define a plan to achieve academic goals.
- Be aware of the Satisfactory Academic Progress policy and other policies, procedures and practices, and when needed, ask for clarification.
- Create positive relationships with advisers, faculty, and staff.
- Read all school correspondence sent. Respond if required.
- Take advantage of school resources that will improve educational experience.

# SERVICES

## *Adviser Responsibilities*

- An adviser may provide assistance in helping a student learn how to make practical academic plans and decisions, how to discover a range of options available to the student, based on the student's stated goals, and how to think through the consequences of the student's own choices.
- Offer advice and planning during times of academic difficulty.
- Assist in development of an academic plan consistent with student's stated goals, interests and abilities.
- Provide accurate information about policies, procedures and requirements.
- Assist student with attaining Satisfactory Academic Process.
- Create positive working relationships with students, other advisers, staff and faculty.
- When appropriate refer students to other University resources and services.

## *Expected Outcomes of Academic Advising*

- Students will know how and where to access accurate information about policies, procedures and requirements.
- Student will have a plan for achieving Satisfactory Academic Process.
- Student will be encouraged to make decisions that support their goals, abilities and aspirations.

## **Online Discussion Forum**

The online discussion forum is an electronic bulletin board enabling dynamic communication and interaction among students and their professors. When a student posts a message to the forum, the message is automatically redistributed to the professor and all other students in the program, allowing students to discuss the week's readings and material. The online discussion forum plays an integral part in CALIMT's program by facilitating interaction among students; it ensures that learning and student interaction do not end when class ends.

## **Library Services**

CALIMT uses Library and Information Resources Network, Inc. (LIRN) as its online library resource. The online library offers students 24-hour access to a full range of credible sources for business information, including business and financial news, and market research. Search features permit queries across all databases, specific subject areas or resources within a single search. LIRN can be accessed via MetaBoard.

To access the Library and Information, log into your Student Portal and click on "Online Library" in the "Resources" section. Then click the "Access LIRN" button. Once you are in the library you will discover that our LIRN library is organized by subject matter.

In addition to using our LIRN online database collection, Students have access to on campus textbooks available for research located in the classroom and break area. CALIMT is located at 2361 Campus Drive Suite 180 Irvine, CA 92612, USA.

CALIMT students are also able to visit Langson Library at University of California, Irvine , Pollak Library at California State University Fullerton, Orange County Law libraries for the purposes of studying, researching, and accessing additional resources such as online and electronic databases, periodical and newspaper collections, reference materials, as well as research consultation.

## **University of California, Irvine The UCI Libraries**

- Zot 8100 PO Box 19557  
Irvine, CA 92623-9557  
Phone: (949) 824-6836



# SERVICES

## **Langson Library Hours:**

Monday through Thursday 7:30 am – 11:00 pm

Friday 7:30 am – 9:00 pm

Saturday 10:00 am – 9:00 pm

Sunday 10:00 am – 11:00 pm

- Langson is a public library. All services are free in person. To use online resources from home you must have a library card.
- A 12-month card is available for a fee of \$80 to all other community users, which includes California private college/university students and non-California college/university students.

## **California State University, Fullerton**

800 North State College Boulevard,

Fullerton CA 92831-3599

Phone (714) 278-2633

## **Pollak Library Hours:**

Monday through Thursday 7:30 am - 10:30 pm

Friday 7:30 am – 5:00 pm

Saturday 12:00 pm – 5:00 pm

Sunday 12:00 pm – 7:00 pm

- Pollak is a public library – all services are free in person. • The cost for a library card is \$50 annually, which allows students to check books out and access online resources (i.e., electronic databases) from home.

## **Orange County Law Library**

Orange County Public Law Library hours:

Monday-Thursday 8:00 am to 5:55 pm

Friday 8:00 am to 4:55 pm

Saturday 9:00 am to 4:55 pm

Sunday closed

## **Computers, Copiers, Printers, and Fax machines**

Computers and computer software programs needed for course work on campus are provided to the student during the course needed, as needed while on campus. It is up to the student to have the necessary supplies which includes a computer with internet access to complete course work off campus. All students are made aware of the minimum requirements needed to enroll in a certificate program.

Copiers, printers and fax machines are provided for student use in the student lounge and at the administrative offices. Use of this equipment is provided free of charge to enrolled students, faculty and alumni but is reserved for academically-related work. Personal use of CALIMT equipment is prohibited.

# SERVICES

## ***Students with Disabilities***

California Institute of Management and Technology uses the definition of disability set forth in Section 504 of the Rehabilitation Act of 1973, which states that a disabled person is anyone who:

- Has a physical or mental impairment which substantially limits one or more major life activities;
- Has a record of such impairment;
- Is regarded as having such impairment.

CALIMT admission decisions are made using criteria independent of an applicant's disability. Students with disabilities desiring to enroll in the program at CALIMT must be able to meet the admissions standards of CALIMT. CALIMT will make efforts to provide reasonable accommodations to qualified individuals with disabilities to the extent that such accommodations are readily achievable. Though CALIMT takes the needs of student with disabilities seriously, it is not able to guarantee that all services can or will be provided. Specifically, accommodations that are unduly burdensome or fundamentally alter the nature of the service, program or activity may not be entertained.

In order to receive accommodations, a student must meet the following criteria:

- Have a documented disability (documentation must be supplied) that presents a significant barrier to the educational process, and
- Request services from Disability Services through the Registrar's Office.

Students are required to provide the Registrar with medical or psychological documentation in order to receive accommodations. All medical information remains confidential and is only released to other school personnel with the student's written permission.

## ***Student Visas***

CALIMT does not offer I-20 or other visa services, provide for student status in these regards, or vouch for student visa status.

## ***Language of Instruction***

All instruction at CALIMT is in English.

## ***English Instruction***

CALIMT does not provide English as a Second Language (ESL) instruction.

## ***English language proficiency is documented by:***

- Receipt of prior education documentation as stated in the admission policy
- Documentation of English skills as stated in the admission policy for Non-Native English Speakers

# SERVICES

## ***Facilities and Equipment***

CALIMT's mode of training for certificate programs is hybrid, requiring the student to attend class on campus as well as through online distance education. Coursework is completed on campus at 2361 Campus Drive Suite 180 Irvine, CA 92612, USA, as well as a location of their choice for the distance learning courses.

CALIMT's Admissions Office is located at 2361 Campus Drive Suite 180 Irvine, CA 92612, USA. The Provost/Chief Executive Officer, Chief Financial Officer, Program Chair, Student Services Office, Admissions Office, Academic Adviser, and Registrar are all located at this office. This location houses student records and files, a board room, and offices for academic and administrative staff. The office provides the professors and staff the necessary equipment to teach the students and operate the institution.

## ***Housing***

CALIMT does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Irvine, CA rental properties start at approximately \$1,095 per month.

## ***Transcript Services***

CALIMT will provide students with one transcript at no charge when they graduate from their program. If students wish to order additional transcripts, they must send a signed written request to the Office of the Registrar. The fee for an official transcript is \$10.00. Payment must accompany the request.

## ***Graduation Services***

Graduation from CALIMT is a significant accomplishment. Once the student has met all course requirements and has paid the graduation fee, he or she will be eligible to graduate. Graduation packages typically take six to eight weeks for delivery.

A graduation ceremony takes place once a year.

## ***Career Planning and Placement***

In preparation of program completion and upon completion of CALIMT's certificate program students will meet with the Career Services Coordinator. CALIMT's Career Service Coordinator assists our students in career planning during enrollment and provides job placement assistance upon completion of the program.

**POLICIES**

# POLICIES

California Institute of Management and Technology (CALIMT) policies have been established to create a safe and productive academic and work environment. All employees and students are expected to be familiar with these policies and to follow them. These policies are subject to change at any time. Any revisions or addendums will be announced on the school website. Faculty, staff and students are responsible for familiarizing themselves with current policies. Please direct any questions to student services or your academic adviser.

## **Enrollment Policies**

### ***Student Classification***

Matriculated students are those who have applied for enrollment in a course, have been accepted for enrollment by CALIMT, have been registered as a student, and have formally submitted at least one required examination, participated in at least one discussion, or have submitted at least one assignment.

### ***Continuous Enrollment***

All students are required to keep active status from the commencement date of their first course through the final course in their program. Students who discontinue their studies and wish to resume their studies at a later date will be required to pay any unpaid tuition and/or fees prior to receiving permission to resume study. Each student must graduate within the maximum time of completion. Any student requiring additional time will need approval by the Program Chair. For more details, review the "Maximum Completion Time" policy under the section for "Completion Requirements."

## **Leave of Absence Policy**

CALIMT realizes that an emergency may occur. For such situations that require a student to interrupt class attendance for a time by requesting a leave of absence, students must direct such a request to the Office of the Registrar. The request should include a signed statement with the reason for the leave of absence request, the date of the request, and the anticipated date of return. The leave may be granted if sufficient reason is provided, but any leave of absence may not exceed 180 days in a calendar year. Students requiring more than 180 days will be withdrawn from the program. When a student is granted a leave of absence, consequences may include the following:

- Receive a withdraw grade for all courses that were not completed;
- Repeat failed courses; or
- Delayed graduation date

### Dismissal

Non-payment of any applicable tuition and fees may result in dismissal from the program.

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## Satisfactory Academic Progress Policy

### **General Requirements**

Students are required to make satisfactory academic progress (SAP) toward their certificate. SAP standards apply to all students, regardless of enrollment status (full-time or part-time). Students are evaluated at the end of every quarter.

Students are considered in good standing if they have at least a 2.0 cumulative grade point average (CGPA). The percentage of credit hours successfully completed versus the hours attempted (pace) must be at least 75%. Accountability starts with the student's entry date at the school and progress is assessed on a cumulative basis.

### **Late Assignments**

Late assignments may result in lower grades. This will be determined by the professor in each course.

### **Grades and Grade Points**

Student performance in courses is indicated by one of following grades. Grades carry point value and are used in determining the CGPA. Point values are as follows:

Grade	Points	%	Definition
A+	4.5	96-100%	Exceptional
A	4.0	90-95%	Excellent
B+	3.5	86-89%	Very Good
B	3.0	80-85%	Good
C+	2.5	76-79%	Above Average
C	2.0	70-75%	Average
F	0.0	≤69%	Failing
W			Withdrawal
I			Incomplete

### **How Cumulative Grade Point Average is Determined**

CALIMT determines a student's cumulative grade point average (CGPA) by dividing the total amount of grade points earned by the total amount of credit hours attempted. Grade point averages may range from 0.0 to a 4.5, as noted in the above table. Below is an example of how to determine CGPA.

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EXAMPLE STUDENT TRANSCRIPT FOR FIVE COURSES			
COURSE	CREDITS	GRADE	GRADE POINTS
MGT 500	3.0	A+	13.5
MKT 500	3.0	B+	10.5
IBU 500	3.0	B	9
IBU 610	1.5	C	3
IBU 621	1.5	F	0
12 TOTAL CREDITS COMPLETED		36 TOTAL GRADE POINTS	

To calculate cumulative GPA, total the credit hours and then the grade points from all courses. Divide the total grade points by the total credit hours, as illustrated below.

Total Grade Points	36
divided by	
Total Credits Completed	12
equals	=
Cumulative GPA	3.0

## ***Course Extension Policy***

If a student cannot complete a course within the given time allotted, he or she may request an extension from the professor for that course. The professor will make the determination on whether to grant the extension, deny the request, or suggest an Incomplete until the student can complete the coursework.

## ***Grade of Incomplete***

A student may receive a grade of Incomplete ("I"), and turn in work past the end date of the course, at the professor's discretion, if the professor has determined that the student's work for the majority of the course has been satisfactory and the student is able to finish the remaining work without having to retake the course. The Incomplete grade will not affect the student's GPA calculation. The professor will determine the appropriateness of assigning a grade of "I" and establish the requirements of completion as well as set a deadline for completion of the work, all of which will be documented in the Incomplete Course form. The maximum allowable time for a student to complete coursework for a course in which he or she has received a grade of "I" is 12 months. However, professors are advised to determine a shorter extension deadline.

Although professors should turn in the changed grade no later than one week after receiving the remainder of the student's work, it is solely the student's responsibility to ensure that his or her grade has been changed from an "I" to the appropriate grade as determined by the professor.

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If a grade is not changed from an “I” to the appropriate grade at the end of 12 months from the end of the course, the student’s grade in the course will automatically revert to an “F” unless an alternate grade has previously been determined by the professor as indicated in the Incomplete Course form. Grades of “F” will impact the student’s GPA and may lead to academic warning, probation or dismissal as determined by the Satisfactory Academic Progress Policy.

## ***Withdrawal Grade***

The last day to withdraw without a grade of W (Withdrawal) is Friday of the second week for an eight-week course and Friday of the first week for a four-week course. The last day to withdraw with a grade of W (Withdrawal) is Friday of the fifth week for an eight-week course and Wednesday of the third week for a four-week course.

## ***Treatment of Various Grades***

Students are considered in good standing if they have at least a 3.0 CGPA in all courses. Any student who receives a grade of F in a required course must retake that course. A student who receives an F in any non-required course may opt to retake that course. A student may retake courses as long as he or she is not in violation of the guidelines listed in the section “Maximum Timeframe.” A student must have a CGPA of 3.0 in order to graduate.

All withdrawals, incompletes, and repeats are taken into consideration when determining SAP. SAP will be determined at the end of each trimester. Incompletes and withdrawals are not considered as credits completed, but count as credits attempted. For repeated coursework, the higher grade will count toward the CGPA, but all course attempts are counted toward the pace measure (see general requirements). Transfer credits are counted as both credits attempted and credits earned, but do not affect the CGPA.

## ***Failure to Meet SAP Standards***

Students who do not meet the required SAP standards at the end of a Quarter will be placed on a warning status. Students on warning status that are still below standards at the end of the following Quarter will be evaluated to determine if SAP can be acquired. If the academic adviser determines that the student is able to achieve SAP, that student will be placed on probation. If the student is determined to be unable to achieve SAP, the student will be dismissed from the program. If at any time during probation the academic adviser determines that the student is no longer on track to acquire SAP, the student may be dismissed.

## ***Maximum Timeframe***

Students must complete their program within 150% of the normal program length, as measured in semester credit hours. A maximum of 54 attempted semester credits is permitted. Maximum completion time does not include any time approved for a Leave of Absence.

## ***Appeal and Reinstatement***

Students who are dismissed from the program for failure to acquire SAP will be notified in writing of their dismissal. Students with mitigating circumstances wishing to appeal may do so, in writing, to the Program Chair no more than two weeks after the student’s dismissal. Mitigating circumstances may include but are not limited to illness or injury of the student or immediate family member; death of a relative; or other special circumstance. The Program Chair will evaluate the appeal and determine whether the student may be allowed to continue on a secondary probation status.



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The student's appeal must address the following:

1. The basis for the appeal—a description of the special circumstance; AND
2. The reason why the student failed to meet the SAP standard(s); AND
3. What has changed in the student's situation so that he or she will now be able meet the SAP standards.

Students are encouraged to submit supporting documentation with their appeals. Students are generally limited to one appeal during the course of their program, regardless of the reason or other circumstances.

## ***Probation***

If an appeal is granted the student will be placed on a probation status with an Academic Plan. A student on probation is required to regain SAP standing by the end of the probationary quarter; the terms of the probation will be included in the notice sent to the student when the appeal is granted.

If a student cannot regain SAP standing by the end of one quarter, the student will be withdrawn.

## ***Reinstatement of SAP Status***

A student has his or her SAP status reinstated SAP requirements are met. For example, at the end of the warning quarter a student who once again meets the SAP standards has regained SAP status.

## ***Credit for Experiential Learning, Challenge Examinations, Achievement Tests***

CALIMT will not extend experiential credit to any student, nor accept hours or credit earned through challenge examinations or achievement tests.

## ***Grade Reports***

At the end of each session, a report of grades achieved while enrolled at CALIMT will be provided to each student. Grades are normally given within two weeks after completion of the course. If there are any unpaid charges or other penalties on record against a student, transcripts and class grades will be withheld they are resolved with administration. Questions regarding grade reports, academic credit, or transcripts should be referred to the Office of the Registrar.

## ***Grade Appeal***

If the student believes that his or her professor has submitted an incorrect grade, the student must contact the professor directly to rectify the situation. If not satisfied, the student may begin the appeal process no later than two weeks after the start of the following session. An appeal offered after this deadline will not be considered. Please follow these steps to appeal a grade:

Step 1: Communicate directly with the professor to arrive at a mutually agreeable solution.

Step 2: If a solution is not found or if the student believes the grade had been awarded either by reason of procedural error or non-academic criteria, the student is to compose a written appeal stating 1) the exact nature for the appeal, 2) the reason for the request and 3) supporting evidence for the request.

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Step 3: The professor will respond to the student's written appeal and decide whether the appeal will be granted or denied. Once the professor's response has been submitted to the Office of the Registrar, students will be notified of the decision through the Office of the Registrar.

Step 4: If the student is not satisfied with the professor's decision, they may contact the Office of the Registrar to obtain the form to appeal their grade change to the Program Chair. The student must complete a written appeal to the Program Chair and submit it to the Office of the Registrar. The Program Chair will review the appeal and will reach a final decision on the awarded grade based on both the student's appeal and the professor's review. Once a decision is reached, the Office of the Registrar will notify both the student and the professor of the final grade. The Program Chair's decision is final and cannot be appealed.

## Proctored Exam Policy

CALIMT approves two, flexible proctoring options:

**A live proctor:** The live proctor is chosen by the student and approved by CALIMT. Students are responsible for securing the proctor and site if the student decides to opt to use a live proctor. Local libraries, testing centers and other higher education institutions are options for the student to locate a live proctor. Students must schedule the proctored exam date with the live proctor in advance.

**A remote proctoring service:** Provided by Software Secure (SSI) Remote Proctor NOW, this remote proctor will access the test taker's display screen, webcam, and microphone to ensure a secure testing environment. The recorded footage is sent to the appropriate professor. There is no fee for using this service.

Students are required to provide valid government-issued photo identification for either proctor service. Acceptable forms of identification are:

- Passport or Passport Card
- Permanent Resident Card
- Driver's License
- ID Card
- Military Card

Any government-issued photo identification will be considered for identification as long as it contains a photograph and information such as name, date of birth, gender, height, eye color, and address.

Remote Proctor NOW will report the recorded video and audio during the exam period to the appropriate professors and administrators for review. There is no additional fee for Remote Proctor NOW.

Courses requiring proctored exams will include instructions on proctored exams and rules in the course syllabus, provided no later than the first day of a course. If you have questions about a proctored exam, please contact the Registrar at [registrar@calimt.edu](mailto:registrar@calimt.edu) at least two weeks prior to the exam date.

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## Exam Taker Guidelines

### I. Proctored exam with online service Remote Proctor NOW

1. Requirements: Students will need a webcam, microphone, and a sufficient Internet Connection. Click [here](#) to download the online proctored exam readiness checklist.
2. Before the Exam
  - A. Check the exam guidelines as written by the course professor (e.g., open book exam, no calculators allowed, etc.).
  - B. Check in the course syllabus or ask the Registrar before registering if your course requires a proctored exam.
  - C. Review the RPNOW Exam Taker Quick Guide, which includes support information, video walkthroughs, and more, and is provided by the Registrar.
  - D. Optional: Take a practice proctor exam for system check.
3. During the Exam
  - A. Log in to the provided URL link in the Exam Taker Quick Guide to set-up Remote Proctor NOW before entering the exam.
  - B. Follow the given instructions from Remote Proctor NOW.
  - C. Complete the exam and close out of Remote Proctor NOW.
4. After the Exam
  - A. Check the exam result. The professor will contact the student as needed depending on the result and report provided from RPNOW.

### II. Proctored exam with live proctor

1. Requirements: The exams are given through MetaBoard, which requires student to be on either a notebook or desktop with Internet connection.
2. Before the Exam
  - A. Check if the registered course requires a proctored exam in the course syllabus or ask the Registrar before registering.
  - B. Complete and submit the [Proctor Approval Application form](#) TWO WEEKS PRIOR to the exam date.
  - C. Check the exam guidelines as written by the course professor (e.g., open book exam, no calculators allowed, etc.).
3. Live Proctor Eligibility Guidelines

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- A. The following may serve as a live proctor
    - California Institute of Management and Technology Representative
    - Official Testing Center
    - Human Resource Manager
    - Librarian or qualified library staff member
    - Military Education Services Officer
    - Representative of an established religious order
    - School Counselor
    - School Principal/ Vice Principal
    - Supervisor
    - Teacher
    - Training Director/Officer
    - Employees who hold a higher rank than the student in the same corporation or agency where the student is employed, e.g., a manager
    - California Institute of Management and Technology Representative (at CALIMT offices in Irvine, CA only)
  - B. Proctors cannot be any of the following
    - A company subordinate of the student, in the same lateral organizational position as the student, or report to the student in any manner
    - A friend, family member, or relative (e.g., spouse, parent, sibling, grandparent, in-law, etc.)
    - A fellow student or casual acquaintance (neighbor, etc.)
1. During the Exam
    - A. Show a photo ID to the proctor when requested.
    - B. Take the exam as instructed by the proctor.
    - C. Show the proctor that the exam has been submitted in MetaBoard.
  2. After the Exam
    - A. Check the exam result. The professor will contact the student as needed depending on the result and report provided by the proctor.

## **Course Cancellation**

Courses may be cancelled if California Institute of Management and Technology determines there are insufficient students enrolled in a course to ensure a vibrant learning experience. The School will inform the professor and students of the cancellation two business days prior to the start of the course.

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## **Cancellation, Withdrawal & Refund Policies**

### ***Withdrawals & Leave of Absence***

It is the student's responsibility to inform CALIMT in writing that he or she is withdrawing or requesting a leave of absence from the program. Failure to properly do so may require a new application and payment of additional fees.

### **STUDENT'S RIGHT TO CANCEL**

The program in which you are enrolling is distance education-not offered in real time. The institution will transmit the first lesson and materials to you within seven days after the execution of this enrollment agreement. You have the right to cancel your program of instruction, without any penalty or obligations, within five (5) calendar days of enrolling and receive a refund of all monies paid, less an application fee of \$100.00 within 30 days of cancellation. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current course period in your program through the last day of attendance.

Course Period = 3 semester credit course = 8 week course, 1.5 semester credit course = 4 week course.

Cancellation is effective on the date the notice of cancellation is provided to the institution in any manner, such as email, phone call, fax, and written notice. If the notice is sent in writing it may be submitted to: 2361 Campus Drive Suite 180 Irvine, CA 92612, USA or emailed to [registrar@calimt.edu](mailto:registrar@calimt.edu) or faxed to (949) 872-2229. Refunds will be paid within 30 days of cancellation.

This Institution shall transmit all of the lessons and other materials, if applicable, to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other education services it agreed to provide, such as responses to student inquires, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all the lessons and material are transmitted.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current course period in your program through the last day of attendance. The refund will be less an application and registration fee of \$100.00 each for a total of \$200.00, within 30 days of withdrawal. Notification of program withdrawal may be provided to the institution in any manner, such as email, phone call, fax, and written notice. If the notice is sent in writing it may be submitted to : 2361 Campus Drive Suite 180 Irvine, CA 92612 , USA or emailed to [registrar@calimt.edu](mailto:registrar@calimt.edu) or faxed to (949) 872- 2229.

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For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the current course period (total institutional charge, minus non-refundable fees, divided by the number of days in the course period), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students, scheduled days is based on a five-day week, which does not include any defined holiday as stated below.

1. Every Sunday.
2. January 1st.
3. The third Monday in January, known as "Dr. Martin Luther King, Jr. Day."
4. February 12th, known as "Lincoln Day."
5. The third Monday in February.
6. March 31st known as "Cesar Chavez Day."
7. The last Monday in May.
8. July 4th.
9. The first Monday in September.
10. September 9th, known as "Admission Day."
11. The fourth Friday in September, known as "Native American Day."
12. The second Monday in October, known as "Columbus Day."
13. November 11th, known as "Veterans Day."
14. December 25th.
15. Good Friday from 12 noon until 3 p.m.
16. Every day appointed by the President or Governor for a public fast, thanksgiving, or holiday.

For programs beyond the current "course period," if you withdraw prior to the next course period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## **WITHDRAWAL FROM A COURSE**

You may withdraw from a course at any time and receive a pro rata refund of tuition if you have completed 60 percent or less of the scheduled days in the current course period through the last day of attendance in the course, within 30 days of withdrawal. Notification of course withdrawal may be provided to the institution in any manner, such as email, phone call, fax, and written notice. If the notice is sent in writing it may be submitted to: 2361 Campus Drive Suite 180 Irvine, CA 92612, USA or emailed to [registrar@calimt.edu](mailto:registrar@calimt.edu) or faxed to (949) 872-2229.

**To remain an active student a student must be continuously enrolled in a minimum of one course and making satisfactory progress, as defined in the catalog. A minimum of six semester credit units must be completed each trimester (sixteen (16) week period).**

# POLICIES

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the course (total charge divided by the number of days in the current course period), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students, scheduled days is based on a five-day week, which does not include any defined holiday as stated above in the Withdrawal From The Program section.

## **Last Day to Register for Courses**

All course registrations must be submitted at least one week before the course start date. Late registrations will require approval of the Program Chair.

## **Grievance Procedure**

A grievance is defined as an official statement of complaint regarding one party's belief of being wronged by a student, faculty or staff member. Actions may include but are not limited to acts of discrimination, discriminatory harassment, sexual harassment, misconduct, dishonesty, and fraud. Other grievances may concern academic, administrative, financial and technical matters or policies.

Grievances should be sent in writing to the Registrar at [registrar@calimt.edu](mailto:registrar@calimt.edu). The Program Chair will investigate the situation and will interview persons with pertinent information, and examine relevant materials. Grievances sent in writing will receive a written response within 10 business days after receipt. Please submit all supporting documents that describe the grievance demonstrating an attempt in good faith to resolve the issues with the involved parties under the extenuating circumstances. An appeal to the written response may be submitted if there is additional information to be considered. The final decision of an appeal is determined by the Provost, and provided within 10 business days after receipt by CALIMT.

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## Campus Safety

### Safety and Awareness

CALIMT campus safety policies have been prepared to increase the students' awareness of safety and well-being to satisfy the requirements of the Safe and Drug Free Schools and Communities Act. CALIMT strives to provide its students with a secure and safe environment. Classrooms and campus facilities comply with the requirements of the appropriate regulatory agencies

Students are responsible for their own security and safety and must be aware of the security and safety of others. The College is not responsible for any student's personal belongings that are lost, stolen, or damaged on campus, in parking lots, at clinical/externship sites, or during any college activities. Students should immediately report any medical, criminal, or other emergency occurring on campus to their Instructor, Provost or any College employee. Upon receipt of any report of a medical or criminal emergency, the College will, on behalf of the student, obtain the services of medical or security professionals, as appropriate. Students are encouraged to promptly and accurately report all emergencies to College officials

### Sexual Assault and Prevention

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures anywhere on College property, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member or other College employee should bring the matter to the attention of the Campus Provost at [C.Chaiv@calimt.edu](mailto:C.Chaiv@calimt.edu) or Human Resource Administrator at the telephone number specified in this catalog. Any questions about this policy or potential sexual harassment should also be brought to the attention of the above College officials. The College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

### Alcohol and Other Drug Abuse Policy

The possession or use of drugs or alcohol is strictly forbidden on College premises or during any activities conducted off campus.

Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in the student.

1. In accordance with federal and state laws, it is unlawful to manufacture, possess, uses, sell or distribute alcohol, narcotics, or other controlled substances on campus property or at any institution-sponsored activities. Students, faculty, and staff who are found to possess alcohol, illegal drugs, or show 21/85 indications of substance abuse on campus and or at university sponsored events will be subject to disciplinary action which may include immediate dismissal without probationary status
2. Students must adhere to federal, state and local laws and regulations.
3. The College will impose disciplinary action against students for violating these standards of conduct, which may include suspension, termination, or proof of completion of a drug or alcohol rehabilitation program.



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5. Information on Drug Awareness programs, counseling, treatment, and other related services are available through:

The Center for Drug Abuse Treatment and Referral Hotline: 1-800-662-HELP

The following guidelines describe the actions that may be taken when students are suspected of violating drug or alcohol policies:

1. Faculty or peers who suspect a student of alcohol or drug use/dependency (based on a pattern of behavior consistent with impairment) will document specific behaviors or confirmed evidence of such impairment. This documentation will be submitted in writing to the Campus Provost who will determine the action to be taken. If the Campus Provost and involved faculty feel the evidence is compelling and indicates violation of drug and alcohol policies, the student will be confronted with the concerns and evidence. The Campus Provost and involved faculty will decide what type of follow-up is indicated, based on the outcome of this conference.
2. If reasonable suspicion of alcohol or drug use occurs in the classroom or clinical setting, the student will be immediately removed from that setting. The faculty member will discuss the concerns with the student. If reasonable suspicion still exists, the Provost will be informed and will determine what actions need to be taken.

## **No Weapons Policy**

CALIMT prohibits all persons who enter College property from carrying weapons of any kind regardless of whether or not the person is licensed to carry the weapon. Failure to abide by this policy will lead to dismissal from the College.

## **Dress Code**

Students enrolled at MBS are training to enter a highly professional work environment and are expected to maintain a neat, clean appearance at all times during their training, both on campus and at internship sites. Although casual wear is allowed, students are to refrain from wearing tank tops, tube tops, mini-skirts, halter tops, or any provocative, offensive, or gang related attire. Authorized administrative personnel shall maintain the right to make a final determination, based solely on their opinion, as to the appropriateness of student attire. This determination may also require the student to leave campus until appropriate attire is worn.

## **Non-Discrimination Policy**

California Institute of Management and Technology does not discriminate on the basis of race, color, ethnicity, creed, nationality, disability, medical condition, genetic information, gender/sex (including gender identity and gender expression), marital status, sexual orientation, age, genetic information, religion, as well as Veteran Status in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination. Complaints regarding discrimination of any kind may be emailed to [studentservices@calimt.edu](mailto:studentservices@calimt.edu).

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## **Conflicts of Interest**

CALIMT faculty must disclose any involvement that might constitute a conflict of interest. A conflict of interest is any situation in which faculty members have significant financial or other personal considerations that may compromise (or have the appearance of compromising) their professional judgment in teaching or otherwise performing School obligations.

## **Student Code of Conduct**

CALIMT requires all students to adhere to the highest standards of academic honesty and integrity and to commit no acts of cheating, plagiarism, or falsification of records. Students are expected to utilize the courses for lawful purposes, respect the privacy of other students, respect the integrity of the computer system, respect the diversity of opinions, and maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the professor and classmates. This includes, but is not limited to demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations via email, or discussion boards, and abide by all rules and regulations as published in the school catalog.

Students not in compliance with the conduct policy are subject to conduct probation or withdrawal from the course or program at the discretion of the administration.

### ***Cheating***

Cheating is the act of obtaining or attempting to obtain academic credit by any dishonest or deceptive means.

### ***Plagiarism***

The Council of Writing Program Administrators (WPA) defines plagiarism as follows:

“In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.”

- Council of Writing Program Administrators. "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices." 2003. pg 1.

Inadvertent mistakes can lead to charges of plagiarism or the unacknowledged use of someone else’s words or ideas. A charge of plagiarism can have severe consequences, including expulsion from MBS. This section is designed to help students avoid accidental plagiarism.

Since professors and administrators may not distinguish between deliberate and accidental plagiarism, the heart of avoiding plagiarism is by giving credit where it is due. Students should follow these guidelines when choosing whether to give credit or not:

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Document when:

- Using or referring to somebody else's words or ideas from a magazine, book, newspaper, song, TV program, movie, webpage, computer program, letter, advertisement, or any other medium.
- Using information gained through interviewing another person.
- Copying the exact words or a "unique phrase" from somewhere.
- Reprinting any diagrams, illustrations, charts, and pictures.
- Using ideas that others have provided in conversations or by email.

There is no need to document when:

- Using one's own experiences, observations, insights, thoughts, or conclusions about a subject.
- Using "common knowledge" — folklore, common sense observations, shared information within one's field of study or cultural group.
- Compiling generally accepted facts.
- Reporting one's own experimental results.

All submitted student assignments will be digitally scanned in MetaBoard for plagiarism.

## ***Action Against Cheating & Plagiarism***

One or more of the following actions are available to the professors who suspects a student has been cheating or plagiarizing. The choice of action is up to the discretion of the professor.

1. Review - no action
2. Oral reprimand
3. Require the work be repeated
4. Failing grade for the specific work in question
5. Referral to the Program Chair or Provost of CALIMT for disciplinary action

## ***Falsification of Records***

Discovery of falsifying records is grounds for immediate dismissal and forfeiture of all financial payments and academic credits.

## ***Student Verification***

Each student is issued a unique username and password. These are required each time the student logs in to the school's online learning management system to register for courses, participate in course discussions, complete assignments, and take exams.

## ***Student Health & Safety Regulations***

CALIMT is not liable for injuries sustained by students in their activity as students, even if such injuries occur on school premises, in laboratory work, or in clinics. Students are advised to be certain that they are covered by personal health and accident insurance.

# POLICIES

## **Student Records Policies**

### ***Availability of Student Records***

Student records are maintained onsite for a minimum of five years after graduation or withdrawal. Students have access to their own personal records during regular business hours upon reasonable notice; however, access can only be permitted in the presence of a duly-authorized CALIMT representative. Transcripts are maintained permanently.

### ***Privacy of Student Records***

CALIMT will maintain the privacy of the student records pursuant to law.

### ***Disclosure of Student Records***

With several exceptions provided by law, CALIMT cannot release information concerning students to prospective employers, government agencies, credit bureaus, etc., without the written consent of the student. Students and alumni applying for jobs, credit, graduate school, etc., can expedite their applications by providing CALIMT with written permission to release their records, specifying which records and to whom the release should be made.

## **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Meta Business School (“School”) receives a request for access. A student should submit to the Registrar, head of the academic department, or Provost, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

# POLICIES

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by California Institute of Management and Technology in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of CALIMT who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Meta Business School.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by California Institute of Management and Technology to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## Directory Information

"Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

- (a) Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; degrees, honor and awards received; and the most recent educational agency or institution attended.
- (b) Directory information does not include a student's –
  1. Social security number; or
  2. Student identification (ID) number, except as provided in paragraph (c) of this section.
- (c) Directory information includes a student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

# POLICIES

## Disclosing Directory Information

- (a) California Institute of Management and Technology may disclose directory information if it has given public notice to eligible students in attendance at California Institute of Management and Technology of:
  - (a) The types of personally identifiable information that CALIMT has designated as directory information;
    - 1) An eligible student's right to refuse to let CALIMT designate any or all of those types of information about the student designated as directory information; and
    - 2) The period of time within which an eligible student has to notify CALIMT in writing that he or she does not want any or all of those types of information about the student designated as directory information.
  - (b) California Institute of Management and Technology may disclose directory information about former students without complying with the notice and opt out conditions in paragraph (a) of this section. However, CALIMT must continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt out request.
  - (c) An eligible student may not use the right under paragraph (a)(2) of this section to opt out of directory information disclosures to prevent California Institute of Management and Technology from disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.
  - (d) California Institute of Management and Technology may not disclose or confirm directory information without meeting the written consent requirements in §99.30 if a student's social security number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student's records.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Meta Business School whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

# POLICIES

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

# POLICIES

## ***Right to Withhold Transcripts, Grades, or Information for Nonpayment of Tuition***

The Office of the Registrar may withhold a student's transcript or grades if the student is in default on a student tuition contract. CALIMT will not provide documentation for any student or graduate delinquent in payment of tuition, fees, or any other financial obligation incurred through the school.

## ***Address Change***

It is important for us to have current mailing addresses for all students. If a student changes his or her address, the student may notify us via email. The student may also notify the Office of the Registrar by phone, mail, or fax.

## ***Name Change (Student or Graduate)***

Students who need to change the names on their academic records may do so by contacting the Office of the Registrar in writing and providing appropriate documentation. The Office of the Registrar will then notify other CALIMT departments of the name change.



# POLICIES

## Financial Policies

### ***Ability-to-Benefit***

CALIMT does not accept Ability-to-Benefit students.

### ***Dismissal***

Non-payment may result in dismissal from the program.

### ***State or Federal Financial Aid***

#### State or Federal Aid:

CALIMT does not currently participate in state or federal financial assistance programs.

#### Financial Loans:

Students seeking loans may contact financial institutions for possibilities.

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

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:

- 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 student is entitled to reduce the balance owed on the loan.
- 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.

### ***Tuition***

Tuition for a class must be paid before course work is sent or before class begins. CALIMT reserves the right to use reasonable means to collect any unpaid financial obligations for any education services and/or training provided. Payment may be made by electronic funds transfers, credit cards, personal or business checks, cashier's checks, or money orders. A tuition payment plan may be developed to assist students who need to pay on an installment plan.

# POLICIES

## ***Enrollment Agreement***

An enrollment agreement is signed for the entire program. The agreement outlines the terms of the enrollment and the financial obligations for the course/program.

## ***Employer Tuition Assistance***

Employer Tuition Assistance is defined as an employer-sponsored program that assists employees in paying for college. The student can contact his/her current employer(s) for possible opportunities.

If the student's employer does not pay or if his or her approved direct-bill pay is terminated, it is ultimately the student's responsibility to pay the tuition balance.



California Institute of  
Management & Technology