PACIFIC STATES UNIVERSITY

General Catalog and Student Handbook

January 01, 2019 - December 31, 2020

(Revised & published December 2018)

Accredited by ACICS & ACCSC
Member of CHEA
Licensed to Operate by BPPE

ABOUT THIS CATALOG

The *Pacific States University General Catalog 2019-2020* is published to help prospective and enrolled students make decisions toward fulfillment of their academic and career goals. It does not constitute an unchangeable contract but, instead, serves as an announcement of present policies and procedures- a Catalog of Record through Fall 2020. Implicit in each student's matriculation at PSU is an agreement to comply with the University's rules and regulations which the administration of PSU may modify to properly exercise its educational responsibilities, especially in response to any changes or updates to accreditation standards or regulatory guidelines. Thus, although every effort has been made to assure the accuracy of the information in this catalog, students are advised that this information is subject to change with or without notice, and those appropriate instructional departments, colleges, or administrative offices and websites should be consulted for updates, including catalog supplements. In this digital age the most current policies and procedures are published on the PSU website.

As mandated by the State of California, PSU hereby informs you that: "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 or
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov,
telephone (888) 370-7589 or (916) 431-6959
fax number (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."

NOTE: The latest edition of this catalog is always available digitally in pdf format on the PSU website: www.psuca.edu /catalog

CATALOG OF RECORD

It is PSU's policy to clear each student for graduation, insofar as possible, under the program requirements stated in the Catalog of Record, *i.e.*, the catalog in effect when he/she entered into the program and under which he/she maintained continuous enrollment. A student's program must reflect at least the total number of units required in the catalog under which the student petitions to graduate. Academic advisors will use the best balance of subject matter consistent with required credits and availability of specific courses to formulate an acceptable program within the pertinent total unit guidelines.

CUSTODIAN OF RECORDS

The University maintains student records in accordance with the Bureau for Private Postsecondary Education (BPPE) guidelines in the State of California. The University Registrar acts as the Custodian of Records and maintains student personnel information and transcripts in locked, fire-proof files. A PSU transcript record of grades earned is maintained in perpetuity. Other file materials may be purged after a minimum of seven (7) years.

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NOTE: Campus building is closed on all Sundays!

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Registration Timeline

December 10, 2018	Monday	Registration Begins for Winter Quarter 2019
December 28, 2018	Friday	Registration Ends (6 PM)
January 22, 2019	Tuesday	Add/Drop/Swap Ends (Week 3)

Session Schedule

January 2	Wednesday	Winter Quarter Begins
March 12	Tuesday	Final Day of Instruction
March 13 – 19	Wednesday – Tuesday	Final Examination
March 20 – 30	Wednesday – Saturday	Student Recess

Holidays Observed

January 21	Monday	Martin Luther King Jr. Day; **Campus Closed**
February 18	Monday	President's Day; **Campus Closed**

SPRING QUARTER 2019

Registration Timeline

March 13	Wednesday	Registration Begins for Spring Quarter 2019
March 29	Friday	Registration Ends (6 PM)
April 20	Saturday	Add/Drop/Swap Ends (Week 3)

Session Schedule

April 1	Monday	Spring Quarter Begins
June 8	Saturday	Final Day of Instruction
June 10 – 15	Monday – Saturday	Final Examination
June 17 – 29	Monday – Saturday	Student Recess

Event

June 21 (Tentative)	Friday	Commencement Exercises

Holiday Observed

May 25 – 27	Saturday – Monday	Memorial Day; **Campus Closed**

SUMMER QUARTER 2019

Registration Timeline

June 10	Monday	Registration Begins for Summer Quarter 2019
June 28	Friday	Registration Ends (6 PM)
July 20	Saturday	Add/Drop/Swap Ends (Week 3)

Session Schedule

July 1	Monday	Summer Quarter Begins
September 7	Saturday	Final Day of Instruction
September 9 – 14	Monday – Saturday	Final Examination
September 16 – 28	Monday – Saturday	Student Recess

Event

September 17	Tuesday	USA Constitution Day

Holidays Observed

July 4	Thursday	Independence Day; **Campus Closed**
August 31 – September 2	Saturday – Monday	Labor Day; **Campus Closed**

FALL QUARTER 2019

Registration Timeline

September 9	Monday	Registration Begins for Fall Quarter 2019
September 27	Friday	Registration Ends (6 PM)
October 19	Saturday	Add/Drop/Swap Ends (Week 3)

Session Schedule

September 30	Monday	Fall Quarter Begins
December 7	Saturday	Final Day of Instruction
December 9 – 14	Monday – Saturday	Final Examination
December 16 – January 1	Monday – Wednesday	Student Recess

Holidays Observed

October 14	Monday	Columbus Day; **Campus Open**
November 11	Monday	Veterans Day; **Campus Open**
November 28 – 30	Thursday – Saturday	Thanksgiving; **Campus Closed**
December 24 – 25	Tuesday – Wednesday	Christmas; **Campus Closed**
December 31 – January 1	Tuesday – Wednesday	New Year's; **Campus Closed**

WINTER QUARTER 2020

Registration Timeline
December 9, 2019	Monday	Registration Begins for Winter Quarter 2020
December 30, 2019	Monday	Registration Ends (6 PM)
January 22, 2020	Wednesday	Add/Drop/Swap Ends (Week 3)

Session Schedule
January 2	Thursday	Winter Quarter Begins
March 11	Wednesday	Final Day of Instruction
March 12 – 18	Thursday – Wednesday	Final Examination
March 19 – 31	Thursday – Tuesday	Student Recess

Holidays Observed
January 20	Monday	Martin Luther King Jr. Day; **Campus Closed**
February 17	Monday	President's Day; **Campus Closed**

SPRING QUARTER 2020

Registration Timeline
March 12	Thursday	Registration Begins for Spring Quarter 2020
March 31	Tuesday	Registration Ends (6 PM)
April 20	Saturday	Add/Drop/Swap Ends (Week 3)

Session Schedule
April 1	Wednesday	Spring Quarter Begins
June 9	Tuesday	Final Day of Instruction
June 10 – 16	Wednesday – Tuesday	Final Examination
June 17 – 30	Wednesday – Tuesday	Student Recess

Event
June 19 (Tentative)	Friday	Commencement Exercises

Holiday Observed
May 23 – 25	Saturday – Monday	Memorial Day; **Campus Closed**

SUMMER QUARTER 2020

Registration Timeline

June 10	Wednesday	Registration Begins for Summer
Quarter 2020		
June 30	Tuesday	Registration Ends (6 PM)
July 21	Tuesday	Add/Drop/Swap Ends (Week 3)

Session Schedule

July 1	Wednesday	Summer Quarter Begins
September 9	Wednesday	Final Day of Instruction
September 10 – 16	Thursday – Wednesday	Final Examination
September 17 – 30	Thursday – Wednesday	Student Recess

Event

September 17	Thursday	USA Constitution Day

Holidays Observed

July 3-4	Friday – Saturday	Independence Day; **Campus Closed**
September 5-7	Saturday – Monday	Labor Day; **Campus Closed**

FALL QUARTER 2020

Registration Timeline

September 10	Thursday	Registration Begins for Fall
Quarter 2020		
September 30	Wednesday	Registration Ends (6 PM)
October 21	Wednesday	Add/Drop/Swap Ends (Week 3)

Session Schedule

October 1	Thursday	Fall Quarter Begins
December 9	Wednesday	Final Day of Instruction
December 10 – 16	Thursday – Wednesday	Final Examination
December 17 – January 1	Thursday – Friday	Student Recess

Holidays Observed

October 12	Monday	Columbus Day; **Campus Open**
November 11	Wednesday	Veterans Day; **Campus Open**
November 26 – 28	Thursday – Saturday	Thanksgiving; **Campus Closed**
December 24 – 26	Thursday – Saturday	Christmas; **Campus Closed**
December 31 – January 2	Thursday – Saturday	New Year's; **Campus Closed**

SECTION ONE

INTRODUCTION, HISTORY, VISION AND MISSION STATEMENTS

INTRODUCTION AND INSTITUTIONAL HISTORY

Pacific States University (PSU) is a professional higher education institution which has served local and international communities and scholars for almost 90 years. It is private, non-profit, secular and co-educational in nature. PSU was founded in 1928 by William G. Buffinger, a sound engineer, famous for his influence in the movie industry. In 1939 PSU Dr. Harry W. Evans reorganized the school with a charter from the State of California authorizing the granting of degrees. For several years the University was under contract by the United States government for the training of Electronic Engineers. As many as 400 students per year completed the prescribed courses in this technical area. PSU thereafter continued to specialize in Electronic Engineering until the program was phased out in 1996. The 1960's brought another major reorganization and expansion of the curriculum to also include Computer Science and Business Administration. As a part of the Asian Pacific community, PSU's location in Los Angeles has played a key role in the development of its programs. Our graduates have gone forth to contribute significantly as leaders in the international world of business, commerce, technology, and economics. They have come from more than 100 countries and represent a cross section of the most able minds to be found anywhere.

PSU offers quality educational degrees at the bachelor, master levels in Business Administration and degrees at the bachelor and master levels in Computer Science and Information Systems. The university's most recent expansions has been Beauty Management program. Reflecting the most current professional trends, PSU also offers non-degree programs in Accounting. The Accrediting Council for Independent Colleges and Schools has accredited the University since 1996.

MISSION

PSU's mission is to be an integrated professional institution of higher learning that provides
1) knowledge and skill acquisition;
2) effective application; and
3) values and behaviors that are essential to function in the ever-changing global environment.
Graduates will be prepared to contribute effectively and ethically as leaders in the contemporary dynamic business world.

VISION

PSU's vision is to produce graduates who are adaptable, innovative, and entrepreneurial in their personal life as well as a member of their respective society. They will be creative, compassionate, life-long learners who are interested in the welfare of their community and overall quality of life. We produce adept graduates who have the talent, cultural understanding, and organizational skills to emerge as successful leaders in the future wave of industry.

GOALS

We will accomplish our mission by reaching the following goals:

Higher Order Thinking and Critical Analysis: Students will develop the ability to think critically, analytically, and creatively. They will acquire this ability by collecting, analyzing, and evaluating data. By so doing, they will have gained the necessary communication skills to apply and contribute to the practical world of business and global affairs.

Professional Knowledge and Skills Application: Students will be taught the application of the knowledge and skills of their chosen occupational and professional fields. These practical skills and ability will have trained them to be strategic thinkers and leaders.

Professional Values and Attitudes: Students will develop a global understanding, multicultural perspective, and ethical standards that are necessary for leaders to succeed in the dynamic business world. They will gain an appreciation of the diverse values, ethical challenges, and commonalities of varying business cultures.

OBJECTIVES

Each of the University's goals is activated through these instructional objectives which students apply in their studies.

Subject Competency: Students will become conversant with course content material and hone their research and investigative skills through appropriate learning activities. In this intellectual growth process students learn to value life-long learning as essential to their own personal growth and develop a philosophy of life that helps nurture the entrepreneurial spirit and concern for the community and environment.

Skills Mastery: Students learn the requisite professional and communication skills for careers in business and the world of technology. Computer literacy is essential in this process to access professional literature through on-line services and to gain familiarity with key references in selected fields of study. Especially for international students, PSU's objective is to have them learn to communicate effectively in English and to be sensitive to American values.

Global Understanding: Students, in all courses of study, master the strategic concepts and develop the requisite attitudes and skills to function within the diverse cultural, religious, and social parameters of the world's "Global Village."

LEARNING OPPORTUNITIES

Selected learning opportunities in the classroom are organized around the curriculum with its seminars, field based projects, case studies, research, outreach programs and other instructional processes designed to train the future leader in business and technology to meet the goals and objectives of the program.

PROGRAM EVALUATION

The University judges the success and quality of its program through (1) its ability to attract a highly qualified student body; (2) its success in retaining such students; (3) its distinguished faculty; (4) its effective placement of well-trained graduates; (5) its being awarded State of California approval; and (6) its national accreditation.

Professors are encouraged to measure student success in their courses through performance assessment criteria which are congruent with the University's mission, goals, objectives, and learning opportunities. This may be in addition to other forms of course evaluation.

ACCREDITATION AND OTHER APPROVALS

PSU is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, bachelor's and master's degrees. The scope of ACICS's recognition for financial aid purposes extends through the master's degree level only. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education. The ACICS address:

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4243
Tel: (202) 336-6780 Fax: (202) 842-2593   www.acics.org

PSU is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award bachelor's and master's degrees. The scope of ACCSC's recognition for financial aid purposes extends through the master's degree level only. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education. The ACICS address:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
Tel: (703) 247-4212   Fax: (703) 247-4533   www.accsc.org

PSU is a member of the Council for Higher Education Accreditation (CHEA). CHEA is a non-profit organization which acts as the national policy center and clearing house on accreditation for the entire higher education community throughout the U.S.A. Its main mission is to promote academic quality.

Council for Higher Education Accreditation (CHEA)
One Dupont Circle NW, Suite 510
Washington, DC 20036
Tel: (202) 955-6126   Fax: (202) 955-6129   www.chea.org

PSU is a private non-profit educational institution licensed and approved to operate by the Bureau for Private Postsecondary Education (BPPE) as a part of the State of California Department of Consumer Affairs (DCA) to provide the following degree and non-degree programs: Bachelor of Business Administration; Master of Business Administration; Bachelor of Science in Computer Information Systems; Master of Science in Computer Science; Master of Science in Information Systems; Accounting Certificate; and English as a Second Language. "Approval to operate" means the institution meets the minimum CA State requirements. The BPPE address is:

<div align="center">

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Dr. Suite 400
Sacramento, CA 95833
Tel: (916) 431-6959 Fax: (916) 263-1897 www.bppe.ca.gov

Mailing Address:
BPPE
P.O. 980818
West Sacramento, CA 95798-0818

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

PSU is authorized under Federal Law to enroll non-immigrant alien students (F-1).

<div align="center">

U.S. Immigration and Customs Enforcement (ICE)
Tel: (866) 347-2423   www.ice.gov

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A MESSAGE FROM THE CHAIRPERSON
OF THE BOARD OF TRUSTEES

Welcome to Pacific States University!

Join us at PSU where the opportunities for you to learn, to expand your knowledge and to master a successful future in the 21st Century are greater than ever before. Our University is proud to offer programs and experiences designed to develop in students a lifetime commitment to learning.

Today our multipurpose professional school carries out its mission in an environment which encourages intellectual and scholarly development; fosters openness to a wide range of ideas, cultures, and people; and enhances personal growth. All our students, faculty, and staff stay united in that effort.

The unique needs of our international student body are reflected in the curriculum and course instruction techniques. The campus has a friendly administration and staff who understand that students must cope with homesickness, cultural alienation, the requirements of the U.S. Citizenship and Immigration Services (USCIS), and the academic challenges faced by non-native English speakers.

Chairperson, PSU Board of Trustees and Konkuk University Foundation

A MESSAGE FROM THE PRESIDENT

Welcome students!

A very warm welcome to Pacific States University! Since 1928 more than 12,000 international graduates have proudly earned their degrees here. You are about to follow in their proud footsteps.

Pacific States University is a unique place with a history of working with a diverse student body. Our students and faculties come from all over the world and, yet, our campus remains small, and our staff is devoted to the well being of each individual. Our ultimate goal is to provide you with a vibrant and intellectually stimulating environment where you can meet the best and brightest students from all over the world.

All of us in the University community are eager to know you personally and help you to realize your dream. Enjoy yourselves and make the most of this unique opportunity.

Sincerely and with warm regards,

Professor Heeyoung Ahn
President

BOARD OF TRUSTEES

Established in 1928 Pacific States University (PSU) is organized as a 501(c)(3) Non-Profit, Public Benefit Corporation, chartered in the State of California and is located at 3424 Wilshire Boulevard, 12th Floor Suite, Los Angeles, California 90010 in the USA.

The Board of Trustees of PSU has reserved the right to add, amend, or repeal any of its regulations, rules, resolutions, standing orders, and rules of procedure, in whole or in part, at its discretion. None of these shall have the effect of an abridgment of limitation of any rights, powers, or privileges of the Trustees.

PSU 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, nor has 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.).

UNIVERSITY ADMINISTRATION

President …………………………………………Heeyoung Ahn, MS

Academic Dean…………………………...…. Heidi Crocker, Ed.D, DC

Associate Dean, Student Affairs
Public Relations & International Affairs …....…….. Sarah Min, MBA

Assistant Dean, General Affairs ....…·.…… Rosy Lim, MBA

Director, College of Business …...............…...….... John Kasem, DBA

Director, College of Computer Science &
     Information Systems ....…………Moonsik Kim, MS

Director, Financial Aid …………………….........Moonsik Kim MS

Director, Admissions……………………………Maawiya Ayeva, MBA

Librarian…………………………………………..Grace Poole, MLIS

STATEMENT ON NON-DISCRIMINATION

Pacific States University does not discriminate on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status in the administration of its educational programs, admission policies, or any other University-administered programs or activities. Inquiries concerning the application of Title IX of the Educational Amendment of 1972 and other non-discriminatory statutes should be directed to an Associate Dean who is responsibility for reviewing such matters.

STATEMENT OF ACADEMIC FREEDOM

Pacific States University adheres strictly to a policy of complete academic freedom. Instructors at PSU are encouraged to present a variety of perspectives on their subjects. Students at PSU are encouraged to think and to question, to challenge and to respond. Facts and truth are the primary concern. Faculty and students at Pacific States University are free to examine all pertinent data, to question all ideas as presented, and to be guided by evidence.

STATEMENT OF CONFLICT OF INTEREST

Members of the University community are expected to exercise good judgment, honesty, and high ethical standards in all business transactions and have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. The Board of Trustees, faculty, and staff members should deal with suppliers, clients, students, contractors, government agencies, and all others having a relationship with the University on the sole basis of what is in the best interests of the University without consideration of personal gain.

This policy establishes the framework within which the University wishes to operate. The purpose of these guidelines is to provide general direction so that members of the University community can seek further clarification on issues related to the subject of acceptable standards of operation. Members of the Board of Trustees should contact the President of the Board and all
others should contact the President of the University for more information or questions about conflict of interest. It is possible that the opinion of the University's attorney may be sought for clarification.

An actual or potential conflict of interest occurs when a member of the University community is in a position to influence a decision that may result in personal gain for that person or for a relative as a result of the University's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage including spouse, child, step-child, parent, step-parent, parent-in-law, parent's siblings, sibling's child or step-child, niece, nephew, first cousin, and those whose relationship with the colleague is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if members of the University community have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the appropriate party mentioned above as soon as possible the existence of any actual or potentials conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a colleague or relative has a significant ownership in a firm with which the University is doing business, but also when a member of the University community or a relative receives any cash, a gift (including tickets) of substantial value (defined as greater than or equal to $50), or special consideration as a result of any transaction or business dealings involving the University.

The Board of Trustees and the President of the University have the ultimate authority and responsibility to determine the application of this policy and the implementation of steps to be taken to correct a situation deemed not in the best interests of the University, including, if appropriate, recommendation for disciplinary action or discharge.

Members of the University community to whom this policy applies will be given a copy of the policy and will be required to sign a disclosure statement at the time of hire. Certain key personnel will be required to sign a disclosure form on an annual basis.

FACULTY AND FACULTY SENATE

The quality and dedication of the PSU faculty are central to PSU's effectiveness as an institution of higher learning. The University's academic programs are staffed by outstanding academic and practicing professionals who are responsive to the spirit and demands of the times. The faculty and administration take pride in exercising leadership to make learning, teaching, and research a meaningful and exciting intellectual experience for the students. The academic credentials of our faculty members are included in Section Eleven of this catalog.

The Faculty Senate of PSU, composed of all current instructors and the University Librarian, is an advisory body to the PSU administration and Board of Trustees. At scheduled meetings, the members propose, discuss, and validate PSU actions that directly concern the academic and scholastic pursuits of students and faculty. Rules and policies pertaining to instructors are contained in the *Faculty Handbook*.

INSTITUTIONAL REVIEW BOARD (IRB)

IRBs are governed by Title 45 CFR (Code of Federal Regulations) Part 46 regulations which are part of the National Research Act of 1974. PSU's Institutional Review Board assures that all research conducted by faculty, staff, or students is in compliance with the Office of Human Research Protections (OHRP).

SECTION TWO

ADMISSIONS INFORMATION

Requirements for admission to PSU are set forth below and are in accordance with California state regulations and ACICS accreditation standards.

ADMISSIONS POLICIES

The University admits a qualified student without discrimination with regard to race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, or physical disability.

Individuals seeking admission must submit all application requirements. *All documents received become the property of PSU and will not be returned to the applicant. Please make personal copies before you submit a certified copy of your diploma. Do not send the original diploma.*

ADMISSION REQUIREMENTS

1. Completed PSU Application Form.

Applications and documents will not be processed prior to the payment of the Application Fee (Non-refundable) and additional Program Registration Fee (Non-refundable).Please check Section Three for Financial Information.

Optional additional expense: US$100 Express Mailing Fee (Non-Refundable) OR US$25 Domestic Express Mailing Fee (Non-Refundable)

2. Two recent 2X2" (passport size) photos.

3. Record of prior education: transcripts of all degrees.

> a. Undergraduates, & other non-degree programs: Evidence of completion of high school or equivalency.
> b. Graduate-level and ACP: Evidence of bachelor's degree.

4. Identification: Copy of passport or USA permanent resident card. (Birth certificate or naturalization documents for USA citizens if passport is unavailable).

*Applicants may submit other **optional** documents for consideration:*

1. Letter(s) of recommendation
2. Personal essay (200 words or less). NOTE: Mandatory for Beauty Management applicants.
3. Description of professional work experience.
4. For graduate applicants only: GMAT or GRE scores

PLEASE NOTE:

- Incomplete or unacceptable documents will delay the admission process.
- Faxed or scanned photocopies of financial documents cannot be accepted.
- Certified copies must be clear and good quality.
- If any document is issued in the applicant's native language, please provide both the original document and a translation of the document into English. Translated documents must be notarized. Translations must be submitted for all records not officially issued in English. These must be in the same format as the original language documents and must be typed. PSU reserves the right to request translations prepared by professional translation services. If documents are issued from the institution in English, students may not be required to submit documentation in their native language. PSU has the right to request original documentation; submission of fabricated or false documents will result in immediate dismissal of the application and will disqualify the individual from applying to PSU in the future.
- Applications and documents will not be processed prior to the payment of the basic $50 application fee (Non-refundable) and additional $150 Program Registration Fee (Non-refundable).

Regarding Contact Information:
- Applicant must provide a valid e-mail address when submitting an application. All communication directed from the Admissions Office to an international applicant is conducted via e-mail.
- Applicant must provide a permanent address in your home country. This information is required even if you currently reside in the U.S.
- Applicant must provide a current mailing address (if it is not the same as your permanent address). If you are currently outside the United States, do not provide the address of a friend or relative living in the U.S. as your current address. This will delay the processing of the application.

To receive the earliest consideration, an applicant should submit an application and supporting documents according to the following schedule:

FOR USA APPLICANTS	
Applying for	**Documents should be received by**
Fall	September 1
Winter	December 1
Spring	February 1
Summer	June 1
FOR OVERSEAS APPLICANTS	
Applying for	**Documents should be received by**
Fall	August 1
Winter	November 1
Spring	January 1
Summer	May 1

UNDERGRADUATE ADMISSION

The University will evaluate the student's high school Grade Point Average (GPA), curricular records, and other documents to determine entrance eligibility.

NOTE: Specifics Regarding Admission from a U.S.A. High School

U.S. high school graduates may submit other documents for consideration:
- *Scholastic Aptitude Test (SAT) OR American College Testing (ACT)*

TITLE V CLASS REQUIREMENTS
California law prescribes as requirements for bachelor's degrees that each student demonstrate competence in understanding (1) American history, institutions, and ideals, (2) The Constitution of the United States, and (3) the principles of state and local government as established in California. Students may meet these requirements by completing specified courses under the General Education requirements.

ADMISSION WITH ADVANCED STANDING

An applicant may receive credit for up to forty-four (44) credits earned in high school Advanced Placement (AP) courses. Completed courses are accepted credit-for-credit for equivalent courses at PSU if the student has earned a score of three (3) out of a possible five (5). Evaluation and approval will be made by the Academic Dean and become a permanent part of the student's academic file.

GRADUATE ADMISSION

Individuals will be admitted to the Master of Business Administration (MBA), Master of Science in Computer Science (MSCS), or Master of Science in Information Systems (MSIS) programs if their undergraduate GPA is 2.50 or greater for courses taken in the last ninety (90) quarter units of their undergraduate program. All students must have a bachelor's degree (four years of study or its equivalent) to be admitted into a graduate degree program.

MBA applicants must supply proof that they have completed a bachelor's degree in business administration or economics from an institution accredited by agencies recognized by the United States Department of Education or its equivalent, demonstrating adequate preparation for studying graduate-level business. Those students who have not completed adequate coursework in business related areas are required to meet the Pre-program requirements.

MSCS and MSIS applicants must supply proof that they have completed a bachelor's degree in physics, engineering, computer science, information systems, or applied mathematics from an institution accredited by agencies recognized by the United States Department of Education or its equivalent. Those students who have not completed adequate coursework in computer related areas are required to meet the Pre-program requirements.

PSU IS NO LONGER ACCEPTING ADMISSIONS FOR THESE
NON-DEGREE PROGRAMS AT THIS TIME;

ACP-ACCOUNTING CERTIFICATE PROGRAM (NON-DEGREE) ADMISSION

NOTE: Due to CA Board of Accountancy requirements, ACP students must hold a bachelor's degree.

ESL-ENGLISH AS SECOND LANGUAGE (NON-DEGREE) COURSE OF STUDY ADMISSION

NOTE: ESL is not currently being offered at PSU.

ADMISSION OF INTERNATIONAL APPLICANTS

PSU is authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (Form I-20) enabling students to enter the U.S. with a student visa (F-1). PSU does NOT offer visa services with any associated charges. The institution will vouch for student status. Every effort is made by the PSU faculty and staff to help students adjust to academic life in the U.S.A., particularly if English is the student's second language.

The application and financial statement required of international students must be submitted on forms available from the PSU Admissions Office or on the PSU website. The issuance of an I-20 requires proof of educational degrees.

Special Steps for International Applicants:
1. Proof of English Language Proficiency (See expanded explanation on the page 35).
2. Certificate of Financial Support with supporting documents. All financial documents must be originals in English and U.S. dollars (e.g. current bank statements).
3. Application Fee & Program Registration Fee (non-refundable).

PSU will not issue a Certificate of Eligibility (Form I-20) until the student has been admitted and has been financially certified by the University. The Admissions Office will issue letters of acceptance to successful applicants who have completed satisfactorily all requirements. Form I-20 A-B will be sent to international students.

Students must report to school within seven (7) days after arriving in the U.S. or the I-20 will be void. A student wishing to transfer at the end of a quarter must apply during that quarter to allow enough processing time with the U.S. Citizenship and Immigration Services (USCIS).

Additional considerations for bringing dependents:

If you are an international applicant planning to bring your spouse or child with you to the US, please submit the following additional documents:
- Processing fee for Dependent documents is US$50

If the dependent is the spouse of the applicant
- Copy of spouse's passport
- Certified copy of marriage certificate

If the dependent is the child of the applicant
- Copy of child's passport
- Certified copy of child's birth certificate

Evaluation of International Transcripts

An applicant must submit original diplomas and transcripts with certified translation into English to an independent transcript evaluation service that is a member of either the National Association of Credential Evaluation Services (NACES) OR the Association of International Credential Evaluators (AICE). A list of the agencies and instructions for submissions can be obtained from an admissions officer. The two most commonly used by our applicants and students are IERF and ACEI. All transcripts from countries outside of the USA must be verified and evaluated indicating that the coursework is comparable to United States educational standards, which includes a four-year bachelor's degree or its equivalent.

All applicants whose education credits were completed outside the U.S.A. cannot receive full acceptance until an evaluation of their transcripts has been completed. The foreign degree and transcript evaluation and verification process must be completed before the student is officially enrolled. Failure to complete this process within the allotted time may result in delayed admission or deferral to a future term.

ENGLISH LANGUAGE PROFICIENCY

All courses at PSU are taught in English.

An applicant for an undergraduate degree program whose native language is other than English must have a score of 450 (paper-based), or 133 (computer-based), or 45 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 4.5 on the International English Language Testing System (IELTS), or 750 on the Test of English for International Communication (TOEIC) Listening and reading test, or 900 on GTEC CBT, and must send their official scores to PSU's Admissions Office.

An applicant for a master's degree program whose native language is other than English must have a score of 500 (paper-based), or 173 (computer-based), or 61 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 5.5 on the International English Language Testing System (IELTS), or 750 on the Test of English for International Communication (TOEIC) Listening and reading test, or 1050 on the GTEC CBT, and must send their official scores to PSU's Admissions Office.

A student who has the minimum TOEFL or IELTS score and begins or continues their degree program may be advised to enroll in EN005 to strengthen their language mastery. Any enrolled student who exhibits difficulties with the English language may be referred to the ESL Faculty for review and for suggestions to remedy any deficiencies. The course EN005 is designed especially for this purpose.

EXEMPTIONS

An undergraduate applicant may be exempted from the TOEFL or IELTS standards if s/he can present proof of one of the following:

- Have graduated from a secondary educational institution (high school) where English is the principal language of instruction (U.S.A. or foreign). Prior education originates from countries in which the official primary language is English.

- Have completed English composition with a grade of "C" or better and 60 transferable semester (90 quarter) units from a regionally accredited institution in the U.S.A.

- Have successfully completed level 6 of the ESL Intensive Academic Preparation Program from Columbia West College.

A graduate or postgraduate applicant may be exempted from the exam standards if s/he can present proof of one of the following:

- Have completed prior education from a regionally accredited U.S.A. institution.

- Have attended postsecondary educational institutions where English is the principal language of instruction. Prior education originates from countries in which the official primary language is English.

- Have successfully completed level 6 of the ESL Intensive Academic Preparation Program from Columbia West College.

Additional documentation may be required to establish the basis for any such exemption on a case-by-case basis.

ADMISSION OF TRANSFERRING STUDENTS

For transfers to PSU, the policy is to accept only two (2) courses (8 units) for transfer credit at the graduate level, and a maximum of thirty-three (33) courses (132 units) for transfer credit into the bachelor's degree. Any transfer credit *including Pre-programs*, require submission of an official transcript.

At the time of publication, the institution does not have an articulation or transfer agreement with any other college or university.

The University does not automatically give credit for courses completed at other institutions; it determines whether credit will be given by evaluating each course and its content.

Acceptable institutions for transferable credit must be accredited by agencies recognized by the United States Department of Education or its equivalent. In general the course content should be the same as that at PSU. Grades of C or better are required at the undergraduate level, and A or B grades at the graduate level.

To assist in the transfer process a student desiring to transfer such credits should provide the Registrar's Office with the following:
- A list of PSU courses for which the student is requesting credits;
- Official transcript(s) indicating courses that may be equivalent;
- Descriptions and syllabi/outlines for the course(s) or catalog.

It is the student's responsibility to begin the process by first becoming familiar with the required courses in the PSU program as described in the current catalog.

Additional documentation for an international student transferring to PSU:

1. Copy of Form I-20 A-B from prior school;
2. Copy of passport and U.S. Visa stamp;
3. Copy of I-94 Record. Retrieve from https://i94.cbp.dhs.gov/;
4. Commitment payment of $2,000 (applicable to tuition).
5. Copy of Employment Authorization Card (Required ONLY for students on OPT);
6. Completed Agreement of Admission without English Proficiency Standards form. (Required ONLY for students who do not have the proof of English proficiency);
7. Transfer letter or attendance letter from prior school

ADMISSION OF CHANGE OF STATUS TO F-1

Applicant must meet with an Admissions Officer prior to proceeding with a Change of Status (COS). In order to change your status to F-1, you are required to submit your application to U.S. Citizenship and Immigration Services (USCIS). Change of Status (COS) applicants **must have valid immigration status** at the time of submitting their COS application. This procedure requires non-immigrants to file a COS with the USCIS and the processing time is approximately 3-4 months. Applicant must provide PSU with all required admission documents in addition to the following documents:

1. Copy of passport and U.S. current Visa stamp;
2. Copy of I-94 Record. Retrieve from https://i94.cbp.dhs.gov/;
3. Copy of US port of entry stamp date;
4. Commitment fee of $2,000 (applicable to tuition);
5. Completed and signed commitment letter.

Once all documents are submitted, the Admission Office will issue a "Change of Status" I-20. Once I-20 is issued, applicant is then strongly encouraged to consult an immigration lawyer to review the required documents for USCIS application.

Simply obtaining the I-20 does not change your status to F-1. Applicant needs to submit the application packet to USCIS and receive COS approval in order to complete COS to F-1. After COS is approved by USCIS, the student must submit F-1 approval notice to PSU admissions.

ADMISSION OF STUDENTS WITH SPECIAL CIRCUMSTANCES

At the discretion of the Admissions Committee, an exceptional applicant who does not meet the regular admission requirements may be admitted on an academic probation basis to undergraduate or graduate status. Such a prospective student is essentially qualified for entrance to the University based upon a careful review of their credentials supported by personal interviews. Pre-program course requirements may be added to their programs.

Any applicant who has not yet met the English Language Proficiency Standards may still be admitted upon approval of the Academic Dean. A student admitted under these circumstances may matriculate for up to two quarters, must enroll in EN004, and submit a minimum TOEFL or IELTS score or be dropped from the program.

Reasonable accommodations for any special needs are to be fully documented and prearranged with the Academic Dean.

NOTE: PSU does not admit ATB Ability-to-Benefit students.

Concerning Underage Applicants

Pacific States University requires that any student who is under the age of eighteen (18) have a guardian over the age of 21 living in 50 mile radius of PSU. In the event of a personal emergency, accident, illness or incarceration, the State of California will require the signature of a guardian before offering assistance such as hospitalization or legal counsel. Pacific States University is not permitted to act in place of the parent or guardian. If you are under the age of 18, you are required to have your parent submit a **signed and completed Assigned Guardian Statement,** available from an Admissions Officer, informing PSU who will be assigned as your legal guardian. The U.S.A. guardian must sign the form and submit a copy of their CA driver's license/identification.

READMISSION

A student who has been dismissed from the University must wait two (2) quarters before applying for readmission and must submit a Petition for Readmission to the Dean of Academics. The Petition must include the records of any academic work successfully completed at other institutions as well as present compelling reasons for reinstatement which include the ability to maintain the standards of Satisfactory Academic Progress (SAP). The Academic Dean will notify the student in writing concerning their readmission.

SPECIAL NOTE: What is the difference between an OFFICIAL and UNOFFICIAL transcript? Both the official and the unofficial transcript usually contain the same information about a student's academic record: list of classes, grades and credits.

An official transcript is a legal document. It includes the Registrar's signature, the college seal, and the date that it was issued. An official transcript is delivered in a sealed envelope which should not be opened by anyone except the addressee. There is usually a fee for each official transcript ordered.

An unofficial transcript is the student's academic record without signature, seal, or sealed envelope. Some schools issue a student copy (marked as such) of the "official" transcript; however, without being in a sealed envelope, this original document therefore falls into the unofficial category.

SECTION THREE

FINANCIAL INFORMATION

TUITION AND OTHER FEES

Students are required to pay tuition at registration. Cash, money orders, credit cards, and checks are accepted in the amount due. Courses are offered in both day and evening sessions with the same tuition charged. ***Fees and tuition are always subject to change.***

TUITION

Program Course Level	Cost
^Accounting Certificate Program Accounting Course	$627.00 per course
^ESL Course of Study ESL Course TOEFL Prep course	$1,650.00 per quarter $578.00 per course
Undergraduate 100-400 Level Courses	$345.00 per unit*
Graduate 500 Level Courses BM500 (Beauty Mgnt.)	$ 380.00 per unit $ 1000.00 per unit

^not currently being offered at PSU

Program	Estimated Charges per Quarter*	Estimated Total Charges for Entire Program*
^Accounting Certificate Program (ACP)	$1,898.58	$11,391.50
^ESL Course of Study	$1,650.00	$4,952.50
Undergraduate: BBA & BSCIS	$4,815.40	$72,231.00
Graduate: MBA	$3,527.26	$33,509.00
Graduate MBA in BM	$5,355.58	$50, 878.00
Graduate: MSCS, MSIS	$3,550.25	$28,402.00

Includes estimated book costs $150 per course.
^not currently being offered at PSU

Other Fees

Description (most are non-refundable charges)	amount
Application Fee for All Applicants (Non-Refundable)	$50
Program Registration Fee (Non-Refundable) One-Time	$150
Dependent document processing	$50
Readmission Fee (Non-Refundable)	$200
Change of Program Fee (Non-Refundable)	$100
Int'l Express Mailing Fee (Non-Refundable)	$100
Domestic Express Mailing Fee (Non-Refundable)	$25
Facility and Equipment Fees (Per Quarter)	$150
Quarter Registration Fee (Non-Refundable)	$50
Credit by Special Examination Fee	50% of course tuition

Credit for Prior Experiential Learning Assessment Fee	$150
Paper-based Institutional TOEFL (Per Test)	$80
Graduation Fee	$350
Graduation fee (ACP)	$100
Student Tuition Recovery Fund (STRF) Fee (Non-Refundable)	% of tuition
Student ID card	$15
Copy of Official Transcript Fee (Per Transcript)	$10
Other Service Fee (Official Documents, Letters, and Photocopying service- $2 per Copy)	$10
Deferral Fee (non-refundable)	$20
Family Invitation Letter	$30
Expedited Service (1 Business Day) Charge	$10
Foreign Transcript Evaluation Processing Fee	$20
Certificate of Completion (non-degree programs)	$50
Replacement Diploma (if lost or stolen)	$100

Penalties (non-refundable)

Description	amount
Late Change-of-Course Fee (Add /Drop/Swap) per course (Charged second week of Add/Drop/Swap through end of qtr.)	$20
Late Registration Fee	$100
Returned Check Fee	$35

FINANCIAL POLICIES

Payment Policies

Failure to make payments of tuition and other fees, or other amounts when they are due is considered sufficient cause to place a student on non-academic discipline. This status causes the University to do one or more of the following:

1. Bar the student from attending classes, taking examinations, or registering for the following quarter.
2. Withhold a diploma, scholastic certificate, transcript of record, or grades for the quarter.
3. Suspend the student.

PSU reserves the right to withhold any and all services if petitioner is not in good financial standing with the University.

Deferment of Tuition

Application for deferment of payment will be considered on the basis of financial need and assurance of ability to make the payments as required. No tuition is to be deferred for students enrolled for less than four (4) units.

Student's Right to Cancel

1. You have the right to cancel the enrollment agreement for a program of instruction, without any penalty or obligations, and obtain a refund of charges paid, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. 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 payment period in your program through the last day of attendance.

2. Cancellation may occur when the student provides a written notice of cancellation addressed to the PSU Registrar at 3424 Wilshire Blvd., Suite 1200, Los Angeles, CA 90010. This can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

3. If the Enrollment Agreement is cancelled within seven (7) days, the school will refund the student all money he/she paid, less a registration/processing fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 30 days after the notice of cancellation is received.^

Withdrawal From the Program and Tuition Refund Policy

You may withdraw from PSU at any time after the cancellation period (described above). PSU's refund policy has been established so that the student who withdraws from their program shares in the cost incurred. The refund will not include any institutional non-refundable charges. The cost of any equipment not returned in good condition will be deducted from any refund. If the student withdrawals on the first day of classes in the first academic year, or seven days after enrollment, whichever is longer, the institution will refund any money minus the program registration fee of $150. PSU does not charge an additional administrative processing fee upon withdrawal. No refund is possible or is limited if the student has a balance due. Refunds will be processed within thirty (30) working days from the date of determination.

For the purpose of determining a refund under this section and establishing a date of determination, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student intent to withdraw (written notice) or as of the date of the student's withdrawal, whichever is later.

- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

- The student has failed to attend class for three (3) consecutive weeks.

- The student fails to return from a leave of absence.

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 program (total institutional charge, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. All amounts paid by the student in excess of what is owed as calculated shall be refunded. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

Student Tuition Recovery Fund (STRF)

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (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,* 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 you are not required to pay the STRF assessment, if either of the following applies:
1. You are not a California resident, or are 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 Student Tuition Recovery Fund (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 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."

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

To qualify for STRF reimbursement, the student must file an STRF application within one (1) year of receiving notice from the Bureau for Private Postsecondary Education (BPPE) the State of California that the school is closed. If the student does not receive notice from BPPE, the student has four (4) years from the date of closure to file an STRF application. If a judgment is obtained, the student must file an STRF application within two (2) years of the final judgment.

It is important that students keep copies of the enrollment form, financial aid papers, receipts, and any other information that documents the monies paid to the school. Questions regarding the STRF Policy may be directed to the Bureau for Private Postsecondary Education (BPPE) the State of California, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959.

FINANCIAL AID

(For those who qualify)

PSU participates in federal and state financial aid programs. Students seeking financial aid may apply for the following Federal programs:
1. Federal Pell Grants;
2. Subsidized Federal Direct Loan; and
3. Unsubsidized Federal Direct Loan.

To receive Federal financial aid, a student must:
1. Be a U.S. citizen or eligible non-citizen;
2. Be registered with Selective Service (if required);
3. Be admitted to the University seeking a degree or certificate;
4. Not owe a refund on a Federal grant or be in default on a Federal educational loan;
5. Be meeting Standards of Satisfactory Progress;
6. Be enrolled at least half-time (8 units undergraduate / 4 units master's);
7. Not be convicted of drug distribution or possession or be incarcerated.

Students holding an "F" or "J" Visa or I-688A, I-688B and I-797 Visas are not eligible for Federal aid. They may be eligible for non-Title IV, alternative loan programs from private lenders.

Consumer Information Disclosures

PSU is required by law to make available to enrolled students, prospective students, and their parents certain information about its operations. Such information pertains to: (1) general institutional operation, (2) financial aid, (3) general completion and graduation rates, (4) annual security report, (5) completion and graduation rates for student athletes, and (6) athletic program participation rates and financial support.

To meet the requirement, information for the University is available at www.psuca.edu and at the Registrar's Office. Web site addresses are specified for all information items, as well as telephone numbers and e-mail addresses of the university officials who can respond to questions or information requests in their specific areas. The University can provide paper copy of any of the information items upon request.

Loan Responsibilities

Any agency or organization which grants loans will indicate the terms and amount of that loan. ***Students are responsible for their loans and for repaying the loan amount plus interest, less the amount of any refund, and that, if the student had received federal student financial aid funds, and that, if the student is entitled to a refund of the money not paid from federal student financial aid program funds.***

Return of Title IV Funds Calculation and Policy

In compliance with federal regulation, the institution will determine how much federal student financial aid the student has earned or not earned when a student withdraws from school and was a recipient of Title IV aid.

The institution will calculate the percentage and amount of awarded Federal student financial aid the student has earned if the student withdraws up through the 60 percent point of the payment period. If the student has completed more than 60 percent of the term, the student earns 100 percent of the Federal student financial aid. However, the institution must still perform a Return Calculation. The amount of awarded Federal student financial aid earned will be based on the percentage of the payment period that was completed up through the last date of attendance.

If the student received more than the amount of Federal student financial aid earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Unsubsidized Direct Stafford loan, Subsidized Direct Stafford loan, Direct PLUS loan, Pell Grant, and Federal Supplemental Educational Opportunity Grant (FSEOG). Funds will be returned to the aid source within 45 days of the date that the institution determines that the student has withdrawn.

If more Federal student financial aid has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the Federal financial aid funds to be received. The post-withdrawal disbursement must be paid within 180 days of the date of determination.

USA Citizenship-Constitution Day September 17th

Citizenship-Constitution Day on September 17th is a federal observance celebrating the ratification in 1787 of the Constitution of the United States of America, which formally established the government system that is still in existence today. Since 2005 all educational institutions receiving federal funding from the U.S. Department of Education are mandated to "hold an educational program" pertaining to the Constitution on or around this day. That "program" can take any form or format of observance.

SCHOLARSHIP OPPORTUNITIES

Students may apply for scholarship for tuition credit only. These scholarships are funded through the University's General Funds and generosity of independent donors, PSU alumni and the campus community. Scholarships are awarded through the PSU Scholarship Committee and/or the recommendation of the individual scholarship category coordinator.

Application Procedure. Students must submit full application to Student Services during the first week of the Spring Quarter or Fall Quarter. Completed applications will be reviewed by the PSU Scholarship Committee. Nominees are presented to the President for final approval. Awards will be made near the end of the third week of the quarter with adjustments made to the student's account.

Restrictions. Students may apply for a maximum of three scholarships semi-annually. Students may receive a maximum of three scholarships annually. For graduate level students, the maximum number of scholarships awarded is four; for undergraduates level students, the maximum number of scholarships awarded is eight.

Categories of Scholarship
1. Presidential Scholarship:
The Presidential Scholarship will be awarded to the students who may be recognized under special circumstance and based on need via the Committee and the recommendation of the President.
Eligibility criteria:
- Full-time enrollment;
- 3.0 GPA or higher;
- Have completed three or more courses in a degree program;
- Show no outstanding balances up to previous quarter;

- Be present at the award ceremony (or send a representative on your behalf);
- Submission of transcript (unofficial is accepted);
- Recommendation letter(s) [recommended]; and
- Well-written essay (reused essays will be considered sufficient cause to cancel application).

Essay Topic: *Why are you studying at PSU and what do you plan to do with your degree after graduation?*

Value: Multiple scholarships may be awarded; the value will range between $100-$2,000

2. Academic Scholarship:

This scholarship will be awarded to the students who made the highest scholastic achievement.

Eligibility criteria:

- Full-time enrollment;
- 3.5 GPA or higher;
- Have completed three or more courses in a degree program;
- Show no outstanding balances up to previous quarter;
- Be present at the award ceremony (or send a representative on your behalf);
- Submission of transcript (unofficial is accepted);
- Recommendation letter(s) [recommended]; and
- Well-written essay (reused essays will be considered sufficient cause to cancel application).

Essay Topic: *What do you do to excel in your academic achievements? What recommendations can you give to your classmates?*

Value: Multiple scholarships may be awarded; the value will range between $100-$2,000

3. Alumni Scholarship:

This scholarship will be awarded to the PSU alumni association selected nominee.

Eligibility criteria:

- Full-time enrollment;
- 3.0 GPA or higher;
- Be in the last or second to last quarter of degree program;
- Participated in PSU Alumni Association activities;
- Show no outstanding balances up to previous quarter;
- Be present at the award ceremony (or send a representative on your behalf);
- Submission of transcript (unofficial is accepted);
- Recommendation letter(s) [recommended]; and
- Well-written essay (reused essays will be considered sufficient cause to cancel application).

Essay Topic: *What areas of contributions can you do to support the PSU Alumni Association?*

Value: Multiple scholarships may be awarded; the value will range between $100-$2,000

4. Community Leadership Scholarship:

This scholarship will be awarded to the students who had shown a great leadership and devote themselves to the PSU Community.

Eligibility criteria:

- Full-time enrollment;
- 3.0 GPA or higher;
- Have completed three or more courses in a degree program;
- Show no outstanding balances up to previous quarter;
- Be present at the award ceremony (or send a representative on your behalf);
- Submission of transcript (unofficial is accepted);
- Recommendation letter(s) [recommended]; and
- Well-written essay (reused essays will be considered sufficient cause to cancel application).

Essay Topic: *What are your community involvements? How do the experiences benefit you?*

Value: Multiple scholarships may be awarded; the value will range between $100-$2,000

5. Performance Improvement Scholarship:

This scholarship will be awarded to the students who made drastic improvement on GPA form the previous quarter.

Eligibility criteria:

- Full-time enrollment;
- 3.0 GPA or higher;
- Have completed three or more courses in a degree program;
- Show no outstanding balances up to previous quarter;
- Be present at the award ceremony (or send a representative on your behalf);
- Submission of transcript (unofficial is accepted);
- Recommendation letter(s) [recommended]; and
- Well-written essay (reused essays will be considered sufficient cause to cancel application).

Essay Topic: *What is the most challenging aspect of attending PSU for you? What you have done to overcome that challenge?*

Value: Multiple scholarships may be awarded; the value will range between $100-$2,000

6. Hobart Residence Scholarship:

This award is sponsored by the Hobart Residence. The students are recommended by the Director of Hobart Residence or the Dean of Hobart Residence.
Eligibility criteria:

- Be present at the award ceremony (or send a representative on your behalf);
- Submission of transcript (unofficial is accepted);
- Recommendation letter(s) [recommended]; and
- Well-written essay (reused essays will be considered sufficient cause to cancel application).

Value: Multiple scholarships may be awarded; the value will range between $100-$2,000

7. Chung Soon Hong Scholarship:

This scholarship is established in honor of the late wife of emeritus professor Dr. Byung S. Hong. In the spirit of Mrs. Chung Soon Hong, this scholarship will be awarded to students who 1) show altruism and readiness to help others, 2) render services without ostentatiousness, 3) volunteer to keep the school clean and tidy, and 4) are ready to extend helping hands to fellow students in need, such as providing rides and homework assistance.
Eligibility criteria:

- Be present at the award ceremony (or send a representative on your behalf);
- Submission of transcript (unofficial is accepted);
- Recommendation letter(s) [recommended]; and
- Well-written essay (reused essays will be considered sufficient cause to cancel application).

Essay Topic: *Please describe how you meet the criteria of this scholarship.*
Value: Multiple scholarships may be awarded; the value will range between $100-$2,000

8. Special Scholarship:

Special scholarship may be available at Student Services. Please contact Student Services for availability.
Value: Varies

SECTION FOUR

STUDENT RIGHTS AND RESPONSIBILITIES (RULES AND REGULATIONS)

STUDENT RIGHTS

Students are the primary focus in campus life. Their welfare and the conditions under which they study, work, and relax must be safeguarded to preserve their rights under the United States Constitution, federal laws, and California statutes. Campus policies and procedures seek to guarantee these civil liberties. Student understanding and cooperation are essential to the successful implementation of this legal structure.

Students with Disabilities Policy

The University is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to an Associate Dean and are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities. Students who wish to file any complaint should follow the Student Grievance Procedures.

Student Records Policies

- Disclosure of Information from Student Records

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. In compliance with FERPA, PSU designates the following categories of personally identifiable information as "Directory Information:" name, address, telephone number, e-mail address, date and place of birth, dates of attendance, enrollment status, program of study, honors, awards and degrees received. PSU may release or publish directory information without prior consent of the student, unless specifically instructed by students to withhold their information. To restrict the release or publication of any student

information, a student must provide the appropriate written instructions to the Registrar's Office.

Pursuant to the federal Family Educational Rights and Privacy Act (FERPA) and the California Information Act and Educational Code, students at PSU have the right (1) to inspect and review records that pertain to themselves as students, known as education records, unless waived or qualified under Federal and State law or College policies; (2) to seek to amend the content of education records that may be considered inaccurate or misleading; (3) to have withheld from disclosure personally identifiable information contained in their education records, except as provided in Federal and State laws or College policies; and (4) to file a complaint with the U.S. Department of Education – Family Policy Compliance Office regarding alleged violations of their FERPA rights. The address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

Students are encouraged to use the internal University grievance procedures to resolve complaints prior to contacting outside agencies.
Students and alumni who desire the University to release their records and information to perspective employers or graduate schools, etc., can expedite their applications by providing PSU with written permission to release their records, specifying which records and to whom the release should be made.

- Process for Reviewing or Amending Student Education Records

A student will be given the opportunity to inspect and review his/her education records within 15 days of the day the school receives the request for access. Student should submit to the Registrar, or other appropriate school official, written requests (or emails) that identify the record(s) s/he wishes to inspect. The school official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official for whom the request was submitted, that official shall advise the student of the appropriate official to whom the request should be addressed.

(Photocopies of selected materials from a student's file may be available, at an additional cost).

Student may ask the school to amend a record that they believe is inaccurate or misleading. In such cases, the student should write the school official responsible for the record, clearly identify the part of the record they are requesting be changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and will advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college as an administrative, supervisory, academic or research, or support staff person (including law enforcement unit, personnel and health staff); a person or company contracted (such as an attorney, auditor, funding agency, or collection agent); a person serving the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Parental access to a student's records will be allowed without prior consent if the student is under age eighteen or is a dependent as defined in Section 252 of the federal Internal Revenue Code. If any PSU student wants to ensure or block access for their parents to grades, disciplinary action or other information, then it is best to file written permission with the Registrar to clarify their desire.

Please note that the terms "student" and "student records" does not include applicants who have not previously attended Pacific States University.

Right to Appeal

The University has initiated and implemented procedures for appeals by students with the intent of assuring fairness and objectivity. The procedures are not designed to incorporate all of the due process safeguards that the courts of law require. The purpose is to provide a system that will represent "fairness and the

absence of arbitrariness." The University makes every effort to see that appeal procedures are clear to students and that their avenue of appeal is not burdensome.

Student Grievances Policy and Procedures (Appeals)

The procedure for the resolution of a student complaint is a three-step process. The University anticipates that most disputes will be resolved either through step #1 informal discussions, or step #2 the intervention of an ombudsman. Only a few cases should require step #3, the judgment of an informal hearing panel.

- First, a student who feels that the faculty, staff, administration, or other students have treated him unfairly is advised to seek informal counsel with the offending party or an Associate Dean in the interest of a speedy resolution of the problem.

- Second, if this step does not lead to satisfaction of the student, he/she should petition for a grievance review, a formal procedure at the University. PSU has a "Declaration of Complaint" form that can be utilized for this purpose. The declaration must outline the specifics of the complaint, all pertinent information, and steps taken to remedy the situation through the informal process.

  The Associate Dean of Student Affairs will act promptly in assigning an ombudsman and informing the President of the grievance. The Associate Dean of Student Affairs will outline some possible steps to the ombudsman in solving the problem. These may include interviewing the grievant, contacting the offending party, and/or convening all parties to the grievance. The ombudsman will notify in writing the Associate Dean of the outcome of the intervention with recommendations. These will be sent to the President who will confer with the Associate Dean of Student Affairs to guarantee that the cause of the grievance is removed.

- Third, if the grievant is unable to receive a satisfactory resolution of the complaint he/she should notify in writing the President who will convene an impartial hearing panel for a judgment.

Right to File a Complaint Policy

Students are encouraged to use the internal University grievance procedures to resolve complaints prior to contacting outside agencies.

For further redress the student may contact the Bureau for Private Postsecondary Education (BPPE): Physical Address, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Toll Free: (888) 370-7589. Fax: (916) 263-1897. Web site: www.bppe.ca.gov.   Or the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, DC 20002-4241. Tel: (202) 336-6780. Fax: (202) 842-2593.

Any student alleging failure of the University to comply with the Family Educational Rights and Privacy Act (FERPA) may file a complaint with the U.S. Department of Education, 330 Independence Avenue, SW, Washington, DC 20201.

Student Evaluation of Instruction Policy

To sustain a high quality of instruction at the University, students are expected to evaluate each class in which they are enrolled. Evaluation forms are distributed toward the end of each quarter. The evaluation forms, prepared anonymously, are collected and returned to the Administration by a designated student. Student evaluations are tabulated by the University, and the results are analyzed by the Academic Affairs Dept. and distributed to the individual instructors.

Sexual Assaults on Campus Grounds Policy

PSU is committed to creating and maintaining an academic environment dedicated to learning and research in which individuals are free from sexual assault or sexual harassment from any party. Sexual assault is defined in California Education Code Section 94385 to include without limitation, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. 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 used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

No student, applicant, faculty member or other employee of the University shall: (a) sexually assault any student or applicant; or (b) threaten or insinuate, either explicitly or implicitly that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades, studies, or educational experience at PSU. Similarly, no faculty member or other employee of the University shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student, applicant, faculty member or other employee of the University who feels that he or she is a victim of sexual assault or harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member, or other PSU employee, or visitor or invitee of the school, in connection with the educational experience offered by the University, should bring the matter to the immediate attention of an Associate Dean at the telephone number specified in the *General Catalog*. A student, applicant, faculty member or other employee of the University who is uncomfortable for any reason in bringing such a matter to the attention of a Dean, or who is not satisfied after bringing the matter to the attention of a Dean, should report the matter to the President of the University. Any questions about this policy or potential sexual assault or harassment should also be brought to the attention of the same persons.

PSU encourages students, applicants, faculty members or its employees to promptly and accurately report all sexual assaults occurring at any of the school's facilities to the Associate Dean and the appropriate police agencies. Upon the request of a sexual assault complainant, the University personnel will: (a) transport the complainant to the hospital or contact emergency personnel on behalf of the complainant; (b) refer the complainant to a counseling center or an agency that can make such referral; and (c) notify the police on behalf of the complainant if this has not been reported previously.

The Associate Dean will promptly investigate all allegations of sexual assault and harassment in as confidential a manner as it deems reasonably possible and take appropriate corrective action if warranted. PSU will inform the complainant of the results of the school's investigation. Sexual assault complainants may, in their sole discretion, pursue their own remedies against the alleged perpetrator, whether civilly and/or criminally. The University will assist any student with academic difficulties arising as a direct result of a sexual assault on the student by any PSU student, applicant, faculty member or employee occurring on Campus.

STUDENT RESPONSIBILITIES

Conduct

The following regulations apply to any person who is enrolled as a Pacific States University (PSU) student. These rules are not to be interpreted as all–inclusive of situations in which discipline will be invoked. These rules are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this catalog. ***The University reserves the right to exclude at any time students whose conduct is deemed undesirable or prejudicial to the University community's best interest.***

The disciplinary procedure described herein affords procedural fairness to the accused student and flexibility to the administration to sanctions based on the individual circumstances of each case. Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to respond to the charges made against them. Where a student is disciplined for improper conduct, the student may submit a grievance with regard to the decision in accordance with the University's Grievance Policy, which can be obtained from an Associate Dean. While disciplinary action against a student is pending, the student poses a significant threat to the University community. The disciplinary action taken may be reflected in the student's permanent record, as part of the disciplinary punishment. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- Dishonesty in any form, including plagiarism, illegal copying of software, and knowingly furnishing false information to the University
- Forgery, alteration, or misuse of University documents, records, or identification.
- Failure to comply with written or verbal directives of duly authorized University officials who are acting in the performance of assigned duties.
- Interference with the academic or administrative processes of the University or any of its approved activities.
- Theft or damage to property.
- Violation of civil or criminal codes of local, state, or federal governments.
- Unauthorized use of or entry into University facilities.
- Violation of any state policies or regulations governing student relationship to the University.

The disciplinary procedure described herein affords procedural fairness to the accused student and flexibility to the administration to sanctions based on the individual circumstances of each case. Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial appeals committee. Written notice of the specific charge(s) made against a student shall be given at least ten days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the University community. Hearings are private. The accused student is afforded the opportunity to rebut all charges. The University establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary action to an Associate Dean, but only on the grounds that fair procedure was not followed by the committee or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken, and the basis for this decision. The disciplinary action taken may be reflected in the student's permanent record, as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed below:

Dismissal: Separation of the student from the University on a permanent basis.

Suspension: Separation of the student from the University for a specified length of time. (Does not apply to international I-20 students).

Academic Probation: Status of the student indicating that the relationship with the University is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled. Specific limitations and restrictions on the student's privileges may accompany probation.

University policy stipulates that a student dismissed from either the University or a course will not receive a refund of tuition or other fees. Students dismissed from the University for disciplinary reasons must exclude themselves from University classes, activities, facilities, and buildings. Any exception must be approved by the President.
Students found culpable of any of the foregoing violations will be subject to disciplinary action. A student who is dismissed may reapply for admission after two quarter's leave.

A student who has not fulfilled his or her financial obligation to the University is in violation of the University contract. Said student may be denied the right to graduate, take examinations, receive degrees, and obtain or request transcripts of their grades.

Student Obligations

For students to remain in good standing at the University, they must:

1. Maintain academic standards, attend classes, and meet all financial obligations.
2. Be courteous and respectful in dealing with faculty, administrators, and fellow students.
3. Adhere to the federal, state, and municipal laws of the U.S., as well as to the rules and policies of the University.

In addition, international students must:

1. Enroll in a minimum of twelve (12) units per quarter in the undergraduate program, and a minimum of eight (8) units per quarter in the graduate program.
2. Complete three consecutive quarters before being entitled to a one-quarter vacation. Undergraduate students must complete a minimum of thirty-six (36) units of study per year, and graduate students must complete twenty-four (24) units of study per year.

Cheating and Plagiarism Policies

Cheating: The act of obtaining or attempting to obtain credit for work by use of dishonest, deceptive, or fraudulent means.

Plagiarism: The act of taking ideas, words, or specific substances of another and offering them as one's own.

One or more of the following actions are available to any faculty member who suspects a student of cheating or plagiarizing. The choice of action taken is guided by the extent to which the faculty member considers the cheating or plagiarism reflective of the student's lack of scholarship or lack of academic performance in the course.

- Review-no action.
- Oral reprimand with emphasis on counseling aimed at preventing further occurrences.
- Requirement that the work be repeated.
- Assignment of an "F" grade for the specific work in question.
- Assignment of an "F" grade for the course.
- Referral to the Associate Dean of Academics and/or the appropriate committee.

A student accused of cheating or plagiarism is entitled to appeal and may petition for due process.

Electronic Devices/Personal Phones

Communication and other electronic devices (including but not limited to cell phones, pagers, personal CD players, iPods) may be restricted in use by an instructor. Most obviously, during test taking and examinations, the use of such devices is prohibited. Personal electronic devices may be allowed to be used during instructional time for instructional and research purposes (i.e. no phone calls), as long as there is no inappropriate use or disruption to the classroom learning process.

If a cell phone or texting device is used during unauthorized times or in an inappropriate way, the cell phone may be confiscated by the instructor and returned to the student at the end of the class.

Personal laptop computers are allowed on campus. Inappropriate use or disruption to the classroom learning process is grounds for such permission to be discontinued. A student is responsible for all of their own personal property and PSU is not liable for any damages or theft.

PSU acknowledges that the use of electronic devices can be very beneficial to those with learning challenges and physical disabilities, and wants to ensure that students are getting the most out of their classroom instructional time. However, audio/visual recording may be permitted by an instructor *only* after specific permission has been granted: secret recording is never acceptable and is against the PSU Code of Conduct.

Computer/Internet Use

Pacific States University makes available technologies which will enable its students to use the internet and other information systems as tools for lifelong learning. Students can significantly expand their knowledge by accessing and using computers and other informational resources.

Students should use the network and internet access in a responsible, efficient, ethical and legal manner. Students have access to computers, mobile laptops and the internet during the school day and during instructional time. Faculty and staff will discuss with students the appropriate use of technologies, including the internet, and will intervene if the resource is not being used appropriately.

Access to technology is a privilege, not a right, and inappropriate use will result in a cancellation of privileges with appropriate disciplinary action. The following uses of school computers and internet access are not permitted:

- Accessing, downloading, or distributing pornographic, obscene, or sexually explicit material.
- Transmitting obscene, abusive, sexually explicit, or threatening language.
- Downloading unauthorized software or other material.
- Violating any local, state, or federal statutes.
- Vandalizing, intentionally damaging, or disabling the property of the University.
- Changing the configuration set on any school computer.
- Accessing another individual's materials, information, or files without permission.
- Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
- Violating generally accepted rules of network etiquette (including inappropriate use of language or images).

Pacific States University makes no warranties of any kind, neither expressed nor implied, for the network/internet access it is providing. The school is not responsible for any damage users suffer, including (but not limited to) loss of data

resulting from delays or interruptions in service. The University is not responsible for the accuracy, nature or quality of information stored on disks, hard drives, or servers, nor information obtained through the school's internet access.

Drug, Alcohol, and Tobacco Policies

PSU strongly supports the goals of "Drug-Free Schools and Campuses" and a "Drug-Free Workplace." It is PSU's policy that no person shall manufacture, distribute, possess, or use illegal drugs, a controlled substance, on its premises or as a part of any of its activities. A controlled substance includes, but is not limited to, marijuana, cocaine, cocaine derivatives, heroin, "crack," amphetamines, barbiturates, LSD, PCP, and substances typically known as "Designer Drugs" such as "ecstasy" or "eve." Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. The President has designated the Associate Dean of Student Affairs to act in all matters pertaining to the enforcement of this policy with regard to students and faculty to act in all matters pertaining to this policy in regard to staff. Whenever possible or reasonable University personnel will counsel offenders and make available sources of rehabilitative services. At the discretion of the administration, the University may impose the following sanctions:

1. A warning to the student, staff member, or faculty member.
2. Administrative suspension of the student or suspension of employment of the staff or faculty member.
3. Administrative dismissal of the student or termination of employment of the staff or faculty member.

University policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law. "Drinking age" in the State of California is 21 and older. Gatherings on University premises or as part of University activities, at which alcoholic beverages are to be served, must receive prior approval from the President.

It is the policy of PSU that smoking is prohibited while in the University building. Any smoking is to be done well away from the office building. Violations of the smoking policy may result in suspension or termination of academic status or employment.

Discipline

Students not conforming to University standards are subject to probation, suspension, or dismissal from the University. Faculty or staff members may initiate proceedings through an Associate Dean, who will refer the matter to the University's Executive Council for a final decision.

Students who feel they have been treated unfairly may petition a grievance review through the Academic Affairs Committee.

Faculty members encountering unruly and unmannerly conduct in class will report such instances to the appropriate administrator for appropriate action.

Examples of unacceptable conduct requiring non-academic disciplinary action are as follows:

- Lighting a fire on campus
- Possessing or displaying a weapon
- Defacing University property
- Use of obscene language
- Insolence or insubordination toward faculty, administrative personnel or any University employee
- Unauthorized possession of University property
- Cheating, or otherwise duplicating the work of another student
- Excessive absence from class
- Intoxication or being under the influence of a controlled substance
- Hazing, humiliating, or intimidating other individuals
- Offering bribes for special favors from faculty

Any student found culpable of any of the foregoing violations will be subject to disciplinary action. A student who is dismissed may reapply for admission after two quarter's leave.

Any student who has not fulfilled their financial obligation to the University is in violation of the University contract. Said student may be denied the right to graduate, take examinations, receive degrees, and obtain or request for transmission transcripts of their grades.

SECTION FIVE

STUDENT SERVICES & FACILITIES

STUDENT SERVICES

Student Services is committed to working closely with students by providing personalized attention and professional services. It seeks to develop a campus climate that brings together students, staff, faculty and the community. It facilitates and supports various activities to assist students in making a successful transition to the University Community and to prepare them for life after graduation.

International Student Services

The University is ready to assist international students in all matters related to their admission, academic advisement, and personal needs. In addition, the University provides the necessary services to assist international students with problems related to immigration, visas, and work permits.

New Student Welcoming Day and Orientation

Orientation is held each quarter for new students and is designed to familiarize them with campus facilities, policies and procedures, financial aid, faculty, administrators, and staff. A luncheon is served for students, faculty, and staff to welcome new students. Fall and Spring quarters, which typically have more new students, will have orientation a week or so before classes begin. Scheduling conflicts for Winter and Summer necessitate a later, second-week orientation.

Career Services / Career Center

PSU's Strategic Career Services provides materials, references, and job listings designed to assist students in their job search. In addition, in-house workshops are provided on topics such as interview techniques, resume creation and cover-letter writing. Mock interviews are available for students who want to practice their interviewing skills. In addition, the Director answers students' questions on careers and job hunting and provides employment/career advising on a walk in basis. Please note that the PSU library contains books on job searching, creating resumes, writing cover letters and interviewing skills. Effective job placement plays a significant role as a measure of PSU's success as an academic institution. The

Career Center and student work station with a job bulletin board is located next to the PSU Library.

Academic Advising

Students are given assistance from faculty and staff in defining their academic and career goals and choosing appropriate courses. It is the responsibility of the Program Chairpersons and Academic Affairs Department to chart a student's academic journey to ensure that all program and institutional requirements are satisfied.

Commencement Ceremonies

Commencement Exercises are held once a year in June, even though PSU students finish their studies and graduate year-round.

Extra-Curricular Activities

Throughout the year there are social opportunities to share a meal, such as the Alumni BBQ or other luncheons, scholarship receptions, etc.

Student Participation in Campus Life

All students are urged to participate in Pacific States University's student government. This organization is recognized by the faculty and administration as important to the student's education and cultural experience. Through their participation, students can provide information that assists both the faculty and administration in strengthening the academic program and improving the collegiate life at PSU.

Housing Services: Hobart Residence

Pacific States University is located in Los Angeles and is easily accessible by public transportation. PSU offers student housing. The Hobart Residence is a stylish, modern dormitory for international students at very affordable rates. Single private rooms, 2 occupancy bedrooms, 3 occupancy bedrooms, and 4 occupancy bedrooms are available. All rooms are conveniently furnished with beds, a desk, a chair, and a lamp. All of the comforts of home in one great location to share with new international friends!

Rates	Monthly	Weekly
	$550 - 850	$170 - 270

Students can walk to the nearby Wiltern Theater to see concerts, shows, and other live performances. Dormitory residents can also travel on the Metro Line subway to Hollywood, the L.A. Union Station, or transfer to Long Beach (the Blue Line), Pasadena (the Gold Line), Santa Barbara and San Diego (to L.A. Union Station, and then travel on the Amtrak train line), or beyond (Amtrak travels to many cities across the United States, including Santa Fe, Chicago, and New York City). The world is at your doorstep at the PSU dormitory!

PSU also provides students with assistance in finding off-campus living accommodations that meet their individual needs and financial resources. Many different arrangements are available. The area offers hundreds of inexpensive restaurants, including many fast-food chains, and minimum monthly food costs are within an affordable range for city living.

FACILITIES

All classes are held on the twelfth (12th) floor of 3424 Wilshire Blvd., Los Angeles, a building known as the LA Archdiocesan Catholic Center. Entrance into the building is on Mariposa Street. There are two conference rooms: one off the lobby and the main one for management and board meetings. The classrooms are equipped with a projector, whiteboard, and monitors with the ability of access for laptop computers. The two largest classrooms accommodate up to twenty-four (24) students and are adjacent to the campus Gallery space for breakout sessions. The remaining classrooms seat eight (8) to ten (10) students.

University Library/Learning Resource Center

The Learning Resource Center at Pacific States University maintains information and learning resources to support and enrich the curricula of the University. The library contains a collection devoted to the programs offered at PSU, as well as a variety of books, journals, newspapers, audiovisual materials, reference materials, theses, dissertations and more.

Pacific States University provides students with online library resources and services through our consortium membership and subscriptions with the Library & Information Resources Network (LIRN). Pacific States University subscribes to research databases that provide access to online books, as well as content from journals, magazines, dissertations, and news sources covering a variety of topics. Students and Faculty can access our online library resources 24/7 through the Student Portal and Faculty Portal.

Qualified and trained library professionals manage the Learning Resource Center. These professionals provide assistance, orienting, and tutoring to students and faculty in the use of the Learning Resource Center. Trainings on topics such as information literacy, research methods, and writing bibliographies and resumes, which support the university's learning objectives are ongoing. The Learning Resource Center is available for collection circulation, computer access and printing, individual and group studying, and reference and research services.

Pacific States University subscribes to LIRN's Librarian Service which supplements the management of the online Learning Resource System. For research assistance and training, students and faculty can visit the University Librarian or contact helpful, experienced LIRN librarians by completing the help request under the Librarian Contact tab of their LIRN portal.

Library access hours: 08:30 AM to 10:00 PM   Monday through Friday.
                         08:30 AM to 01:00 PM   Saturday (Closed on Sunday).

Computer Laboratory

The computer laboratory is equipped with a variety of computers and printers: twenty (20) personal computers; and one laser printer. The computers are connected to one file server using a network operating system. Software is for business applications, word processing, spreadsheets, programming languages, database

management, graphic design, project management and tutorials. The lab also provides high speed broadband Internet service. Wireless Internet access is also available for notebook computer users.

Computer Laboratory hours (when not used by a course section):

> 9:00 AM to 6:00 PM Monday through Friday
> Closed on Saturday and Sunday

Educational Equipment

Classrooms are equipped with a projector and white board/chalkboard. Many have monitors with the ability of plug-in access for laptop computers. Students and faculty members can check out computer laptops from the front office with a valid photo IDs. Computer software programs are available from the IT Department based on individual professor's request for his/her course requirements.

Student Lounge and Gallery Space

The University provides a lounge for relaxing and eating meals on the twelfth floor. A microwave oven and filtered drinking water are provided. "Club" rooms are also available for student group meetings or as private study space. A large gathering space called the Gallery is for multipurpose use: institutional gatherings, luncheons, art shows, symposiums, etc.

"Bistro on the Boulevard"

PSU staff, faculty and students can purchase food and snacks at the Bistro. Located on the second floor, the Bistro is a cafeteria with a complete breakfast and lunch menu, as well as snacks, coffee and other drinks. There is an outdoor patio area with seating and tables that is accessible to the PSU family for eating and studying and casual conversation.

There are numerous other restaurants and amenities within easy walking distance of the PSU building.

Clery Act Crime Reporting

In keeping with the Clery Act, PSU's Annual Clery Report of criminal activity on campus is available online at: www. psuca.edu/clery.

SECTION SIX

ACADEMIC POLICIES

ENROLLMENT AND REGISTRATION

Following acceptance for admission to the University, students will formally enroll into a program of study by signing an Enrollment Agreement (EA). This is a formal and legal contract which outlines the agreements between a student and the University and which details their respective obligations.

Quarterly registration materials are available in the Registrar's Office and via the PSU website. Registration into a course section is complete only when the student's name appears on the Class Roll Sheet. Once registered, students may drop or add a course section only by means of an official Add/Drop Form. Any course section dropped or added must be recorded in the Registrar's Office and may require confirmation by the instructor. A course not officially dropped will result in an F grade; a course not officially added receives no credit.

Quarter Units of Credit

Academic work at PSU is organized by quarters, each of which is technically thirteen (13) weeks in length: ten weeks of instruction, with an eleventh week of final examinations, then up to two weeks of break time for the students. An academic year is three *consecutive* quarters, with allowance for the fourth quarter as vacation.

According to federal regulations and definitions, one quarter unit is equal to ten (10) instructional hours or contact hours of lecture. The instructional hour is federally defined as fifty clock minutes, thus allowing for breaks throughout a long lecture. For each hour of classroom or direct faculty instruction, it is expected of students to spend a minimum of two hours on out-of-class student work. PSU courses usually carry four (4) units of credit. Although not a part of the regular PSU curriculum, twenty (20) contact hours of laboratory work or thirty (30) hours of externship/field-based activities can also be used to establish a quarter units.

Study Load

Student study load (also known as an academic load) for a full-time undergraduate is at least 12 units and for a full-time graduate student is at least 8 units. The standard undergraduate load is 16 units (in order to complete a two-year or four-year degree on time). A student enrolled less than 12 units in undergraduate level or less than 8 units in graduate level is considered half-time. The maximum load for a full-time undergraduate student during each quarter is 20 units and for a full-time graduate student during each quarter is 12 units. Students who wish to take more than 20 units for undergraduate and more than 12 units for graduate students will be required to file a written Petition for Overload and obtain approval from the Associate Dean of Academic Affairs.

Note: "continuous full-time" status is required by the U.S. Citizenship and Immigration Services (USCIS) for F-1 students, which means three (3) consecutive quarters per year.

Maximum Time Limit

For those students without federal financial aid involvement:

All requirements for the bachelor's degree must be completed within seven calendar years from the date on which the student begins undergraduate work at PSU.

All requirements for the master's degree must be completed within five calendar years from the date on which the student begins graduate work at PSU.

Add / Drop / Swap

Students may add or drop or swap courses through the third week of the quarter. After the first week of classes, a fee is charged for the processing of each change of registration during the Add/Drop/Swap period. Students must request these changes by submitting an Add /Drop Form to the Registrar.

Dropping a Course Section

Students should review and select classes carefully with their advisors and avail themselves of college counseling services before making a decision to drop a course. Students may drop course sections without academic penalty through the third week of classes. Due to unforeseen circumstances, students may withdraw from classes from the third week through the ninth week of classes and receive a grade of Withdrawal (W) with permission from the Associate Dean of Academics Program Administrator. After the ninth week of classes permission will not be granted for a student to withdraw and a letter grade of F will be assigned to the student. If the conditions warrant, an IN grade may be contracted, if missing work can be completed within the parameters of an incomplete.

Refunds for dropped courses are based on the following table:

Drop Week	Refund-Degree	Refund-ESL	Refund-ACP
1st week ……..	100%	100%	100%
2nd week …….	90%	85%	80%
3rd week …….	80%	75%	65%
4th week …….	70%	65%	55%
5th week …….	60%	55%	45%
6th week …….	50%	45%	**0%**
7th week …….	45%	**0%**	
After 7th week ……	**0%**		

NOTE: Since ACP has eight-week sessions, after the 5th week (when 60% of the session has been completed), there is no refund. Since ESL sessions are ten weeks, there is no refund after the sixth week.

Attendance in Classes

Regular attendance is expected of every student, even if a student is auditing a course section or receiving a "CR" grade. Meeting attendance standards is especially important for an international student on an F-1 visa, so as to not jeopardize visa status.

A student who has been absent due to illness or medical appointment must explain the absence directly to the instructor. The course instructor will keep track of all attendance. Warnings for any missed class time are to be issued. The University requires that any student who is absent a total of three (3) class sessions in any subject shall be dropped unless the student has made prior arrangements. In other words, all students must maintain an acceptable rate of at least 80% good attendance. A student may be dropped from a course section when, in the judgment of the instructor, the student cannot benefit from further instruction.

Attendance without Official Registration: Students will not be permitted to attend classes in which they are not officially registered. (This includes those who may be auditing a class.)

GRADING SYSTEM: Definition of Grades and Codes

Grades (A, A-, B+, B, B-, C+, C, C-, D+, D, and F) are used for both undergraduate and graduate programs. These letter grades with plus/minus are used on transcripts and in computing grade point averages. English as a Second Language (ESL) Program courses will receive letter grades which are not included in the GPA calculation.

Grade	Grade Explanation	Score	Grade Points
A	Excellent	93-100*	4.0
A-	Outstanding	90-92	3.7
B+	Very Good	88-89	3.3
B	Good	83-87	3.0
B-	Better than Average	80-82	2.7
C+	Above Average	78-79	2.3
C	Average	73-77	2.0
C-	Below Average	70-72	1.7
D+	Weak	67-69	1.3
D	Unsatisfactory	62-66	1.0
F	Failing	0-61	0.0
AU	Audit	audit	N/A
CR	Credit	passing	N/A
NC	No Credit	not passing	N/A
IN	Incomplete	**temporary**	N/A
W	Withdrawn	N/A	N/A
WF	Withdrawn Failing	N/A	0.0

*For test situations 98-100 can be acknowledged as an A+, but as of Spring 2015 A+ is no longer used on the transcript as a course grade.

Additional codes include:

Code	Explanation of Code
R	Repeat a Course
CE	Credit by Challenge Examination
CX	Credit for Prior Experiential Learning

Only grades C- (1.7) or above are acceptable for graduate credit.
A grade of D (1.0) is acceptable for an undergraduate course. Grades below these stated levels (D for graduate-level and F for undergraduate level) must be resolved by repeating the course and achieving an acceptable grade.

At the completion of all required courses, a student is eligible to receive a degree provided that the cumulative grade point average (CGPA) is no less than a 2.0 for undergraduates and a 3.0 for graduates.

Withdrawn (W)

Courses officially dropped between weeks three and nine are assigned a W grade.

Credit (CR)

Credit is used to denote "pass with credit" when no letter grade is given. It is equivalent to a grade of C or better for undergraduates and a grade of B or better for graduate students. CR grades are not included in the calculation of the GPA.

No Credit (NC)

No Credit is used to denote "no credit" when no letter grade is given. NC grades are not included in the calculation of the GPA.

Incomplete (IN)

The incomplete is a contracted and interim grade designed for students who have serious and compelling circumstances beyond their control occurring within the last two weeks of the quarter preventing completion of the course work.

The incomplete work must be contracted on a "Request for IN Grade" tri-part form and signed by both the instructor and student. This contract must clearly state the reasons justifying the incomplete as well as carefully detailing the missing work that needs to be completed in order for a satisfactory grade to be issued. After the student and instructor keep their copies of the contract, the original white page is submitted to the Registrar. Any "IN" grade submitted on a grade sheet without the accompanying "Request for IN Grade" contract will not be honored as such and will be entered as an "F" grade.

An Incomplete (IN) must be removed within the next two quarters (six months). Failure to comply will result in an F grade and will remain on the students' permanent record. Incomplete (IN) is not used in calculating GPA, although it can impact the calculation of satisfactory academic progress (SAP).

Withdrawn Failing (WF)

This is an administrative grade used when a student did not formally withdraw from the course and failed to complete course requirements. The WF is used for courses graded A-F when attendance or assignments and/or course activities are insufficient to make an evaluation of academic performance. The WF is calculated as an F for the purposes of grade point average.

Repeat a Course (R)

The "R" is a designated code following an earned grade when a course is repeated. Students can repeat only once any course for which they have received a grade or withdrawn from prior to completion. Only the higher grade is calculated in the GPA. Students will not receive cumulative earned credit for a repeated course. However, both courses will be considered credit hours attempted for the purpose of determining successful course completion percentages.

Credit by Challenge Examination (CE)

Requests for Challenge Examinations may be made through the Academic Affairs Dept. and the Registrar's Office.

Undergraduate students and graduate students in good standing and with the appropriate background may petition to earn credit for courses by challenge examination. Eligible students must be registered in full time status.

Undergraduate students must have completed four undergraduate courses and may challenge a maximum of three undergraduate courses. Graduate students must have completed two graduate courses and may challenge a maximum of two graduate courses.

Credit earned by challenge examinations may be applied toward the minimum course requirements for the undergraduate and master's degrees. The passing mark for credit by examination at the undergraduate level is C and the graduate level is B. Credits so earned will be posted on the transcript as CR, rather than the letter grade, and not calculated in the student's GPA. If a student does not pass the challenge examination, the code "NC" will be entered on the transcript.

Students may challenge a particular course only once and may not take a challenge examination for courses already taken or attempted at the University.

Credit for Prior Experiential Learning (CX)

Undergraduate students and graduate students in good standing and with the appropriate background may petition to earn degree credit for prior experiential learning. Eligible students must be registered in full time status.

Petitioning students must identify the courses for which credit is sought and document in writing how the prior experiential learning is equivalent to standards in higher education and meets curricular criteria. Additional documentation from employers supporting the claim may be needed. The University may grant credit to a student for prior experiential learning only if the prior learning is equivalent to a college or university level learning.

Undergraduate students must have completed four undergraduate courses and may receive prior experiential learning credit for a maximum of three undergraduate courses. Graduate students must have completed two graduate courses and may receive prior experiential learning credit for a maximum of two graduate courses.

Credits earned through petitions for prior experiential learning may be applied toward the minimum course requirements for the undergraduate and master's degrees. Credits so earned will be posted on the transcript as CR and not calculated in the student's GPA.

Forms requesting prior experiential learning credit may be requested through the Registrar's Office. The appropriate Department Chairperson of the student's program will review the petition and documentation for the experiential credit and award credit based on experience relevant to the student's program of study.

Pre-program Courses

Pre-program courses are required courses for those students with insufficient background in the chosen degree. Grades in these types of courses are not calculated in the graduate level GPA.

Grade Point Average (GPA)

The grade point average (GPA) for the quarter is determined by multiplying the number of credit hours for each course by the number of points identified for each grade outlined above and dividing by the total number of units for the quarter.

Undergraduate / graduate pre-program courses required at the graduate level are not included in the GPA calculation.

Grade Changes

Grades assigned by instructors must conform to institutional and individual policies as stated in the course syllabus. A grade submitted by an instructor is considered final; however, the following reasons constitute a basis for a request for a grade change: (1) error in recording a score for a student product (test, quiz, paper, etc.); (2) miscalculation of a score, including the cumulative score for a quarter; and (3) omission from consideration of valid student products that were submitted on time.

All requests for grade changes must be submitted to the Registrar's Office by the instructor within three months following the date of issuance of the grade in question. Under no condition will a grade change be permitted after a degree has been awarded.

TRANSCRIPTS OF PSU COURSES

The Registrar's Office maintains all official transcripts which are issued only at the written request of the student. Four to five working days should be allowed for processing. Requests for transcripts may be submitted either in person, by fax, or by mail. No telephone requests for transcripts are accepted. A fee is charged for each official transcript. Copies of transcripts for work taken at other institutions will not be issued.

Official transcripts bear the institutional seal and the signature of the University Registrar. *PSU reserves the right to withhold any and all services if petitioner is not in good financial standing with the University.*

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

<u>Evaluation</u>

The University conducts quarterly evaluations of student progress, taking into consideration the minimum GPA allowable, the minimum successful units completion (% of courses attempted) and the percent of maximum time frame allowable. Students who complete their programs in a shorter time framework are subject to the same criteria based on the percentages of maximum time frame allowable.

The following Standards of Satisfactory Academic Progress apply to all undergraduate and graduate students in the degree programs. Students must meet the minimum standards set forth below, or they shall be deemed to be out of compliance in meeting the Standards of Satisfactory Academic Progress criteria.

Federal and State regulations governing student financial aid require that students receiving Title IV financial assistance to maintain standards of reasonable academic progress in the completion of their degree or certificate. Students who fail to meet the satisfactory academic progress requirements become ineligible to receive financial aid until they are in compliance with these requirements.

Time Frame of Successful Course Completion

Undergraduate Degrees:

Required Evaluation Points*	Minimum GPA	Minimum Successful Course Completion (% of Course Attempted)	Maximum Time Frame when federal financial aid is involved
25%	1.25	55%	Period of 1.5 times the standard program length
50%	1.50	60%	
100%	2.00	---	

* Based upon maximum time frame.

Master's Degree:

Required Evaluation Points*	Minimum GPA	Minimum Successful Course Completion (% of Course Attempted)	Maximum Time Frame when federal financial aid is involved
25%	2.25	55%	Period of 1.5 times the standard program length
50%	2.50	60%	
100%	3.00	---	

* Based upon maximum time frame.

Minimum Academic Achievement

Undergraduate Degrees: Students must achieve cumulative grade point averages (CGPAs) of the following: 1.25 at 25% of the maximum time frame; 1.5 at the midpoint of the maximum time frame; and a 2.0 at the maximum time frame. A student whose CGPA is below 1.5 at 50% of the maximum time frame is not eligible for probation and will be suspended for one quarter.

Master's Degree: Students must achieve cumulative grade point averages (CGPAs) of the following: 2.25 at 25% of the maximum time frame; 2.5 at the midpoint of the maximum time frame; and a 3.0 at the maximum time frame. A student whose CGPA is below 2.5 at 50% of the maximum time frame is not eligible for probation and will be suspended for one quarter.

Effects on SAP of Course Withdrawn

Withdrawn Failing (WF) grade is an administrative grade used when a student did not formally withdraw from the course and failed to complete course requirements. The WF is used for courses graded A-F when attendance or assignments and/or course activities are insufficient to make an evaluation of academic performance. The WF is calculated as an F for the purposes of grade point average and can affect the maximum time frame.

Effects on SAP of Incomplete Grades (IN)

The incomplete (IN) grade is a contracted and interim grade designed for students who have serious and compelling circumstances beyond their control occurring within the last two weeks of the quarter preventing completion of the course work. The incomplete work must be contracted on a "Request for IN Grade" tri-part form and signed by both the instructor and student. This contract must clearly state the reasons justifying the incomplete as well as carefully detailing the missing work that needs to be completed in order for a satisfactory grade to be issued. After the student and instructor keep their copies of the contract, the original white page is submitted to the Registrar. Any "IN" grade submitted on a grade sheet without the

accompanying "Request for IN Grade" contract will not be honored as such and will be entered as an "F" grade. An Incomplete (IN) must be removed within the next two quarters (six months). Failure to comply will result in an F grade and will remain on the students' permanent record. Incomplete (IN) is not used in calculating GPA and can affect the maximum time frame.

Effects on SAP of Repeated Courses

The "R" is a designated code following an earned grade when a course is repeated. Students can repeat only once any course for which they have received a grade or withdrawn from prior to completion. Only the higher grade is calculated in the GPA. Students will not receive cumulative earned credit for a repeated course. However, both courses will be considered credit hours attempted for the purpose of determining successful course completion percentages and can affect the maximum time frame.

Effects on SAP of Non-Punitive grades

Not Applicable.

Effects on SAP of No Credit Courses

No Credit is used to denote "no credit" when no letter grade is given. NC grades are not included in the calculation of the GPA and do not affect the maximum time frame.

Effect on SAP of Remedial Courses

Not Applicable.

Academic Policy and Appeals Procedures

Per section #606 of the PSU Policy Manual, students who do not maintain satisfactory progress will be placed on probation for one quarter. The student on probation will be counseled and given assistance, if needed, in order to improve his/her GPA. At the end of the one quarter probationary period, if the academic record is not in compliance with the standards of satisfactory progress, the student will be suspended for a minimum of one quarter. The student is considered to be maintaining satisfactory progress while on probation and will be eligible for Title IV aid, federal financial aid or loans.

Section 606.6 of the PSU Policy Manual

Mitigating Circumstances

The Associate Dean may waive the Standards of Satisfactory Progress for circumstances of personal illness, unusual family responsibilities, military service, unexpected consequences arising in their homeland, or other significant occurrence outside the control of the students. These circumstances must be documented by students to demonstrate that they had an adverse impact on their performance. No waivers will be provided for graduation requirements.

Section 606.7 of the PSU Policy Manual

Appeals

Should students disagree with the application of these satisfactory progress standards, they must first discuss the problem with the appropriate instructor(s). If still dissatisfied, students may then appeal to the Associate Dean.

Effects on SAP for Change of Program or Additional Credential

Any student who changes programs should be aware that all credit hours attempted, relating to the new program, will count toward satisfactory progress until the student graduates. A student who graduates from one program at Pacific States University, and wishes to earn another degree or diploma from PSU will be allowed to complete a new program within a new 150 percent time frame. Any student pursuing a double concentration may attempt 150 percent of the number of units required to complete ONLY one degree.

Implications of Transfer Credit on SAP

Types of courses and credits included in the Satisfactory Academic Progress calculation are:

- All Pacific States University courses enrolled through the add/drop period
- Repeated coursework

The courses listed below are included in the attempted units for the calculation of Maximum time frame but not counted towards GPA calculation:

- Credits earned through challenge examinations
- Credits earned by prior experiential learning
- All transferable courses from other colleges and universities

Academic Probation and Termination

Any student who does not maintain a satisfactory GPA or who otherwise jeopardizes their academic standing will be placed on quarterly probation and given the opportunity to strengthen their satisfactory academic progress. The student on probation will be counseled and given assistance, if needed, in order to improve his/her GPA. The student is considered to be maintaining satisfactory progress while on probation and will be eligible for Title IV aid, federal financial aid or loans. At the end of the probationary period, if the academic record is not in compliance with the standards of satisfactory progress, the student will be suspended or dismissed.

Mitigating Circumstances

The Associate Dean or Program Administrator may waive the Standards of Satisfactory Progress for circumstances of personal illness, unusual family responsibilities, military service, unexpected consequences arising in their homeland, or other significant occurrence outside the control of the student, as long as they are not on federal financial aid. These circumstances must be documented by the student to demonstrate that the cited circumstances have had an adverse impact on their performance. No waivers will be provided for graduation requirements.

Leave of Absence (LOA)

Any student, in good standing with the institution and making satisfactory progress towards a degree, who must interrupt their studies for compelling reasons (which may include but not be limited to personal illness, unusual family responsibilities, military service, and unexpected consequences arising in their homeland), must file a Request for Leave of Absence, usually not to exceed 180 days/six (6) months maximum LOA. Please seek academic advising prior to submitting the form. Student must file the Request with the Registrar's Office and have approval from the Associate Dean Administrator.

During the leave of absence a student is not entitled to assistance from the faculty or use of University facilities, except for the completion of incomplete coursework, which must be satisfied within the time perimeters of an "IN" grade.

Any student who does not return to enrolled status at the end of the approved leave of absence is no longer considered to be pursuing a degree. A student who fails to apply for a Request for Leave of Absence or for whom a leave has been denied or has expired is considered withdrawn from the University and should refer to the Readmission Policy.

Vacation

Eligibility: Students who enroll in degree programs and English as a Second Language must complete three consecutive quarters before being entitled to a one-quarter vacation. Undergraduate students must complete a minimum of thirty-six (36) units of study per year, and graduate students must complete at least twenty-four (24) units of study per year. Students who enroll in non-degree program (Accounting Certificate Program) must complete four consecutive sessions before being entitled to a one-quarter vacation.

Reinstatement

Any student who leaves the University without filing a Request for Leave of Absence will not be automatically reinstated. Student must file a Petition for Readmission to a degree program and receive the recommendation of the Director of their program. It must be submitted to the Admissions Office. Upon reinstatement a student will be subject to all of the current requirements for the degree in effect at the time of reinstatement.

EXTERNSHIP AND CURRICULAR PRACTICAL TRAINING (CPT)

PSU offers externship courses in Business, Computer Science, and Beauty Management. Under the supervision of the Department Chairs or their delegate, a student has the opportunity to gain practical training work experience while working on their degree. Multiple sections (A,B,C,) may be available.

BM222 Practical Training in Beauty Mgnt and Business
BU333 Practical Training in Business
CS333 Practical Training in Computer Science
BM555 Practical Training in Beauty Management
BU555 Practical Training in Business and Management
CS555 Practical Training in Computer Science & Programming

See APPENDIX:CPT for more information.

ACADEMIC HONORS

Latin academic honors are earned by undergraduate students only and are granted at graduation according to their GPA:

Cum Laude	3.40 - 3.69
Magna Cum Laude	3.70 - 3.89
Summa Cum Laude	3.90 - 4.00

Academic honors for graduate students are granted at graduation according to recommendations by the Associate Dean, the College Director, or the Program Administrator Committees. Students may earn the designation: *With Great Distinction*.

CLEARANCE FOR GRADUATION

Prospective graduates must submit an Application for Graduation to the Registrar before they can be considered for graduation. All fees and tuition debts must be paid in full sixty (60) days prior to graduation, and all graduating students must pay the graduation fees.

About two months after the date of graduation (program completion), diplomas are available for pick up in person at the University. For an additional fee, diplomas will be mailed to those alumni who have completed their degree requirements and who must leave the USA or who otherwise cannot pick up their diploma in person. Along with the diploma, two (2) official copies of your transcript will be issued free of charge.

STUDENTS TRANSFERRING TO ANOTHER SCHOOL

It is required that students discuss their options with their program chair prior to initiating any transfer and follow the protocols for withdrawing from PSU.

Transferring from PSU to another university is the student's responsibility. Since all universities have different criteria for accepting students, it is beyond PSU's ability to determine what credit might be given for course work completed at PSU.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at PSU is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree or certificate 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 PSU to determine if your credits, degree or certificate will transfer.

SECTION SEVEN

COLLEGES AND DEPARTMENTS

DEGREES AND FIELDS OF STUDY

PSU offers undergraduate and graduate programs leading to the following degrees, as approved by the Accrediting Council for Independent Colleges and Schools (ACICS) and the State of California as a degree-granting institution:

College of Business

Bachelor of Business Administration (BBA)
Concentrations in
Accounting
Computers in Business
Marketing

Master of Business Administration (MBA)
Concentrations in
Accounting
Finance
International Business
Management of Information Technology
Real Estate Management
Beauty Management

College of Computer Science & Information Systems

Bachelor of Science in Computer Information Systems (BSCIS)

Master of Science in Computer Science (MSCS)

Master of Science in Information Systems (MSIS)

Minimum Unit Requirements for Degrees

Program	Units
Bachelor of Business Administration	180 units
Bachelor of Science in Computer Information Systems	180 units
Master of Business Administration	60 units
Master of Science in Computer Science	56 units
Master of Science in Information Systems	56 units

COLLEGE OF BUSINESS

The University offers a BBA program with concentrations in Accounting, Computers in Business, and Marketing,. The MBA program offers concentrations in Accounting, Finance, International Business, Management of Information Technology, and Real Estate Management.

A career in business is exciting and challenging, especially in these changing times as nations and companies move closer together through global interdependence. Whether the business leader is the proprietor of a small business or a member of management in a transnational corporation, the problems are many and the solutions are often difficult. PSU's instructional process is geared toward making the student a motivated individual who has the requisite skills for becoming a successful manager in the public or private sector.

Programs are designed to accommodate the changing nature of modern business and the varied backgrounds of the students. Theoretical, technical, and practical information is provided in the basic functional areas of business. Theory and practice are linked through learning opportunities provided by the experience of faculty members through lectures, class discussions, field trips, and classroom simulations of real-world situations.

COLLEGE OF COMPUTER SCIENCE & INFORMATION SYSTEMS

The College of Computer Science & Information Systems at Pacific States University provides educational programs leading to a Bachelor of Science in Computer Information Systems, a Master of Science in Computer Science, and a Master of Science in Information Systems.

These programs are based on the fundamental principles of analysis, synthesis, and experimentation. Students obtain a careful balance of training in deductive and inductive reasoning. Classroom discussion is enhanced by laboratory experimentation designed to emphasize established principles and concepts.

The courses give students a thorough knowledge of the basic sciences, computer science, and information systems. Students are prepared for entry-level or higher positions in industry and government.

The College of Computer Science & Information Systems provides theoretical and practical education in computer hardware and software. Curriculum emphasis is on developing competence in the areas of computer architecture, software, computer applications, programming, and computer technology. Internet application and utilization, e-Commerce, database management, information systems, and networking are studied.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL IS NOT CURRENTLY BEING OFFERED AT PSU.

The English as a Second Language course of study at Pacific States University provides non-credit academic English as a Second Language (ESL) instruction to international students and non-native residents who plan to pursue an undergraduate or graduate degree at Pacific States University or at another institution and need a program where they can improve their language skills. The ESL program also meets the needs of students who wish to study English to achieve their own professional and/or personal goals.

Courses are offered at the beginning, intermediate, and advanced levels in order to build a foundation necessary for the pursuit of higher learning. The academic skills that are acquired through the program include, but are not limited to: critical thinking in listening and reading, effective oral and written communication, skills and strategies for learning, and cultural awareness. Business English (for non-native speakers) as well as a preparation course for English language tests, such as the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), are also offered. In addition, students receive a variety of support services designed to facilitate their transition to living and studying in the United States as smoothly as possible.

Instructors in the program at PSU have educational degrees and experience in applied linguistics, language acquisition, and second language teaching.

SECTION EIGHT

DEGREE PROGRAMS

COURSE NUMBERING SYSTEM

001 - 099	Non-degree Courses
100 - 199	Introductory Courses, undergraduate- Lower Division
200 - 299	Intermediate Courses, undergraduate - Lower Division
300 - 399	Intermediate Courses, undergraduate - Upper Division
400 - 499	Advanced Courses, Bachelor's - Upper Division
500 - 599	Graduate Level Courses, Master's Degree
1000-2000	Non-degree/Certificate/Continuing Education/ Extension Courses

UNDERGRADUATE GENERAL EDUCATION REQUIREMENTS

Private California colleges and universities and state public institutions require a certain number of units of General Education (G.E.) prior to the granting of undergraduate degrees. Most of these units must be in Humanities, Natural Sciences, Social Sciences, and Basic Subjects (oral and written communication, logic, mathematics, and statistics For the Bachelor's degree, students must take a total of fourteen (14) courses (56 units) in five (5) areas.

The following are the G.E. requirements for Bachelor's degrees:

Bachelor's General Education (G.E.) Requirements

GE REQUIREMENTS AREA AND COURSE			UNITS
COMMUNICATIONS (4 courses)			**16**
	EN200	Composition	4
	EN210	Communication Arts	4
	EN220	Research Methods and Bibliography	4
	Elect one	EN350 Technical Writing	4
		EN230 Oral Communication	4
		PY330 Personal Dynamics and Leadership	4
HUMANITIES (3 courses)			**12**
	PL130	Introduction to Philosophy	4
	HS100	Introduction to Art History	4
	Elect one	EN250 World Literature	4
		PL200 World Cultures	4
		EN260 American Lit., EN280 Asian Literature,	4
		PL303 Symbolic Logic	4
		PL230 Comparative Systems of Thought	4
MATHEMATICS (2 courses)			**8**
	Elect Two	MA101A College Algebra and Trigonometry	4
		MA305 Probability & Statistics (BBA only option)	4
		MA231 Calculus 1	4
		MA232 Calculus 2	4
		MA370 Mathematical Models in Business	4
NATURAL SCIENCES (1 course)			**4**
	Elect one	BI101 General Biology	4
		ES101 Earth Sciences	4
SOCIAL SCIENCES (4 courses)			**16**
	PY210	Introduction to Psychology	4
	Elect one	HS130A United States History	4
		PS135 U.S. Government	4
	Elect one	HS200 Western Civilization	4
		HS220 Non-Western Civilization	4
	Elect one	SS130 Introduction to the Social Sciences	4
		SS140 Introduction to Sociology	4
TOTAL G.E. REQUIREMENTS FOR BACHELOR'S DEGREES			**56**

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Program Objective

The Bachelor of Business Administration (BBA) program organizes its courses so that students learn basic business concepts and principles, get hands-on experiences in field-based projects, and can apply both theory and logic to problem solving.

Graduates find employment in the world of business, commerce, government, and technology at the entry or intermediate levels and move rapidly to positions of greater responsibility.

Graduation Requirements

The BBA degree is conferred upon completion of a minimum of one hundred eighty (180) units of quarterly credit (45 courses of 4 units each). A minimum GPA of 2.00 is required. The requirements can be summarized as follows:

Description	BBA
G.E. Courses	56 units
Core Courses	48 units
Major Courses	40 units
Electives	36 units
TOTAL	**180 units**

BBA Double Concentration Requirement

Students seeking a double concentration in BBA programs must take a minimum of fifty-two (52) additional units (13 courses).

BBA Length of Program

Approximate length of time is **FOUR (4) years**

Program weeks = **132**

Number of qtrs. = **11-12**

BBA Concentration in Accounting

Accounting is of major importance in the world of business. The BBA program with a concentration in Accounting is to provide quantitative and qualitative information, primarily financial in nature, needed for making economic decisions and reasoned choices among alternative courses of action. The student who majors in Accounting may choose from a variety of courses that offers the mechanics of and insights into this field. Students must take the following:

		UNITS
G.E. REQUIREMENTS Refer to G.E. Requirement List		**56**
CORE COURSES (12 courses)		**48**
AC102A	General Accounting 1	4
AC102B	General Accounting 2	4
BL101	Business Law 1	4
BU200	Principles of Management	4
BU250	Small Business Management	4
BU350	Finance	4
BU370	Business and Economics Statistics	4
BU420	Financial Management	4
EC201	Microeconomics	4
EC202	Macroeconomics	4
IS100	Introduction to Computer Information Systems	4
MK200	Principles of Marketing	4
MAJOR COURSES (10 courses)		**40**
AC202A	Intermediate Accounting 1	4
AC202B	Intermediate Accounting 2	4
AC202C	Intermediate Accounting 3	4
AC300	Managerial Accounting	4
AC420A	Auditing 1	4
AC430A	Income Tax Accounting 1	4
BU410	Credit Management	4
BU425	Money and Banking	4
IS230	Introduction to e-Commerce	4
IS250	Database Management	4
ELECTIVE COURSES Refer to Elective Course List		**36**
Choose nine	Refer to BBA Elective Course List	
TOTAL GRADUATION REQUIREMENT UNITS		**180**

BBA Concentration in Computers in Business

Rapid development of computer technology in recent decades has opened the door of opportunity in business. The student studies several computer programs and is able to integrate this information through business courses to the world of business and its demands. The BBA program with a concentration in Computers in Business is designed to provide students master the intricacies of both the hardware and software widely used in the commercial and international trade world. Students must take the following:

		UNITS
G.E. REQUIREMENTS Refer to G.E. Requirement List		**56**
CORE COURSES (12 courses)		**48**
AC102A	General Accounting 1	4
AC102B	General Accounting 2	4
BL101	Business Law 1	4
BU200	Principles of Management	4
BU250	Small Business Management	4
BU350	Finance	4
BU370	Business and Economics Statistics	4
BU420	Financial Management	4
EC201	Microeconomics	4
EC202	Macroeconomics	4
IS100	Introduction to Computer Information Systems	4
MK200	Principles of Marketing	4
MAJOR COURSES (10 courses)		**40**
BU225	Business Graphics	4
BU445	Government Regulations in Business	4
BU460	Business Forecasting	4
CS110	Computer Programming 1	4
IS230	Introduction to e-Commerce	4
IS250	Database Management	4
IS310	Computer Networks	4
IS345	Internet Programming 1	4
IS400	e-Commerce Marketing	4
IS445	Internet Programming 2	4
ELECTIVE COURSES Refer to Elective Course List		**36**
Choose nine	Refer to BBA Elective Course List	
TOTAL GRADUATION REQUIREMENT UNITS		**180**

BBA Concentration in Marketing

Marketing techniques are changing rapidly as the world moves into global interdependence. The evolutionary nature of the business climate demands an understanding of how goods and services are channeled to producer-oriented as well as consumer-oriented economies. The BBA program with a concentration in Marketing is designed for those who seek a career in business and value a solid academic and professional business foundation. Students learn the functions of the marketing process, changing consumer-buying behavior, product adaptation, and market pricing. Students must take the following:

		UNITS
G.E. REQUIREMENTS Refer to G.E. Requirement List		**56**
CORE COURSES (12 courses)		**48**
AC102A	General Accounting 1	4
AC102B	General Accounting 2	4
BL101	Business Law 1	4
BU200	Principles of Management	4
BU250	Small Business Management	4
BU350	Finance	4
BU370	Business and Economics Statistics	4
BU420	Financial Management	4
EC201	Microeconomics	4
EC202	Macroeconomics	4
IS100	Introduction to Computer Information Systems	4
MK200	Principles of Marketing	4
MAJOR COURSES (10 courses)		**40**
BU225	Business Graphics	4
BU340	Advertising	4
BU410	Credit Management	4
BU425	Money and Banking	4
BU445	Government Regulations in Business	4
BU450	Personnel Management	4
BU460	Business Forecasting	4
IS230	Introduction to e-Commerce	4
IS400	e-Commerce Marketing	4
MK366	Sales and Salesmanship	4
ELECTIVE COURSES Refer to Elective Course List		**36**
Choose nine	Refer to BBA Elective Course List	
TOTAL GRADUATION REQUIREMENT UNITS		**180**

BBA Elective Course List

Student may choose any appropriate course. Additional General Education is also acceptable.

BBA ELECTIVE COURSES		UNITS
AC300	Managerial Accounting	4
AC365	Computer Applications in Accounting	4
AC405	Advanced Accounting Theory	4
AC420A	Auditing 1	4
AC420B	Auditing 2	4
AC430A	Income Tax Accounting 1	4
AC430B	Income Tax Accounting 2	4
AC480	Government and Nonprofit Accounting	4
BL201	Business Law 2	4
BU225	Business Graphics	4
BU299	Special Topics in Business	4
BU331	Labor Relations	4
BU333	Practical Training in Business	2
BU335	Supervision Techniques	4
BU340	Advertising	4
BU380	Business Research Methods	4
BU410	Credit Management	4
BU425	Money and Banking	4
BU445	Government Regulations in Business	4
BU450	Personnel Management	4
BU460	Business Forecasting	4
BU490	Business Policy	4
CS110	Computer Programming 1	4
CS198	Special Topics in Computer Sciences	4
CS333	Practical Training in Computer Sciences	4
IS230	Introduction to e-Commerce	4
IS240	Internet Programming Languages	4
IS250	Database Management	4
IS310	Computer Networks	4
IS320	Computer Technology and Applications	4
IS345	Internet Programming 1	4
IS400	e-Commerce Marketing	4
IS445	Internet Programming 2	4

| MK299 | Special Topics in Marketing | 4 |
| MK366 | Sales and Salesmanship | 4 |

BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS (BSCIS)

Program Objective

The Bachelor of Science in Computer Information Systems (BSCIS) program offers courses in theoretical and practical applications in computer hardware, software, and information systems. Students participate in intensive computer laboratory assignments, become skilled in solving research problems, and practiced in oral and written presentations.

Graduates are fully able to accept entry level or higher positions in industry and advance professionally with additional experience in their chosen fields. Many choose to study at the graduate level and gain additional knowledge and experience in their chosen fields.

Graduation Requirements

The Bachelor of Science in Computer Information Systems (BSCIS) degree is conferred upon completion of a minimum of one hundred eighty (180) units of quarterly credit. A minimum GPA of 2.00 is required, with no grade in any course less than C.

The graduation requirements are summarized as follows:

Description	BSCIS
G.E. Courses	56 units
Core Courses	40 units
Major Courses	44 units
Electives	40 units
TOTAL	**180 units**

BS Length of Program

Approximate length of time is **FOUR (4) years**

Program weeks = **132**

Number of qtrs. = **11-12**

Bachelor of Science in Computer Information Systems (BSC.S)

The BSCIS program emphasizes the development of competence in the areas of computer architecture, software, computer applications, programming, computer graphics, development of business applications, management of business computer software, Internet programming, e-Commerce, mobile application programming and computer technology. Students must take the following:

		UNITS
G.E. REQUIREMENTS Refer to G.E. Requirement List		**56**
CORE COURSES (10 courses)		**40**
CS110	Computer Programming 1	4
CS120	Computer Programming 2	4
CS200	Programming Language Structures	4
CS220	Computer Organization and Assembly Language Programming	4
CS300	Computer Data Structure	4
CS420	Theory of Computation	4
IS100	Introduction to Computer Information Systems	4
IS200	Internet Technologies	4
IS345	Internet Programming 1	4
MA305	Probability and Statistics	4
MAJOR COURSES (11courses)		**44**
IS230	Introduction to e-Commerce	4
IS250	Database Management	4
IS310	Computer Networks	4
IS445	Internet Programming 2	4
CS305	Object Oriented Programming	4
CS400	Computer System Architecture	4
CS430	Introduction to Artificial Intelligence	4
CS450	System Development and Analysis	4
CS460	Applied Numerical Methods	4
CS485	Operating Systems Concept	4
CS497	Senior Design Project	4
ELECTIVE COURSES Refer to Elective Course List		**40**
Choose ten	Refer to BSCIS Elective Course List	
TOTAL GRADUATION REQUIREMENT UNITS		**180**

BSCIS Elective Course List

Student may choose any appropriate computer science, information systems, or business related courses. Additional General Education is also acceptable.

BSCIS. ELECTIVE COURSES		UNITS
AC102A	General Accounting 1	4
AC300	Managerial Accounting	4
AC365	Computer Applications in Accounting	4
AC430A	Income Tax Accounting 1	4
AC430B	Income Tax Accounting 2	4
BL101	Business Law 1	4
BU225	Business Graphics	4
BU200	Principles of Management	4
BU250	Small Business Management	4
BU299	Special Topics in Business	4
BU340	Advertising	4
BU350	Finance	4
BU370	Business and Economics Statistics	4
BU380	Business Research Methods	4
CS198	Special Topics in Computer Sciences	4
CS320	Fundamentals of Embedded System	4
CS333	Practical Training in Computer Sciences	4
CS410	Computer System Programming	4
CS440	Introduction to Computer Security	4
IS240	Internet Programming Languages	4
IS320	Computer Technology and Applications	4
IS340	Internet Design for e-Commerce	4
IS350	Programming with Mobile Applications	4
IS400	e-Commerce Marketing	4
MK200	Principles of Marketing	4
MK299	Special Topics in Marketing	4
HS199	Special Topics in History	4

MASTER OF BUSINESS ADMINISTRATION (MBA)

Program Objective

The Master of Business Administration (MBA) program builds upon a strong foundation established in the baccalaureate program through seminars, case studies, and applied research on advanced topics. Graduates are much in demand as their skills in strategic planning and the application of management theory identify them as having the kinds of leadership needed in the 21st Century.

Areas of special interest that will strengthen students' ability to pursue chosen career goals include Accounting, Finance, International Business, Management of Information Technology, and Real Estate Management.

Graduation Requirements

The MBA is conferred after satisfactory completion of seventy-six (76) quarter units or sixty (60) quarter units for students who fulfilled Pre-program requirements. The GPA for the degree must be 3.00 (B) or better.

The graduation requirements are summarized as follows:

Description	MBA Program With Pre-program Courses	MBA Program Without Pre-program Courses
Pre-program Courses	16 / 20* units	N/A
MBA Required Courses	24 units	24 units
Major Courses	16 units	16 units
Electives	20 units	20 units
TOTAL	**76 / 80* units**	**60 units**
Applies to concentration in Management of Information Technology MBA students		

MBA Double Concentration Requirement

Students seeking a double concentration in MBA programs must take a minimum of twenty-eight (28) additional units (7 courses).

MBA Length of Program

Approximate length of time is **THREE (3) years**

Program weeks **= 99**

Number of qtrs. = **7-9**

MBA Concentration in Accounting

The MBA program with a concentration in Accounting is designed to provide business students for employment opportunities into the accounting profession. Students must take the following:

		UNITS	
PRE-PROGRAM COURSES (4 courses) Pre-program courses are required for non-business undergraduate majors or those students with insufficient background in accounting, economics, and business management.		16	N/A
Elect one	AC102A General Accounting 1	4	
	AC202A Intermediate Accounting 1	4	
Elect one	BU200 Principles of Management	4	
	BU250 Small Business Management	4	
	BU450 Personnel Management	4	
EC201	Microeconomics	4	
EC202	Macroeconomics	4	
MBA REQUIRED COURSES (6 courses)		24	24
AC501	Managerial Accounting	4	4
BU505	Organizational Behavior	4	4
BU506	Management Decisions	4	4
BU508	Technology and Operations Management	4	4
FI500	Managerial Finance	4	4
MK501	Marketing	4	4
MAJOR COURSES (4 courses)		16	16
AC503A	Financial Accounting & Reporting 1	4	4
AC503B	Financial Accounting & Reporting 2	4	4
AC520	Public Accounting	4	4
AC530	Advanced Tax Accounting	4	4
ELECTIVE COURSES (5 courses)		20	20
Elect five	Refer to MBA Elective Course List		
TOTAL GRADUATION REQUIREMENT UNITS		76	60

MBA Concentration in Finance

The MBA program with a concentration in Finance combines financial theory with practical applications for business and management decision-making and problem solving. Studies cover such areas as international business finance, trade theory and the management of international trade, globalize and integrated money and capital markets, managing corporate funds, strategic financial and profit planning, international investments, bank management, and the evaluation of management performance. Students must take the following:

		UNITS	
PRE-PROGRAM COURSES (4 courses)			
Pre-program courses are required for non-business undergraduate majors or those students with insufficient background in accounting, economics, and business management.		16	N/A
Elect one	AC102A General Accounting 1	4	
	AC202A Intermediate Accounting 1	4	
Elect one	BU200 Principles of Management	4	
	BU250 Small Business Management	4	
	BU450 Personnel Management	4	
EC201	Microeconomics	4	
EC202	Macroeconomics	4	
MBA REQUIRED COURSES (6 courses)		**24**	**24**
AC501	Managerial Accounting	4	4
BU505	Organizational Behavior	4	4
BU506	Management Decisions	4	4
BU508	Technology and Operations Management	4	4
FI500	Managerial Finance	4	4
MK501	Marketing	4	4
MAJOR COURSES (4 courses)		**16**	**16**
FI502	International Finance	4	4
FI510	Investments	4	4
FI585	Financial Institutions and Markets	4	4
FI590	Seminar in Business Finance	4	4
ELECTIVE COURSES (5 courses)		**20**	**20**
Elect five	Refer to MBA Elective Course List		
TOTAL GRADUATION REQUIREMENT UNITS		**76**	**60**

MBA Concentration in International Business

The MBA program with a concentration in International Business is designed to provide students with the knowledge and skills necessary for managing business organizations on a global basis. Students majoring in International Business need to be familiar with macro-aspects of business and economics that cross national boundaries, including regional economic development, cross-cultural management, and multinational marketing. Students concentrate on the general aspects of international business and management. The four "major" courses may be substituted to individualize the program at the discretion of the Department Chair. Students must take the following:

		UNITS	
PRE-PROGRAM COURSES (4 courses) Pre-program courses are required for non-business undergraduate majors or those students with insufficient background in accounting, economics, and business management.		**16**	**N/A**
Elect one	AC102A General Accounting 1 AC202A Intermediate Accounting 1	4 4	
Elect one	BU200 Principles of Management BU250 Small Business Management BU450 Personnel Management	4 4 4	
EC201	Microeconomics	4	
EC202	Macroeconomics	4	
MBA REQUIRED COURSES (6 courses)		**24**	**24**
AC501	Managerial Accounting	4	4
BU505	Organizational Behavior	4	4
BU506	Management Decisions	4	4
BU508	Technology and Operations Management	4	4
FI500	Managerial Finance	4	4
MK501	Marketing	4	4
MAJOR COURSES (4 courses)		**16**	**16**
FI502	International Finance	4	4
MK503	International Marketing	4	4
MK530	International Trade	4	4
BU590	International Business Seminar	4	4
ELECTIVE COURSES (5 courses)		**20**	**20**
Elect five	Refer to MBA Elective Course List		
TOTAL GRADUATION REQUIREMENT UNITS		**76**	**60**
2 (BU555)	Practical Training (A & B)		4
TOTAL GRADUATION REQUIREMENT UNITS			**64**

MBA Concentration in Management of Information Technology

The MBA program with a concentration in Management of Information Technology provides graduate students with the advanced knowledge and skills necessary to assume and discharge the duties and responsibilities of managers in high technology industries. Students must take the following:

		UNITS	
PRE-PROGRAM COURSES (5 courses) Pre-program courses are required for non-business undergraduate majors or those students with insufficient background in accounting, economics, and business management.		20	N/A
Elect one	AC102A General Accounting 1 AC202A Intermediate Accounting 1	4 4	
Elect one	BU200 Principles of Management BU250 Small Business Management BU450 Personnel Management	4 4 4	
EC201	Microeconomics	4	
EC202	Macroeconomics	4	
Elect one	IS100 Intro. to Computer Information Systems IS230 Introduction to e-Commerce	4 4	
MBA REQUIRED COURSES (6 courses)		24	24
AC501	Managerial Accounting	4	4
BU505	Organizational Behavior	4	4
BU506	Management Decisions	4	4
BU508	Technology and Operations Management	4	4
FI500	Managerial Finance	4	4
MK501	Marketing	4	4
MAJOR COURSES (4 courses)		16	16
IS505	Computer Information Systems	4	4
IS530	Advanced e-commerce	4	4
IS540	Advanced Internet Programming 1	4	4
IS550	Computer Database Applications	4	4
ELECTIVE COURSES (5 courses)		20	20
Elect five	Refer to MBA Elective Course List		
TOTAL GRADUATION REQUIREMENT UNITS		80	60

MBA Concentration in Real Estate Management

The MBA program with a concentration in Real Estate Management prepares graduate students for the real estate profession, including residential sales, commercial transactions, property management, property appraisals, and property development. Students must take the following:

		UNITS	
PRE-PROGRAM COURSES (4 courses) Pre-program courses are required for non-business undergraduate majors or those students with insufficient background in accounting, economics, and business management.		16	N/A
Elect one	AC102A General Accounting 1 AC202A Intermediate Accounting 1	4 4	
Elect one	BU200 Principles of Management BU250 Small Business Management BU450 Personnel Management	4 4 4	
EC201	Microeconomics	4	
EC202	Macroeconomics	4	
MBA REQUIRED COURSES (6 courses)		**24**	**24**
AC501	Managerial Accounting	4	4
BU505	Organizational Behavior	4	4
BU506	Management Decisions	4	4
BU508	Technology and Operations Management	4	4
FI500	Managerial Finance	4	4
MK501	Marketing	4	4
MAJOR COURSES (4 courses)		**16**	**16**
RE500	Real Estate Principles	4	4
RE501	Legal Aspects of Real Estate	4	4
RE502	Real Estate Practice	4	4
RE503	Real Estate Finance	4	4
ELECTIVE COURSES (5 courses)		**20**	**20**
Elect five	Refer to MBA Elective Course List		
TOTAL GRADUATION REQUIREMENT UNITS		**76**	**60**

MBA Concentration in Beauty Management

The MBA program with a concentration in Beauty Management is a field of study which is critical to adapting to new marketplace environments and enhancing cultural competitiveness. In the past decades there has been a strong demand for beauty experts who are capable of making use of integrated knowledge (science and art) with extensive knowledge in beauty.

The Department of Beauty Management aims to develop 'beauty design' into a field of study, which makes a large contribution to society. Students are prepared for employment opportunities into various fields within the beauty profession. With great vision to nurture competent beauty experts and global beauty leaders who have creative and logical thinking, integrated communication and problem-solving skills, the program presents a professional and systematic curriculum. Students must take the following:

		UNITS	
PRE-PROGRAM COURSES (4 courses) Pre-program courses are required for non-business undergraduate majors or those students with insufficient background in accounting, economics, and business management.		**16**	**N/A**
Elect one	AC102A General Accounting 1	4	
	AC202A Intermediate Accounting 1	4	
Elect one	BU200 Principles of Management	4	
	BU250 Small Business Management	4	
	BU450 Personnel Management	4	
EC201	Microeconomics	4	
EC202	Macroeconomics	4	
M.B.A. REQUIRED COURSES (6 courses)		**24**	**24**
AC501	Managerial Accounting	4	4
BU505	Organizational Behavior	4	4
BU506	Management Decisions	4	4
BU508	Technology and Operations Management	4	4
FI500	Managerial Finance	4	4
MK501	Marketing	4	4
MAJOR COURSES (4 courses)		**16**	**16**
BM510	Beauty Counseling and Customer Management	4	4
BM511	Study of Beauty Culture	4	4
BM585	Thesis Methodology in Beauty Mgnt	4	4
BM590	Seminar on Beauty Design	4	4
ELECTIVE COURSES (5 courses)		**20**	**20**
Elect five	Refer to MBA Elective Course List		
TOTAL GRADUATION REQUIREMENT UNITS		**76**	**60**

MBA Elective Course List

Student may choose any appropriate computer science, information systems, or business related courses.

MBA ELECTIVE COURSES		UNITS
AC503A	Financial Accounting & Reporting 1	4
AC503B	Financial Accounting & Reporting 2	4
AC520	Public Accounting	4
AC530	Advanced Tax Accounting	4
AC565	Computers in Accounting	4
AC580	Government and Non-Profit Accounting	4
BL501	Contract Law	4
BL505	Law in International Business	4
BM522*	Study of Beauty Color Design	4
BM525*	Study on Hair Coloring	4
BM532*	Makeup with Special Effects	4
BM533*	Scalp and Hair Management	4
BM538*	Study of Skin Analysis	4
BM540*	Body Art Workshop	4
BM555	Practical Training in Beauty Management	2
BM580*	Seminar on Creative Hair Design	4
BU501	Industrial Management	4
BU502	Quality Management	4
BU507	Operations Analysis	4
BU511	International Comparative Management	4
BU512	Asian Trade Development	4
BU521	Human Resource Management	4
BU550	Business Ethics	4
BU555	Practical Training in Business & Management	2
BU560	Research Methods	4
BU590	International Business Seminar	4
BU599	Special Topics in Business and Management	4
CS598	Special Topics in Computer Science	4
EC512	International Economic Development	4
FI502	International Finance	4
FI510	International Investment	4
FI515	International Trade and Finance	4
FI585	Financial Institutions and Markets	4
FI590	Business Finance Seminar	4
**available only to Beauty Management students*		

__MBA Elective Course List (Continued)__

MBA ELECTIVE COURSES		UNITS
MK503	International Marketing	4
MK515	International Marketing Research	4
MK520	Consumer Behavior	4
MK530	International Trade	4
MK531	International Advertising	4
MK599	Special Topics in Marketing and Business	4
RE500	Real Estate Principles	4
RE501	Legal Aspects of Real Estate	4
RE502	Real Estate Practice	4
RE503	Real Estate Finance	4
RE504	Real Estate Economics	4
RE505	Real Estate Appraisal	4
RE506	Property Management	4
RE507	Escrows and Title Insurance	4
RE508	Real Estate Office Administration	4
RE509	Real Estate Business Law	4
Student may choose any appropriate computer science, information systems, or business related courses in addition to this list.		

MASTER OF SCIENCE IN COMPUTER SCIENCE (MSCS) and MASTER OF SCIENCE IN INFORMATION SYSTEMS (MSIS)

Program Objective

The Master of Science in Computer Science (MSCS) and the Master of Science in Information Systems (MSIS) programs present advanced information on computer information systems, computer programming languages, Internet programming languages, software engineering, computer database applications, computer networks, e-commerce and artificial intelligence. Graduates are in great demand by high tech companies and by firms needing to realign their programs and operations to meet the challenges of new technologies.

Graduation Requirements

The MSCS and MSIS degrees are conferred upon satisfactory completion of sixty-four (64) quarter units or fifty-six (56) quarter units for students who fulfilled Pre-program requirements. The GPA for the degrees must be 3.00 (B) or better, with no grade below B in the major field.

Graduation requirements are summarized as follows:

Description	MSCS / MSIS With Pre-program Courses	MSCS / MSIS Without Pre-program Courses
Pre-program Courses	8 units	N/A
M.S. Required Courses	24 units	24 units
Major Courses	16 units	16 units
Electives	16 units	16 units
TOTAL	**64 units**	**56 units**

M.S. Length of Program

Approximate length of time is **TWO 1/2 (2.5) years**

Program weeks = **88**

Number of qtrs. = **8**

Master of Science in Computer Science (MSCS)

The MSCS program is designed to prepare the graduate student with the skills, knowledge, and creativity to provide the technical leadership required to solve industrial, community, regional, national, and global problems through applied research projects. Students must take the following:

		UNITS	
PRE-PROGRAM COURSES **(2 courses)**			
Pre-program courses are required for non-computer science or non-information systems undergraduate majors or those students with insufficient background in computer programming.		8	N/A
Elect two	CS110 Computer Programming 1	4	
	CS120 Computer Programming 2	4	
	CS220 Computer Org & Language Program	4	
	CS305 Object Oriented Programming	4	
	CS300 Computer Data Structure	4	
	IS100 Intro. to Computer Information Systems	4	
	IS230 Introduction to e-Commerce	4	
M.S. REQUIRED COURSES (6 courses)		**24**	**24**
CS500	Advanced Computer Operating Systems	4	4
CS503	Theory of Computation	4	4
CS508	Programming Languages	4	4
CS509	Design and Analysis of Algorithms	4	4
IS505	Computer Information Systems	4	4
IS540	Advanced Internet Programming 1	4	4
MAJOR COURSES (4 courses)		**16**	**16**
CS514	Software Engineering	4	4
CS516	Computer Networks	4	4
CS540	Computer Database Management	4	4
CS599	Computer Science Design Project (CAPSTONE)	4	4
ELECTIVE COURSES (4 courses)		**16**	**16**
Elect four	Refer to MSCS Elective Course List		
TOTAL GRADUATION REQUIREMENT UNITS		**64**	**56**

Master of Science in Information Systems (MSIS)

The MSIS program is designed to prepare the graduate student in the practical and theoretical aspects of information systems, with emphasis on development of business applications, management of business information systems software, and applied research projects. Students must take the following:

		UNITS	
PRE-PROGRAM COURSES **(2 courses)** Pre-program courses are required for non-computer science or non-information systems undergraduate majors or those students with insufficient background in computer programming.		8	N/A
Elect two	CS110 Computer Programming 1 CS120 Computer Programming 2 CS220 Computer Org & Language Program CS305 Object Oriented Programming CS300 Computer Data Structure IS100 Intro. to Computer Information Systems IS230 Introduction to e-Commerce	4 4 4 4 4 4 4	
M.S. REQUIRED COURSES (6 courses)		**24**	**24**
CS500	Advanced Computer Operating Systems	4	4
CS503	Theory of Computation	4	4
CS508	Programming Languages	4	4
CS509	Design and Analysis of Algorithms	4	4
IS505	Computer Information Systems	4	4
IS540	Advanced Internet Programming 1	4	4
MAJOR COURSES (4 courses)		**16**	**16**
IS530	Advanced e-Commerce	4	4
IS545	Advanced Internet Programming 2	4	4
IS550	Computer Database Applications	4	4
IS599	Information Systems Design Project (CAPSTONE)	4	4
ELECTIVE COURSES (4 courses)		**16**	**16**
Elect four	Refer to MSCS Elective Course List		
TOTAL GRADUATION REQUIREMENT UNITS		**64**	**56**

MSCS and MSIS Elective Course List

Student may choose any appropriate computer science, information systems, or business related courses, but most especially:

M.S. ELECTIVE COURSES		UNITS
BU506	Management Decisions	4
BU507	Operations Analysis	4
BU560	Research Methods	4
BU599	Special Topics in Business and Mgnt	4
CS506	Advanced Artificial Intelligence	4
CS510	Compiler Design for Digital Computers	4
CS513	Expert Systems	4
CS514	Software Engineering	4
CS516	Computer Networks	4
CS520	Automata Theory, Language, and Computation	4
CS521	Multilingual Programming	4
CS540	Computer Database Management	4
CS555	Practical Training in Computer Science & Programming	2
CS565	Computer Graphics	4
CS598	Special Topics in Computer Science	4
IS530	Advanced e-Commerce	4
IS545	Advanced Internet Programming 2	4
IS550	Computer Database Applications	4
Student may choose any appropriate computer science course, information systems, or business related courses in addition to this list.		

SECTION NINE
NON-DEGREE COURSES OF STUDY

ACCOUNTING CERTIFICATE PROGRAM (ACP)
ACP IS NOT CURRENTLY BEING OFFERED.

The Accounting Certificate Program consists of eighteen (18) courses, the content of which will help candidates prepare for the Uniform CPA (Certified Public Accountant) Examination. This examination is based primarily on the results of periodic studies of public accounting practice and the evaluations of CPA practitioners and educators.

The content of each examination section is described in a combination of narrative and outline forms known as "content specifications." The content specifications provide the framework or "blueprint" for testing knowledge and skills on the Uniform CPA Examination.

The specific areas tested include: Financial Accounting & Reporting; Regulations; Auditing & Attestation; and Business Environment & Concepts. Specific Data relating to test construction and emphasis will be presented in the classes.
Certain courses may be available bilingually in Chinese and English.

AICPA Exam Subject	PSU Accounting Courses
FAR **(Financial Accounting & Reporting)**	• General Accounting 1 • General Accounting 2 • Intermediate Accounting (Assets) • Intermediate Accounting (Liabilities) • Intermediate Accounting (Equity and Income Statement) • Advanced Accounting Theory • Government & Non-profit Accounting • Computer Applications in Accounting
REG **(Regulation)**	• Commercial Law • Corporate Law • Personal Tax Accounting • Corporate Tax Accounting
BEC **(Business Environment & Concepts)**	• Financial Management • Introduction of Computer Information Systems • Macroeconomics • Managerial Accounting
AUD **(Auditing & Attestation)**	• Auditing 1 • Auditing 2

ENGLISH AS A SECOND LANGUAGE (ESL) COURSE OF STUDY

ESL IS NOT CURRENTLY BEING OFFERED AT PSU.

The ESL curriculum is an intensive year-round language learning program with quality instruction in the English language aimed at developing one's English fluency and acquisition of language, academic skills, and the cultural understanding for scholarly, personal, and/or professional purposes. The ESL program consists of non-credit courses offered year-round: ten week sessions in the fall, winter, spring, and summer quarters. Courses at beginning, intermediate, and advanced levels are 18 hours per week. Integrated skills in listening, speaking, reading, and writing are taught in each level:

EN001 Beginning Level in English as a Second Language.
EN002 Intermediate Level in English as a Second Language
EN003 Advanced Level in English as a Second Language

Courses in English for specific purposes and preparation courses for English language tests, including the Test of English as a Foreign Language (TOEFL) and the International English Language Testing System (IELTS), are also offered:

EN004A/B Preparation for English Language Exams
EN005A/B Business English

All ESL courses are taught by educated and experienced instructors using innovative techniques customized to the various learning styles and needs of our students. This special curriculum presents students with a learning experience that is enhanced by field trips, research projects using our library, internet access in the language laboratory and classroom, and exchanges with PSU's international student body.

Enrollment

Students will register in the appropriate class based on the level designated by the placement exam and/or the instructor. Levels may be combined, if there is low enrollment and minimum class size is not met.

Assessment

Language evaluation (placement test) will be given to new students on the first day of school. Students will be promoted to the next level with a grade C or better and/or approval of instructor.

Grading & Attendance

ESL classes are non-credit courses but must be taken for a letter grade. ESL classes may not be taken for CR/NC. Students must attend class on a regular basis, unless otherwise previously arranged with the instructor. ESL students must maintain an acceptable rate of at least 90% good attendance. Assessment, progress, and letter grades will be given based on examination given by the class instructor.

SECTION TEN: COURSE DESCRIPTIONS

UNDERGRADUATE LEVEL COURSES

<u>Accounting</u>

AC102A General Accounting 1   **4 units**

> This course examines accounting principles and practices essential to the administration of a business enterprise: the measurement, valuation, and accumulation of data, the analyzing and recording of financial transactions, and the preparation of financial statements.

AC102B General Accounting 2   **4 units**

> Pre-program: AC102A

> This course covers fundamentals of accounting theory and advanced practice; accounting as a financial tool to serve the individual, the business entities (entrepreneurships, partnerships and corporations) and the broader disciplines of law, government, and economics. Use of accounting data for budgeting, cost control, pricing, evaluation of performance, and general decision making.

AC202A Intermediate Accounting 1   **4 units**

> Pre-program: AC102B or Approval of the Instructor

> This course examines the accounting process and financial statements of the procedures involved in financial statement presentation as well as the underlying theory and a detailed study of current assets and current liabilities.

AC202B Intermediate Accounting 2   **4 units**

> Pre-program: AC202A

> This course is a continuation of the examination of the accounting process with emphasis on non-current assets and liabilities including pensions and leases.

AC202C Intermediate Accounting 3   **4 units**

Pre-program: AC202B

This course is a continuation of the examination of the accounting process with emphasis upon equity accounts of corporations and partnerships; introduction to corporate taxation, nonprofit accounting and other special topics.

AC300 Managerial Accounting   **4 units**

Pre-program: AC102B or Approval of the Instructor

This course covers the use of accounting data for budgeting, cost control, pricing, evaluation of performance, and general decision-making.

AC365 Computer Applications in Accounting   **4 units**

Pre-program: AC102A or Approval of the Instructor

This course is a study of computer accounting systems and their applications. The topics include accounting cycle, merchandising operations, journals, financial statements, vouchers, departmentalized accounting, partnerships and corporations, financial statement analysis, fixed assets and depreciation, inventory, payroll, and setup of an integrated accounting system.

AC405 Advanced Accounting Theory   **4 units**

Pre-program: AC202C or Approval of the Instructor

This course is an in-depth study of accounting problems and solutions to partnerships, joint ventures, receiverships, bankruptcies, and estate liquidations. This includes a detailed review of consolidations, mergers, branch accounting, and preparation of consolidation statements.

AC420A Auditing 1   **4 units**

Pre-program: AC102B or Approval of the Instructor

This course covers auditing principles and audit techniques. This includes the concepts and practices involved in financial and operational auditing, with emphasis on internal control and auditing by the independent Certified Public Accountant.

AC420B Auditing 2   **4 units**

Pre-program: AC420A

This course is a continuation of Auditing 1 (AC420A), focusing on auditing procedures. This includes current problems in auditing, with emphasis on the preparation of audit work papers and application of statistical sampling to auditing.

AC430A Income Tax Accounting 1   **4 units**

This course covers a comprehensive review of state and federal regulations and their applications to an individual income tax return. This includes statutes, regulations, administrative rulings, and court decisions relating to federal and state income taxes of individuals.

AC430B Income Tax Accounting 2   **4 units**

Pre-program: AC430A or Approval of the Instructor

This course covers state and federal regulations with emphasis on statutes, regulations, administrative rulings, and court decisions relating to federal and state income taxes of partnerships and corporations; procedural problems, tax management and planning.

AC480 Government and Non-profit Accounting   **4 units**

Pre-program: AC102B or Approval of the Instructor

This course covers core principles and practices of government and nonprofit accounting; the accounting requirements / practices of specific types of government and nonprofit organizations, including hospitals, colleges and universities, and health and welfare organizations; applying generally accepted standards and principles; and financial statements, audit guides.

Biology

BI101 General Biology   **4 units**

This course covers general principles, morphology, physiology, taxonomy, and ecology of organisms in animals and plants. The course involves demonstration experiments and student projects.

Business

BU225 Business Graphics   **4 units**

This course covers the use of charts, graphs, and other visual presentations appropriate to the business setting. Student presentations are required.

BU200 Principles of Management   **4 units**

This course covers management in today's complex industrial and social world. New research findings and new theories related to the total management process, structural design of the organization, human factors in organizing, elements of decision-making, and decision-making in an enterprise are also discussed. Topics such as motivation, leadership principles and techniques, measurement of performance, controlling social responsibility in management, ethics, conflict resolution, and techniques of global managers are covered.

BU250 Small Business Management   **4 units**

This course covers about new businesses: how to start one and how to make it profitable. Topics include the problems of financing, office management, inventory control, marketing and growth. Student projects include developing practical "hands on" models.

BU299 Special Topics in Business (A,B,C)   **4 units**

This elective course offers an in-depth examination of a specialized area of study focusing on current trends and topics within the academic discipline of the business. As a seminar, students will engage in special projects and research under the guidance of expert faculty.

BU331 Labor Relations   **4 units**

This course studies union organizing, arbitration methods, union negotiations, grievances, the National Labor Relations Board (NLRB) and fair labor practices; improvement of productivity, Equal Employment Opportunity and Affirmative Action programs; individual career planning, defining of career opportunities; and an overview of managerial concerns and practices.

BU333 Practical Training in Business (A,B,C)   **2 units**

A practical training course for business students at the undergraduate level. It allows students to gain practical work experience in their field of study. The externship is located off-campus, but under supervision of a PSU Department Chair.

BU335 Supervision Techniques   **4 units**

This course is designed to develop leadership ability for supervisory positions in business and industry. Topics such as methods of training employees, employee rating, improving quality of production, improving personal leadership, interpreting organization policies, and maximizing results through the efforts of others are included.

BU340 Advertising   **4 units**

This course covers the "art" of persuading on a mass scale; how to identify the target market and bring into force the proper advertising channel. The course studies newspaper, magazine, outdoor, radio, and television marketing; composing the correct "copy"; and use of "charged" words and authority symbols.

BU350 Finance   **4 units**

Pre-program: AC102A or Approval of the Instructor

This course examines the concepts, practices, techniques, and policies of financial decision making for effective and efficient management of the firm. The central focus of this course is the role of the financial manager in maximizing the value of the firm. The topics include defining financial management, the goals of the corporation financial statements, and cash flows; interest rates, the determinants of market interest rates, and the term structure of interest rates; examination of financial data and future needs; time value of money; and the process of capital budgeting.

BU370 Business and Economics Statistics   **4 units**

Pre-program: MA101A or Approval of the Instructor

This course studies business statistics covering descriptive statistics, probability theory, decision theory, regression and correlation, and applications.

BU380 Business Research Methods   **4 units**

Pre-program: EN220 or Approval of the Instructor

This course is designed to provide the knowledge and skills required for students to plan and complete a review of literature in an area of interest. Research methods encompass the use of computer technology and library skills to locate relevant research and literature and the mechanics of APA style of scientific writing. Independent student research project as culminating activity is required.

BU410 Credit Management   **4 units**

Pre-program: Approval of the Instructor

This course reviews the creditor and borrower functions, with the goal of gaining a greater return on investments and operating a more profitable enterprise. Applications to both consumer and commercial credit are covered. Other topics such as profiles of consumers and business establishments to assure the meeting of payment agreements; data sources about consumers and companies; methods for analyzing data as to credit worthiness and the collection process are included.

BU420 Financial Management   **4 units**

Pre-program: BU350 or Approval of the Instructor

This course emphasizes four major areas: 1) working capital management which includes management of the short-term assets and liabilities; 2) capital budgeting which includes the process of analyzing and planning long-term capital projects and opportunities as acceptable investments; 3) strategic long-term financing decisions which includes the selection, issuance, and management of long-term sources of equity and debt capital by the firm; and 4) capital structure which includes the determination of proportion of debt and equity necessary for maximum financial health and long-term survival and competitiveness.

BU425   Money and Banking   **4 units**

Prer-program: BU350 or Approval of the Instructor

This course covers the behavior of money affecting national and international economies: understanding the role of financial institutions and the working of financial markets; the role of the commercial banking system and bank management; central banking operations; and monetary policy tools. Other topics are the U.S. and international monetary policies and relations; money and banking within broad economic and social contexts as determinants in the economy.

BU445   Government Regulations in Business   **4 units**

Pre-program: BU300 or Approval of the Instructor

This course studies the burgeoning growth of governmental regulations and their effects on both foreign and domestic business.

BU450   Personnel Management   **4 units**

Pre-program: Approval of the Instructor

This course introduces personnel management; current managerial concepts; line and staff relationships; management development; attitudes and behaviors; communications; motivation; situation thinking; labor relations; and the future for personnel administration.

BU460   Business Forecasting   **4 units**

Pre-program: Approval of the Instructor

This course covers the interaction between internal and external forces that alter short-term and long-term planning for domestic and international business: sales, costs, production, technology, finance, and manpower. Student project of preparation of a 5-year plan is required.

BU490   Business Policy   **4 units**

Pre-program: Approval of the Instructor

This course discusses the functions and responsibilities of middle and upper management and the problems which affect the character and success of the total enterprise: the importance of the president's job and the concept of corporate strategy; and the problem of choosing goals and organizing and managing to commit critical resources to those goals. Case studies are analyzed.

Business Law

BL101 Business Law 1   **4 units**

This basic field of study includes contracts, sales, introduction to the Uniform Commercial Code, product liability, warranties, and commercial paper.

BL201 Business Law 2   **4 units**

Pre-program: BL101 or Approval of the Instructor

This basic field of study includes corporate law, agency and partnership, real and personal property, security transactions, wills and trusts, and insurance.

Computer Science

CS110 Computer Programming 1   **4 units**
W/lab

This course introduces computer programming using object-oriented programming languages, primarily C++/Java. The course emphasizes basics of good programming techniques and style through extensive practice in writing, running, debugging programs. Brief overview of input/output operations, basic arithmetic operations, accumulating and printing totals, comparing, array processing, searching and sorting, string processing, file processing, and report generating are discussed. Thirty (30) contact hours are lecture and twenty (20) contact hours are laboratory study.

CS120 Computer Programming 2   **4 units**
W/lab

Pre-program: CS110 or Approval of the Instructor

This course covers advanced topics for logical problem solving, computer language programming and data structure. There is an emphasis on linked data structures, recursion list and file processing, dynamic data structures, and writing and running programs. Thirty (30) contact hours are lecture and twenty (20) contact hours are laboratory study.

CS198 Special Topics in Computer Science (A, B, C)   **4 units**

This elective course offers an in-depth examination of a specialized area of study focusing on current trends and topics within the academic discipline of the computer sciences. As a seminar, students will engage in special projects and research under the guidance of expert faculty.

CS200 Programming Language Structures   **4 units**

Pre-program: CS110 or Approval of the Instructor

This course puts emphasis on computer programming systems, information structures, data representations and applications, and non-numerical programming assignments in several different computer languages.

CS220 Computer Organization and
W/lab   Assembly Language Programming   **4 units**

Pre-program: CS110 or Approval of the Instructor

This course examines the basic computer organization of the microcomputer and its assembly programming language. Assembly fundamentals, Macro Assembler, DEBUG, I/O services, numeric processing and conversion, string processing, Macro Library, and Macro structures will be covered. Thirty (30) contact hours are lecture and twenty (20) contact hours are laboratory study.

CS300 Computer Data Structures   **4 units**

Pre-program: CS200 or Approval of the Instructor

This course uses an object-oriented approach to data structures and algorithms. The study of computer data structures such as stacks and queries, sequential location, link allocation, circular lists, doubly linked lists, arrays and orthogonal lists, binary and other trees, sorting techniques, multilinked structures, dynamic storage allocation. Hardware and software aspects of data processing: processors, storage devices, communications, file I/O control.

CS305 Object Oriented Programming   **4 units**
W/lab

Pre-program: CS120 or Approval of the Instructor

This course introduces principles of object oriented design and programming including the role of objects, methods, message passing encapsulation, classes and inheritance. The knowledge of C++ or Java language is recommended. Thirty (30) contact hours are lecture and twenty (20) contact hours are laboratory study.

CS320 Fundamentals of Embedded System   **4 units**

Pre-program: CS220 or Approval of the Instructor

This course studies the concepts related to embedded system and their software. It introduces theories behind the real time multitasking operating system. The course explores concurrent programming techniques, such as interrupt handling, inter-process communication, buffer management, polling and time outs.

CS333 Practical Training in Computer Science (A,B,C)   **2 units**

A practical training course for business students at the undergraduate level. It allows students to gain practical work experience in their field of study. The externship is located off-campus, but under supervision of a PSU Department Chair.

CS400 Computer System Architecture   **4 units**

Pre-program: CS200 or Approval of the Instructor

This course studies computer system components: the CPU, memory, and I/O; analytical modeling techniques to allow comparative evaluation of architectures; parallelism and supercomputers. Topics such as Boolean algebra, combinational and sequential circuits, computer arithmetic, integrated circuits, and control processors are included.

CS410 Computer System Programming 4 units

Pre-program: CS400 or Approval of the Instructor

This course studies concepts of system design and implementation, programming methodology, loaders, macros and compilers, data structures, storage classes, input/output programming, and device management.

CS420 Theory of Computation 4 units

Pre-program: Approval of the Instructor

This course examines the fundamental capabilities and limitations of computers. Topics covered include finite automata, context-free grammars, push-down automata, Turing machines, decidable and undecidable problems. Basic notions of computational complexity are also introduced.

CS430 Introduction to Artificial Intelligence. 4 units

Pre-program: CS420

This course introduces different means of knowledge representation and its application. The course studies artificial intelligence topics including predicate logic, semantic nets, procedural representations, natural language grammars, and search trees.

CS440 Introduction to Computer Security 4 units

This course introduces to basic concepts of information security necessary to understand risks and mitigation associated with protection of systems and data. Topics include security models and architecture, security threats and risk analysis, access control and authentication/authorization, cryptography, network security, secure application design, and ethics and law.

CS450 System Development and Analysis   **4 units**

Pre-program: CS300 or Approval of the Instructor

This course covers concepts of systems development, development cycle, and designs to guide students in the analysis of business processing, implementation systems, construction of models, document system information, and the use of tools for system design and data flow.

CS460 Applied Numerical Methods   **4 units**

Pre-program: MA311 and CS110

This course applies numerical methods for digital computers in the solution of scientific problems. The study of programming languages, numerical approaches to advanced mathematics, and applications. The aim is to give students both a basic understanding of floating-point arithmetic and the methods used to solve numerical problems as well as a familiarity with the types of subroutines found in typical software packages.

CS485 Operating Systems Concept   **4 units**

Pre Pre-program: CS220 or Approval of the Instructor

This course studies the topics related to the modern computer operating system, including interrupt of event driven systems, multi-tasking, memory management and input-output. It emphasizes some of the simple algorithms used in common problems encountered such as deadlocks, queuing and multiple accesses to data.

CS497 Senior Design Project   **4 units**

Pre-program: Approval of the Instructor

This course requires an experimental investigation of a proposed project. Student project: technical proposal, including cost and schedule, building and testing, and documented results and recommendations in a final report.

Earth Science

ES101 Earth Sciences   **4 units**

This course surveys basic sciences that relate to life on earth. Focus on chemical applications in the business world, the utilization of physics in the establishment of innovations, and the study of generic and micro biotic research in an effort to promote health. Environmental problems are a major topic.

Economics

EC201 Microeconomics   **4 units**

This course studies the behavior of firms and consumers, functions of the price system, competition and monopoly, labor markets, poverty, and government regulation.

EC202 Macroeconomics   **4 units**

This course studies the economy as a whole or a large segment of it. Concepts include: levels of employment, rate of inflation, monetary and fiscal policies, national output of goods and services, globalization, and international trade.

English

EN200 Composition   **4 units**

This course offers practice in narrative composition, with stress on organization, continuity, logic, argument, and total impact.

EN210 Communication Arts   **4 units**

This course studies the communication process, with emphasis on business writing. This class is a theoretical as well as a practical approach to the problems of business communications. Course projects include extensive report writing, letter writing, resume preparation, report presentation, and conference techniques.

EN220 Research Methods and Bibliography   **4 units**

Pre-program: EN200 or Approval of the Instructor

This course teaches the use of the library resources and, research strategies for term papers and presentations, language structure, and documentation.

EN230 Oral Communication   **4 units**

This course teaches diction, pronunciation, interpretation, projection, organization, and presentation of speeches of varying lengths. Assigned topics: extemporaneous speaking, elementary debate, and panel participation.

EN250 World Literature   **4 units**

This course covers readings and analysis of representative short stories, plays, poetry, and essays. Emphasis on Greek origins and their relation to the development of literature in the Western world. Application of social principles in modern life. Supervised practice in writing.

EN260 American Literature   **4 units**

This course reviews selections of American writing: essays, letters, plays, speeches, and novels. Emphasis on prominent, representative writers such as Emerson, Hawthorne, Dickenson, Twain, Updike, and Miller. Supervised practice in writing.

EN280 Asian Literature   **4 units**

This course looks at a general survey of key works and how they reflect the cultures represented. Emphasis on the writings of Ramayana, Taoist authors, Musashi, and authors of the Tokugawa Period. Course builds appreciation for Asian literary works and provides intellectual awareness of Asia's contemporary cultural aspects as seen through the eyes of leading authors.

EN350 Technical Writing   **4 units**

Pre-program: EN200

This course covers the writing of proposals, progress reports, project reports (specifications), and other technical papers. Topics: language, format, use of graphics and statistics, and presentation.

History

HS100   Introduction to Art History   **4 units**

This course studies the development of Western art from the 19th century to the present day. Students will develop an understanding of critical stylistic periods, including Impressionism, Post-Impressionism, Modernism and more recent movements such as Abstract Expressionism, Pop Art, and Minimalism. This course is also an introduction to the field of art history, helping to develop vocabulary, analytical thinking skills and an appreciation for artists and their artworks.

HS130A United States History   **4 units**

This course covers the development of the U.S. from the earliest colonial settlements through present times. Selected themes and topics are discussed.

HS199 Special Topics in History   **4 units**

This elective course offers an in-depth examination of a specialized area of study focusing on current trends and topics within the academic discipline of the history. As a seminar, students will engage in special projects and research under the guidance of expert faculty.

HS200 Western Civilization   **4 units**

This course covers the social, political, religious, and technical development of Western civilization. Prehistory to the present, selected themes, and topics are covered.

HS220 Non-Western Civilization   **4 units**

This course is an overview of the trends in the non-Western world, 800 B.C. to present. Selected themes and topics: the Neolithic revolution; River Valley civilizations; Egypt, Mesopotamia, India, China; empires and civilizations; Sung China, Japan, West Africa, Byzantium, Abbasid Iraq and Islamic Spain, Aztecs and Incas; and Eurasian migrations.

Information Systems

IS100 Introduction to Computer Information Systems   **4 units**

This course introduces the theory, tools and techniques of computer information systems.   Topics include theory of computer information systems and organizations, structured analysis and design, user interface design.

IS200 Internet Technologies   **4 units**

Explore current internet technologies, blogs, wikis, sharing of video, photos, and music, e-commerce, social networking, gaming, and virtual environments. Examine their social implications at the individual, group, and societal level. Issues include privacy, trust, identity, reputation, governance, copyright, and malicious behavior.

IS230 Introduction to e-Commerce   **4 units**

This course examines the principles of electronic commerce and business transactions on the Internet based on emerging digital communications and networking technologies.

IS240 Internet Programming Languages   **4 units**

This course is an introduction to Internet languages: Hypertext Mark-Up Language (HTML) and JAVA.   Basic concepts of object-oriented programming Internet languages are covered.

IS250 Database Management   **4 units**

This course makes an introduction to database (file management) on the microcomputer. Detailed study of database management approaches, comparative study of commercially available database management systems, entity-relationship model, relational databases, query languages, and database design methodologies are studied.

IS310   Introduction to Computer Networks **4**

This course examines computer networking and the Internet. Discussion of how computers communicate, how the Internet works, and basic Internet capabilities are conducted. Data communications concepts, hardware, and software are introduced. Including both wide, local area networking, and TCP/IP concepts are also discussed.

IS320 Computer Technology and Applications **4 units**

This is an overview of computer systems and it covers hardware components, application software and relevant jargon. Operating systems, word processing, spreadsheet and presentation software are demonstrated. Computer program languages used in business computations are also examined.

IS340 Internet Design for e-Commerce **4 units**

This course covers issues in application design specific to Internet hardware, software, and user for e-Commerce. Students will develop a variety of projects. Topics range from HTML integration to client server and database applications are discussed.

IS345 Internet Programming 1 **4 units**
W/lab

This course familiarizes students with the many data sources provided by the Internet, produced and designed for and by the business community. This course teaches how to create web pages using Internet languages: Hypertext Mark-Up Language (HTML). The course covers basic concepts of object-oriented programming Internet languages. The awareness of potential legal and confidentiality issues are also discussed. Thirty (30) contact hours are lecture and twenty (20) contact hours are laboratory study.

IS350 Programming with Mobile Applications **4 units**

Pre-program: CS120 or Approval of the Instructor

This course introduces the basics of the mobile application development on the popular platforms currently available.

IS400 e-Commerce Marketing   **4 units**

Pre-program: IS230 or Approval of the Instructor

This course looks at the aspects of Web marketing and selling on the Web. Topics: traditional and online methods for promoting Web business/site, search engines, e-mail lists, banner ads, customer service on the Web, security on the Web, e-commerce terminology, and merchant accounts. Successful companies using e-commerce today and the future of e-commerce and emerging marketing trends are discussed.

IS445   Internet Programming 2   **4 units**
W/lab

Pre-program: IS345

This course teaches how to create web pages using JAVA classes and run on the World Wide Web. Use of JAVA to create web programs. Comparison of JAVA with PERL and C++ is also discussed. Thirty (30) contact hours are lecture and twenty (20) contact hours are laboratory study.

Marketing

MK200 Principles of Marketing   **4 units**

This course teaches marketing a product or service in order to achieve a competitive edge commensurate with profit. The course focuses on research, product promotion, effective distribution, advertising, and direct mail.

MK299 Special Topics in Marketing   **4 units**

This elective course offers an in-depth examination of a specialized area of study focusing on current trends and topics within the academic discipline of marketing and business. As a seminar, students will engage in special projects and research under the guidance of expert faculty.

MK366 Sales and Salesmanship   **4 units**

This course is designed to define and explain "selling." Topics covered include attributes of good salespersons, the five phases that make up a sale, steps in effective prospecting, methods for preparing for a sales presentation, steps to making a sale, importance of post-sale service and follow-up. Sales techniques are demonstrated in class.

Mathematics

MA101A College Algebra and Trigonometry   **4 units**

This course introduces basic concepts of algebra, equations, inequalities, functions and graphs, exponential and logarithmic functions, circular functions, trigonometric functions, systems of equations, complex numbers, polynomials, and sequences. Required for Computer Science students who have not taken high school algebra and trigonometry.

MA231 Calculus 1   **4 units**

Pre-program: MA101A or Approval of the Instructor

This course studies differential calculus integrated with elementary concepts of plane analytic geometry. Topics include rectangular coordinates, slope and equations of a straight line, slope of a curve, derivative of a function, limits, derivatives of algebraic functions, chain rule, maxima and minima, mean value theorem, introduction to integration, indefinite integral, areas by calculus, differentiation and integration of sine and cosine, and trapezoidal rule.

MA232 Calculus 2   **4 units**

Pre-program: MA231

This course deals with application of topics in analytic geometry, exponential and logarithmic functions, limits, derivative and integral of trigonometric functions, techniques and applications of integration, introduction to differential equations, sequences, infinite series, Taylor series, and hyperbolic functions.

MA305 Probability and Statistics   **4 units**

This course deals with set theory and algebra of discrete outcomes, probability theory, random variables, probability density and distribution functions, random vectors and their statistics, and introduction to stochastic processes.

Philosophy

PL130 Introduction to Philosophy   4 units

This course studies problems of philosophy through major writings from various periods. Problems are drawn from political, aesthetic, religious, metaphysical, and epistemological concerns of philosophy.

PL200 World Cultures   4 units

This course examines major segments of the world's people from prehistory to the present: philosophy, social structures, politics, religion, technology, and the arts.

PL230 Comparative Systems of Thought   4 units

This course deals with analysis and discussion of cultural systems of thought and belief, including religious and philosophical tenets upon which members of the cultural group base their actions. Cultures studied include, among others: Greek, Judaic-Christian (ancient, medieval, and modern), the Indian subcontinent, Chinese, Native American, and dominant cultures of the Middle East.

PL303 Symbolic Logic   4 units

This course is an introduction to logic, statement patterns (propositional logic), arguments, propositional diagrams, generalized disjunction and conjunction, predicated logic, and introduction to sets.

Political Science

PS135 United States Government   **4 units**

> This course teaches American system of government, with emphasis on the historical factors that influence the uniqueness of the Constitution, the Democratic process, the pattern of national government with its separation of powers, and the philosophy that guides domestic policies and international affairs. Attention to the functions at a national level of the legislative, executive, and judicial branches of government.

Psychology

PY210 Introduction to Psychology   **4 units**

> This course is about psychological principles and applications, with comparison of theories from the developmental, naturalistic, and mechanistic schools. The course also emphasizes on relevance to everyday life.

PY330 Personal Dynamics and Leadership   **4 units**

> This course looks at the insight into personal motivation of self and others, presented through class interaction: evaluation of goals; time management; and presentation and practice of techniques for positive personality development. Active involvement in all projects required.

Social Science

SS130 Introduction to the Social Sciences   **4 units**

> This course offers a survey of interlocking channels of economics, anthropology, political science, psychology, and sociology as each relates to selected themes in modern civilization. Review of major social science periodicals.

SS140 Introduction to Sociology   **4 units**

> This course is an introduction to the analysis of basic concepts in sociology. Socialization and culture; social organization; stability and change in societies; cooperation and conflict among human groups; religious, political, economic, technical, and scientific institutions. Completion of a student project on one aspect of a major concept, as researched from three sociology periodicals.

MASTER'S LEVEL COURSES

Accounting

AC501 Managerial Accounting   **4 units**

This course examines the principles, techniques, and uses of accounting in the planning and control of business organizations from the management perspective. This includes both manufacturing and service organizations. Identified are the budgetary processes and related performance evaluation techniques, cost volume to profit relationships, and product costing methods. Cost topics include Accumulation and Product Costing, Budgetary Planning, Activity-based Management Measurement Reporting, and Control Responsibility Accounting Managerial Decision Making.

AC503A Financial Accounting & Reporting 1   **4 units**

Pre-program: AC501 or Approval of the Instructor

This course covers the interpretation, use, processing, and presentation of accounting information, as well as principal accounting statements. Financial accounting theory, financial statement disclosures, fixed asset management, advanced inventory evaluation and accounting for intangible assets are also examined.

AC503B Financial Accounting & Reporting 2   **4 units**

Pre-program: AC503A

This course emphasizes identifying, measuring, and communicating liabilities and stockholders' equity. It covers the valuation, recording, and presentation of plant, equipment, and intangible assets; accounting for corporations; contributed capital; stock rights, options and convertible securities; retained earnings and dividends; and accounting for leases, taxes and pensions. The course also studies statement of cash flows and changes in accounting.

AC520 Public Accounting   **4 units**

Pre-program: AC503B or Approval of the Instructor

This course is a comprehensive review of auditing procedures. Historical development of professions, audit function in relation to ethical and legal considerations, trends in new services for clients; the CPA firm, multinational practice, and signposts of the future are also examined.

AC530 Advanced Tax Accounting   **4 units**

Pre-program: AC501 or Approval of the Instructor

This course emphasizes legal tax avoidance through proper planning. The course will focus on the Internal Revenue Code and its application to individuals, estates, trusts, and corporations. This course will also explore tax determination, personal and dependent exemptions, concepts of gross income, and deductions and losses.

AC565 Computers in Accounting   **4 units**

Pre-program: AC501 or Approval of the Instructor

This elective course covers the features and functions of computers and software in accounting and auditing. It includes general ledger, accounts payable, accounts receivable, payroll, order entry, purchasing, inventory, job cost, fixed asset, report writing and executive information modules.

AC580 Government and Non-profit Accounting   **4 units**

Pre-program: AC503A or Approval of the Instructor

This elective course examines the accounting principles applicable to governmental and non-profit entities. Theories of fund accounting illustrated in case studies with an emphasis in the recording of assets, liabilities, equity, revenues, and expenditures are discussed. The course also covers the analysis and interpretation of financial statements.

Beauty Management

NOTE: These courses are only available to Beauty Management students and have a special rate of tuition.

BM510 Beauty Counseling and Customer Management   **4 units**

> This course helps students learn various factors which have influence on consumer behavior and consumer behavior study methods after learning aesthetic desire and socio-psychology-based consulting techniques systematically based on the understanding of consumer behavior psychology and customer management techniques.

BM511 Study of Beauty Culture   **4 units**

> This course examines art patterns and subculture and the characteristics of art patterns, which are expressed in fashion, beauty and lifestyle and helps students understand the phenomena of modern beauty culture and analyze and predict future beauty culture.

BM522 Study of Beauty Color Design   **4 units**

> This course helps students understand color order system through theory and practice, learn a scientific analysis method and analyze colors in cosmetic industry, and come up with a color order plan.

BM525 Study on Hair Coloring   **4 units**

> This course covers specified and trendy hair color and teaches how to produce a creative hair dyeing.

BM532 Makeup with Special Effects   **4 units**

> This course helps students create new beauty design images using a 2D computer Photoshop program and understand the process of creating digital beauty design using Photoshop and Illustration programs to create diverse characters in a more realistic and specified manner.

BM533 Scalp and Hair Management   **4 units**

> This course helps students understand the importance of scalp care to have healthy hair, analyze the biological basis and causes of hair damage through theory and practice and gain basic knowledge to develop new products.

BM538 Study of Skin Analysis   **4 units**

This course helps students learn the mechanism of skin analyzer and testing method through analysis on skin conditions and skin-care plan & method.

BM540   Body Art Workshop   **4 units**

This course helps students build ability to produce face painting, fantasy makeup and body painting with diverse perspectives and thoughts based on a comprehensive understanding of body art makeup and write a thesis and learn teaching skills.

BM555 Practical Training in Beauty Management   **2 units**

A practical training course for business students at the graduate level. It allows students to gain practical work experience in their field of study. The externship is located off-campus, but under supervision of a PSU Department Chair.

BM580   Seminar on Creative Hair Design   **4 units**

Pre-program: BM525 and BM533

This course helps students come up with a creative design by covering various hairdressing and styling techniques based on understanding of hair design, trend analysis and analysis of formative aspect of hair design.

BM585 Thesis Methodology in Beauty Management   **4 units**

This course helps students build basic knowledge enough to write a thesis on their own after analyzing recent research trends and have capability to configure the paper systematically.

BM590   Seminar on Beauty Design   **4 units**

Pre-program: Approval of the Instructor; must be near the end of program.

This course helps students gain a comprehensive understanding of hair, makeup, skin and nail art and build the ability to prepare a syllabus and essay after reviewing the formative art of beauty design based on design factors and principles and handling the process of conceiving and expressing beauty design.

Business

BU501 Industrial Management   **4 units**

This course studies the departments of an industrial organization. It examines the engineering, production, purchasing, industrial relations, marketing and financial departments. It also examines the relationships between the departments for proper control and coordination.

BU502 Quality Management   **4 units**

This course describes the tools and techniques of quality control for industrial managers. Some of the tools that are examined are: terminology and work elements, quality planning and management, and statistical tools and techniques for reducing waste, improving reliability, and avoiding the pitfalls of product liability.

BU505 Organizational Behavior   **4 units**

This course studies the environments and technologies of business and industrial organizations, processes of work group development and management, and their effects on individual behavior. The course also emphasizes organizational efficiency and effectiveness.

BU506 Management Decisions   **4 units**

This course is an overview of statistical techniques used in business decision-making. Descriptive statistical topics include graphing measures of central tendency, and measures of dispersion. Inferential statistical topics include sampling, hypothesis testing, and regression analysis. Topics include the structures of various data processing systems, adequate controls, currently available technology, and issues in the related implementation process.

BU507 Operations Analysis   **4 units**

This course studies the statistical methods applicable to specialized areas of statistical analysis. Topics include Markov processes, distribution-free tests, sampling theory and methods, experimental design, time series analysis, spectral

analysis, and application of operations research techniques to business problems. The course also analyzes and solves actual business operations research problems.

BU508 Technology and Operations Management   **4 units**

This course focuses on the latest information technologies and operations management technologies that enable an organization to operate around the world. It introduces tools that managers use to measure operational efficiency and effectiveness, including statistical process control, decision trees, forecasting techniques, expert systems and operational benchmarking. Students will practice effective project management techniques important to introducing new products and analyzing and improving an organization's processes.

BU511 International Comparative Management   **4 units**

This course reviews management systems within their political, social, and economic environments with an international, historical and contemporary approach. This course emphasizes the managerial process in the international environment and provides a strategic assessment of the fundamental issued involved in the management of international and multinational corporations. Topics include comparative study of practices of management in foreign nations and how their social environments are effected. There is an emphasis on recent contributions to theory, research, and methodology.

BU512 Asian Trade Development   **4 units**

This course studies International trade transactions, ways they are planned and organized in their contemporary environments. The emphasis is put on business opportunities and untapped economic and human resource potentials in all areas in East, West, and Southeast Asia. Some areas of study are manufacturing, communications, transportation and entertainment.

BU521 Human Resource Management   **4 units**

This course is an evaluation of human resource requirements of a firm including recruiting, screening, and selection. This course provides an overview to the basic human resources management functions: employment, employee relations, training and development, performance systems, compensation, benefits, and human resources information systems. Case evaluations of the most recent issues in the U.S. and international market place are analyzed.

BU550 Business Ethics   **4 units**

This course is an in-depth focus on patterns of business conduct and attitudes in modern business. Psychological factors that promote pragmatic approaches in the solution of problems are surveyed. Case studies regarding management decision-making are examined.

BU555 Practical Training in Business and Management (A, B, C)   **2 units**

A practical training course for business students at the graduate level. It allows students to gain practical work experience in their field of study. The externship is located off-campus, but under supervision of a PSU Department Chair.

BU560 Research Methods   **4 units**

Pre-program: Approval of the Instructor

This course studies applied statistics, research methodology, and problem solving. The course covers problem formulation, secondary data, primary research, and fundamentals of analysis. An independent research project is required for the course.

BU590 International Business Seminar   **4 units**

Pre-program: Approval of the Instructor; must be near the end of program.

This course is a comprehensive course covering major aspects of international business in a seminar format including, but not limited to, international marketing, international finance, and international trade. Topics may be chosen from major macro-environmental forces affecting international businesses on a regional or global basis.

BU598 Special Topics in Business and Mgnt (A, B,C)   **4 units**

This elective course offers an in-depth examination of a specialized area of study focusing on current trends and topics within the academic discipline of the business and management. As a seminar, students will engage in special projects and research under the guidance of expert faculty.

Business Law

BL501 Contract Law   **4 units**

This elective course examines the contractual legal problems in business affecting the manufacturer, wholesaler, retailer, performer, and purchaser of services. The focus of this course is on basic legal concepts and systems which are important to understanding the ways in which businesses deal with transactions, operations and the exchange of benefits to the parties in contracts.

BL505 Law in International Business   **4 units**

This elective course explores the legal systems of nations participating in international trade and commerce with regard to the international business community. The effects of legal concepts and legal systems on the social and economic environment are reviewed. There is an emphasis on international trade as a variable of sovereign national law and international law. Students examine the areas of international law that are integral to the operation of international business enterprises today.

Computer Science

CS500 Advanced Computer Operating Systems   **4 units**

This course studies the selected issues and advanced topics related to the study of modern operating systems. The area of coverage may include concurrency issues, resource allocation, storage management and multiprocessor environment. It discusses underlining theory and algorithms related to the issues.

CS503 Theory of Computation   **4 units**

This course is about the capabilities and limitations of computers. Topics covered include finite state automata, context-free grammar, pushdown automata, Turing machines, undecidability, and the halting problem. Notions of computational complexity, primitive recursive and partial recursive functions, equivalence of models of computation are also introduced.

CS506 Artificial Intelligence   **4 units**

This course explores the advanced topics of artificial intelligence including expert system. Topics includes rule knowledge based representation, inference engine, machine interface and logic programming for expert systems implementation.

CS508 Programming Languages   **4 units**

Pre-program: CS500 or Approval of the Instructor

This course is an in-depth study of several contemporary programming languages. Variety in data structures, operations, notations, and control are stressed. Languages for list, string and array manipulation are examined. Languages for structured programming and systems programming are also included.

CS509 Design and Analysis of Algorithms   **4 units**

This course studies the complexity of time and space algorithms. Models of computation, techniques of efficient algorithm design, and effect of data structure choice on efficiency of an algorithm is extensively examined. The student will learn about fast algorithms for problems such as sorting, set manipulation, and Fourier transforms.

CS510 Compiler Design for Digital Computers   **4 units**

Pre-program: CS500 or Approval of the Instructor

This course examines lexical analysis, formal grammars, parsing methods, code generation, local and global code optimization, unimodular transformation, vectorization, dynamic allocation, and storage allocation.

CS513 Expert Systems   **4 units**

This course is an introduction to the methodology of design and implementation of an artificial intelligence based system that converts the knowledge of an expert in a specific subject into a software code. Techniques for representing and organizing domain and control knowledge are emphasized.

CS514 Software Engineering   **4 units**

Pre-program: CS500, IS505, or Approval of the Instructor

This course covers a survey of software engineering. Topics covered include requirement analysis and specification, programming methodology, software testing and validation, performance and design evaluation, software project management, and programming tools and standards. Software development, implementation, and maintenance methods are also discussed.

CS516 Computer Networks   4 units

Pre-program: CS500 or Approval of the Instructor

This course teaches computer network architecture, local area networks and wide area networks, mechanisms for inter-process communication, and rules for distribution of data and program functions. Examination of data communications for personal computers, network configurations, SNA/PC connection, distributed systems, data flow and database control, and data security and integrity are covered.

CS520 Automata Theory, Language, and Computation   4 units

Pre-program: CS503 or Approval of the Instructor

This course deals with finite and infinite languages, formal relation between generators and acceptors, types of formal grammars, and decidability and partial decidability.

CS521 Multilingual Programming   4 units

Pre-program: CS508

This course is a thorough evaluation of computer programming systems, information structures, data representations, and applications. Non-numerical programming assignments in several different computer languages will be necessary.

CS540   Computer Database Management   4 units

Pre-program: CS500, IS505, or Approval of the Instructor

This course is an overview of database systems. Topics include the fundamental theories and design of database systems, the Structural Query Language (SQL), and basic concepts and techniques on data organization in secondary storage, normalization of database tables, transaction management and concurrency control, performance tuning and distributed database management systems.

CS555 Practical Training in Computer Science (A, B, C)   **2 units**

> A practical training course for computing students at the graduate level. It allows students to gain practical work experience in their field of study. The externship is located off-campus, but under supervision of a PSU Department Chair.

CS565 Computer Graphics   **4 units**

> Pre-program: CS500 or Approval of the Instructor

> This course studies hardware for interactive graphic systems, picture representations, data structures for graphics, picture processing techniques, languages for graphics, and survey of applications such as animation and simulation. The course also studies methods for the design 2-D and 3-D graphics.

CS598 CS Seminar: Special Topics in Computer Science (A,B,C)   **4 units**

> This elective course will cover special topics in computer science.

CS599 Computer Science Design Project (CAPSTONE)   **4 units**

> Pre-program: Completion of all requirements for the Computer Science concentration or Approval of the Instructor

> This capstone course is designed for students in the MSCS program who prepare a design project as the culminating activity for this degree. The design project must be a significant report describing an investigation in the computer science area and must be publishable.

Economics

EC512 International Economic Development   **4 units**

> This elective course investigates the economic, social, and political conditions of developing countries of Asia, Africa, and Latin America; investigation of the problems inherent in the traditional societies that hinder modernization; mobilization of human, natural, and financial resources through market mechanism and public planning; discussion of public and private business policies facing the business and government leaders of these countries.

Finance

FI500 Managerial Finance   **4 units**

> This course covers the methods and sources of financing business firms. Problems, practices, techniques, and policies of financial decision-making for the effective and efficient management of a firm are examined. Key topics include financial planning procedures, common financial arrangements and practices, financial statements, taxes, cash flows, stock valuation and financial analysis. Other concepts that will be examined are forecasting, working capital management, capital budgeting techniques, cost of capital, strategic long-term financing decisions, and financial planning and control. The social, legal, and economic effects of various financial alternatives are also described.

FI502 International Finance   **4 units**

> Pre-program: FI500 or Approval of the Instructor

> This course is an examination of policies, problems, practices and techniques of financial decision-making in today's complex international business environment. The identification of relevant issues and the understanding of essentials and techniques of international financial management are emphasized. International financial management is perceived as a larger global system. All aspects of the financial manager's environment: economic, monetary, political, social, cultural and ethical, are examined closely. Long-term investment decisions, multinational capital budgeting, working capital management, and managing economic and political risks are analyzed. Students will learn about national risk analysis , tax considerations affecting international operations and accounting factors affecting international financial activities. Institutions involved in international financial markets, new organizational and strategic concepts are emphasized.

FI510 Investments   **4 units**

Pre-program: FI500 or Approval of the Instructor

This course describes the globalization of the market place, and examines individual and institutional portfolios. Students learn the different classes of options available, and how they can be used to enhance investment performance. A selection of securities and acquisition of other income earning assets will be examined.

FI515 International Trade and Finance   **4 units**

Pre-program: FI500 or Approval of the Instructor

This elective course provides students the knowledge and skills to plan, work and negotiate in the global marketplace. The theory of trade, and the significance and means of balance of payments and adjustments are included in the course. Students evaluate the major issues of international, commercial, and monetary policies. The effects of tariffs, quotas, customs, unions, and common markets on the economic welfare of nations are examined.

FI585 Financial Institutions and Markets   **4 units**

Pre-program: FI500 or Approval of the Instructor

This course surveys the nature, functions, and management of financial institutions and their respective markets. The development and evolution of these institutions are analyzed and future trends are emphasized.

FI590 Business Finance Seminar   **4 units**

Pre-program: Approval of the Instructor; must be near the end of program.

This course is a comprehensive course covering major aspects of business finance in a seminar format including, but not limited to, international finance, international investments, and international trade and finance. Topics may be chosen from major macro-environmental forces affecting international businesses on a regional or global basis.

Information Systems

IS505 Computer Information Systems   **4 units**

This course is an overview of information processing in computer systems. It covers hardware components, application software, and systems development and management. Case studies are examined.

IS530 Advanced e-Commerce   **4 units**

This course examines how new information technologies and networks affect the exchange of goods and services between buyers and sellers in the twenty-first century. Evaluation of key corporate strategies and initiatives in electronic commerce and the enabling network and user interface technologies which have redefined business.

IS540 Advanced Internet Programming 1   **4 units**

This course examines various options available through Internet's online providers and awareness of potential legal and confidentiality issues. Understand World Wide Web environment through Hypertext Mark-Up Language (HTML).

IS545 Advanced Internet Programming 2   **4 units**

Pre-program: IS540 or Approval of the Instructor

This course offers advanced Internet programming: Script languages and JAVA. This course concentrates on the principles of good software engineering and stresses program clarity. Covers concepts of interactive and object-oriented programming Internet languages.

IS550 Computer Database Applications   **4 units**

Pre-program: IS505 or Approval of the Instructor

This course is designed to give the student intensive exposure to computers, data processing, and programming. This course is intended for those who have substantial database management experience or have taken a course in database management systems. The course is designed for students who want to write computer programs for the development of a business system. Topics include the business environment and challenges for database applications; advanced database

application modeling; database implementation issues; and data warehousing and client/server architecture.

IS599 Information Systems Design Project (CAPSTONE)   **4 units**

Pre-program: Completion of all requirements for the Information Systems concentration or Approval of the Instructor

This capstone course is for students in the MSIS program who prepare a design project as the culminating activity for this degree. The design project must be publishable and must be a significant report describing an investigation in the information systems area.

Marketing

MK501 Marketing   **4 units**

This course analyzes the key functions of marketing and their applications in today's changing free-market economy. Attention is focused upon those elements deemed important strategies in the process of the sale of a product or service. This course surveys the latest trends in marketing, sales and advertising. Students learn how to analyze and forecast trends using trend analysis models. Student presentations are required.

MK503 International Marketing   **4 units**

Pre-program: MK501 or Approval of the Instructor

This course examines overseas markets and effective penetration strategies. American marketing concepts are used while understanding the marketing incentives in multinational corporations. Case studies of successes and failures are examined to properly grasp the efficient strategies used within multinational institutions.

MK515 International Marketing Research   **4 units**

Pre-program: MK501 or Approval of the Instructor

This elective course is the study of basic differences in domestic and foreign market research methods and objectives. Key concepts of the course: how to gather general information about a nation and its markets; how to obtain specific information to resolve problems in distribution, advertising, pricing and product

development; and how to forecast future trends within specific markets relating to social, economic, and value changes.

MK520 Consumer Behavior   **4 units**

This elective course explores models of buyer behavior with the application of economics, sociology, psychology and behavioral sciences to marketing. Students will learn to examine and understand the factors that influence marketing decisions and how social and cultural factors, perception and learning patterns, and individual inclinations and needs have an impact on purchasing.

MK530 International Trade   **4 units**

This course examines buying and selling between nations. Students will understand the fundamentals of profitable exporting and importing. Identifying consumer needs and knowing how to supply them are other topics that are analyzed. Financial tools that are used to minimize risks and the proper documentation procedures are studied. A student project will be assigned in which the student will prepare a market survey of a potential oversees market.

MK531 International Advertising   **4 units**

This elective course evaluates the techniques for advertising products in selected overseas markets are surveyed in this course. Case studies of successes and failures are emphasized. Channels of media communication, capital equipment, consumer goods, banking and transportation are studied. Students will learn the variety of strategies necessary in advertising in foreign and global markets.

MK599 Special Topics in Marketing and Business   **4 units**

This elective course offers an in-depth examination of a specialized area of study focusing on current trends and topics within the academic discipline of the business and marketing. As a seminar, students will engage in special projects and research under the guidance of expert faculty.

Real Estate

RE500 Real Estate Principles   **4 units**

> This course is an overview of the real estate industry, both public and private. Concepts in agency and brokerage practice as a foundation for an in-depth understanding of the profession. Economic analysis of fluctuations in real estate market.

RE501 Legal Aspects of Real Estate   **4 units**

> This course introduces the fundamentals of real estate law including estates in real property, methods of ownership, assessments and other incidents of ownership, acquisitions and transfer, contracts of sale, notes and deeds of trust, escrows, title insurance, liens and encumbrances, deed restrictions, zoning and other limitations on use, leases, and the landlord/tenant relationships.

RE502 Real Estate Practice   **4 units**

> This course is an examination of the practical, day-to-day applications of real estate principles. Sample forms in real estate transactions and case studies in real estate sales and purchases.

RE503 Real Estate Finance   **4 units**

> This course covers lending policies, problems, and risks involved in financing transactions in residential apartment, commercial and special purpose properties. Instruments of finance discussed: promissory notes, trust deeds and mortgages, trustee's sales, mortgage foreclosure, and alternative financing.

RE504 Real Estate Economics   **4 units**

> This course is a general survey of current real estate market conditions as a factor in the larger economy. Consideration of housing markets in urban areas, land use, government regulations, limitations to economic growth, and investment analysis and opportunities.

RE505   Real Estate Appraisal   **4 units**

This course analyzes factors influencing value, establishing market value, and appraisal techniques for vacant land, residential, commercial, and income producing properties.

RE506 Property Management   **4 units**

Pre-program: FI500, RE501, or Approval of the Instructor

This course deals with professional property management in operating residential, commercial, and industrial properties. Importance of the function, management contracts and compensation, and certification (CPM) are covered. Case studies.

RE507 Escrows and Title Insurance   **4 units**

Pre-program: RE501 or Approval of the Instructor

This course studies escrow procedures, rules, regulations, duties, and the rights and responsibilities of the parties involved. Costs, title insurance, conveyances, financing and title transfer problems and solutions. Case studies and class simulations are included.

RE508 Real Estate Office Administration   **4 units**

Pre-program: RE500 or Approval of the Instructor

This course studies application of management principles, accounting and auditing needs, personnel training, required special equipment and facilities, criteria for efficient operations. Case studies and class simulations are included.

RE509 Real Estate Business Law   **4 units**

Pre-program: RE501 or Approval of the Instructor

This course focuses on real estate licensing and regulations, real estate associations, the role of the California Department of Real Estate, the duties and responsibilities of the Real Estate Commissioner, and the Commissioner's Standard of Professional Conduct and Business Practices, and the Administrative Procedure Act.

NON-DEGREE COURSES OF STUDY

ACCOUNTING CERTIFICATE PROGRAM (ACP)
(ACP IS NOT CURRENTLY BEING OFFERED AT PSU)

AC1101 General Accounting 1   **4 units**

This course examines accounting principles and practices essential to the administration of a business enterprise: the measurement, valuation, and accumulation of data, the analyzing and recording of financial transactions, and the preparation of financial statements.

AC1102 General Accounting 2   **4 units**

Pre-program: AC1101

This course covers fundamentals of accounting theory and advanced practice; accounting as a financial tool to serve the individual, the business entities (entrepreneurships, partnerships and corporations) and the broader disciplines of law, government, and economics. Use of accounting data for budgeting, cost control, pricing, evaluation of performance, and general decision-making.

AC1201 Intermediate Accounting (Assets)   **4 units**

Pre-program: AC1102

This course examines the accounting process and financial statements of the procedures involved in financial statement presentation as well as the underlying theory and a detailed study of current and non-current assets.

AC1202 Intermediate Accounting (Liabilities)   **4 units**

Pre-program: AC1102

This course examines the accounting process on current and non-current liabilities including pensions and leases.

AC1203 Intermediate Accounting (Equity and Income Statements)   **4 units**

Pre-program: AC1102

This course examines the accounting process on equity accounts of corporations and partnerships; introduction to corporate taxation, nonprofit accounting and other special topics.

AC1300 Managerial Accounting   **4 units**

Pre-program: AC1102 or Approval of the Instructor

This course covers the use of accounting data for budgeting, cost control, pricing, evaluation of performance, and general decision-making.

AC1365 Computer Applications in Accounting   **4 units**

Pre-program: AC1102 or Approval of the Instructor

This course is a study of computer accounting systems and their applications. The topics include accounting cycle, merchandising operations, journals, financial statements, vouchers, departmentalized accounting, partnerships and corporations, financial statement analysis, fixed assets and depreciation, inventory, payroll, and setup of an integrated accounting system.

AC1405 Advanced Accounting Theory   **4 units**

Pre-program: AC1102 or Approval of the Instructor

This course is an in-depth study of accounting problems and solutions to partnerships, joint ventures, receiverships, bankruptcies, and estate liquidations. This includes a detailed review of consolidations, mergers, branch accounting, and preparation of consolidation statements.

AC1420 Auditing 1   **4 units**

Pre-program: AC1102 or Approval of the Instructor

This course covers auditing principles and audit techniques. This includes the concepts and practices involved in financial and operational auditing, with emphasis on internal control and auditing by the independent Certified Public Accountant.

AC1421 Auditing 2   **4 units**

Pre-program: AC1420

This course is a continuation of Auditing 1 (AC420A), focusing on auditing procedures. This includes current problems in auditing, with emphasis on the preparation of audit work papers and application of statistical sampling to auditing.

AC1430 Personal Tax Accounting   **4 units**

This course covers a comprehensive review of state and federal regulations and their applications to an individual income tax return. This includes statutes, regulations, administrative rulings, and court decisions relating to federal and state income taxes of individuals.

AC1431 Corporate Tax Accounting   **4 units**

This course covers state and federal regulations with emphasis on statutes, regulations, administrative rulings, and court decisions relating to federal and state income taxes of partnerships and corporations; procedural problems, tax management and planning.

AC1480 Government and Non-profit Accounting   **4 units**

Pre-program: AC1102 or Approval of the Instructor

This course covers core principles and practices of government and nonprofit accounting; the accounting requirements / practices of specific types of government and nonprofit organizations, including hospitals, colleges and universities, and health and welfare organizations; applying generally accepted standards and principles; and financial statements, audit guides.

BU1420 Financial Management   **4 units**

This course emphasizes four major areas: 1) working capital management which includes management of the short-term assets and liabilities; 2) capital budgeting which includes the process of analyzing and planning long-term capital projects and opportunities as acceptable investments; 3) strategic long-term financing decisions which includes the selection, issuance, and management of long-term

sources of equity and debt capital by the firm; and 4) capital structure which includes the determination of proportion of debt and equity necessary for maximum financial health and long-term survival and competitiveness.

BL1001 Commercial Law   **4 units**

This basic field of study includes contracts, sales, introduction to the Uniform Commercial Code, product liability, warranties, and commercial paper.

BL1002 Corporate Law   **4 units**

This basic field of study includes corporate law, agency and partnership, real and personal property, security transactions, wills and trusts, and insurance.

EC1202 Macroeconomics   **4 units**

This course studies the economy as a whole or a large segment of it. Concepts include: levels of employment, rate of inflation, monetary and fiscal policies, national output of goods and services, globalization, and international trade.

IS1000 Introduction to Computer Information Systems   **4 units**

This course introduces the theory, tools and techniques of computer information systems. Topics include theory of computer information systems and organizations, structured analysis and design, user interface design.

ENGLISH AS A SECOND LANGUAGE (ESL) COURSES
(ESL IS NOT CURRENTLY BEING OFFERED AT PS).

EN001 Beginning Level in ESL   **0 unit**

This course covers various aspects of the English language at the beginner level, such as conversational English, vocabulary expansion, basic idiomatic expressions, and the skills that are necessary to live and adapt in a different country and culture. Emphasis is placed on listening and speaking at the Beginner level. Students will be taught how to write simple sentences integrating grammar, comprehension and opinions in varying exercises. This course also serves as an introduction to American culture, where customs, greetings and brief history is discussed.

EN002 Intermediate Level in ESL   **0 unit**

Pre-program: Approval of the Instructor: placement test

This course further develops the oral, listening and written skills that have been acquired through study at a lower level. Conversation skills will be strengthened as well as developing those skills within a university setting by presenting group oral presentations and a final power-point presentation. Students will also practice in pairs through role play or impromptu skits and further strengthen their listening skills. In contrast to the beginner level, there will be a greater emphasis on writing and paragraph development. Idioms, a continuation in grammar study, and reading of plays, scripts and novels are also part of the intermediate level curriculum.

EN003 Advanced Level in ESL   **0 unit**

Pre-program: Approval of the Instructor: placement test

This course focuses on more advanced levels of reading, writing, speaking and listening. There is still an emphasis on conversational English but this course is more focused on English in academia, through building vocabulary at a college-level, understanding university style lectures, and preparing for the TOEFL. Students learn to confidently express their opinions about certain challenging topics, listen to news reports thereby developing an understanding of the language used in current events, and engage in debates. There also will be an emphasis on writing, with a sequential build up to the production of an academic essay.

EN004AB Preparation for English Language Exams   **0 unit**

This preparation course, designed for students preparing to take an English proficiency test such as the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), teaches strategies and test-taking skills to achieve students' desired scores but does not replace ESL courses that increase language fluency. Students at the completion of the course will attain test-taking strategies and skills and confidence through practice exams to attain scores needed. This course may be repeated.   Letter grades are given.

EN005AB   Business English (for non-native speakers)   **0 unit**

Pre-program: Approval of the Instructor

This course is intended for any matriculated student who is identified as having insufficient oral and analytical skills. The course consists of the development of skills to make effective oral presentations, on-line database research, team and peer collaboration, reading for academic purposes, building confidence and overcoming barriers as language students. This course may be repeated.   Letter grades are given.

SECTION ELEVEN

UNIVERSITY PERSONNEL

ADMINISTRATORS

AHN, HEEYOUNG
BFA Parsons School of Design, NYC.
M.S, Pratt Institute, N.Y.C
Present Position: President

CROCKER, HEIDI
BS, and D.C., Logan University, St. Louis, MO
BS, University of Kentucky, Lexington
MA, University of Kentucky, Louisville
EdD, Western Kentucky University, Bowling Green
Present Position: Academic Dean

MIN, SARAH
BS, University of California, Irvine (UCI)
MBA, Louisiana State University
Present Position: Associate Dean, International Affairs & Public Relations and
        Student Affairs. Housing Dept.

LIM, KYUNG SOOK (ROSY)
BS, National University of Asuncion, Paraguay
MBA, Pacific States University
DBA, Pacific States University
Present Position: Assistant Dean, General Affairs

KASEM, JOHN
BS, California States University, Long Beach (CSULB)
MBA, DeVry University
DBA, Pacific States University
Present Position: Director of the College of Business (MBA & BBA); Professor,
Business

KIM, MOONSIK
BS, California State University, Northridge (CSUN)
BA, University of California, Los Angeles (UCLA)
MS, University of Southern California (USC)
Present Position: Director of the College of Computer Science, Director of
Financial Aid. Designate School Official (DSO) for SEVIS,

ADJUNCT MEMBERS OF THE FACULTY

AN, SANG HOON
BA, MBA, Chung-Ang University, Korea
Certified Public Accountant (CPA)
Present Position: Adjunct Professor, Accounting

BAKER, CHRISTINA
AA, Long Beach City College
BA, MA, California States University, Long Beach (CSULB)
MS, Capella University
MBA, Hope International University
Present Position: Adjunct Professor, General Education & Business

CHEN, WENQI
BS, Shanghai Ocean University
MS, University of La Verne
DBA, Pacific States University (PSU)
Present Position: Adjunct Professor, Business

CHUNG, TASHENG (JOHNNY)
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FAWAZ, ZEINAB
BA, Islamic University of Lebanon
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HONG, BYUNG SIK
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DBA, United States International University
Present Position: Professor Emeritus, Business

HONG, HYUN KEE (HENRY)
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MA, Carnegie-Mellon University, Pittsburgh, PA
Present Position: Adjunct Professor, Accounting

KIM, KEVIN (CHANG UP)
BSCS, MSCS, Pacific States University
MSCS, North Dakota State University, Fargo, ND
PhD (cand.), KonKuk University, Korea
Present Position: Adjunct Professor, Computer Science

LU, KUANG KAI (REX)
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Ph.D. University of Cincinnati, Ohio
Present Position: Adjunct Professor, Computer Science

MORRISON, DENNIS
BA, State University of New York, College at Brockport
MA, Syracuse University
DPA, University of La Verne
Present Position: Adjunct Professor, Business

NGUYEN, NAM HOAI
BA, Foreign Trade University, Vietnam
MS, Warsaw University, Poland
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Present Position: Adjunct Professor, Business

RYU, SAM YONG
BA, Kyunggi University, Korea
MBA, Sogang University, Korea
MBA, Northrop University
DBA, Pacific States University
Present Position: Adjunct Professor, Business and Information Systems

ZUIDERWEG, GORDON
BA, University of California, San Diego (UCSD)
MA, University of California, Los Angeles (UCLA)
J.D., Loyola Law School, Los Angeles
Present Position: Adjunct Professor, Law

STAFF

ALWI, JALIN
BS, Stmik Bandung, Indonesia
MBA, Pacific States University
Present Position: Financial Officer

AYEVA, MAAWIYA
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MBA, Pacific States University
Present Position: Director of Admissions

LU, KUANG KAI (REX)
BS, MSCS, Pacific States University
Present Position: Director of General & Technology Services,
        Management Information Systems (MIS) Advisor,
        Principal Designate School Official (PDSO) for SEVIS

TSENG, TAI-WEI
BA, University of California, Berkeley
MBA, Pacific States University
Present Position: Head of Academic Strategy & Student Services

NAVARRETE, QUIRINO
Present Position: Custodial & Maintenance Services

Who do I contact?

Issues	Contact
Absence Alert →	Your course instructor
Billing Dispute →	Finance Office
Change of Grade →	Your course instructor
Complaint Against an Instructor →	Dept. Chair or Academic Affairs
Computer or Software Problems →	IT Coordinator
Enrollment Verifications →	Registrar/Student Services
Formal Complaints →	Student Affairs
Help in Writing a Paper →	Librarian
ID Card →	Student Services
International Transcript Evaluation →	Admissions
Job Hunting Assistance →	Career Services
Missing Class →	Your course instructor
Online Registration Problem →	Student Services
Payments →	Finance Office
Photocopying →	Student Services
Printer Issues →	IT Coordinator
Resume or Cover Letter Writing →	Career Services or Librarian
Student Records Access →	Registrar
TOEFL →	Student Services or Admissions
Transcripts →	Registrar

APPENDIX OF PROGRAM OCCUPATION DISCLOSURES

To see the descriptions of the occupations, please go to **www.onetonline.org** and enter the six digits Standard Occupational Code (SOC) in the Occupation Search Area.

The list of SOC codes is based on Department of Education standards. Actual entry-level jobs for graduates in each program may vary from the list. Graduates without experience in the field will likely start in entry-level positions. CIP stands for "Classification of Instructional Programs." The job code was pulled from IPEDS CIP-SOC crosswalk. The link is

http://nces.ed.gov/ipeds/cipcode/resources.aspx?y=55

SOC code and Occupation

Master of Science program CIP: 11.0101
11-3021 Computer & Information Systems Managers
15-1011 Computer & Information Scientists, Research
15-1041 Computer Support Specialists
15-1051 Computer Systems Analysts
15-1061 Database Administrators
15-1071 Network & Computer Systems Administrators
15-1081 Network Systems & Data Communications Analysts
15-1011 Computer & Information Scientists, Research
15-1021 Computer Programmers
15-1031 Computer Software Engineers, Applications
15-1032 Computer Software Engineers, Systems Software
15-1051 Computer Systems Analysts
15-1081 Network Systems & Data Communications Analyst
15-1099 Computer Specialists, All Other

Bachelor of Computer Science CIP: 11.0101
11-3021 Computer and Information Systems Managers
15-1111 Computer and Information Research Scientists
15-1121 Computer Systems Analysts
15-1141 Database Administrators
15-1142 Network and Computer Systems Administrators
15-1143 Computer Network Architects
15-1199 Computer Occupations, All Other
25-1021 Computer Science Teachers, Postsecondary
11-3021 Computer and Information Systems Managers

15-1111 Computer and Information Research Scientists
15-1121 Computer Systems Analysts
15-1122 Information Security Analysts
15-1132 Software Developers, Applications
15-1133 Software Developers, Systems Software
15-1143 Computer Network Architects

Master of Business Administration CIP: 52.0101
11-1011 Chief Executives
11-1021 General and Operations Managers
11-2021 Marketing Managers
11-2022 Sales Managers
11-3011 Administrative Services Managers
11-3031 Financial Managers, Branch or Department
11-3051 Industrial Production Managers
11-3071 Transportation, Storage, and Distribution Managers
11-9021 Construction Managers
11-9151 Social and Community Service Managers
11-9199 Managers, All Other
13-1022 Wholesale and Retail Buyers, Except Farm Products
13-1051 Cost Estimators
13-1111 Management Analysts
25-1011 Business Teachers, Postsecondary

Bachelor of Business Administration CIP: 52.0201
11-1021 General and Operations Managers
11-2022 Sales Managers
11-3011 Administrative Services Managers
11-3051 Industrial Production Managers
11-3071 Transportation, Storage, and Distribution Managers
11-9021 Construction Managers
11-9151 Social and Community Service Managers
11-9199 Managers, All Other
13-1051 Cost Estimators
13-1111 Management Analysts

Accounting Certificate program CIP: 52.0301
13-2011 Accountants and Auditors
13-2031 Budget Analysts
13-2041 Credit Analysts
13-2061 Financial Examiners
13-2081 Tax Examiners and Collectors, and Revenue Agents

Specialties:

Beauty Management
11-1021 General and Operations Managers
11-9199 Managers, All Other
39-1021 Spa Managers
39-1021 First-Line Supervisors of Personal Service Workers
39-5094 Skincare Specialists
41-2031 Retail Salespersons
41-4012 Sales Representatives, Wholesale and Manufacturing,
           Except Technical and Scientific Products

APPENDIX: CPT
Curricular Practical Training for F-1 Students

Curricular practical training (CPT) is paid or unpaid training that must be an integral part of an established curriculum in the student's course of study and is:

- Required of all students in that program of study, or
- Required for a particular course and/or curricular track or approved elective, or
- Offered by sponsoring employers through cooperative agreements with the school.

CPT is training that must be undertaken before an F-1 student completes all the requirements for his/her degree. It may be part-time or full-time. Students requesting CPT (externship of practicum) must be enrolled in full-time course work (unless it is during their "vacation" quarter). Students must register for their CPT course in the regular PSU registration period prior to the beginning of the quarter. CPT requests are reviewed on a case-by-case basis. You should speak to your department chair to confirm you are eligible before accepting any employment or placement offers.

Students are limited to 20 hours of employment per week when school is in session per university policy. Exception is graduate students in their final quarter if you are registered for a reduced course load of classes that are required for the completion of your academic program.

The use of full-time CPT for one year or more eliminates eligibility for OPT. The use of part-time CPT does not affect eligibility for OPT. (Anything over 20 hours of work per week is considered full-time.)

IMPORTANT NOTE: F-1 students are required to pursue a full course of study and be making normal progress in achieving his or her educational objective as specified on the I-20 to maintain status. Taking on additional, unrequired coursework, employment, or research that delays progress is a violation of F-1 status.

Types of CPT

There are two types of CPT: required and not required. Required CPT is when the academic program mandates practical work experience in order to graduate. Not required or optional CPT is when the practical work experience is for elective credit, but directly related to your field of study.

To be eligible for CPT, you must:

- Have maintained fulltime student status for at least one academic year (three quarters). EXCEPTION: Graduate students whose degree program requires more immediate participation in an externship
- Be in lawful F-1 status
- Be in good standing both academically and financially
- Have a job offer
- Not be enrolled in an intensive English Language Training program

Part-Time vs. Full-Time CPT

Part-time CPT: Employment for 20 hours or less per week is considered part-time. You must be simultaneously enrolled in classes full-time in or der to maintain lawful F-1 status.

Full-time CPT: Employment for more than 20 hours per week is considered full-time. Please be aware that 12 months or more of full-time CPT will invalidate your eligibility for Optional Practical Training (OPT). During the academic year, you must be simultaneously enrolled full-time in order to maintain lawful F-1 status.

Dates of employment: The start and end date of employment cannot exceed the beginning and end dates of each quarter you are applying for CPT. Student must be careful not to continue employment beyond the date authorized on your SEVIS I-120. (A new I-20 authorizing the work will be issued by PSU).

PACIFIC STATES UNIVERSITY

CONTACT INFORMATION

◆ Telephone: (323) 731-2383

◆ Toll Free: (888) 200-0383

◆ Fax: (323) 731-7276

◆ Website: www.psuca.edu

◆ Email: admissions@psuca.edu

◆Mailing address: 3424 Wilshire Blvd, 12th. Floor, Suite #1200
Los Angeles CA 90010-2263

PACIFIC STATES UNIVERSITY

General Catalog and Student Handbook

January 01, 2019 - December 31, 2020

(Revised and published December 2018)

Accredited by ACCSC & ACICS
Member of CHEA
Licensed to Operate by BPPE

ABOUT THIS CATALOG

The *Pacific States University General Catalog 2019-2020* is published to help prospective and enrolled students make decisions toward fulfillment of their academic and career goals. It does not constitute an unchangeable contract but, instead, serves as an announcement of present policies and procedures- a Catalog of Record through Fall 2020. Implicit in each student's matriculation at PSU is an agreement to comply with the University's rules and regulations which the administration of PSU may modify to properly exercise its educational responsibilities, especially in response to any changes or updates to accreditation standards or regulatory guidelines. Thus, although every effort has been made to assure the accuracy of the information in this catalog, students are advised that this information is subject to change with or without notice, and those appropriate instructional departments, colleges, or administrative offices and websites should be consulted for updates, including catalog supplements. In this digital age the most current policies and procedures are published on the PSU website.

As mandated by the State of California, PSU hereby informs you that: "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 or
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov,
telephone (888) 370-7589 or (916) 431-6959
fax number (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."

NOTE: The latest edition of this catalog is always available digitally in pdf format on the PSU website: www.psuca.edu /catalog

CATALOG OF RECORD

It is PSU's policy to clear each student for graduation, insofar as possible, under the program requirements stated in the Catalog of Record, *i.e*., the catalog in effect when he/she entered into the program and under which he/she maintained continuous enrollment. A student's program must reflect at least the total number of units required in the catalog under which the student petitions to graduate. Academic advisors will use the best balance of subject matter consistent with required credits and availability of specific courses to formulate an acceptable program within the pertinent total unit guidelines.

CUSTODIAN OF RECORDS

The University maintains student records in accordance with the Bureau for Private Postsecondary Education (BPPE) guidelines in the State of California. The University Registrar acts as the Custodian of Records and maintains student personnel information and transcripts in locked, fire-proof files. A PSU transcript record of grades earned is maintained in perpetuity. Other file materials may be purged after a minimum of seven (7) years.

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NOTE: Campus building is closed on all Sundays!

WINTER QUARTER 2019

Registration Timeline

December 10, 2018	Monday	Registration Begins for Winter Quarter 2019
December 28, 2018	Friday	Registration Ends (6 PM)
January 22, 2019	Tuesday	Add/Drop/Swap Ends (Week 3)

Session Schedule

January 2	Wednesday	Winter Quarter Begins
March 12	Tuesday	Final Day of Instruction
March 13 – 19	Wednesday – Tuesday	Final Examination
March 20 – 30	Wednesday – Saturday	Student Recess

Holidays Observed

January 21	Monday	Martin Luther King Jr. Day; **Campus Closed**
February 18	Monday	President's Day; **Campus Closed**

SPRING QUARTER 2019

Registration Timeline

March 13	Wednesday	Registration Begins for Spring Quarter 2019
March 29	Friday	Registration Ends (6 PM)
April 20	Saturday	Add/Drop/Swap Ends (Week 3)

Session Schedule

April 1	Monday	Spring Quarter Begins
June 8	Saturday	Final Day of Instruction
June 10 – 15	Monday – Saturday	Final Examination
June 17 – 29	Monday – Saturday	Student Recess

Event

June 21	Friday	Commencement Exercises (Tentative)

Holiday Observed

May 25 – 27	Saturday – Monday	Memorial Day; **Campus Closed**

SUMMER QUARTER 2019

Registration Timeline

June 10	Monday	Registration Begins for Summer Quarter 2019
June 28	Friday	Registration Ends (6 PM)
July 20	Saturday	Add/Drop/Swap Ends (Week 3)

Session Schedule

July 1	Monday	Summer Quarter Begins
September 7	Saturday	Final Day of Instruction
September 9 – 14	Monday – Saturday	Final Examination
September 16 – 28	Monday – Saturday	Student Recess

Event

September 17	Tuesday	USA Constitution Day

Holidays Observed

July 4	Thursday	Independence Day; **Campus Closed**
August 31 – September 2	Saturday – Monday	Labor Day; **Campus Closed**

FALL QUARTER 2019

Registration Timeline

September 9	Monday	Registration Begins for Fall Quarter 2019
September 27	Friday	Registration Ends (6 PM)
October 19	Saturday	Add/Drop/Swap Ends (Week 3)

Session Schedule

September 30	Monday	Fall Quarter Begins
December 7	Saturday	Final Day of Instruction
December 9 – 14	Monday – Saturday	Final Examination
December 16 – January 1	Monday – Wednesday	Student Recess

Holidays Observed

October 14	Monday	Columbus Day; **Campus Open**
November 11	Monday	Veterans Day; **Campus Open**
November 28 – 30	Thursday – Saturday	Thanksgiving Day; **Campus Closed**
December 24 – 25	Tuesday – Wednesday	Christmas; **Campus Closed**
December 31 – January 1	Tuesday – Wednesday	New Year; **Campus Closed**

WINTER QUARTER 2020

Registration Timeline

December 9, 2019	Monday	Registration Begins for Winter Quarter 2020
December 30, 2019	Monday	Registration Ends (6 PM)
January 22, 2020	Wednesday	Add/Drop/Swap Ends (Week 3)

Session Schedule

January 2	Thursday	Winter Quarter Begins
March 11	Wednesday	Final Day of Instruction
March 12 – 18	Thursday – Wednesday	Final Examination
March 19 – 31	Thursday – Tuesday	Student Recess

Holidays Observed

January 20	Monday	Martin Luther King Jr. Day; **Campus Closed**
February 17	Monday	President's Day; **Campus Closed**

SPRING QUARTER 2020

Registration Timeline

March 12	Thursday	Registration Begins for Spring Quarter 2020
March 31	Tuesday	Registration Ends (6 PM)
April 20	Saturday	Add/Drop/Swap Ends (Week 3)

Session Schedule

April 1	Wednesday	Spring Quarter Begins
June 9	Tuesday	Final Day of Instruction
June 10 – 16	Wednesday – Tuesday	Final Examination
June 17 – 30	Wednesday – Tuesday	Student Recess

Event

June 19	Friday	Commencement Exercises (Tentative)

Holiday Observed

May 23 – 25	Saturday – Monday	Memorial Day; **Campus Closed**

SUMMER QUARTER 2020

Registration Timeline

June 10	Wednesday	Registration Begins for Summer Quarter 2020
June 30	Tuesday	Registration Ends (6 PM)
July 21	Tuesday	Add/Drop/Swap Ends (Week 3)

Session Schedule

July 1	Wednesday	Summer Quarter Begins
September 8	Tuesday	Final Day of Instruction
September 9 – 15	Wednesday – Tuesday	Final Examination
September 16 – 30	Wednesday – Wednesday	Student Recess

Event

September 17	Thursday	USA Constitution Day

Holidays Observed

July 3-4	Friday – Saturday	Independence Day; **Campus Closed**
September 5-7	Saturday – Monday	Labor Day; **Campus Closed**

FALL QUARTER 2020

Registration Timeline

September 10	Thursday	Registration Begins for Fall Quarter 2020
September 30	Wednesday	Registration Ends (6 PM)
October 21	Wednesday	Add/Drop/Swap Ends (Week 3)

Session Schedule

October 1	Thursday	Fall Quarter Begins
December 9	Wednesday	Final Day of Instruction
December 10 – 16	Thursday – Wednesday	Final Examination
December 17 – January 1	Thursday – Friday	Student Recess

Holidays Observed

October 12	Monday	Columbus Day; **Campus Open**
November 11	Wednesday	Veterans Day; **Campus Open**
November 26 – 28	Thursday – Saturday	Thanksgiving Day; **Campus Closed**
December 24 – 26	Thursday – Saturday	Christmas; **Campus Closed**
December 31 – January 2	Thursday – Saturday	New Year; **Campus Closed**

SECTION ONE

INTRODUCTION, HISTORY, VISION AND MISSION STATEMENTS

INTRODUCTION AND INSTITUTIONAL HISTORY

Pacific States University (PSU) is a professional higher education institution which has served local and international communities and scholars for almost 90 years. It is private, non-profit, secular and co-educational in nature. PSU was founded in 1928 by William G. Buffinger, a sound engineer, famous for his influence in the movie industry. In 1939 PSU Dr. Harry W. Evans reorganized the school with a charter from the State of California authorizing the granting of degrees. For several years the University was under contract by the United States government for the training of Electronic Engineers. As many as 400 students per year completed the prescribed courses in this technical area. PSU thereafter continued to specialize in Electronic Engineering until the program was phased out in 1996. The 1960's brought another major reorganization and expansion of the curriculum to also include Computer Science and Business Administration. As a part of the Asian Pacific community, PSU's location in Los Angeles has played a key role in the development of its programs. Our graduates have gone forth to contribute significantly as leaders in the international world of business, commerce, technology, and economics. They have come from more than 100 countries and represent a cross section of the most able minds to be found anywhere.

PSU offers quality educational degrees at the bachelor and master levels in Business Administration and degrees at the bachelor and master levels in Computer Science and Information Systems. The Accrediting Council for Independent Colleges and Schools has accredited the University since 1996.

MISSION

PSU's mission is to be an integrated professional institution of higher learning that provides
1) knowledge and skill acquisition;
2) effective application; and
3) values and behaviors that are essential to function in the ever-changing global environment.
Graduates will be prepared to contribute effectively and ethically as leaders in the contemporary dynamic business world.

VISION

PSU's vision is to produce graduates who are adaptable, innovative, and entrepreneurial in their personal life as well as a member of their respective society. They will be creative, compassionate, life-long learners who are interested in the welfare of their community and overall quality of life. We produce adept graduates who have the talent, cultural understanding, and organizational skills to emerge as successful leaders in the future wave of industry.

GOALS

We will accomplish our mission by reaching the following goals:

Higher Order Thinking and Critical Analysis: Students will develop the ability to think critically, analytically, and creatively. They will acquire this ability by collecting, analyzing, and evaluating data. By so doing, they will have gained the necessary communication skills to apply and contribute to the practical world of business and global affairs.

Professional Knowledge and Skills Application: Students will be taught the application of the knowledge and skills of their chosen occupational and professional fields. These practical skills and ability will have trained them to be strategic thinkers and leaders.

Professional Values and Attitudes: Students will develop a global understanding, multicultural perspective, and ethical standards that are necessary for leaders to succeed in the dynamic business world. They will gain an appreciation of the diverse values, ethical challenges, and commonalities of varying business cultures.

OBJECTIVES

Each of the University's goals is activated through these instructional objectives which students apply in their studies.

Subject Competency: Students will become conversant with course content material and hone their research and investigative skills through appropriate learning activities. In this intellectual growth process students learn to value life-long learning as essential to their own personal growth and develop a philosophy of life that helps nurture the entrepreneurial spirit and concern for the community and environment.

Skills Mastery: Students learn the requisite professional and communication skills for careers in business and the world of technology. Computer literacy is essential in this process to access professional literature through on-line services and to gain familiarity with key references in selected fields of study. Especially for international students, PSU's objective is to have them learn to communicate effectively in English and to be sensitive to American values.

Global Understanding: Students, in all courses of study, master the strategic concepts and develop the requisite attitudes and skills to function within the diverse cultural, religious, and social parameters of the world's "Global Village."

LEARNING OPPORTUNITIES

Selected learning opportunities in the classroom are organized around the curriculum with its seminars, field based projects, case studies, research, outreach programs and other instructional processes designed to train the future leader in business and technology to meet the goals and objectives of the program.

PROGRAM EVALUATION

The University judges the success and quality of its program through (1) its ability to attract a highly qualified student body; (2) its success in retaining such students; (3) its distinguished faculty; (4) its effective placement of well-trained graduates; (5) its being awarded State of California approval; and (6) its national accreditation.

Professors are encouraged to measure student success in their courses through performance assessment criteria which are congruent with the University's mission, goals, objectives, and learning opportunities. This may be in addition to other forms of course evaluation.

ACCREDITATION AND OTHER APPROVALS

PSU is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award bachelor's and master's degrees. The scope of ACCSC's recognition for financial aid purposes extends through the master's degree level only. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education. The ACICS address:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
Tel: (703) 247-4212   Fax: (703) 247-4533   www.accsc.org

PSU is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award bachelor's and master's degrees. The scope of ACICS's recognition for financial aid purposes extends through the master's degree level only. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education. The ACICS address:

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4243
Tel: (202) 336-6780   Fax: (202) 842-2593   www.acics.org

PSU is a member of the Council for Higher Education Accreditation (CHEA). CHEA is a non-profit organization which acts as the national policy center and clearing house on accreditation for the entire higher education community throughout the U.S.A. Its main mission is to promote academic quality.

Council for Higher Education Accreditation (CHEA)
One Dupont Circle NW, Suite 510
Washington, DC 20036
Tel: (202) 955-6126   Fax: (202) 955-6129   www.chea.org

PSU is a private non-profit educational institution licensed and approved to operate by the Bureau for Private Postsecondary Education (BPPE) as a part of the State of California Department of Consumer Affairs (DCA) to provide the following degree programs: Bachelor of Business Administration; Master of Business Administration; Bachelor of Science in Computer Information Systems; Master of Science in Computer Science; Master of Science in Information Systems. "Approval to operate" means the institution meets the minimum CA State requirements. The BPPE address is:

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Dr. Suite 400
Sacramento, CA 95833
Tel: (916) 431-6959 Fax: (916) 263-1897 www.bppe.ca.gov

Mailing Address:
BPPE
P.O. 980818
West Sacramento, CA 95798-0818

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

PSU is authorized under Federal Law to enroll non-immigrant alien students (F-1).

U.S. Immigration and Customs Enforcement (ICE)
Tel: (866) 347-2423   www.ice.gov

A MESSAGE FROM THE CHAIRPERSON
OF THE BOARD OF TRUSTEES

Welcome to Pacific States University!

Join us at PSU where the opportunities for you to learn, to expand your knowledge and to master a successful future in the 21st Century are greater than ever before. Our University is proud to offer programs and experiences designed to develop in students a lifetime commitment to learning.

Today our multipurpose professional school carries out its mission in an environment which encourages intellectual and scholarly development; fosters openness to a wide range of ideas, cultures, and people; and enhances personal growth. All our students, faculty, and staff stay united in that effort.

The unique needs of our international student body are reflected in the curriculum and course instruction techniques. The campus has a friendly administration and staff who understand that students must cope with homesickness, cultural alienation, the requirements of the U.S. Citizenship and Immigration Services (USCIS), and the academic challenges faced by non-native English speakers.

Chairperson, PSU Board of Trustees and Konkuk University Foundation

A MESSAGE FROM THE PRESIDENT

Welcome students!

A very warm welcome to Pacific States University! Since 1928 more than 12,000 international graduates have proudly earned their degrees here. You are about to follow in their proud footsteps.

Pacific States University is a unique place with a history of working with a diverse student body. Our students and faculties come from all over the world and, yet, our campus remains small, and our staff is devoted to the well being of each individual. Our ultimate goal is to provide you with a vibrant and intellectually stimulating environment where you can meet the best and brightest students from all over the world.

All of us in the University community are eager to know you personally and help you to realize your dream. Enjoy yourselves and make the most of this unique opportunity.

Sincerely and with warm regards,

Professor Heeyoung Ahn
President

BOARD OF TRUSTEES

Established in 1928 Pacific States University (PSU) is organized as a 501(c)(3) Non-Profit, Public Benefit Corporation, chartered in the State of California and is located at 3424 Wilshire Boulevard, 12th Floor Suite, Los Angeles, California 90010 in the USA.

The Board of Trustees of PSU has reserved the right to add, amend, or repeal any of its regulations, rules, resolutions, standing orders, and rules of procedure, in whole or in part, at its discretion. None of these shall have the effect of an abridgment of limitation of any rights, powers, or privileges of the Trustees.

Members

Ms. Ja Eun Yoo………………………………..………….	Chairperson
Dr. Kyung Hee Kim………………………………………..	Member
Dr. Chris Moonkey Nam …………………………………	Member
Dr. Marn J. Cha ………………………………….……….	Member
Dr. Sang Won Park ………………….……..…………….	Member
Dr. John Kasem…………………………………..........	Member
Mr. Heeyoung Ahn ..……………………………………….	Secretary

PSU 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, nor has 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.).

UNIVERSITY ADMINISTRATION

President …………………………………………Heeyoung Ahn, MS

Academic Dean…………………………...…. Heidi Crocker, Ed.D, DC

Associate Dean, Student Affairs
Public Relations & International Affairs …..... …….. Sarah Min, MBA

Assistant Dean, General Affairs.................…….……Rosy Lim, MBA

Director, College of Business…...............…...…....John Kasem, DBA

Director, College of Computer Science &
    Information Systems ....…………Moonsik Kim, MS

Director, Financial Aid …………………………........Moonsik Kim MS

Director, Admissions……………………………Maawiya Ayeva, MBA

Librarian…………………………………………..Grace Poole, MLIS

STATEMENT ON NON-DISCRIMINATION

Pacific States University does not discriminate on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status in the administration of its educational programs, admission policies, or any other University-administered programs or activities. Inquiries concerning the application of Title IX of the Educational Amendment of 1972 and other non-discriminatory statutes should be directed to an Associate Dean who is responsibility for reviewing such matters.

STATEMENT OF ACADEMIC FREEDOM

Pacific States University adheres strictly to a policy of complete academic freedom. Instructors at PSU are encouraged to present a variety of perspectives on their subjects. Students at PSU are encouraged to think and to question, to challenge and to respond. Facts and truth are the primary concern. Faculty and students at Pacific States University are free to examine all pertinent data, to question all ideas as presented, and to be guided by evidence.

STATEMENT OF CONFLICT OF INTEREST

Members of the University community are expected to exercise good judgment, honesty, and high ethical standards in all business transactions and have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. The Board of Trustees, faculty, and staff members should deal with suppliers, clients, students, contractors, government agencies, and all others having a relationship with the University on the sole basis of what is in the best interests of the University without consideration of personal gain.

This policy establishes the framework within which the University wishes to operate. The purpose of these guidelines is to provide general direction so that members of the University community can seek further clarification on issues related to the subject of acceptable standards of operation. Members of the Board of Trustees should contact the President of the Board and all

others should contact the President of the University for more information or questions about conflict of interest. It is possible that the opinion of the University's attorney may be sought for clarification.

An actual or potential conflict of interest occurs when a member of the University community is in a position to influence a decision that may result in personal gain for that person or for a relative as a result of the University's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage including spouse, child, step-child, parent, step-parent, parent-in-law, parent's siblings, sibling's child or step-child, niece, nephew, first cousin, and those whose relationship with the colleague is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if members of the University community have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the appropriate party mentioned above as soon as possible the existence of any actual or potentials conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a colleague or relative has a significant ownership in a firm with which the University is doing business, but also when a member of the University community or a relative receives any cash, a gift (including tickets) of substantial value (defined as greater than or equal to $50), or special consideration as a result of any transaction or business dealings involving the University.

The Board of Trustees and the President of the University have the ultimate authority and responsibility to determine the application of this policy and the implementation of steps to be taken to correct a situation deemed not in the best interests of the University, including, if appropriate, recommendation for disciplinary action or discharge.

Members of the University community to whom this policy applies will be given a copy of the policy and will be required to sign a disclosure statement at the time of hire. Certain key personnel will be required to sign a disclosure form on an annual basis.

FACULTY AND FACULTY SENATE

The quality and dedication of the PSU faculty are central to PSU's effectiveness as an institution of higher learning. The University's academic programs are staffed by outstanding academic and practicing professionals who are responsive to the spirit and demands of the times. The faculty and administration take pride in exercising leadership to make learning, teaching, and research a meaningful and exciting intellectual experience for the students. The academic credentials of our faculty members are included in Section Eleven of this catalog.

The Faculty Senate of PSU, composed of all current instructors and the University Librarian, is an advisory body to the PSU administration and Board of Trustees. At scheduled meetings, the members propose, discuss, and validate PSU actions that directly concern the academic and scholastic pursuits of students and faculty. Rules and policies pertaining to instructors are contained in the *Faculty Handbook*.

INSTITUTIONAL REVIEW BOARD (IRB)

IRBs are governed by Title 45 CFR (Code of Federal Regulations) Part 46 regulations which are part of the National Research Act of 1974. PSU's Institutional Review Board assures that all research conducted by faculty, staff, or students is in compliance with the Office of Human Research Protections (OHRP).

SECTION TWO

ADMISSIONS INFORMATION

Requirements for admission to PSU are set forth below and are in accordance with California state regulations and ACICS accreditation standards.

ADMISSIONS POLICIES

The University admits a qualified student without discrimination with regard to race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, or physical disability.

Individuals seeking admission must submit all application requirements. ***All documents received become the property of PSU and will not be returned to the applicant. Please make personal copies before you submit a certified copy of your diploma. Do not send the original diploma.***

ADMISSION REQUIREMENTS

1. Completed PSU Application Form.

Applications and documents will not be processed prior to the payment of the Application Fee (Non-refundable) and additional Program Registration Fee (Non-refundable).Please check Section Three for Financial Information.

Optional additional expense: US$100 Express Mailing Fee (Non-Refundable) OR US$25 Domestic Express Mailing Fee (Non-Refundable)

2. Two recent 2X2" (passport size) photos.

3. Record of prior education: transcripts of all degrees.

> a. Undergraduates, project management & other non-degree programs: Evidence of completion of high school or equivalency.
> b. Graduate-level: Evidence of bachelor's degree.

4. Identification: Copy of passport or USA permanent resident card. (Birth certificate or naturalization documents for USA citizens if passport is unavailable).

*Applicants may submit other **optional** documents for consideration:*

1. Letter(s) of recommendation
2. Personal essay (200 words or less).
3. Description of professional work experience.
4. For graduate applicants only: GMAT or GRE scores

PLEASE NOTE:
- Incomplete or unacceptable documents will delay the admission process.
- Faxed or scanned photocopies of financial documents cannot be accepted.
- Certified copies must be clear and good quality.
- If any document is issued in the applicant's native language, please provide both the original document and a translation of the document into English. Translated documents must be notarized. Translations must be submitted for all records not officially issued in English. These must be in the same format as the original language documents and must be typed. PSU reserves the right to request translations prepared by professional translation services. If documents are issued from the institution in English, students may not be required to submit documentation in their native language. PSU has the right to request original documentation; submission of fabricated or false documents will result in immediate dismissal of the application and will disqualify the individual from applying to PSU in the future.
- Applications and documents will not be processed prior to the payment of the basic Application fee (Non-refundable) and additional Program Registration Fee (Non-refundable).

Regarding Contact Information:
- Applicant must provide a valid e-mail address when submitting an application. All communication directed from the Admissions Office to an international applicant is conducted via e-mail.
- Applicant must provide a permanent address in your home country. This information is required even if you currently reside in the U.S.
- Applicant must provide a current mailing address (if it is not the same as your permanent address). If you are currently outside the United States, do not provide the address of a friend or relative living in the U.S. as your current address. This will delay the processing of the application.

To receive the earliest consideration, an applicant should submit an application and supporting documents according to the following schedule:

FOR USA APPLICANTS	
Applying for	**Documents should be received by**
Fall	September 1
Winter	December 1
Spring	February 1
Summer	June 1
FOR OVERSEAS APPLICANTS	
Applying for	**Documents should be received by**
Fall	August 1
Winter	November 1
Spring	January 1
Summer	May 1

UNDERGRADUATE ADMISSION

The University will evaluate the student's high school Grade Point Average (GPA), curricular records, and other documents to determine entrance eligibility.

NOTE: Specifics Regarding Admission from a U.S.A. High School

U.S. high school graduates may submit other documents for consideration:
- *Scholastic Aptitude Test (SAT) OR American College Testing (ACT)*

TITLE V CLASS REQUIREMENTS
California law prescribes as requirements for bachelor's degrees that each student demonstrate competence in understanding (1) American history, institutions, and ideals, (2) The Constitution of the United States, and (3) the principles of state and local government as established in California. Students may meet these requirements by completing specified courses under the General Education requirements.

ADMISSION WITH ADVANCED STANDING

An applicant may receive credit for up to forty-four (44) credits earned in high school Advanced Placement (AP) courses. Completed courses are accepted credit-for-credit for equivalent courses at PSU if the student has earned a score of three (3) out of a possible five (5). Evaluation and approval will be made by the Academic Dean and become a permanent part of the student's academic file.

GRADUATE ADMISSION

Individuals will be admitted to the Master of Business Administration (MBA), Master of Science in Computer Science (M.S.C.S.), or Master of Science in Information Systems (M.S.I.S.) programs if their undergraduate GPA is 2.50 or greater for courses taken in the last ninety (90) quarter units of their undergraduate program. All students must have a bachelor's degree (four years of study or its equivalent) to be admitted into a graduate degree program.

MBA applicants must supply proof that they have completed a bachelor's degree in business administration or economics from an institution accredited by agencies recognized by the United States Department of Education or its equivalent, demonstrating adequate preparation for studying graduate-level business. Those students who have not completed adequate coursework in business related areas are required to meet the pre-program requirements.

MSCS and MSIS applicants must supply proof that they have completed a bachelor's degree in physics, engineering, computer science, information systems, or applied mathematics from an institution accredited by agencies recognized by the United States Department of Education or its equivalent. Those students who have not completed adequate coursework in computer related areas are required to meet the pre-program requirements.

ADMISSION OF INTERNATIONAL APPLICANTS

PSU is authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (Form I-20) enabling students to enter the U.S. with a student visa (F-1). PSU does NOT offer visa services with any associated charges. The institution will vouch for student status. Every effort is made by the PSU faculty and staff to help students adjust to academic life in the U.S.A., particularly if English is the student's second language.

The application and financial statement required of international students must be submitted on forms available from the PSU Admissions Office or on the PSU website. The issuance of an I-20 requires proof of educational degrees.

Special Steps for International Applicants:
1. Proof of English Language Proficiency (See expanded explanation on the page 35).
2. Certificate of Financial Support with supporting documents. All financial documents must be originals in English and U.S. dollars (e.g. current bank statements).
3. Application Fee & Program Registration Fee (non-refundable).

PSU will not issue a Certificate of Eligibility (Form I-20) until the student has been admitted and has been financially certified by the University. The Admissions Office will issue letters of acceptance to successful applicants who have completed satisfactorily all requirements. Form I-20 A-B will be sent to international students.

Students must report to school within seven (7) days after arriving in the U.S. or the I-20 will be void. A student wishing to transfer at the end of a quarter must apply during that quarter to allow enough processing time with the U.S. Citizenship and Immigration Services (USCIS).

Additional considerations for bringing dependents:

If you are an international applicant planning to bring your spouse or child with you to the US, please submit the following additional documents:
- Processing fee for Dependent documents

If the dependent is the spouse of the applicant
- Copy of spouse's passport
- Certified copy of marriage certificate

If the dependent is the child of the applicant

- Copy of child's passport
- Certified copy of child's birth certificate

Evaluation of International Transcripts

An applicant must submit original diplomas and transcripts with certified translation into English to an independent transcript evaluation service that is a member of either the National Association of Credential Evaluation Services (NACES) OR the Association of International Credential Evaluators (AICE). A list of the agencies and instructions for submissions can be obtained from an admissions officer. The two most commonly used by our applicants and students are IERF and ACEI. All transcripts from countries outside of the USA must be verified and evaluated indicating that the coursework is comparable to United States educational standards, which includes a four-year bachelor's degree or its equivalent.

All applicants whose education credits were completed outside the U.S.A. cannot receive full acceptance until an evaluation of their transcripts has been completed. The foreign degree and transcript evaluation and verification process must be completed before the student is officially enrolled. Failure to complete this process within the allotted time may result in delayed admission or deferral to a future term.

ENGLISH LANGUAGE PROFICIENCY

All courses at PSU are taught in English.

An applicant for an undergraduate degree program whose native language is other than English must have a score of 450 (paper-based), or 133 (computer-based), or 45 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 4.5 on the International English Language Testing System (IELTS), or 750 on the Test of English for International Communication (TOEIC) Listening and reading test, or 900 on GTEC CBT, and must send their official scores to PSU's Admissions Office.

An applicant for a master's degree program whose native language is other than English must have a score of 500 (paper-based), or 173 (computer-based), or 61 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 5.5

on the International English Language Testing System (IELTS), or 750 on the Test of English for International Communication (TOEIC) Listening and reading test, or 1050 on the GTEC CBT, and must send their official scores to PSU's Admissions Office.

EXEMPTIONS

An undergraduate applicant may be exempted from the TOEFL or IELTS standards if s/he can present proof of one of the following:

- Have graduated from a secondary educational institution (high school) where English is the principal language of instruction (U.S.A. or foreign). Prior education originates from countries in which the official primary language is English.

- Have completed English composition with a grade of "C" or better and 60 transferable semester (90 quarter) units from a regionally accredited institution in the U.S.A.

- Have successfully completed level 6 of the ESL Intensive Academic Preparation Program from Columbia West College.

A graduate or postgraduate applicant may be exempted from the exam standards if s/he can present proof of one of the following:

- Have completed prior education from a regionally accredited U.S.A. institution.

- Have attended postsecondary educational institutions where English is the principal language of instruction. Prior education originates from countries in which the official primary language is English.

- Have successfully completed level 6 of the ESL Intensive Academic Preparation Program from Columbia West College.

Additional documentation may be required to establish the basis for any such exemption on a case-by-case basis.

ADMISSION OF TRANSFERRING STUDENTS

For transfers to PSU, the policy is to accept only two (2) courses (8 units) for transfer credit at the graduate level, and a maximum of thirty-three (33) courses (132 units) for transfer credit into the bachelor's degree. Any transfer credit *including pre-programs*, require submission of an official transcript.

At the time of publication, the institution does not have an articulation or transfer agreement with any other college or university.

The University does not automatically give credit for courses completed at other institutions; it determines whether credit will be given by evaluating each course and its content.

Acceptable institutions for transferable credit must be accredited by agencies recognized by the United States Department of Education or its equivalent. In general the course content should be the same as that at PSU. Grades of C or better are required at the undergraduate level, and A or B grades at the graduate level.

To assist in the transfer process a student desiring to transfer such credits should provide the Registrar's Office with the following:

- A list of PSU courses for which the student is requesting credits;
- Official transcript(s) indicating courses that may be equivalent;
- Descriptions and syllabi/outlines for the course(s) or catalog.

It is the student's responsibility to begin the process by first becoming familiar with the required courses in the PSU program as described in the current catalog.

Additional documentation for an international student transferring to PSU:

1. Copy of Form I-20 A-B from prior school;
2. Copy of passport and U.S. Visa stamp;
3. Copy of I-94 Record. Retrieve from https://i94.cbp.dhs.gov/;
4. Commitment payment of $2,000 (applicable to tuition).
5. Copy of Employment Authorization Card (Required ONLY for students on OPT);
6. Completed Agreement of Admission without English Proficiency Standards form. (Required ONLY for students who do not have the proof of English proficiency);
7. Transfer letter or attendance letter from prior school

ADMISSION OF CHANGE OF STATUS TO F-1

Applicant must meet with an Admissions Officer prior to proceeding with a Change of Status (COS). In order to change your status to F-1, you are required to submit your application to U.S. Citizenship and Immigration Services (USCIS). Change of Status (COS) applicants **must have valid immigration status** at the time of submitting their COS application. This procedure requires non-immigrants to file a COS with the USCIS and the processing time is approximately 3-4 months. Applicant must provide PSU with all required admission documents in addition to the following documents:

1. Copy of passport and U.S. current Visa stamp;
2. Copy of I-94 Record. Retrieve from https://i94.cbp.dhs.gov/;
3. Copy of US port of entry stamp date;
4. Commitment fee of $2,000 (applicable to tuition);
5. Completed and signed commitment letter.

Once all documents are submitted, the Admission Office will issue a "Change of Status" I-20. Once I-20 is issued, applicant is then strongly encouraged to consult an immigration lawyer to review the required documents for USCIS application.

Simply obtaining the I-20 does not change your status to F-1. Applicant needs to submit the application packet to USCIS and receive COS approval in order to complete COS to F-1. After COS is approved by USCIS, the student must submit F-1 approval notice to PSU admissions.

ADMISSION OF STUDENTS WITH SPECIAL CIRCUMSTANCES

At the discretion of the Admissions Committee, an exceptional applicant who does not meet the regular admission requirements may be admitted on an academic probation basis to undergraduate or graduate status. Such a prospective student is essentially qualified for entrance to the University based upon a careful review of their credentials supported by personal interviews. pre-program course requirements may be added to their programs.

Reasonable accommodations for any special needs are to be fully documented and prearranged with the Academic Dean.

NOTE: PSU does not admit ATB Ability-to-Benefit students.

Concerning Underage Applicants

Pacific States University requires that any student who is under the age of eighteen (18) have a guardian over the age of 21 living in 50 mile radius of PSU. In the event of a personal emergency, accident, illness or incarceration, the State of California will require the signature of a guardian before offering assistance such as hospitalization or legal counsel. Pacific States University is not permitted to act in place of the parent or guardian. If you are under the age of 18, you are required to have your parent submit a **signed and completed Assigned Guardian Statement,** available from an Admissions Officer, informing PSU who will be assigned as your legal guardian. The U.S.A. guardian must sign the form and submit a copy of their CA driver's license/identification.

READMISSION

A student who has been dismissed from the University must wait two (2) quarters before applying for readmission and must submit a Petition for Readmission to the Dean of Academics. The Petition must include the records of any academic work successfully completed at other institutions as well as present compelling reasons for reinstatement which include the ability to maintain the standards of Satisfactory Academic Progress (SAP). The Academic Dean will notify the student in writing concerning their readmission.

SPECIAL NOTE: What is the difference between an OFFICIAL and UNOFFICIAL transcript? Both the official and the unofficial transcript usually contain the same information about a student's academic record: list of classes, grades and credits.

An official transcript is a legal document. It includes the Registrar's signature, the college seal, and the date that it was issued. An official transcript is delivered in a sealed envelope which should not be opened by anyone except the addressee. There is usually a fee for each official transcript ordered.

An unofficial transcript is the student's academic record without signature, seal, or sealed envelope. Some schools issue a student copy (marked as such) of the "official" transcript; however, without being in a sealed envelope, this original document therefore falls into the unofficial category.

SECTION THREE

FINANCIAL INFORMATION

TUITION AND OTHER FEES

Students are required to pay tuition at registration. Cash, money orders, credit cards, and checks are accepted in the amount due. Courses are offered in both day and evening sessions with the same tuition charged. *Fees and tuition are always subject to change.*

TUITION

Program Course Level	Cost
Undergraduate 100-400 Level Courses	$ 345.00 per unit
Graduate 500 Level Courses	$ 380.00 per unit

Program	Estimated Charges per Quarter*	Estimated Total Charges for Entire Program*
Undergraduate: BBA	$4,815.40	$72,231.00
Graduate: MBA	$3,350.90	$33,509.00
Graduate: MSCS, MSIS	$3,550.25	$28,402.00

* Includes estimated fees & book costs $150 per course

Other Fees

Description (most are non-refundable charges)	amount
Application Fee for All Applicants (Non-Refundable)	$50
Program Registration Fee (Non-Refundable) One-Time	$150
Dependent document processing	$50
Readmission Fee (Non-Refundable)	$200
Change of Program Fee (Non-Refundable)	$100
Int'l Express Mailing Fee (Non-Refundable)	$100
Domestic Express Mailing Fee (Non-Refundable)	$25
Facility and Equipment Fees (Per Quarter)	$150
Quarter Registration Fee (Non-Refundable)	$50
Credit by Special Examination Fee	50% of course tuition
Credit for Prior Experiential Learning Assessment Fee	$150
Paper-based Institutional TOEFL (Per Test)	$80
Graduation Fee	$350
Student Tuition Recovery Fund (STRF) Fee (Non-Refundable)	% of tuition
Student ID card	$15
Copy of Official Transcript Fee (Per Transcript)	$10
Other Service Fee (Official Documents, Letters, and Photocopying service- $2 per Copy)	$10
Deferral Fee (non-refundable)	$20
Family Invitation Letter	$30
Expedited Service (1 Business Day) Charge	$10
Foreign Transcript Evaluation Processing Fee	$20
Replacement Diploma (if lost or stolen)	$100

effective from Summer Quarter 2018 for all students (new & current).

Penalties (non-refundable)

Description	amount
Late Change-of-Course Fee (Add /Drop/Swap) per course (Charged second week of Add/Drop/Swap through end of qtr.)	$20
Late Registration Fee	$100
Returned Check Fee	$35

*effective from Summer Quarter 2018 for all students (new & current).

FINANCIAL POLICIES

Payment Policies

Failure to make payments of tuition and other fees, or other amounts when they are due is considered sufficient cause to place a student on non-academic discipline. This status causes the University to do one or more of the following:

1. Bar the student from attending classes, taking examinations, or registering for the following quarter.
2. Withhold a diploma, scholastic certificate, transcript of record, or grades for the quarter.
3. Suspend the student.

PSU reserves the right to withhold any and all services if petitioner is not in good financial standing with the University.

Deferment of Tuition

Application for deferment of payment will be considered on the basis of financial need and assurance of ability to make the payments as required. No tuition is to be deferred for students enrolled for less than four (4) units.

Student's Right to Cancel

1. You have the right to cancel the enrollment agreement for a program of instruction, without any penalty or obligations, and obtain a refund of charges paid, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. 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 payment period in your program through the last day of attendance.

2. Cancellation may occur when the student provides a written notice of cancellation addressed to the PSU Registrar at 3424 Wilshire Blvd., Suite 1200, Los Angeles, CA 90010. This can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

3. If the Enrollment Agreement is cancelled within seven (7) days, the school will refund the student all money he/she paid, less a registration/processing fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 30 days after the notice of cancellation is received.^

Withdrawal From the Program and Tuition Refund Policy

You may withdraw from PSU at any time after the cancellation period (described above). PSU's refund policy has been established so that the student who withdraws from their program shares in the cost incurred. The refund will not include any institutional non-refundable charges. The cost of any equipment not returned in good condition will be deducted from any refund. If the student withdrawals on the first day of classes in the first academic year, or seven days after enrollment, whichever is longer, the institution will refund any money minus the program registration fee of $150. PSU does not charge an additional administrative processing fee upon withdrawal. No refund is possible or is limited if the student has a balance due. Refunds will be processed within thirty (30) working days from the date of determination.

For the purpose of determining a refund under this section and establishing a date of determination, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student intent to withdraw (written notice) or as of the date of the student's withdrawal, whichever is later.

- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

- The student has failed to attend class for three (3) consecutive weeks.

- The student fails to return from a leave of absence.

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 program (total institutional charge, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. All amounts paid by the student in excess of what is owed as calculated shall be refunded. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

Student Tuition Recovery Fund (STRF)

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (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,* 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 you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are 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 Student Tuition Recovery Fund (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 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."

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

To qualify for STRF reimbursement, the student must file an STRF application within one (1) year of receiving notice from the Bureau for Private Postsecondary Education (BPPE) the State of California that the school is closed. If the student does not receive notice from BPPE, the student has four (4) years from the date of closure to file an STRF application. If a judgment is obtained, the student must file an STRF application within two (2) years of the final judgment.

It is important that students keep copies of the enrollment form, financial aid papers, receipts, and any other information that documents the monies paid to the school. Questions regarding the STRF Policy may be directed to the Bureau for Private Postsecondary Education (BPPE) the State of California, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959.

FINANCIAL AID

PSU participates in federal and state financial aid programs. Students seeking financial aid may apply for the following Federal programs:
1. Federal Pell Grants;
2. Subsidized Federal Direct Loan; and
3. Unsubsidized Federal Direct Loan.

To receive Federal financial aid, a student must:
1. Be a U.S. citizen or eligible non-citizen;
2. Be registered with Selective Service (if required);
3. Be admitted to the University seeking a degree;
4. Not owe a refund on a Federal grant or be in default on a Federal educational loan;
5. Be meeting Standards of Satisfactory Progress;
6. Be enrolled at least half-time (8 units undergraduate / 4 units master's);
7. Not be convicted of drug distribution or possession or be incarcerated.

Students holding an "F" or "J" Visa or I-688A, I-688B and I-797 Visas are not eligible for Federal aid. They may be eligible for non Title IV, alternative loan programs from private lenders. All admission requirements must be satisfied before financial aid funds may be disbursed to the student.

Consumer Information Disclosures

PSU is required by law to make available to enrolled students, prospective students, and their parents certain information about its operations. Such information pertains to: (1) general institutional operation, (2) financial aid, (3) general completion and graduation rates, (4) annual security report, (5) completion and graduation rates for student athletes, and (6) athletic program participation rates and financial support.

To meet the requirement, information for the University is available at www.psuca.edu and at the Registrar's Office. Web site addresses are specified for all information items, as well as telephone numbers and e-mail addresses of the university officials who can respond to questions or information requests in their specific areas. The University can provide paper copy of any of the information items upon request.

Loan Responsibilities

Any agency or organization which grants loans will indicate the terms and amount of that loan. *Students are responsible for their loans and for repaying the loan amount plus interest, less the amount of any refund, and that, if the student had received federal student financial aid funds, and that, if the student is entitled to a refund of the money not paid from federal student financial aid program funds.*

Return of Title IV Funds Calculation and Policy

In compliance with federal regulation, the institution will determine how much federal student financial aid the student has earned or not earned when a student withdraws from school and was a recipient of Title IV aid.

The institution will calculate the percentage and amount of awarded Federal student financial aid the student has earned if the student withdraws up through the 60 percent point of the payment period. If the student has completed more than 60 percent of the term, the student earns 100 percent of the Federal student financial aid. However, the institution must still perform a Return Calculation. The amount of awarded Federal student financial aid earned will be based on the percentage of the payment period that was completed up through the last date of attendance.

If the student received more than the amount of Federal student financial aid earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Unsubsidized Direct Stafford loan, Subsidized Direct Stafford loan, Direct PLUS loan, Pell Grant, and Federal Supplemental Educational Opportunity Grant (FSEOG). Funds will be returned to the aid source within 45 days of the date that the institution determines that the student has withdrawn.

If more Federal student financial aid has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the Federal financial aid funds to be received. The post-withdrawal disbursement must be paid within 180 days of the date of determination.

USA Citizenship-Constitution Day September 17th

Citizenship-Constitution Day on September 17th is a federal observance celebrating the ratification in 1787 of the Constitution of the United States of America, which formally established the government system that is still in existence today. Since 2005 all educational institutions receiving federal funding from the U.S. Department of Education are mandated to "hold an educational program" pertaining to the Constitution on or around this day. That "program" can take any form or format of observance.

SCHOLARSHIP OPPORTUNITIES

Students may apply for scholarship for tuition credit only. These scholarships are funded through the University's General Funds and generosity of independent donors, PSU alumni and the campus community. Scholarships are awarded through the PSU Scholarship Committee and/or the recommendation of the individual scholarship category coordinator.

Application Procedure (For categories1to7). Students must submit full application to Student Services during the first week of the Spring Quarter or Fall Quarter. Completed applications will be reviewed by the PSU Scholarship Committee. Nominees are presented to the President for final approval. Awards will be made near the end of the third week of the quarter with adjustments made to the student's account.

Restrictions. Students may apply for a maximum of three scholarships semi-annually. Students may receive a maximum of three scholarships annually. For graduate level students, the maximum number of scholarships awarded is four; for undergraduates level students, the maximum number of scholarships awarded is eight.

Categories of Scholarship
1. Presidential Scholarship:
The Presidential Scholarship will be awarded to the students who may be recognized under special circumstance and based on need via the Committee and the recommendation of the President.
Eligibility criteria:
- Full-time enrollment;
- 3.0 GPA or higher;
- Have completed three or more courses in a degree program;
- Show no outstanding balances up to previous quarter;

- Be present at the award ceremony (or send a representative on your behalf);
- Submission of transcript (unofficial is accepted);
- Recommendation letter(s) [recommended]; and
- Well-written essay (reused essays will be considered sufficient cause to cancel application).

Essay Topic: *Why are you studying at PSU and what do you plan to do with your degree after graduation?*

Value: Multiple scholarships may be awarded; the value will range between $100-$2,000

2. Academic Scholarship:

This scholarship will be awarded to the students who made the highest scholastic achievement.

Eligibility criteria:

- Full-time enrollment;
- 3.5 GPA or higher;
- Have completed three or more courses in a degree program;
- Show no outstanding balances up to previous quarter;
- Be present at the award ceremony (or send a representative on your behalf);
- Submission of transcript (unofficial is accepted);
- Recommendation letter(s) [recommended]; and
- Well-written essay (reused essays will be considered sufficient cause to cancel application).

Essay Topic: *What do you do to excel in your academic achievements? What recommendations can you give to your classmates?*

Value: Multiple scholarships may be awarded; the value will range between $100-$2,000

3. Alumni Scholarship:

This scholarship will be awarded to the PSU alumni association selected nominee.

Eligibility criteria:

- Full-time enrollment;
- 3.0 GPA or higher;
- Be in the last or second to last quarter of degree program;
- Participated in PSU Alumni Association activities;
- Show no outstanding balances up to previous quarter;
- Be present at the award ceremony (or send a representative on your behalf);
- Submission of transcript (unofficial is accepted);

- Recommendation letter(s) [recommended]; and
- Well-written essay (reused essays will be considered sufficient cause to cancel application).

Essay Topic: *What areas of contributions can you do to support the PSU Alumni Association?*

Value: Multiple scholarships may be awarded; the value will range between $100-$2,000

4. Community Leadership Scholarship:

This scholarship will be awarded to the students who had shown a great leadership and devote themselves to the PSU Community.

Eligibility criteria:

- Full-time enrollment;
- 3.0 GPA or higher;
- Have completed three or more courses in a degree program;
- Show no outstanding balances up to previous quarter;
- Be present at the award ceremony (or send a representative on your behalf);
- Submission of transcript (unofficial is accepted);
- Recommendation letter(s) [recommended]; and
- Well-written essay (reused essays will be considered sufficient cause to cancel application).

Essay Topic: *What are your community involvements? How do the experiences benefit you?*

Value: Multiple scholarships may be awarded; the value will range between $100-$2,000

5. Performance Improvement Scholarship:

This scholarship will be awarded to the students who made drastic improvement on GPA form the previous quarter.

Eligibility criteria:

- Full-time enrollment;
- 3.0 GPA or higher;
- Have completed three or more courses in a degree program;
- Show no outstanding balances up to previous quarter;
- Be present at the award ceremony (or send a representative on your behalf);
- Submission of transcript (unofficial is accepted);
- Recommendation letter(s) [recommended]; and
- Well-written essay (reused essays will be considered sufficient cause to cancel application).

Essay Topic: *What is the most challenging aspect of attending PSU for you? What you have done to overcome that challenge?*
Value: Multiple scholarships may be awarded; the value will range between $100-$2,000

6. Hobart Residence Scholarship:

This award is sponsored by the Hobart Residence. The students are recommended by the Director of Hobart Residence or the Dean of Hobart Residence.

Eligibility criteria:

- Be present at the award ceremony (or send a representative on your behalf);
- Submission of transcript (unofficial is accepted);
- Recommendation letter(s) [recommended]; and
- Well-written essay (reused essays will be considered sufficient cause to cancel application).

Value: Multiple scholarships may be awarded; the value will range between $100-$2,000

7. Chung Soon Hong Scholarship:

This scholarship is established in honor of the late wife of emeritus professor Dr. Byung S. Hong. In the spirit of Mrs. Chung Soon Hong, this scholarship will be awarded to students who 1) show altruism and readiness to help others, 2) render services without ostentatiousness, 3) volunteer to keep the school clean and tidy, and 4) are ready to extend helping hands to fellow students in need, such as providing rides and homework assistance.

Eligibility criteria:

- Be present at the award ceremony (or send a representative on your behalf);
- Submission of transcript (unofficial is accepted);
- Recommendation letter(s) [recommended]; and
- Well-written essay (reused essays will be considered sufficient cause to cancel application).

Essay Topic: *Please describe how you meet the criteria of this scholarship.*
Value: Multiple scholarships may be awarded; the value will range between $100-$2,000

8. Special Scholarship:

Special scholarship may be available throughout the year. Please contact Student Services for availability and application procedure.
Value: Varies

SECTION FOUR

STUDENT RIGHTS AND RESPONSIBILITIES (RULES AND REGULATIONS)

STUDENT RIGHTS

Students are the primary focus in campus life. Their welfare and the conditions under which they study, work, and relax must be safeguarded to preserve their rights under the United States Constitution, federal laws, and California statutes. Campus policies and procedures seek to guarantee these civil liberties. Student understanding and cooperation are essential to the successful implementation of this legal structure.

<u>Students with Disabilities Policy</u>

The University is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to an Associate Dean and are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities. Students who wish to file any complaint should follow the Student Grievance Procedures.

<u>Student Records Policies</u>

- <u>Disclosure of Information from Student Records</u>

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. In compliance with FERPA, PSU designates the following categories of personally identifiable information as "Directory Information:" name, address, telephone number, e-mail address, date and place of birth, dates of attendance, enrollment status, program of study, honors, awards and degrees received. PSU may release or publish directory information without prior consent of the student, unless specifically instructed

by students to withhold their information. To restrict the release or publication of any student information, a student must provide the appropriate written instructions to the Registrar's Office.

Pursuant to the federal Family Educational Rights and Privacy Act (FERPA) and the California Information Act and Educational Code, students at PSU have the right (1) to inspect and review records that pertain to themselves as students, known as education records, unless waived or qualified under Federal and State law or College policies; (2) to seek to amend the content of education records that may be considered inaccurate or misleading; (3) to have withheld from disclosure personally identifiable information contained in their education records, except as provided in Federal and State laws or College policies; and (4) to file a complaint with the U.S. Department of Education – Family Policy Compliance Office regarding alleged violations of their FERPA rights. The address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

Students are encouraged to use the internal University grievance procedures to resolve complaints prior to contacting outside agencies.
Students and alumni who desire the University to release their records and information to perspective employers or graduate schools, etc., can expedite their applications by providing PSU with written permission to release their records, specifying which records and to whom the release should be made.

- Process for Reviewing or Amending Student Education Records

A student will be given the opportunity to inspect and review his/her education records within 15 days of the day the school receives the request for access. Student should submit to the Registrar, or other appropriate school official, written requests (or emails) that identify the record(s) s/he wishes to inspect. The school official will make arrangements for access and will notify the student of the time and place where the records may be inspected.

If the records are not maintained by the school official for whom the request was submitted, that official shall advise the student of the appropriate official to whom the request should be addressed. (Photocopies of selected materials from a student's file may be available, at an additional cost).

Student may ask the school to amend a record that they believe is inaccurate or misleading. In such cases, the student should write the school official responsible for the record, clearly identify the part of the record they are requesting be changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and will advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college as an administrative, supervisory, academic or research, or support staff person (including law enforcement unit, personnel and health staff); a person or company contracted (such as an attorney, auditor, funding agency, or collection agent); a person serving the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Parental access to a student's records will be allowed without prior consent if the student is under age eighteen or is a dependent as defined in Section 252 of the federal Internal Revenue Code. If any PSU student wants to ensure or block access for their parents to grades, disciplinary action or other information, then it is best to file written permission with the Registrar to clarify their desire.

Please note that the terms "student" and "student records" does not include applicants who have not previously attended Pacific States University.

Right to Appeal

The University has initiated and implemented procedures for appeals by students with the intent of assuring fairness and objectivity. The procedures are not designed to incorporate all of the due process safeguards that the courts of law require. The purpose is to provide a system that will represent "fairness and the absence of arbitrariness." The University makes every effort to see that appeal procedures are clear to students and that their avenue of appeal is not burdensome.

Student Grievances Policy and Procedures (Appeals)

The procedure for the resolution of a student complaint is a three-step process. The University anticipates that most disputes will be resolved either through step #1 informal discussions, or step #2 the intervention of an ombudsman. Only a few cases should require step #3, the judgment of an informal hearing panel.

- First, a student who feels that the faculty, staff, administration, or other students have treated him unfairly is advised to seek informal counsel with the offending party or an Associate Dean in the interest of a speedy resolution of the problem.

- Second, if this step does not lead to satisfaction of the student, he/she should petition for a grievance review, a formal procedure at the University. PSU has a "Declaration of Complaint" form that can be utilized for this purpose. The declaration must outline the specifics of the complaint, all pertinent information, and steps taken to remedy the situation through the informal process.

  The Associate Dean of Student Affairs will act promptly in assigning an ombudsman and informing the President of the grievance. The Associate Dean of Student Affairs will outline some possible steps to the ombudsman in solving the problem. These may include interviewing the grievant, contacting the offending party, and/or convening all parties to the grievance.

The ombudsman will notify in writing the Associate Dean of the outcome of the intervention with recommendations. These will be sent to the President who will confer with the Associate Dean of Student Affairs to guarantee that the cause of the grievance is removed.

- Third, if the grievant is unable to receive a satisfactory resolution of the complaint he/she should notify in writing the President who will convene an impartial hearing panel for a judgment.

Right to File a Complaint Policy

Students are encouraged to use the internal University grievance procedures to resolve complaints prior to contacting outside agencies.

For further redress the student may contact the Bureau for Private Postsecondary Education (BPPE): Physical Address, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Toll Free: (888) 370-7589. Fax: (916) 263-1897. Web site: www.bppe.ca.gov. Or the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, DC 20002-4241. Tel: (202) 336-6780. Fax: (202) 842-2593.

Any student alleging failure of the University to comply with the Family Educational Rights and Privacy Act (FERPA) may file a complaint with the U.S. Department of Education, 330 Independence Avenue, SW, Washington, DC 20201.

Student Evaluation of Instruction Policy

To sustain a high quality of instruction at the University, students are expected to evaluate each class in which they are enrolled. Evaluation forms are distributed toward the end of each quarter. The evaluation forms, prepared anonymously, are collected and returned to the Administration by a designated student. Student evaluations are tabulated by the University, and the results are analyzed by the Academic Affairs Dept. and distributed to the individual instructors.

Sexual Assaults on Campus Grounds Policy

PSU is committed to creating and maintaining an academic environment dedicated to learning and research in which individuals are free from sexual assault or sexual harassment from any party. Sexual assault is defined in California Education Code Section 94385 to include without limitation, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. 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 used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

No student, applicant, faculty member or other employee of the University shall: (a) sexually assault any student or applicant; or (b) threaten or insinuate, either explicitly or implicitly that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades, studies, or educational experience at PSU. Similarly, no faculty member or other employee of the University shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student, applicant, faculty member or other employee of the University who feels that he or she is a victim of sexual assault or harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member, or other PSU employee, or visitor or invitee of the school, in connection with the educational experience offered by the University, should bring the matter to the immediate attention of an Associate Dean at the telephone number specified in the *General Catalog*. A student, applicant, faculty member or other employee of the University who is uncomfortable for any reason in bringing such a matter to the attention of a Dean, or who is not satisfied after bringing the matter to the attention of a Dean, should report the matter to the President of the University. Any questions about this policy or potential sexual assault or harassment should also be brought to the attention of the same persons.

PSU encourages students, applicants, faculty members or its employees to promptly and accurately report all sexual assaults occurring at any of the school's facilities to the Associate Dean and the appropriate police agencies. Upon the request of a sexual assault complainant, the University personnel will: (a) transport the complainant to the hospital or contact emergency personnel on behalf of the complainant; (b) refer the complainant to a counseling center or an agency that can make such referral; and (c) notify the police on behalf of the complainant if this has not been reported previously.

The Associate Dean will promptly investigate all allegations of sexual assault and harassment in as confidential a manner as it deems reasonably possible and take appropriate corrective action if warranted.   PSU will inform the complainant of the results of the school's investigation.   Sexual assault complainants may, in their sole discretion, pursue their own remedies against the alleged perpetrator, whether civilly and/or criminally. The University will assist any student with academic difficulties arising as a direct result of a sexual assault on the student by any PSU student, applicant, faculty member or employee occurring on Campus.

STUDENT RESPONSIBILITIES

Conduct

The following regulations apply to any person who is enrolled as a Pacific States University (PSU) student. These rules are not to be interpreted as all–inclusive of situations in which discipline will be invoked. These rules are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this catalog. ***The University reserves the right to exclude at any time students whose conduct is deemed undesirable or prejudicial to the University community's best interest.***

The disciplinary procedure described herein affords procedural fairness to the accused student and flexibility to the administration to sanctions based on the individual circumstances of each case. Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to respond to the charges made against them. Where a student is disciplined for improper conduct, the student may submit a grievance with regard to the decision in accordance with the University's Grievance Policy, which can be obtained from an Associate Dean. While disciplinary action against a student is pending, the

student poses a significant threat to the University community. The disciplinary action taken may be reflected in the student's permanent record, as part of the disciplinary punishment. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- Dishonesty in any form, including plagiarism, illegal copying of software, and knowingly furnishing false information to the University
- Forgery, alteration, or misuse of University documents, records, or identification.
- Failure to comply with written or verbal directives of duly authorized University officials who are acting in the performance of assigned duties.
- Interference with the academic or administrative processes of the University or any of its approved activities.
- Theft or damage to property.
- Violation of civil or criminal codes of local, state, or federal governments.
- Unauthorized use of or entry into University facilities.
- Violation of any state policies or regulations governing student relationship to the University.

The disciplinary procedure described herein affords procedural fairness to the accused student and flexibility to the administration to sanctions based on the individual circumstances of each case. Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial appeals committee. Written notice of the specific charge(s) made against a student shall be given at least ten days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the University community. Hearings are private. The accused student is afforded the opportunity to rebut all charges. The University establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary action to an Associate Dean, but only on the grounds that fair procedure was not followed by the committee or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken, and the basis for this decision. The disciplinary action taken may be reflected in the student's permanent record, as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed below:

Dismissal: Separation of the student from the University on a permanent basis.

Suspension: Separation of the student from the University for a specified length of time. (Does not apply to international I-20 students).

Probation: Status of the student indicating that the relationship with the University is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled. Specific limitations and restrictions on the student's privileges may accompany probation.

University policy stipulates that a student dismissed from either the University or a course will not receive a refund of tuition or other fees. Students dismissed from the University for disciplinary reasons must exclude themselves from University classes, activities, facilities, and buildings. Any exception must be approved by the President.

Students found culpable of any of the foregoing violations will be subject to disciplinary action. A student who is dismissed may reapply for admission after two quarter's leave.

A student who has not fulfilled his or her financial obligation to the University is in violation of the University contract. Said student may be denied the right to graduate, take examinations, receive degrees, and obtain or request transcripts of their grades.

Student Obligations

For students to remain in good standing at the University, they must:

1. Maintain academic standards, attend classes, and meet all financial obligations.
2. Be courteous and respectful in dealing with faculty, administrators, and fellow students.
3. Adhere to the federal, state, and municipal laws of the U.S., as well as to the rules and policies of the University.

In addition, international students must:

1. Enroll in a minimum of twelve (12) units per quarter in the undergraduate program, and a minimum of eight (8) units per quarter in the graduate program.

2. Complete three consecutive quarters before being entitled to a one-quarter vacation. Undergraduate students must complete a minimum of thirty-six (36) units of study per year, and graduate students must complete twenty-four (24) units of study per year.

Cheating and Plagiarism Policies

Cheating: The act of obtaining or attempting to obtain credit for work by use of dishonest, deceptive, or fraudulent means.

Plagiarism: The act of taking ideas, words, or specific substances of another and offering them as one's own.

One or more of the following actions are available to any faculty member who suspects a student of cheating or plagiarizing. The choice of action taken is guided by the extent to which the faculty member considers the cheating or plagiarism reflective of the student's lack of scholarship or lack of academic performance in the course.

- Review-no action.
- Oral reprimand with emphasis on counseling aimed at preventing further occurrences.
- Requirement that the work be repeated.
- Assignment of an "F" grade for the specific work in question.
- Assignment of an "F" grade for the course.
- Referral to the Associate Dean of Academics and/or the appropriate committee.

A student accused of cheating or plagiarism is entitled to appeal and may petition for due process.

Electronic Devices/Personal Phones

Communication and other electronic devices (including but not limited to cell phones, pagers, personal CD players, iPods) may be restricted in use by an instructor. Most obviously, during test taking and examinations, the use of such devices is prohibited. Personal electronic devices may be allowed to be used during instructional time for instructional and research purposes (i.e. no phone calls), as long as there is no inappropriate use or disruption to the classroom learning process.

If a cell phone or texting device is used during unauthorized times or in an inappropriate way, the cell phone may be confiscated by the instructor and returned to the student at the end of the class.

Personal laptop computers are allowed on campus. Inappropriate use or disruption to the classroom learning process is grounds for such permission to be discontinued. A student is responsible for all of their own personal property and PSU is not liable for any damages or theft.

PSU acknowledges that the use of electronic devices can be very beneficial to those with learning challenges and physical disabilities, and wants to ensure that students are getting the most out of their classroom instructional time. However, audio/visual recording may be permitted by an instructor *only* after specific permission has been granted: secret recording is never acceptable and is against the PSU Code of Conduct.

Computer/Internet Use

Pacific States University makes available technologies which will enable its students to use the internet and other information systems as tools for lifelong learning. Students can significantly expand their knowledge by accessing and using computers and other informational resources.

Students should use the network and internet access in a responsible, efficient, ethical and legal manner. Students have access to computers, mobile laptops and the internet during the school day and during instructional time. Faculty and

staff will discuss with students the appropriate use of technologies, including the internet, and will intervene if the resource is not being used appropriately.

Access to technology is a privilege, not a right, and inappropriate use will result in a cancellation of privileges with appropriate disciplinary action. The following uses of school computers and internet access are not permitted:

- Accessing, downloading, or distributing pornographic, obscene, or sexually explicit material.
- Transmitting obscene, abusive, sexually explicit, or threatening language.
- Downloading unauthorized software or other material.
- Violating any local, state, or federal statutes.
- Vandalizing, intentionally damaging, or disabling the property of the University.
- Changing the configuration set on any school computer.
- Accessing another individual's materials, information, or files without permission.
- Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
- Violating generally accepted rules of network etiquette (including inappropriate use of language or images).

Pacific States University makes no warranties of any kind, neither expressed nor implied, for the network/internet access it is providing. The school is not responsible for any damage users suffer, including (but not limited to) loss of data resulting from delays or interruptions in service. The University is not responsible for the accuracy, nature or quality of information stored on disks, hard drives, or servers, nor information obtained through the school's internet access.

Drug, Alcohol, and Tobacco Policies

PSU strongly supports the goals of "Drug-Free Schools and Campuses" and a "Drug-Free Workplace." It is PSU's policy that no person shall manufacture, distribute, possess, or use illegal drugs, a controlled substance, on its premises or as a part of any of its activities. A controlled substance includes, but is not limited to, marijuana, cocaine, cocaine derivatives, heroin, "crack," amphetamines, barbiturates, LSD, PCP, and substances typically known as "Designer Drugs" such as "ecstasy" or "eve." Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. The President has designated the Associate Dean of Student Affairs to act in all matters pertaining to the enforcement of this policy with regard to students and faculty to act in all matters pertaining to this policy in regard to staff. Whenever possible or reasonable University personnel will counsel offenders and make available sources of rehabilitative services. At the discretion of the administration, the University may impose the following sanctions:

1. A warning to the student, staff member, or faculty member.
2. Administrative suspension of the student or suspension of employment of the staff or faculty member.
3. Administrative dismissal of the student or termination of employment of the staff or faculty member.

University policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law. "Drinking age" in the State of California is 21 and older. Gatherings on University premises or as part of University activities, at which alcoholic beverages are to be served, must receive prior approval from the President.

It is the policy of PSU that smoking is prohibited while in the University building. Any smoking is to be done well away from the office building. Violations of the smoking policy may result in suspension or termination of academic status or employment.

Discipline

Students not conforming to University standards are subject to probation, suspension, or dismissal from the University. Faculty or staff members may initiate proceedings through an Associate Dean, who will refer the matter to the University's Executive Council for a final decision.

Students who feel they have been treated unfairly may petition a grievance review through the Academic Affairs Committee.

Faculty members encountering unruly and unmannerly conduct in class will report such instances to the appropriate administrator for appropriate action.

Examples of unacceptable conduct requiring non-academic disciplinary action are as follows:

- Lighting a fire on campus
- Possessing or displaying a weapon
- Defacing University property
- Use of obscene language
- Insolence or insubordination toward faculty, administrative personnel or any University employee
- Unauthorized possession of University property
- Cheating, or otherwise duplicating the work of another student
- Excessive absence from class
- Intoxication or being under the influence of a controlled substance
- Hazing, humiliating, or intimidating other individuals
- Offering bribes for special favors from faculty

Any student found culpable of any of the foregoing violations will be subject to disciplinary action. A student who is dismissed may reapply for admission after two quarter's leave.

Any student who has not fulfilled their financial obligation to the University is in violation of the University contract. Said student may be denied the right to graduate, take examinations, receive degrees, and obtain or request for transmission transcripts of their grades.

SECTION FIVE

STUDENT SERVICES & FACILITIES

STUDENT SERVICES

Student Services is committed to working closely with students by providing personalized attention and professional services. It seeks to develop a campus climate that brings together students, staff, faculty and the community. It facilitates and supports various activities to assist students in making a successful transition to the University Community and to prepare them for life after graduation.

International Student Services

The University is ready to assist international students in all matters related to their admission, academic advisement, and personal needs. In addition, the University provides the necessary services to assist international students with problems related to immigration, visas, and work permits.

New Student Welcoming Day and Orientation

Orientation is held each quarter for new students and is designed to familiarize them with campus facilities, policies and procedures, financial aid, faculty, administrators, and staff. A luncheon is served for students, faculty, and staff to welcome new students. Fall and Spring quarters, which typically have more new students, will have orientation a week or so before classes begin. Scheduling conflicts for Winter and Summer necessitate a later, second-week orientation.

Career Services / Career Center

PSU's Career Services provides materials, references, and job listings designed to assist students in their job search. In addition, in-house workshops are provided on topics such as interview techniques, resume creation and cover-letter writing. Mock interviews are available for students who want to practice their interviewing skills. In addition, the Director answers students' questions on careers and job hunting and provides employment/career advising on a walk in basis. Please note that the PSU library contains books on job searching, creating resumes, writing cover letters and interviewing skills. Effective job placement

plays a significant role as a measure of PSU's success as an academic institution. The Career Center and student work station with a job bulletin board is located next to the PSU Library.

Academic Advising

Students are given assistance from faculty and staff in defining their academic and career goals and choosing appropriate courses. It is the responsibility of the Program Chairpersons and Academic Affairs Department to chart a student's academic journey to ensure that all program and institutional requirements are satisfied.

Commencement Ceremonies

Commencement Exercises are held once a year in June, even though PSU students finish their studies and graduate year-round.

Extra-Curricular Activities

Throughout the year there are social opportunities to share a meal, such as the Alumni BBQ or other luncheons, scholarship receptions, etc.

Student Participation in Campus Life

All students are urged to participate in Pacific States University's student government. This organization is recognized by the faculty and administration as important to the student's education and cultural experience. Through their participation, students can provide information that assists both the faculty and administration in strengthening the academic program and improving the collegiate life at PSU.

<u>Housing Services: Hobart Residence</u>

Pacific States University is located in Los Angeles and is easily accessible by public transportation. PSU offers student housing. The Hobart Residence is a stylish, modern dormitory for international students at very affordable rates. Single private rooms, 2 occupancy bedrooms, 3 occupancy bedrooms, and 4 occupancy bedrooms are available. All rooms are conveniently furnished with beds , a desk, a chair, and a lamp. All of the comforts of home in one great location to share with new international friends!

Rates	Monthly	Weekly
	$550 - 850	$170 - 270

Students can walk to the nearby Wiltern Theater to see concerts, shows, and other live performances. Dormitory residents can also travel on the Metro Line subway to Hollywood, the L.A. Union Station, or transfer to Long Beach (the Blue Line), Pasadena (the Gold Line), Santa Barbara and San Diego (to L.A. Union Station, and then travel on the Amtrak train line), or beyond (Amtrak travels to many cities across the United States, including Santa Fe, Chicago, and New York City). The world is at your doorstep at the PSU dormitory!

PSU also provides students with assistance in finding off-campus living accommodations that meet their individual needs and financial resources. Many different arrangements are available. The area offers hundreds of inexpensive restaurants, including many fast-food chains, and minimum monthly food costs are within an affordable range for city living.

FACILITIES

All classes are held on the twelfth (12th) floor of 3424 Wilshire Blvd., Los Angeles, a building known as the LA Archdiocesan Catholic Center. Entrance into the building is on Mariposa Street. There are two conference rooms: one off the lobby and the main one for management and board meetings. The classrooms are equipped with a projector, whiteboard, and monitors with the ability of access for laptop computers. The two largest classrooms accommodate up to twenty-four (24) students and are adjacent to the campus Gallery space for breakout sessions. The remaining classrooms seat eight (8) to ten (10) students.

University Library/Learning Resource Center

The Learning Resource Center at Pacific States University maintains information and learning resources to support and enrich the curricula of the University. The library contains a collection devoted to the programs offered at PSU, as well as a variety of books, journals, newspapers, audiovisual materials, reference materials, theses, dissertations and more.

Pacific States University provides students with online library resources and services through our consortium membership and subscriptions with the Library & Information Resources Network (LIRN). Pacific States University subscribes to research databases that provide access to online books, as well as content from journals, magazines, dissertations, and news sources covering a variety of topics. Students and Faculty can access our online library resources 24/7 through the Student Portal and Faculty Portal.

Qualified and trained library professionals manage the Learning Resource Center. These professionals provide assistance, orienting, and tutoring to students and faculty in the use of the Learning Resource Center. Trainings on topics such as information literacy, research methods, and writing bibliographies and resumes, which support the university's learning objectives are ongoing. The Learning Resource Center is available for collection circulation, computer access and printing, individual and group studying, and reference and research services.

Pacific States University subscribes to LIRN's Librarian Service which supplements the management of the online Learning Resource System. For research assistance and training, students and faculty can visit the University Librarian or contact helpful, experienced LIRN librarians by completing the help request under the Librarian Contact tab of their LIRN portal.

Library access hours: 8:30 AM to 10:00 PM   Monday through Friday.
                      8:00 AM to 01:00 PM   Saturday (Closed on Sunday).

Computer Laboratory

The computer laboratory is equipped with a variety of computers and printers: twenty (20) personal computers; and one laser printer. The computers are

connected to one file server using a network operating system. Software is for business applications, word processing, spreadsheets, programming languages, database management, graphic design, project management and tutorials. The lab also provides high speed broadband Internet service. Wireless Internet access is also available for notebook computer users.

Computer Laboratory hours (when not used by a course section):
> 9:00 AM to 6:00 PM Monday through Friday
> Closed on Saturday and Sunday

Educational Equipment

Classrooms are equipped with a projector and white board/chalkboard. Many have monitors with the ability of plug-in access for laptop computers. Students and faculty members can check out computer laptops from the front office with a valid photo IDs. Computer software programs are available from the IT Department based on individual professor's request for his/her course requirements.

Student Lounge and Gallery Space

The University provides a lounge for relaxing and eating meals on the twelfth floor. A microwave oven and filtered drinking water are provided. "Club" rooms are also available for student group meetings or as private study space. A large gathering space called the Gallery is for multipurpose use: institutional gatherings, luncheons, art shows, symposiums, etc.

"Bistro on the Boulevard"

PSU staff, faculty and students can purchase food and snacks at the Bistro. Located on the second floor, the Bistro is a cafeteria with a complete breakfast and lunch menu, as well as snacks, coffee and other drinks. There is an outdoor patio area with seating and tables that is accessible to the PSU family for eating and studying and casual conversation.

There are numerous other restaurants and amenities within easy walking distance of the PSU building.

Clery Act Crime Reporting
In keeping with the Clery Act, PSU's Annual Clery Report of criminal activity on campus is available online at: www.psuca.edu/clery.

SECTION SIX

ACADEMIC POLICIES

ENROLLMENT AND REGISTRATION

Following acceptance for admission to the University, students will formally enroll into a program of study by signing an Enrollment Agreement (EA). This is a formal and legal contract which outlines the agreements between a student and the University and which details their respective obligations.

Quarterly registration materials are available in the Registrar's Office and via the PSU website. Registration into a course section is complete only when the student's name appears on the Class Roll Sheet. Once registered, students may drop or add a course section only by means of an official Add/Drop Form. Any course section dropped or added must be recorded in the Registrar's Office and may require confirmation by the instructor. A course not officially dropped will result in an F grade; a course not officially added receives no credit.

Quarter Units of Credit

Academic work at PSU is organized by quarters, each of which is technically thirteen (13) weeks in length: ten weeks of instruction, with an eleventh week of final examinations, then up to two weeks of break time for the students. An academic year is three *consecutive* quarters, with allowance for the fourth quarter as vacation.

According to federal regulations and definitions, the instructional hour is federally defined as fifty clock minutes, thus allowing for breaks throughout a long lecture. For each hour of classroom or direct faculty instruction, it is expected of students to spend a minimum of two hours on out-of-class student work. PSU courses usually carry four (4) units of credit.

Study Load

Student study load (also known as an academic load) for a full-time undergraduate is at least 12 units and for a full-time graduate student is at least 8 units. The standard undergraduate load is 16 units (in order to complete a two-year or four-year degree on time). A student enrolled less than 12 units in undergraduate level or less than 8 units in graduate level is considered half-time. The maximum load for a full-time undergraduate student during each quarter is 20 units and for a full-time graduate student during each quarter is 12 units. Students who wish to take more than 20 units for undergraduate and more than 12 units for graduate students will be required to file a written Petition for Overload and obtain approval from the Associate Dean of Academic Affairs.

Note: "continuous full-time" status is required by the U.S. Citizenship and Immigration Services (USCIS) for F-1 students, which means three (3) consecutive quarters per year.

Maximum Time Limit

For those students without federal financial aid involvement:

All requirements for the bachelor's degree must be completed within seven calendar years from the date on which the student begins undergraduate work at PSU.

All requirements for the master's degree must be completed within five calendar years from the date on which the student begins graduate work at PSU.

Add / Drop / Swap

Students may add or drop or swap courses through the third week of the quarter. After the first week of classes, a fee is charged for the processing of each change of registration during the Add/Drop/Swap period. Students must request these changes by submitting an Add /Drop Form to the Registrar.

Dropping a Course Section

Students should review and select classes carefully with their advisors and avail themselves of college counseling services before making a decision to drop a course. Students may drop course sections without academic penalty through the third week of classes. Due to unforeseen circumstances, students may withdraw from classes from the third week through the ninth week of classes and receive a grade of Withdrawal (W) with permission from the Associate Dean of Academics. After the ninth week of classes permission will not be granted for a student to withdraw and a letter grade of F will be assigned to the student. If the conditions warrant, an IN grade may be contracted, if missing work can be completed within the parameters of an incomplete.

Refunds for dropped courses are based on the following table:

Drop Week	Refund-Degree
1st week ……..	100%
2nd week …….	90%
3rd week …….	80%
4th week …….	70%
5th week …….	60%
6th week …….	50%
7th week …….	45%
After 7th week …	**0%**

Attendance in Classes

Regular attendance is expected of every student, even if a student is auditing a course section or receiving a "CR" grade. Meeting attendance standards is especially important for an international student on an F-1 visa, so as to not jeopardize visa status.

A student who has been absent due to illness or medical appointment must explain the absence directly to the instructor. The course instructor will keep track of all attendance. Warnings for any missed class time are to be issued. The University requires that any student who is absent a total of three (3) class sessions in any subject shall be dropped unless the student has made prior arrangements. In other words, all students must maintain an acceptable rate of at least 80% good attendance. A student may be dropped from a course section when, in the judgment of the instructor, the student cannot benefit from further instruction.

Attendance without Official Registration: Students will not be permitted to attend classes in which they are not officially registered. (This includes those who may be auditing a class.)

GRADING SYSTEM: Definition of Grades and Codes

Grades (A, A-, B+, B, B-, C+, C, C-, D+, D, and F) are used for both undergraduate and graduate programs. These letter grades with plus/minus are used on transcripts and in computing grade point averages.

Grade	Grade Explanation	Score	Grade Points
A	Excellent	93-100*	4.0
A-	Outstanding	90-92	3.7
B+	Very Good	88-89	3.3
B	Good	83-87	3.0
B-	Better than Average	80-82	2.7
C+	Above Average	78-79	2.3
C	Average	73-77	2.0
C-	Below Average	70-72	1.7
D+	Weak	67-69	1.3
D	Unsatisfactory	62-66	1.0
F	Failing	0-61	0.0
AU	Audit	N/A	N/A
CR	Credit	passing	N/A
NC	No Credit	not passing	N/A
IN	Incomplete	**temporary**	N/A
W	Withdrawn	N/A	N/A
WF	Withdrawn Failing	N/A	0.0

*For test situations 98-100 can be acknowledged as an A+, but as of Spring 2015 A+ is no longer used on the transcript as a course grade.

Additional codes include:

Code	Explanation of Code
R	Repeat a Course
CE	Credit by Challenge Examination
CX	Credit for Prior Experiential Learning

Only grades C- (1.7) or above are acceptable for graduate credit.
A grade of D (1.0) is acceptable for an undergraduate course. Grades below these stated levels (D for graduate-level and F for undergraduate level) must be resolved by repeating the course and achieving an acceptable grade.

At the completion of all required courses, a student is eligible to receive a degree provided that the cumulative grade point average (CGPA) is no less than a 2.0 for undergraduates and a 3.0 for graduates.

Withdrawn (W)
Courses officially dropped between weeks three and nine are assigned a W grade.

Credit (CR)
Credit is used to denote "pass with credit" when no letter grade is given. It is equivalent to a grade of C or better for undergraduates and a grade of B or better for graduate students. CR grades are not included in the calculation of the GPA.

No Credit (NC)
No Credit is used to denote "no credit" when no letter grade is given. NC grades are not included in the calculation of the GPA.

Incomplete (IN)
The incomplete is a contracted and interim grade designed for students who have serious and compelling circumstances beyond their control occurring within the last two weeks of the quarter preventing completion of the course work.

The incomplete work must be contracted on a "Request for IN Grade" tri-part form and signed by both the instructor and student. This contract must clearly state the reasons justifying the incomplete as well as carefully detailing the missing work that needs to be completed in order for a satisfactory grade to be issued. After the student and instructor keep their copies of the contract, the original white page is submitted to the Registrar. Any "IN" grade submitted on a grade sheet without the accompanying "Request for IN Grade" contract will not be honored as such and will be entered as an "F" grade.
An Incomplete (IN) must be removed within the next two quarters (six months). Failure to comply will result in an F grade and will remain on the students' permanent record. Incomplete (IN) is not used in calculating GPA, although it can impact the calculation of satisfactory academic progress (SAP).

Withdrawn Failing (WF)

This is an administrative grade used when a student did not formally withdraw from the course and failed to complete course requirements. The WF is used for courses graded A-F when attendance or assignments and/or course activities are insufficient to make an evaluation of academic performance. The WF is calculated as an F for the purposes of grade point average.

Repeat a Course (R)

The "R" is a designated code following an earned grade when a course is repeated. Students can repeat only once any course for which they have received a grade or withdrawn from prior to completion. Only the higher grade is calculated in the GPA. Students will not receive cumulative earned credit for a repeated course. However, both courses will be considered credit hours attempted for the purpose of determining successful course completion percentages.

Credit by Challenge Examination (CE)

Requests for Challenge Examinations may be made through the Academic Affairs Dept. and the Registrar's Office.

Undergraduate students and graduate students in good standing and with the appropriate background may petition to earn credit for courses by challenge examination. Eligible students must be registered in full time status.

Undergraduate students must have completed four undergraduate courses and may challenge a maximum of three undergraduate courses. Graduate students must have completed two graduate courses and may challenge a maximum of two graduate courses.

Credit earned by challenge examinations may be applied toward the minimum course requirements for the undergraduate and master's degrees. The passing mark for credit by examination at the undergraduate level is C and the graduate level is B. Credits so earned will be posted on the transcript as CR, rather than the letter grade, and not calculated in the student's GPA. If a student does not pass the challenge examination, the code "NC" will be entered on the transcript.

Students may challenge a particular course only once and may not take a challenge examination for courses already taken or attempted at the University.

Credit for Prior Experiential Learning (CX)

Undergraduate students and graduate students in good standing and with the appropriate background may petition to earn degree credit for prior experiential learning. Eligible students must be registered in full time status.

Petitioning students must identify the courses for which credit is sought and document in writing how the prior experiential learning is equivalent to standards in higher education and meets curricular criteria. Additional documentation from employers supporting the claim may be needed. The University may grant credit to a student for prior experiential learning only if the prior learning is equivalent to a college or university level learning.

Undergraduate students must have completed four undergraduate courses and may receive prior experiential learning credit for a maximum of three undergraduate courses. Graduate students must have completed two graduate courses and may receive prior experiential learning credit for a maximum of two graduate courses.

Credits earned through petitions for prior experiential learning may be applied toward the minimum course requirements for the undergraduate and master's degrees. Credits so earned will be posted on the transcript as CR and not calculated in the student's GPA.

Forms requesting prior experiential learning credit may be requested through the Registrar's Office. The appropriate Department Chairperson of the student's program will review the petition and documentation for the experiential credit and award credit based on experience relevant to the student's program of study.

Pre-Program Courses

Pre-Program courses are required courses for those students with insufficient background in the chosen degree. Grades in these types of courses are not calculated in the graduate level GPA.

Grade Point Average (GPA)

The grade point average (GPA) for the quarter is determined by multiplying the number of credit hours for each course by the number of points identified for each grade outlined above and dividing by the total number of units for the quarter.

Undergraduate / graduate pre-program courses required at the graduate level are not included in the GPA calculation.

Grade Changes

Grades assigned by instructors must conform to institutional and individual policies as stated in the course syllabus. A grade submitted by an instructor is considered final; however, the following reasons constitute a basis for a request for a grade change: (1) error in recording a score for a student product (test, quiz, paper, etc.); (2) miscalculation of a score, including the cumulative score for a quarter; and (3) omission from consideration of valid student products that were submitted on time.

All requests for grade changes must be submitted to the Registrar's Office by the instructor within three months following the date of issuance of the grade in question. Under no condition will a grade change be permitted after a degree has been awarded.

TRANSCRIPTS OF PSU COURSES

The Registrar's Office maintains all official transcripts which are issued only at the written request of the student. Four to five working days should be allowed for processing. Requests for transcripts may be submitted either in person, by fax, or by mail. No telephone requests for transcripts are accepted. A fee is charged for each official transcript. Copies of transcripts for work taken at other institutions will not be issued.

Official transcripts bear the institutional seal and the signature of the University Registrar. *PSU reserves the right to withhold any and all services if petitioner is not in good financial standing with the University.*

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Evaluation

The University conducts quarterly evaluations of student progress, taking into consideration the minimum GPA allowable, the minimum successful units

completion (% of courses attempted) and the percent of maximum time frame allowable. Students who complete their programs in a shorter time framework are subject to the same criteria based on the percentages of maximum time frame allowable.

The following Standards of Satisfactory Academic Progress apply to all undergraduate and graduate students in the degree programs. Students must meet the minimum standards set forth below, or they shall be deemed to be out of compliance in meeting the Standards of Satisfactory Academic Progress criteria.

Federal and State regulations governing student financial aid require that students receiving Title IV financial assistance to maintain standards of reasonable academic progress in the completion of their degree. Students who fail to meet the satisfactory academic progress requirements become ineligible to receive financial aid until they are in compliance with these requirements.

Time Frame of Successful Course Completion

Undergraduate Degrees:

Required Evaluation Points*	Minimum GPA	Minimum Successful Course Completion (% of Course Attempted)	Maximum Time Frame when federal financial aid is involved
25%	1.25	55%	Period of 1.5 times the standard program length
50%	1.50	60%	
100%	2.00	---	

* Based upon maximum time frame.

Master's Degree:

Required Evaluation Points*	Minimum GPA	Minimum Successful Course Completion (% of Course Attempted)	Maximum Time Frame when federal financial aid is involved
25%	2.25	55%	Period of 1.5 times the standard program length
50%	2.50	60%	
100%	3.00	---	

* Based upon maximum time frame.

Minimum Academic Achievement

Undergraduate Degrees: Students must achieve cumulative grade point averages (CGPAs) of the following: 1.25 at 25% of the maximum time frame; 1.5 at the midpoint of the maximum time frame; and a 2.0 at the maximum time frame. A student whose CGPA is below 1.5 at 50% of the maximum time frame is not eligible for probation and will be suspended for one quarter.

Master's Degree: Students must achieve cumulative grade point averages (CGPAs) of the following: 2.25 at 25% of the maximum time frame; 2.5 at the midpoint of the maximum time frame; and a 3.0 at the maximum time frame. A student whose CGPA is below 2.5 at 50% of the maximum time frame is not eligible for probation and will be suspended for one quarter.

Effects on SAP for Change of Program or Additional Credential

Any student who changes programs should be aware that all credit hours attempted, regardless of the program, will count toward satisfactory progress until the student graduates. A student who graduates from one program at Pacific States University, and wishes to earn another degree or diploma from PSU will be allowed to complete a new program within a new 150 percent time frame. Any student pursuing a double major may attempt 150 percent of the number of units required to complete ONLY one degree.

Implications of Transfer Credit on SAP

Types of courses and credits included in the Satisfactory Academic Progress calculation are:
- All Pacific States University courses enrolled through the add/drop period
- Repeated coursework

The courses listed below are included in the attempted units for the calculation of Maximum time frame but not counted towards GPA calculation:
- Credits earned through challenge examinations
- Credits earned by prior experiential learning
- All transferable courses from other colleges and universities

Academic Probation and Termination

Any student who does not maintain a satisfactory GPA or who otherwise jeopardizes their academic standing will be placed on quarterly probation and given the opportunity to strengthen their satisfactory academic progress. The student on probation will be counseled and given assistance, if needed, in order to improve his/her GPA. The student is considered to be maintaining satisfactory progress while on probation and will be eligible for Title IV aid, federal financial aid or loans. At the end of the probationary period, if the academic record is not in compliance with the standards of satisfactory progress, the student will be suspended or dismissed.

Mitigating Circumstances

The Associate Dean may waive the Standards of Satisfactory Progress for circumstances of personal illness, unusual family responsibilities, military service, unexpected consequences arising in their homeland, or other significant occurrence outside the control of the student, as long as they are not on federal financial aid. These circumstances must be documented by the student to demonstrate that the cited circumstances have had an adverse impact on their performance. No waivers will be provided for graduation requirements.

Leave of Absence (LOA)

Any student, in good standing with the institution and making satisfactory progress towards a degree, who must interrupt their studies for compelling reasons (which may include but not be limited to personal illness, unusual family responsibilities, military service, and unexpected consequences arising in their homeland), must file a Request for Leave of Absence, usually not to exceed 180 days/six (6) months maximum LOA. Please seek academic advising prior to submitting the form. Student must file the Request with the Registrar's Office and have approval from the Associate Dean.

During the leave of absence a student is not entitled to assistance from the faculty or use of University facilities, except for the completion of incomplete coursework, which must be satisfied within the time perimeters of an "IN" grade.

Any student who does not return to enrolled status at the end of the approved leave of absence is no longer considered to be pursuing a degree. A student who fails to apply for a Request for Leave of Absence or for whom a leave has been denied or has expired is considered withdrawn from the University and should refer to the Readmission Policy.

Vacation

Eligibility: Students who enroll in programs must complete three consecutive quarters before being entitled to a one-quarter vacation. Undergraduate students must complete a minimum of thirty-six (36) units of study per year, and graduate students must complete at least twenty-four (24) units of study per year.

Reinstatement

Any student who leaves the University without filing a Request for Leave of Absence will not be automatically reinstated. Student must file a Petition for Readmission to a degree program and receive the recommendation of the Director of their program. It must be submitted to the Admissions Office or Admissions Committee. Upon reinstatement a student will be subject to all of the current requirements for the degree in effect at the time of reinstatement.

EXTERNSHIP AND CURRICULAR PRACTICAL TRAINING (CPT)

PSU offers externship courses in Business, Computer Science, Hotel and Hospitality Management. Under the supervision of the Department Chairs or their delegate, a student has the opportunity to gain practical training work experience while working on their degree. Multiple sections (A,B,C,) may be available.

BU333 Practical Training in Business
CS333 Practical Training in Computer Science
HM333A Management Practical Training I
HM333B Management Practical Training II
HM333C Supervisory Operations Practical Training
HM333D Hotel Operations Practical Training

BU555 Practical Training in Business and Management
CS555 Practical Training in Computer Science & Programming

See APPENDIX:CPT for more information.

ACADEMIC HONORS

Latin academic honors are earned by undergraduate students only and are granted at graduation according to their GPA:

Cum Laude	3.40 - 3.69
Magna Cum Laude	3.70 - 3.89
Summa Cum Laude	3.90 - 4.00

Academic honors for graduate students are granted at graduation according to recommendations by the Associate Dean, the College.

CLEARANCE FOR GRADUATION

Prospective graduates must submit an Application for Graduation to the Registrar before they can be considered for graduation. All fees and tuition debts must be paid in full sixty (60) days prior to graduation, and all graduating students must pay the graduation fees.

About two months after the date of graduation (program completion), diplomas are available for pick up in person at the University. For an additional fee, diplomas will be mailed to those alumni who have completed their degree requirements and who must leave the USA or who otherwise cannot pick up their diploma in person. Along with the diploma, two (2) official copies of your transcript will be issued free of charge.

STUDENTS TRANSFERRING TO ANOTHER SCHOOL

It is required that students discuss their options with their program chair prior to initiating any transfer and follow the protocols for withdrawing from PSU.

Transferring from PSU to another university is the student's responsibility. Since all universities have different criteria for accepting students, it is beyond PSU's ability to determine what credit might be given for course work completed at PSU.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at PSU is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending PSU to determine if your credits, degree or certificate will transfer.

SECTION SEVEN

COLLEGES AND DEPARTMENTS

DEGREES AND FIELDS OF STUDY

PSU offers undergraduate and graduate programs leading to the following degrees, as approved by the Accrediting Council for Independent Colleges and Schools (ACICS) and the State of California as a degree-granting institution:

College of Business

Bachelor of Business Administration (BBA)
>   Concentrations in
>   Accounting
>   Computers in Business
>   Marketing
>   Hospitality Management and Tourism

Master of Business Administration (MBA)
>   Concentrations in
>   Accounting
>   Finance
>   International Business
>   Real Estate Management

College of Computer Science & Information Systems

Master of Science in Computer Science (MSCS)

Master of Science in Information Systems (MSIS)

Minimum Unit Requirements for Degrees

Program	Units
Bachelor of Business Administration	180 units
Master of Business Administration	60 units
Master of Science in Computer Science	56 units
Master of Science in Information Systems	56 units

COLLEGE OF BUSINESS

The University offers a BBA program with concentrations in Accounting, Computers in Business, Marketing, and Hospitality Management and Tourism. The MBA program offers concentrations in Accounting, Finance, International Business, and Real Estate Management.

A career in business is exciting and challenging, especially in these changing times as nations and companies move closer together through global interdependence. Whether the business leader is the proprietor of a small business or a member of management in a transnational corporation, the problems are many and the solutions are often difficult. PSU's instructional process is geared toward making the student a motivated individual who has the requisite skills for becoming a successful manager in the public or private sector.

Programs are designed to accommodate the changing nature of modern business and the varied backgrounds of the students. Theoretical, technical, and practical information is provided in the basic functional areas of business. Theory and practice are linked through learning opportunities provided by the experience of faculty members through lectures, class discussions, field trips, and classroom simulations of real-world situations.

COLLEGE OF COMPUTER SCIENCE & INFORMATION SYSTEMS

The College of Computer Science & Information Systems at Pacific States University provides educational programs leading to a Master of Science in Computer Science, and a Master of Science in Information Systems.

These programs are based on the fundamental principles of analysis, synthesis, and experimentation. Students obtain a careful balance of training in deductive and inductive reasoning. Classroom discussion is enhanced by laboratory experimentation designed to emphasize established principles and concepts.

The courses give students a thorough knowledge of the basic sciences, computer science, and information systems. Students are prepared for entry-level or higher positions in industry and government.

The College of Computer Science & Information Systems provides theoretical and practical education in computer hardware and software. Curriculum emphasis is on developing competence in the areas of computer architecture, software, computer applications, programming, and computer technology. Internet application and utilization, e-Commerce, database management, information systems, and networking are studied.

SECTION EIGHT

DEGREE PROGRAMS

COURSE NUMBERING SYSTEM

100 - 199	Introductory Courses, undergraduate- Lower Division
200 - 299	Intermediate Courses, undergraduate - Lower Division
300 - 399	Intermediate Courses, undergraduate - Upper Division
400 - 499	Advanced Courses, Bachelor's - Upper Division
500 - 599	Graduate Level Courses, Master's Degree

UNDERGRADUATE GENERAL EDUCATION REQUIREMENTS

Private California colleges and universities and state public institutions require a certain number of units of General Education (G.E.) prior to the granting of undergraduate degrees. Most of these units must be in Humanities, Natural Sciences, Social Sciences, and Basic Subjects (oral and written communication, logic, mathematics, and statistics). For the Bachelor's degree, students must take a total of fourteen (14) courses (56 units) in five (5) areas.

The following are the G.E. requirements for Bachelor's degrees:

Bachelor's General Education (G.E.) Requirements

GE REQUIREMENTS AREA AND COURSE		UNITS
COMMUNICATIONS (4 courses)		**16**
EN200	Composition	4
EN210	Communication Arts	4
EN220	Research Methods and Bibliography	4
Elect one	EN350 Technical Writing	4
	EN230 Oral Communication	4
	PY330 Personal Dynamics and Leadership	4
HUMANITIES (3 courses)		**12**
PL130	Introduction to Philosophy	4
HS100	Introduction to Art History	4
Elect one	EN250 World Literature	4
	PL200 World Cultures	4
	EN260 American Lit., EN280 Asian Literature,	4
	PL303 Symbolic Logic	4
	PL230 Comparative Systems of Thought	4
MATHEMATICS (2 courses)		**8**
Elect Two	MA101A College Algebra and Trigonometry	4
	MA305 Probability & Statistics (BBA only option)	4
	MA231 Calculus 1	4
	MA232 Calculus 2	4
	MA370 Mathematical Models in Business	4
NATURAL SCIENCES (1 course)		**4**
Elect one	BI101 General Biology	4
	ES101 Earth Sciences	4
SOCIAL SCIENCES (4 courses)		**16**
PY210	Introduction to Psychology	4
Elect one	HS130A United States History	4
	PS135 U.S. Government	4
Elect one	HS200 Western Civilization	4
	HS220 Non-Western Civilization	4
Elect one	SS130 Introduction to the Social Sciences	4
	SS140 Introduction to Sociology	4
TOTAL G.E. REQUIREMENTS FOR BACHELOR'S DEGREES		**56**

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Program Objective

The Bachelor of Business Administration (BBA) program organizes its courses so that students learn basic business concepts and principles, get hands-on experiences in field-based projects, and can apply both theory and logic to problem solving.

Graduates find employment in the world of business, commerce, government, and technology at the entry or intermediate levels and move rapidly to positions of greater responsibility.

Graduation Requirements

The BBA degree is conferred upon completion of a minimum of one hundred eighty (180) units of quarterly credit (45 courses of 4 units each). A minimum GPA of 2.00 is required. The requirements can be summarized as follows:

Description	BBA
G.E. Courses	56 units
Core Courses	48 units
Major Courses	40 units
Electives	36 units
TOTAL	**180 units**

BBA Double Concentration Requirement

Students seeking a double concentration in BBA programs must take a minimum of fifty-two (52) additional units (13 courses).

BBA Length of Program

Approximate length of time is **FOUR (4) years**

Program weeks = **132**

Number of qtrs. = **11-12**

BBA Concentration in Accounting

Accounting is of major importance in the world of business. The BBA program with a concentration in Accounting is to provide quantitative and qualitative information, primarily financial in nature, needed for making economic decisions and reasoned choices among alternative courses of action. The student who majors in Accounting may choose from a variety of courses that offers the mechanics of and insights into this field. Students must take the following:

		UNITS
G.E. REQUIREMENTS Refer to G.E. Requirement List		**56**
CORE COURSES (12 courses)		**48**
AC102A	General Accounting 1	4
AC102B	General Accounting 2	4
BL101	Business Law 1	4
BU200	Principles of Management	4
BU250	Small Business Management	4
BU350	Finance	4
BU370	Business and Economics Statistics	4
BU420	Financial Management	4
EC201	Microeconomics	4
EC202	Macroeconomics	4
IS100	Introduction to Computer Information Systems	4
MK200	Principles of Marketing	4
MAJOR COURSES (10 courses)		**40**
AC202A	Intermediate Accounting 1	4
AC202B	Intermediate Accounting 2	4
AC202C	Intermediate Accounting 3	4
AC300	Managerial Accounting	4
AC420A	Auditing 1	4
AC430A	Income Tax Accounting 1	4
BU410	Credit Management	4
BU425	Money and Banking	4
IS230	Introduction to e-Commerce	4
IS250	Database Management	4
ELECTIVE COURSES Refer to Elective Course List		**36**
Choose nine	Refer to BBA Elective Course List	
TOTAL GRADUATION REQUIREMENT UNITS		**180**

BBA Concentration in Computers in Business

Rapid development of computer technology in recent decades has opened the door of opportunity in business. The student studies several computer programs and is able to integrate this information through business courses to the world of business and its demands. The BBA program with a concentration in Computers in Business is designed to provide students master the intricacies of both the hardware and software widely used in the commercial and international trade world. Students must take the following:

		UNITS
G.E. REQUIREMENTS Refer to G.E. Requirement List		**56**
CORE COURSES (12 courses)		**48**
AC102A	General Accounting 1	4
AC102B	General Accounting 2	4
BL101	Business Law 1	4
BU200	Principles of Management	4
BU250	Small Business Management	4
BU350	Finance	4
BU370	Business and Economics Statistics	4
BU420	Financial Management	4
EC201	Microeconomics	4
EC202	Macroeconomics	4
IS100	Introduction to Computer Information Systems	4
MK200	Principles of Marketing	4
MAJOR COURSES (10 courses)		**40**
BU225	Business Graphics	4
BU445	Government Regulations in Business	4
BU460	Business Forecasting	4
CS110	Computer Programming 1	4
IS230	Introduction to e-Commerce	4
IS250	Database Management	4
IS310	Computer Networks	4
IS345	Internet Programming 1	4
IS400	e-Commerce Marketing	4
IS445	Internet Programming 2	4
ELECTIVE COURSES Refer to Elective Course List		**36**
Choose nine	Refer to BBA Elective Course List	
TOTAL GRADUATION REQUIREMENT UNITS		**180**

BBA Concentration in Marketing

Marketing techniques are changing rapidly as the world moves into global interdependence. The evolutionary nature of the business climate demands an understanding of how goods and services are channeled to producer-oriented as well as consumer-oriented economies. The BBA program with a concentration in Marketing is designed for those who seek a career in business and value a solid academic and professional business foundation. Students learn the functions of the marketing process, changing consumer-buying behavior, product adaptation, and market pricing. Students must take the following:

		UNITS
G.E. REQUIREMENTS Refer to G.E. Requirement List		**56**
CORE COURSES (12 courses)		**48**
AC102A	General Accounting 1	4
AC102B	General Accounting 2	4
BL101	Business Law 1	4
BU200	Principles of Management	4
BU250	Small Business Management	4
BU350	Finance	4
BU370	Business and Economics Statistics	4
BU420	Financial Management	4
EC201	Microeconomics	4
EC202	Macroeconomics	4
IS100	Introduction to Computer Information Systems	4
MK200	Principles of Marketing	4
MAJOR COURSES (10 courses)		**40**
BU225	Business Graphics	4
BU340	Advertising	4
BU410	Credit Management	4
BU425	Money and Banking	4
BU445	Government Regulations in Business	4
BU450	Personnel Management	4
BU460	Business Forecasting	4
IS230	Introduction to e-Commerce	4
IS400	e-Commerce Marketing	4
MK366	Sales and Salesmanship	4
ELECTIVE COURSES Refer to Elective Course List		**36**
Choose nine	Refer to BBA Elective Course List	
TOTAL GRADUATION REQUIREMENT UNITS		**180**

BBA Concentration in Hospitality Management & Tourism

This program is designed to advance students in their careers after having studied in depth the foundation of this comprehensive and rapidly growing industry. All courses emphasize many facets of running a dynamic business in a world with shifting boundaries, and the demands that professional management imposes. The student who majors in Hospitality Management and Tourism may choose from a variety of courses that offers the mechanics of and insights into this field. Students must take the following:

AREA AND COURSES		UNITS
G.E. REQUIREMENTS Refer to G.E. Requirement List		**56**
CORE COURSES (12 courses)		**48**
AC102A	General Accounting 1	4
AC102B	General Accounting 2	4
BL101	Business Law 1	4
BU200	Principles of Management	4
BU250	Small Business Management	4
BU350	Finance	4
BU370	Business and Economics Statistics	4
BU420	Financial Management	4
EC201	Microeconomics	4
EC202	Macroeconomics	4
IS100	Introduction to Computer Information Systems	4
MK200	Principles of Marketing	4
MAJOR COURSES (9 courses plus 2 practical training)		**40**
HM100	Introduction to Tourism and Hotel Management	4
HM130	Kitchen Operations	4
HM140	Hospitality Career Development	4
HM210	Rooms Division Operation	4
HM333A	Management Practical Training I	2
HM333B	Management Practical Training II	2
HM230	Guest Services/Reservations Management	4
HM320	Food Cost Control and Management	4
HM340	Hospitality Operations and Management	4
HM400	Trends in Travel, Tourism and Hospitality	4
HM440	Strategic Career Search and Placement	4
ELECTIVE COURSES Refer to Elective Course List		**36**
Choose	Refer to BBA Elective Course List	
TOTAL GRADUATION REQUIREMENT UNITS		**180**

BBA Elective Course List

Student may choose any appropriate course. Additional General Education is also acceptable.

BBA ELECTIVE COURSES		UNITS
AC300	Managerial Accounting	4
AC365	Computer Applications in Accounting	4
AC405	Advanced Accounting Theory	4
AC420A	Auditing 1	4
AC420B	Auditing 2	4
AC430A	Income Tax Accounting 1	4
AC430B	Income Tax Accounting 2	4
AC480	Government and Nonprofit Accounting	4
BL201	Business Law 2	4
BU225	Business Graphics	4
BU299	Special Topics in Business	4
BU331	Labor Relations	4
BU333	Practical Training in Business	2
BU335	Supervision Techniques	4
BU340	Advertising	4
BU380	Business Research Methods	4
BU410	Credit Management	4
BU425	Money and Banking	4
BU445	Government Regulations in Business	4
BU450	Personnel Management	4
BU460	Business Forecasting	4
BU490	Business Policy	4
CS110	Computer Programming 1	4
CS198	Special Topics in Computer Sciences	4
CS333	Practical Training in Computer Sciences	2
IS230	Introduction to e-Commerce	4
IS240	Internet Programming Languages	4
IS250	Database Management	4
IS310	Computer Networks	4
IS320	Computer Technology and Applications	4
IS345	Internet Programming 1	4
IS400	e-Commerce Marketing	4
IS445	Internet Programming 2	4

HM120*	Food and Beverage Operations	4
HM300*	Marketing Hospitality and Tourism	4
HM333C*	Supervisory Operations Practical Training	2
HM333D*	Hotel Operations Practical Training	2
HM460*	World Wine Vintages	4
HS199	Special Topics in History	4
MK299	Special Topics in Marketing	4
MK366	Sales and Salesmanship	4

*available only to Hospitality Management students

MASTER OF BUSINESS ADMINISTRATION (MBA)

Program Objective

The Master of Business Administration (MBA) program builds upon a strong foundation established in the baccalaureate program through seminars, case studies, and applied research on advanced topics. Graduates are much in demand as their skills in strategic planning and the application of management theory identify them as having the kinds of leadership needed in the 21st Century.

Areas of special interest that will strengthen students' ability to pursue chosen career goals include Accounting, Finance, International Business, , and Real Estate Management.

Graduation Requirements

The MBA is conferred after satisfactory completion of seventy-six (76) quarter units or sixty (60) quarter units for students who fulfilled Pre-program requirements. The GPA for the degree must be 3.00 (B) or better.

The graduation requirements are summarized as follows:

Description	MBA Program With Pre-Program Courses	MBA Program Without Pre-Program Courses
Pre-program Courses MBA Required Courses Major Courses Electives	16 / 20 units 24 units 16 units 20 units	N/A 24 units 16 units 20 units
TOTAL	**76 / 80* units**	**60/64** units**

MBA Double Concentration Requirement

Students seeking a double concentration in MBA programs must take a minimum of twenty-eight (28) additional units (7 courses).

MBA Length of Program

Approximate length of time is **THREE (3) years**

Program weeks = **99**

Number of qtrs. = **7-9**

MBA Concentration in Accounting

The MBA program with a concentration in Accounting is designed to provide business students for employment opportunities into the accounting profession. Students must take the following:

		UNITS	
PREPROGRAM COURSES (4 courses) pre-program courses are required for non-business undergraduate majors or those students with insufficient background in accounting, economics, and business management.		16	N/A
Elect one	AC102A General Accounting 1	4	
	AC202A Intermediate Accounting 1	4	
Elect one	BU200 Principles of Management	4	
	BU250 Small Business Management	4	
	BU450 Personnel Management	4	
EC201	Microeconomics	4	
EC202	Macroeconomics	4	
MBA REQUIRED COURSES (6 courses)		**24**	**24**
AC501	Managerial Accounting	4	4
BU505	Organizational Behavior	4	4
BU506	Management Decisions	4	4
BU508	Technology and Operations Management	4	4
FI500	Managerial Finance	4	4
MK501	Marketing	4	4
MAJOR COURSES (4 courses)		**16**	**16**
AC503A	Financial Accounting & Reporting 1	4	4
AC503B	Financial Accounting & Reporting 2	4	4
AC520	Public Accounting	4	4
AC530	Advanced Tax Accounting	4	4
ELECTIVE COURSES (5 courses)		**20**	**20**
Elect five	Refer to MBA Elective Course List		
TOTAL GRADUATION REQUIREMENT UNITS		**76**	**60**

MBA Concentration in Finance

The MBA program with a concentration in Finance combines financial theory with practical applications for business and management decision-making and problem solving. Studies cover such areas as international business finance, trade theory and the management of international trade, globalize and integrated money and capital markets, managing corporate funds, strategic financial and profit planning, international investments, bank management, and the evaluation of management performance. Students must take the following:

		UNITS	
PRE-PROGRAM COURSES (4 courses) Pre-Program courses are required for non-business undergraduate majors or those students with insufficient background in accounting, economics, and business management.		**16**	**N/A**
Elect one	AC102A General Accounting 1	4	
	AC202A Intermediate Accounting 1	4	
Elect one	BU200 Principles of Management	4	
	BU250 Small Business Management	4	
	BU450 Personnel Management	4	
EC201	Microeconomics	4	
EC202	Macroeconomics	4	
MBA REQUIRED COURSES (6 courses)		**24**	**24**
AC501	Managerial Accounting	4	4
BU505	Organizational Behavior	4	4
BU506	Management Decisions	4	4
BU508	Technology and Operations Management	4	4
FI500	Managerial Finance	4	4
MK501	Marketing	4	4
MAJOR COURSES (4 courses)		**16**	**16**
FI502	International Finance	4	4
FI510	Investments	4	4
FI585	Financial Institutions and Markets	4	4
FI590	Seminar in Business Finance	4	4
ELECTIVE COURSES (5 courses)		**20**	**20**
Elect five	Refer to MBA Elective Course List		
TOTAL GRADUATION REQUIREMENT UNITS		**76**	**60**

MBA Concentration in International Business

The MBA program with a concentration in International Business is designed to provide students with the knowledge and skills necessary for managing business organizations on a global basis. Students majoring in International Business need to be familiar with macro-aspects of business and economics that cross national boundaries, including regional economic development, cross-cultural management, and multinational marketing. Students concentrate on the general aspects of international business and management. The four "major" courses may be substituted to individualize the program at the discretion of the Department Chair. Students must take the following:

		UNITS	
PRE-PROGRAM COURSES (4 courses) Pre-program courses are required for non-business undergraduate majors or those students with insufficient background in accounting, economics, and business management.		**16**	**N/A**
Elect one	AC102A General Accounting 1 AC202A Intermediate Accounting 1	4 4	
Elect one	BU200 Principles of Management BU250 Small Business Management BU450 Personnel Management	4 4 4	
EC201	Microeconomics	4	
EC202	Macroeconomics	4	
MBA REQUIRED COURSES (6 courses)		**24**	**24**
AC501	Managerial Accounting	4	4
BU505	Organizational Behavior	4	4
BU506	Management Decisions	4	4
BU508	Technology and Operations Management	4	4
FI500	Managerial Finance	4	4
MK501	Marketing	4	4
MAJOR COURSES (4 courses)		**16**	**16**
FI502	International Finance	4	4
MK503	International Marketing	4	4
MK530	International Trade	4	4
BU590	International Business Seminar	4	4
ELECTIVE COURSES (5 courses)		**20**	**20**
Elect five	Refer to MBA Elective Course List		
TOTAL GRADUATION REQUIREMENT UNITS		**76**	**60**

MBA Concentration in Real Estate Management

The MBA program with a concentration in Real Estate Management prepares graduate students for the real estate profession, including residential sales, commercial transactions, property management, property appraisals, and property development. Students must take the following:

		UNITS	
PRE_PROGRAM COURSES (4 courses) Pre-program courses are required for non-business undergraduate majors or those students with insufficient background in accounting, economics, and business management.		**16**	**N/A**
Elect one	AC102A General Accounting 1 AC202A Intermediate Accounting 1	4 4	
Elect one	BU200 Principles of Management BU250 Small Business Management BU450 Personnel Management	4 4 4	
EC201	Microeconomics	4	
EC202	Macroeconomics	4	
MBA REQUIRED COURSES (6 courses)		**24**	**24**
AC501	Managerial Accounting	4	4
BU505	Organizational Behavior	4	4
BU506	Management Decisions	4	4
BU508	Technology and Operations Management	4	4
FI500	Managerial Finance	4	4
MK501	Marketing	4	4
MAJOR COURSES (4 courses)		**16**	**16**
RE500	Real Estate Principles	4	4
RE501	Legal Aspects of Real Estate	4	4
RE502	Real Estate Practice	4	4
RE503	Real Estate Finance	4	4
ELECTIVE COURSES (5 courses)		**20**	**20**
Elect five	Refer to MBA Elective Course List		
TOTAL GRADUATION REQUIREMENT UNITS		**76**	**60**

MBA Elective Course List

Student may choose any appropriate computer science, information systems, or business related courses.

MBA ELECTIVE COURSES		UNITS
AC503A	Financial Accounting & Reporting 1	4
AC503B	Financial Accounting & Reporting 2	4
AC520	Public Accounting	4
AC530	Advanced Tax Accounting	4
AC565	Computers in Accounting	4
AC580	Government and Non-Profit Accounting	4
BL501	Contract Law	4
BL505	Law in International Business	4
BU501	Industrial Management	4
BU502	Quality Management	4
BU507	Operations Analysis	4
BU511	International Comparative Management	4
BU512	Asian Trade Development	4
BU521	Human Resource Management	4
BU550	Business Ethics	4
BU555	Practical Training in Business & Management	2
BU560	Research Methods	4
BU590	International Business Seminar	4
BU599	Special Topics in Business and Management	4
CS598	Special Topics in Computer Science	4
EC512	International Economic Development	4
FI502	International Finance	4
FI510	International Investment	4
FI515	International Trade and Finance	4
FI585	Financial Institutions and Markets	4
FI590	Business Finance Seminar	4

MBA Elective Course List (Continued)

MBA ELECTIVE COURSES		UNITS
MK503	International Marketing	4
MK515	International Marketing Research	4
MK520	Consumer Behavior	4
MK530	International Trade	4
MK531	International Advertising	4
MK599	Special Topics in Marketing and Business	4
RE500	Real Estate Principles	4
RE501	Legal Aspects of Real Estate	4
RE502	Real Estate Practice	4
RE503	Real Estate Finance	4
RE504	Real Estate Economics	4
RE505	Real Estate Appraisal	4
RE506	Property Management	4
RE507	Escrows and Title Insurance	4
RE508	Real Estate Office Administration	4
RE509	Real Estate Business Law	4
Student may choose any appropriate computer science, information systems, or business related courses in addition to this list.		

MASTER OF SCIENCE IN COMPUTER SCIENCE (MSCS) and MASTER OF SCIENCE IN INFORMATION SYSTEMS (MSIS)

Program Objective

The Master of Science in Computer Science (MSCS) and the Master of Science in Information Systems (MSIS) programs present advanced information on computer information systems, computer programming languages, Internet programming languages, software engineering, computer database applications, computer networks, e-commerce and artificial intelligence. Graduates are in great demand by high tech companies and by firms needing to realign their programs and operations to meet the challenges of new technologies.

Graduation Requirements

The MSCS and MSIS degrees are conferred upon satisfactory completion of sixty-four (64) quarter units or fifty-six (56) quarter units for students who fulfilled Pre-program requirements. The GPA for the degrees must be 3.00 (B) or better, with no grade below B in the major field.

Graduation requirements are summarized as follows:

Description	MSCS / MSIS With Pre-Program Courses	MSCS / MSIS Without Pre-Program Courses
Pre-program Courses	8 units	N/A
M.S. Required Courses	24 units	24 units
Major Courses	16 units	16 units
Electives	16 units	16 units
TOTAL	**64 units**	**56 units**

M.S. Length of Program

Approximate length of time is **TWO 1/2 (2.5) years**

Program weeks = **88**

Number of qtrs. = **8**

Master of Science in Computer Science (MSCS)

The MSCS program is designed to prepare the graduate student with the skills, knowledge, and creativity to provide the technical leadership required to solve industrial, community, regional, national, and global problems through applied research projects. Students must take the following:

		UNITS	
PRE-PROGRAM COURSES (2 courses)			
Pre-program courses are required for non-computer science or non-information systems undergraduate majors or those students with insufficient background in computer programming.		8	N/A
Elect two	CS110 Computer Programming 1	4	
	CS120 Computer Programming 2	4	
	CS220 Computer Org & Language Program	4	
	CS305 Object Oriented Programming	4	
	CS300 Computer Data Structure	4	
	IS100 Intro. to Computer Information Systems	4	
	IS230 Introduction to e-Commerce	4	
M.S. REQUIRED COURSES (6 courses)		**24**	**24**
CS500	Advanced Computer Operating Systems	4	4
CS503	Theory of Computation	4	4
CS508	Programming Languages	4	4
CS509	Design and Analysis of Algorithms	4	4
IS505	Computer Information Systems	4	4
IS540	Advanced Internet Programming 1	4	4
MAJOR COURSES (4 courses)		**16**	**16**
CS514	Software Engineering	4	4
CS516	Computer Networks	4	4
CS540	Computer Database Management	4	4
CS599	Computer Science Design Project (CAPSTONE)	4	4
ELECTIVE COURSES (4 courses)		**16**	**16**
Elect four	Refer to MSCS Elective Course List		
TOTAL GRADUATION REQUIREMENT UNITS		**64**	**56**

Master of Science in Information Systems (MSIS)

The MSIS program is designed to prepare the graduate student in the practical and theoretical aspects of information systems, with emphasis on development of business applications, management of business information systems software, and applied research projects. Students must take the following:

		UNITS	
PRE_PROGRAM COURSES **(2 courses)** Pre-program courses are required for non-computer science or non-information systems undergraduate majors or those students with insufficient background in computer programming.		**8**	**N/A**
Elect two	CS110 Computer Programming 1 CS120 Computer Programming 2 CS220 Computer Org & Language Program CS305 Object Oriented Programming CS300 Computer Data Structure IS100 Intro. to Computer Information Systems IS230 Introduction to e-Commerce	4 4 4 4 4 4 4	
M.S. REQUIRED COURSES **(6 courses)**		**24**	**24**
CS500	Advanced Computer Operating Systems	4	4
CS503	Theory of Computation	4	4
CS508	Programming Languages	4	4
CS509	Design and Analysis of Algorithms	4	4
IS505	Computer Information Systems	4	4
IS540	Advanced Internet Programming 1	4	4
MAJOR COURSES **(4 courses)**		**16**	**16**
IS530	Advanced e-Commerce	4	4
IS545	Advanced Internet Programming 2	4	4
IS550	Computer Database Applications	4	4
IS599	Information Systems Design Project (CAPSTONE)	4	4
ELECTIVE COURSES **(4 courses)**		**16**	**16**
Elect four	Refer to MSCS Elective Course List		
TOTAL GRADUATION REQUIREMENT UNITS		**64**	**56**

MSCS and MSIS Elective Course List

Student may choose any appropriate computer science, information systems, or business related courses, but most especially:

M.S. ELECTIVE COURSES		UNITS
BU506	Management Decisions	4
BU507	Operations Analysis	4
BU560	Research Methods	4
BU599	Special Topics in Business and Mgnt	4
CS506	Advanced Artificial Intelligence	4
CS510	Compiler Design for Digital Computers	4
CS513	Expert Systems	4
CS514	Software Engineering	4
CS516	Computer Networks	4
CS520	Automata Theory, Language, and Computation	4
CS521	Multilingual Programming	4
CS540	Computer Database Management	4
CS555	Practical Training in Computer Science & Programming	2
CS565	Computer Graphics	4
CS598	Special Topics in Computer Science	4
IS530	Advanced e-Commerce	4
IS545	Advanced Internet Programming 2	4
IS550	Computer Database Applications	4
Student may choose any appropriate computer science course, information systems, or business related courses in addition to this list.		

SECTION NINE
COURSE DESCRIPTIONS

UNDERGRADUATE LEVEL COURSES

<u>Accounting</u>

AC102A General Accounting 1   **4 units**

This course examines accounting principles and practices essential to the administration of a business enterprise: the measurement, valuation, and accumulation of data, the analyzing and recording of financial transactions, and the preparation of financial statements.

AC102B General Accounting 2   **4 units**

Pre-program: AC102A

This course covers fundamentals of accounting theory and advanced practice; accounting as a financial tool to serve the individual, the business entities (entrepreneurships, partnerships and corporations) and the broader disciplines of law, government, and economics. Use of accounting data for budgeting, cost control, pricing, evaluation of performance, and general decision making.

AC202A Intermediate Accounting 1   **4 units**

Pre-program AC102B or Approval of the Instructor

This course examines the accounting process and financial statements of the procedures involved in financial statement presentation as well as the underlying theory and a detailed study of current assets and current liabilities.

AC202B Intermediate Accounting 2   **4 units**

Pre-program: AC202A

This course is a continuation of the examination of the accounting process with emphasis on non-current assets and liabilities including pensions and leases.

AC202C Intermediate Accounting 3　　　　　　　　**4 units**

　　　Pre-program: AC202B

　　　This course is a continuation of the examination of the accounting process with emphasis upon equity accounts of corporations and partnerships; introduction to corporate taxation, nonprofit accounting and other special topics.

AC300　Managerial Accounting　　　　　　　　**4 units**

　　　Pre-program: AC102B or Approval of the Instructor

　　　This course covers the use of accounting data for budgeting, cost control, pricing, evaluation of performance, and general decision-making.

AC365 Computer Applications in Accounting　　　　　　　　**4 units**

　　　Pre-program: AC102A or Approval of the Instructor

　　　This course is a study of computer accounting systems and their applications. The topics include accounting cycle, merchandising operations, journals, financial statements, vouchers, departmentalized accounting, partnerships and corporations, financial statement analysis, fixed assets and depreciation, inventory, payroll, and setup of an integrated accounting system.

AC405　Advanced Accounting Theory　　　　　　　　**4 units**

　　　Pre-program: AC202C or Approval of the Instructor

　　　This course is an in-depth study of accounting problems and solutions to partnerships, joint ventures, receiverships, bankruptcies, and estate liquidations. This includes a detailed review of consolidations, mergers, branch accounting, and preparation of consolidation statements.

AC420A　Auditing 1　　　　　　　　**4 units**

　　　Pre-program: AC102B or Approval of the Instructor

　　　This course covers auditing principles and audit techniques. This includes the concepts and practices involved in financial and operational auditing, with emphasis on internal control and auditing by the independent Certified Public Accountant.

AC420B Auditing 2   **4 units**

Pre-program: AC420A

This course is a continuation of Auditing 1 (AC420A), focusing on auditing procedures. This includes current problems in auditing, with emphasis on the preparation of audit work papers and application of statistical sampling to auditing.

AC430A Income Tax Accounting 1   **4 units**

This course covers a comprehensive review of state and federal regulations and their applications to an individual income tax return. This includes statutes, regulations, administrative rulings, and court decisions relating to federal and state income taxes of individuals.

AC430B Income Tax Accounting 2   **4 units**

Pre-program: AC430A or Approval of the Instructor

This course covers state and federal regulations with emphasis on statutes, regulations, administrative rulings, and court decisions relating to federal and state income taxes of partnerships and corporations; procedural problems, tax management and planning.

AC480 Government and Non-profit Accounting   **4 units**

Pre-program: AC102B or Approval of the Instructor

This course covers core principles and practices of government and nonprofit accounting; the accounting requirements / practices of specific types of government and nonprofit organizations, including hospitals, colleges and universities, and health and welfare organizations; applying generally accepted standards and principles; and financial statements, audit guides.

Biology

BI101 General Biology   **4 units**

This course covers general principles, morphology, physiology, taxonomy, and ecology of organisms in animals and plants. The course involves demonstration experiments and student projects.

Business

BU225 Business Graphics   **4 units**

This course covers the use of charts, graphs, and other visual presentations appropriate to the business setting. Student presentations are required.

BU200 Principles of Management   **4 units**

This course covers management in today's complex industrial and social world. New research findings and new theories related to the total management process, structural design of the organization, human factors in organizing, elements of decision-making, and decision-making in an enterprise are also discussed. Topics such as motivation, leadership principles and techniques, measurement of performance, controlling social responsibility in management, ethics, conflict resolution, and techniques of global managers are covered.

BU250 Small Business Management   **4 units**

This course covers about new businesses: how to start one and how to make it profitable. Topics include the problems of financing, office management, inventory control, marketing and growth. Student projects include developing practical "hands on" models.

BU299 Special Topics in Business (A,B,C)   **4 units**

This elective course offers an in-depth examination of a specialized area of study focusing on current trends and topics within the academic discipline of the business. As a seminar, students will engage in special projects and research under the guidance of expert faculty.

BU331 Labor Relations   **4 units**

This course studies union organizing, arbitration methods, union negotiations, grievances, the National Labor Relations Board (NLRB) and fair labor practices; improvement of productivity, Equal Employment Opportunity and Affirmative Action programs; individual career planning, defining of career opportunities; and an overview of managerial concerns and practices.

BU333 Practical Training in Business (A,B,C)   **2 units**

A practical training course for business students at the undergraduate level. It allows students to gain practical work experience in their field of study. The externship is located off-campus, but under supervision of a PSU Department Chair.

BU335 Supervision Techniques   **4 units**

This course is designed to develop leadership ability for supervisory positions in business and industry. Topics such as methods of training employees, employee rating, improving quality of production, improving personal leadership, interpreting organization policies, and maximizing results through the efforts of others are included.

BU340 Advertising   **4 units**

This course covers the "art" of persuading on a mass scale; how to identify the target market and bring into force the proper advertising channel. The course studies newspaper, magazine, outdoor, radio, and television marketing; composing the correct "copy"; and use of "charged" words and authority symbols.

BU350 Finance   **4 units**

Pre-program: AC102A or Approval of the Instructor

This course examines the concepts, practices, techniques, and policies of financial decision making for effective and efficient management of the firm. The central focus of this course is the role of the financial manager in maximizing the value of the firm. The topics include defining financial management, the goals of the corporation financial statements, and cash flows; interest rates, the determinants of market interest rates, and the term structure of interest rates; examination of financial data and future needs; time value of money; and the process of capital budgeting.

BU370 Business and Economics Statistics   **4 units**

Pre-program: MA101A or Approval of the Instructor

This course studies business statistics covering descriptive statistics, probability theory, decision theory, regression and correlation, and applications.

BU380 Business Research Methods   **4 units**

Pre-program: EN220 or Approval of the Instructor

This course is designed to provide the knowledge and skills required for students to plan and complete a review of literature in an area of interest. Research methods encompass the use of computer technology and library skills to locate relevant research and literature and the mechanics of APA style of scientific writing. Independent student research project as culminating activity is required.

BU410 Credit Management   **4 units**

Pre-program: Approval of the Instructor

This course reviews the creditor and borrower functions, with the goal of gaining a greater return on investments and operating a more profitable enterprise. Applications to both consumer and commercial credit are covered. Other topics such as profiles of consumers and business establishments to assure the meeting of payment agreements; data sources about consumers and companies; methods for analyzing data as to credit worthiness and the collection process are included.

BU420 Financial Management   **4 units**

Pre-program: BU350 or Approval of the Instructor

This course emphasizes four major areas: 1) working capital management which includes management of the short-term assets and liabilities; 2) capital budgeting which includes the process of analyzing and planning long-term capital projects and opportunities as acceptable investments; 3) strategic long-term financing decisions which includes the selection, issuance, and management of long-term sources of equity and debt capital by the firm; and 4) capital structure which includes the determination of proportion of debt and equity necessary for maximum financial health and long-term survival and competitiveness.

BU425 Money and Banking   **4 units**

Pre-program: BU350 or Approval of the Instructor

This course covers the behavior of money affecting national and international economies: understanding the role of financial institutions and the working of financial markets; the role of the commercial banking system and bank management; central banking operations; and monetary policy tools. Other topics are the U.S. and international monetary policies and relations; money and banking within broad economic and social contexts as determinants in the economy.

BU445 Government Regulations in Business   **4 units**

Pre-program: BU300 or Approval of the Instructor

This course studies the burgeoning growth of governmental regulations and their effects on both foreign and domestic business.

BU450 Personnel Management   **4 units**

Pre-program: Approval of the Instructor

This course introduces personnel management; current managerial concepts; line and staff relationships; management development; attitudes and behaviors; communications; motivation; situation thinking; labor relations; and the future for personnel administration.

BU460 Business Forecasting   **4 units**

Pre-program: Approval of the Instructor

This course covers the interaction between internal and external forces that alter short-term and long-term planning for domestic and international business: sales, costs, production, technology, finance, and manpower. Student project of preparation of a 5-year plan is required.

BU490 Business Policy   **4 units**

Pre-program: Approval of the Instructor

This course discusses the functions and responsibilities of middle and upper management and the problems which affect the character and success of the total enterprise: the importance of the president's job and the concept of corporate strategy; and the problem of choosing goals and organizing and

managing to commit critical resources to those goals. Case studies are analyzed.

Business Law

BL101 Business Law 1   **4 units**

This basic field of study includes contracts, sales, introduction to the Uniform Commercial Code, product liability, warranties, and commercial paper.

BL201 Business Law 2   **4 units**

Pre-program: BL101 or Approval of the Instructor

This basic field of study includes corporate law, agency and partnership, real and personal property, security transactions, wills and trusts, and insurance.

Computer Science

CS110   Computer Programming 1   **4 units**
W/lab

This course introduces computer programming using object-oriented programming languages, primarily C++/Java. The course emphasizes basics of good programming techniques and style through extensive practice in writing, running, debugging programs. Brief overview of input/output operations, basic arithmetic operations, accumulating and printing totals, comparing, array processing, searching and sorting, string processing, file processing, and report generating are discussed. Thirty (30) contact hours are lecture and twenty (20) contact hours are laboratory study.

CS120   Computer Programming 2   **4 units**
W/lab

Pre-program: CS110 or Approval of the Instructor

This course covers advanced topics for logical problem solving, computer language programming and data structure. There is an emphasis on linked data structures, recursion list and file processing, dynamic data structures, and writing and running programs. Thirty (30) contact hours are lecture and twenty (20) contact hours are laboratory study.

CS198 Special Topics in Computer Science (A, B, C)   **4 units**

This elective course offers an in-depth examination of a specialized area of study focusing on current trends and topics within the academic discipline of the computer sciences. As a seminar, students will engage in special projects and research under the guidance of expert faculty.

CS200 Programming Language Structures   **4 units**

Pre-program: CS110 or Approval of the Instructor

This course puts emphasis on computer programming systems, information structures, data representations and applications, and non-numerical programming assignments in several different computer languages.

CS220 Computer Organization and
W/lab   Assembly Language Programming   **4 units**

Pre-program: CS110 or Approval of the Instructor

This course examines the basic computer organization of the microcomputer and its assembly programming language. Assembly fundamentals, Macro Assembler, DEBUG, I/O services, numeric processing and conversion, string processing, Macro Library, and Macro structures will be covered. Thirty (30) contact hours are lecture and twenty (20) contact hours are laboratory study.

CS300 Computer Data Structures   **4 units**

Pre-program: CS200 or Approval of the Instructor

This course uses an object-oriented approach to data structures and algorithms. The study of computer data structures such as stacks and queries, sequential location, link allocation, circular lists, doubly linked lists, arrays and orthogonal lists, binary and other trees, sorting techniques, multilinked structures, dynamic storage allocation. Hardware and software aspects of data processing: processors, storage devices, communications, file I/O control.

CS305 Object Oriented Programming   **4 units**
W/lab

Pre-program: CS120 or Approval of the Instructor

This course introduces principles of object oriented design and programming including the role of objects, methods, message passing encapsulation, classes and inheritance. The knowledge of C++ or Java language is recommended. Thirty (30) contact hours are lecture and twenty (20) contact hours are laboratory study.

CS320 Fundamentals of Embedded System   **4 units**

Pre-program: CS220 or Approval of the Instructor

This course studies the concepts related to embedded system and their software. It introduces theories behind the real time multitasking operating system. The course explores concurrent programming techniques, such as interrupt handling, inter-process communication, buffer management, polling and time outs.

CS333 Practical Training in Computer Science (A,B,C)   **2 units**

A practical training course for business students at the undergraduate level. It allows students to gain practical work experience in their field of study. The externship is located off-campus, but under supervision of a PSU Department Chair.

CS400 Computer System Architecture   **4 units**

Pre-program : CS200 or Approval of the Instructor

This course studies computer system components: the CPU, memory, and I/O; analytical modeling techniques to allow comparative evaluation of architectures; parallelism and supercomputers. Topics such as Boolean algebra, combinational and sequential circuits, computer arithmetic, integrated circuits, and control processors are included.

CS410 Computer System Programming   **4 units**

Pre-program: CS400 or Approval of the Instructor

This course studies concepts of system design and implementation, programming methodology, loaders, macros and compilers, data structures, storage classes, input/output programming, and device management.

CS420 Theory of Computation   **4 units**

Pre-program: Approval of the Instructor

This course examines the fundamental capabilities and limitations of computers. Topics covered include finite automata, context-free grammars, push-down automata, Turing machines, decidable and undecidable problems. Basic notions of computational complexity are also introduced.

CS430 Introduction to Artificial Intelligence.   **4 units**

Pre-program: CS420

This course introduces different means of knowledge representation and its application. The course studies artificial intelligence topics including predicate logic, semantic nets, procedural representations, natural language grammars, and search trees.

CS440 Introduction to Computer Security   **4 units**

This course introduces to basic concepts of information security necessary to understand risks and mitigation associated with protection of systems and data. Topics include security models and architecture, security threats and risk analysis, access control and authentication/authorization, cryptography, network security, secure application design, and ethics and law.

CS450 System Development and Analysis   **4 units**

Pre-program: CS300 or Approval of the Instructor

This course covers concepts of systems development, development cycle, and designs to guide students in the analysis of business processing, implementation systems, construction of models, document system information, and the use of tools for system design and data flow.

CS460 Applied Numerical Methods   **4 units**

Pre-program: MA311 and CS110

This course applies numerical methods for digital computers in the solution of scientific problems. The study of programming languages, numerical approaches to advanced mathematics, and applications. The aim is to give

students both a basic understanding of floating-point arithmetic and the methods used to solve numerical problems as well as a familiarity with the types of subroutines found in typical software packages.

CS485 Operating Systems Concept   **4 units**

Pre-program: CS220 or Approval of the Instructor

This course studies the topics related to the modern computer operating system, including interrupt of event driven systems, multi-tasking, memory management and input-output. It emphasizes some of the simple algorithms used in common problems encountered such as deadlocks, queuing and multiple accesses to data.

CS497 Senior Design Project   **4 units**

Pre-program: Approval of the Instructor

This course requires an experimental investigation of a proposed project. Student project: technical proposal, including cost and schedule, building and testing, and documented results and recommendations in a final report.

Earth Science

ES101 Earth Sciences   **4 units**

This course surveys basic sciences that relate to life on earth. Focus on chemical applications in the business world, the utilization of physics in the establishment of innovations, and the study of generic and micro biotic research in an effort to promote health. Environmental problems are a major topic.

Economics

EC201 Microeconomics   **4 units**

This course studies the behavior of firms and consumers, functions of the price system, competition and monopoly, labor markets, poverty, and government regulation.

EC202 Macroeconomics   **4 units**

This course studies the economy as a whole or a large segment of it. Concepts include: levels of employment, rate of inflation, monetary and fiscal policies, national output of goods and services, globalization, and international trade.

English

EN200 Composition   **4 units**

This course offers practice in narrative composition, with stress on organization, continuity, logic, argument, and total impact.

EN210 Communication Arts   **4 units**

This course studies the communication process, with emphasis on business writing. This class is a theoretical as well as a practical approach to the problems of business communications. Course projects include extensive report writing, letter writing, resume preparation, report presentation, and conference techniques.

EN220 Research Methods and Bibliography   **4 units**

Pre-program: EN200 or Approval of the Instructor

This course teaches the use of the library resources and, research strategies for term papers and presentations, language structure, and documentation.

EN230 Oral Communication   **4 units**

This course teaches diction, pronunciation, interpretation, projection, organization, and presentation of speeches of varying lengths. Assigned topics: extemporaneous speaking, elementary debate, and panel participation.

EN250 World Literature   **4 units**

This course covers readings and analysis of representative short stories, plays, poetry, and essays. Emphasis on Greek origins and their relation to the development of literature in the Western world. Application of social principles in modern life. Supervised practice in writing.

EN260 American Literature   **4 units**

> This course reviews selections of American writing: essays, letters, plays, speeches, and novels. Emphasis on prominent, representative writers such as Emerson, Hawthorne, Dickenson, Twain, Updike, and Miller. Supervised practice in writing.

EN280 Asian Literature   **4 units**

> This course looks at a general survey of key works and how they reflect the cultures represented. Emphasis on the writings of Ramayana, Taoist authors, Musashi, and authors of the Tokugawa Period. Course builds appreciation for Asian literary works and provides intellectual awareness of Asia's contemporary cultural aspects as seen through the eyes of leading authors.

EN350 Technical Writing   **4 units**

> Pre-program: EN200

> This course covers the writing of proposals, progress reports, project reports (specifications), and other technical papers. Topics: language, format, use of graphics and statistics, and presentation.

History

HS100 Introduction to Art History   **4 units**

> This course studies the development of Western art from the 19th century to the present day. Students will develop an understanding of critical stylistic periods, including Impressionism, Post-Impressionism, Modernism and more recent movements such as Abstract Expressionism, Pop Art, and Minimalism. This course is also an introduction to the field of art history, helping to develop vocabulary, analytical thinking skills and an appreciation for artists and their artworks.

HS130A United States History   **4 units**

> This course covers the development of the U.S. from the earliest colonial settlements through present times. Selected themes and topics are discussed.

HS199 Special Topics in History   **4 units**

> This elective course offers an in-depth examination of a specialized area of study focusing on current trends and topics within the academic discipline of the history. As a seminar, students will engage in special projects and research under the guidance of expert faculty.

HS200 Western Civilization   **4 units**

> This course covers the social, political, religious, and technical development of Western civilization. Prehistory to the present, selected themes, and topics are covered.

HS220 Non-Western Civilization   **4 units**

> This course is an overview of the trends in the non-Western world, 800 B.C. to present. Selected themes and topics: the Neolithic revolution; River Valley civilizations; Egypt, Mesopotamia, India, China; empires and civilizations; Sung China, Japan, West Africa, Byzantium, Abbasid Iraq and Islamic Spain, Aztecs and Incas; and Eurasian migrations.

Hospitality Management and Tourism

HM100 Introduction to Tourism and Hotel Management
**   (Hospitality Industry Environment)**   **4 Units**

> Serves as a foundational overview of the organizational structure and operational mechanics of the hotel industry. The course will survey different types of hotel companies, management methods, types of lodging and catering, partnerships, franchising and company financing. Students examine the major hospitality players, brands, co-brands, and key market segments.

HM120 Food and Beverage Operation   **4 Units**

> Introduces the principles of foodservice operation by providing a broad overview of the foodservice industry. The course then focuses on major industry segments, business practices, and trends. Students learn the roles and operating procedures along with dining equipment, product identification, and guest service styles and standards. Courses will be taught with practical exercises and methods including role-play, mock exercises, and video training.

HM130 Kitchen Operations   **4 Units**

> Covers the spectrum of food safety and preparation from the vendor to the customer including kitchen equipment, food purchasing, preparation, cooking,

quality assurance and serving. Students will prepare recipes, menus, and production schedules and will learn risk analysis using the HACCP (Hazard Analysis and Critical Control Points) method. Courses will be taught with practical exercises and methods including role-play, mock exercises, and video training.

HM140 Hospitality Career Development   **4 Units**

Focuses on the importance of verbal communication and body language management in face-to-face and group situations in American and International cultures. Students develop their communication skills in order to convey a message and apply for professional employment. Students survey the wide variety of career opportunities in the hospitality industry, refine their resumes and work to secure placements for their 3-month practical training.

HM210 Rooms Division Operation   **4 Units**

Students examine how activities are coordinated within the rooms division and between the rooms division and other departments. Students compare the application of various systems, procedures, and controls associated with a modern hotel housekeeping department. Emphasis is placed on management delegation, scheduling systems, routines, and equipment requirements. Courses will be taught with practical exercises and methods including role-play, mock exercises, and video training.

HM230 Guest Services/Reservation Management   **4 Units**

Familiarizes students with the front office department of the hotel. Emphasis is placed on guestroom availability, reservation processing, guest registration, team selling, guest /employee relations, night audit, and checkout procedures using various property management systems. Courses will be taught with practical exercises and methods including role-play, mock exercises, and video training.

HM300 Marketing Hospitality and Tourism   **4 units**

This course is designed to help students master the basic concepts and theories as well as the practices and applications in the hospitality and travel industry engaged in marketing which is undergoing rapid changes. Business markets have become internationalized – domestic companies are expanding overseas as foreign companies seek to enter the U.S. markets. Key topics include consumer behavior, market segmentation, targeting, and positioning, pricing considerations, distribution channels, public relations and sales promotions, and next year's marketing plan. As marketing is both an art and a science, certain ambiguities surround this study. Students will learn to evaluate alternatives and to anticipate change quickly within a dynamic context.

HM320 Food Cost Control and Management   **4 Units**

Assess managerial duties and responsibilities for budgeting and forecasting cost, and developing and maintaining controls in food establishments. Students will learn how to manage supply and demand while maintaining quality. Emphasis is placed on methods used by hotel managers in order to increase food and beverage operational profits through maximizing revenues and controlling costs. Courses will be taught with practical exercises and methods including role-play, mock exercises, and video training.

HM333A Management Practical Training I   **2 Units**

Students complete a 6-month paid curricular practical training in a management-level operations position to apply the academic knowledge they have accumulated in a practical setting. Each student will be evaluated to determine the extent of learning.

HM333B Management Practical Training II   **2 Units**

Students complete a 6-month paid curricular practical training in a management-level operations position to apply the academic knowledge they have accumulated in a practical setting. Each student will be evaluated to determine the extent of learning.

HM333C Hospitality Operations Practical Training   **2 Units**

Students complete a 3-month paid curricular practical training in an entry-level operations position to apply the academic knowledge they have accumulated in a practical setting. Each student will be evaluated to determine the extent of learning.

HM333D Supervisory Operations Practical Training   **2 Units**

Students complete a 3-month paid curricular practical training in a supervisory-level operations position to apply the academic knowledge they have accumulated in a practical setting. Each student will be evaluated to determine the extent of learning.

HM340 Hospitality Operations and Management   **4 Units**

Emphasizes logistics in hotel catering departments including operation, sales, and relationships with other departments within the hotel as well as outside vendors. Students also learn about vending operations in other industry segments such as convention centers, stadiums, parks, schools, and hospitals. Courses will be taught with practical exercises and methods including role-play, mock exercises, and video training.

HM400 Trends in Travel, Tourism, and Hospitality **4 Units**

Emphasizes the importance of keeping up with current events and trends in the hospitality and tourism industries. Issues may include hospitality ranking standards and the impacts of economic and political crises on tourist behavior. Students are provided with an overview of past hospitality trends in order to compare them to new trends, for example: ethical tourism, eco-tourism and thana-tourism, molecular gastronomy, and fusion food.

HM440 Strategic Career Search and Placement **4 Units**

Examines management and leadership styles, along with problem solving, motivation, and conflict mediation. Students will refine their employment search tactics, their presentation to employers, and will learn how to set and achieve their professional goals. With support from Vatel, students will work to obtain their 6-month CPT placements. By the end of the course, students will confirm and commit to their training positions.

HM460 World Wine Vintages **4 Units**

Students acquire knowledge about manufacturing, quality criteria, and sensory standards of different wines throughout the world. Students learn the importance of geography to wine and vineyards in order to apply this knowledge when assisting guests with wine lists and advising guests on wine-food pairings.

Information Systems

IS100 Introduction to Computer Information Systems **4 units**

This course introduces the theory, tools and techniques of computer information systems. Topics include theory of computer information systems and organizations, structured analysis and design, user interface design.

IS230 Introduction to e-Commerce **4 units**

This course examines the principles of electronic commerce and business transactions on the Internet based on emerging digital communications and networking technologies.

IS240 Internet Programming Languages   **4 units**

This course is an introduction to Internet languages: Hypertext Mark-Up Language (HTML) and JAVA. Basic concepts of object-oriented programming Internet languages are covered.

IS250 Database Management   **4 units**

This course makes an introduction to database (file management) on the microcomputer. Detailed study of database management approaches, comparative study of commercially available database management systems, entity-relationship model, relational databases, query languages, and database design methodologies are studied.

IS310 Introduction to Computer Networks

This course examines computer networking and the Internet. Discussion of how computers communicate, how the Internet works, and basic Internet capabilities are conducted. Data communications concepts, hardware, and software are introduced. Including both wide, local area networking, and TCP/IP concepts are also discussed.

IS320 Computer Technology and Applications   **4 units**

This is an overview of computer systems and it covers hardware components, application software and relevant jargon. Operating systems, word processing, spreadsheet and presentation software are demonstrated. Computer program languages used in business computations are also examined.

IS345 Internet Programming 1   **4 units**
W/lab

This course familiarizes students with the many data sources provided by the Internet, produced and designed for and by the business community. This course teaches how to create web pages using Internet languages: Hypertext Mark-Up Language (HTML). The course covers basic concepts of object-oriented programming Internet languages. The awareness of potential legal and confidentiality issues are also discussed. Thirty (30) contact hours are lecture and twenty (20) contact hours are laboratory study.

IS400 e-Commerce Marketing   **4 units**

Pre-program: IS230 or Approval of the Instructor

This course looks at the aspects of Web marketing and selling on the Web. Topics: traditional and online methods for promoting Web business/site, search engines, e-mail lists, banner ads, customer service on the Web, security on the Web, e-commerce terminology, and merchant accounts. Successful companies using e-commerce today and the future of e-commerce and emerging marketing trends are discussed.

IS445   Internet Programming 2   **4 units**
W/lab

Pre-program: IS345

This course teaches how to create web pages using JAVA classes and run on the World Wide Web. Use of JAVA to create web programs. Comparison of JAVA with PERL and C++ is also discussed. Thirty (30) contact hours are lecture and twenty (20) contact hours are laboratory study.

Marketing

MK200 Principles of Marketing   **4 units**

This course teaches marketing a product or service in order to achieve a competitive edge commensurate with profit. The course focuses on research, product promotion, effective distribution, advertising, and direct mail.

MK299 Special Topics in Marketing   **4 units**

This elective course offers an in-depth examination of a specialized area of study focusing on current trends and topics within the academic discipline of marketing and business. As a seminar, students will engage in special projects and research under the guidance of expert faculty.

MK366 Sales and Salesmanship   **4 units**

This course is designed to define and explain "selling." Topics covered include attributes of good salespersons, the five phases that make up a sale, steps in effective prospecting, methods for preparing for a sales presentation, steps to making a sale, importance of post-sale service and follow-up. Sales techniques are demonstrated in class.

<u>Mathematics</u>

MA101A College Algebra and Trigonometry   **4 units**

This course introduces basic concepts of algebra, equations, inequalities, functions and graphs, exponential and logarithmic functions, circular functions, trigonometric functions, systems of equations, complex numbers, polynomials, and sequences. Required for Computer Science students who have not taken high school algebra and trigonometry.

MA231 Calculus 1   **4 units**

Pre-program: MA101A or Approval of the Instructor

This course studies differential calculus integrated with elementary concepts of plane analytic geometry. Topics include rectangular coordinates, slope and equations of a straight line, slope of a curve, derivative of a function, limits, derivatives of algebraic functions, chain rule, maxima and minima, mean value theorem, introduction to integration, indefinite integral, areas by calculus, differentiation and integration of sine and cosine, and trapezoidal rule.

MA232 Calculus 2   **4 units**

Pre-program: MA231

This course deals with application of topics in analytic geometry, exponential and logarithmic functions, limits, derivative and integral of trigonometric functions, techniques and applications of integration, introduction to differential equations, sequences, infinite series, Taylor series, and hyperbolic functions.

MA305 Probability and Statistics   **4 units**

This course deals with set theory and algebra of discrete outcomes, probability theory, random variables, probability density and distribution functions, random vectors and their statistics, and introduction to stochastic processes.

MA370 Mathematical Models in Business   **4 units**

Pre-program: MA101A or Approval of the Instructor

This course is an introductory course in operations research or mathematical models useful in business analysis. Materials cover operations analysis, methodology, probability and statistical methods, linear programming methods, utility and game strategies, PERT, and inventory planning methods.

Philosophy

PL130 Introduction to Philosophy   **4 units**

This course studies problems of philosophy through major writings from various periods.   Problems are drawn from political, aesthetic, religious, metaphysical, and epistemological concerns of philosophy.

PL200 World Cultures   **4 units**

This course examines major segments of the world's people from prehistory to the present: philosophy, social structures, politics, religion, technology, and the arts.

PL230 Comparative Systems of Thought   **4 units**

This course deals with analysis and discussion of cultural systems of thought and belief, including religious and philosophical tenets upon which members of the cultural group base their actions. Cultures studied include, among others: Greek, Judaic-Christian (ancient, medieval, and modern), the Indian subcontinent, Chinese, Native American, and dominant cultures of the Middle East.

PL303 Symbolic Logic   **4 units**

This course is an introduction to logic, statement patterns (propositional logic), arguments, propositional diagrams, generalized disjunction and conjunction, predicated logic, and introduction to sets.

Political Science

PS135 United States Government   **4 units**

This course teaches American system of government, with emphasis on the historical factors that influence the uniqueness of the Constitution, the Democratic process, the pattern of national government with its separation of powers, and the philosophy that guides domestic policies and international affairs. Attention to the functions at a national level of the legislative, executive, and judicial branches of government.

Psychology

PY210 Introduction to Psychology   **4 units**

This course is about psychological principles and applications, with comparison of theories from the developmental, naturalistic, and mechanistic schools. The course also emphasizes on relevance to everyday life.

PY330 Personal Dynamics and Leadership   **4 units**

This course looks at the insight into personal motivation of self and others, presented through class interaction: evaluation of goals; time management; and presentation and practice of techniques for positive personality development. Active involvement in all projects required.

Social Science

SS130 Introduction to the Social Sciences   **4 units**

This course offers a survey of interlocking channels of economics, anthropology, political science, psychology, and sociology as each relates to selected themes in modern civilization. Review of major social science periodicals.

SS140 Introduction to Sociology   **4 units**

This course is an introduction to the analysis of basic concepts in sociology. Socialization and culture; social organization; stability and change in societies; cooperation and conflict among human groups; religious, political, economic, technical, and scientific institutions. Completion of a student project on one aspect of a major concept, as researched from three sociology periodicals.

MASTER'S LEVEL COURSES

<u>Accounting</u>

AC501 Managerial Accounting   **4 units**

This course examines the principles, techniques, and uses of accounting in the planning and control of business organizations from the management perspective. This includes both manufacturing and service organizations. Identified are the budgetary processes and related performance evaluation techniques, cost volume to profit relationships, and product costing methods. Cost topics include Accumulation and Product Costing, Budgetary Planning, Activity-based Management Measurement Reporting, and Control Responsibility Accounting Managerial Decision Making.

AC503A Financial Accounting & Reporting 1   **4 units**

Pre-program: AC501 or Approval of the Instructor

This course covers the interpretation, use, processing, and presentation of accounting information, as well as principal accounting statements. Financial accounting theory, financial statement disclosures, fixed asset management, advanced inventory evaluation and accounting for intangible assets are also examined.

AC503B Financial Accounting & Reporting 2   **4 units**

Pre-program: AC503A

This course emphasizes identifying, measuring, and communicating liabilities and stockholders' equity. It covers the valuation, recording, and presentation of plant, equipment, and intangible assets; accounting for corporations; contributed capital; stock rights, options and convertible securities; retained earnings and dividends; and accounting for leases, taxes and pensions. The course also studies statement of cash flows and changes in accounting.

AC520 Public Accounting   **4 units**

Pre-program: AC503B or Approval of the Instructor

This course is a comprehensive review of auditing procedures. Historical development of professions, audit function in relation to ethical and legal considerations, trends in new services for clients; the CPA firm, multinational practice, and signposts of the future are also examined.

AC530 Advanced Tax Accounting   **4 units**

Pre-program: AC501 or Approval of the Instructor

This course emphasizes legal tax avoidance through proper planning. The course will focus on the Internal Revenue Code and its application to individuals, estates, trusts, and corporations. This course will also explore tax determination, personal and dependent exemptions, concepts of gross income, and deductions and losses.

AC565 Computers in Accounting   **4 units**

Pre-program: AC501 or Approval of the Instructor

This elective course covers the features and functions of computers and software in accounting and auditing. It includes general ledger, accounts payable, accounts receivable, payroll, order entry, purchasing, inventory, job cost, fixed asset, report writing and executive information modules.

AC580 Government and Non-profit Accounting   **4 units**

Pre-program: AC503A or Approval of the Instructor

This elective course examines the accounting principles applicable to governmental and non-profit entities. Theories of fund accounting illustrated in case studies with an emphasis in the recording of assets, liabilities, equity, revenues, and expenditures are discussed. The course also covers the analysis and interpretation of financial statements.

<u>Business</u>

BU501 Industrial Management   **4 units**

This course studies the departments of an industrial organization. It examines the engineering, production, purchasing, industrial relations, marketing and financial departments. It also examines the relationships between the departments for proper control and coordination.

BU502 Quality Management   **4 units**

This course describes the tools and techniques of quality control for industrial managers. Some of the tools that are examined are: terminology and work elements, quality planning and management, and statistical tools and techniques for reducing waste, improving reliability, and avoiding the pitfalls of product liability.

BU505 Organizational Behavior   **4 units**

This course studies the environments and technologies of business and industrial organizations, processes of work group development and management, and their effects on individual behavior. The course also emphasizes organizational efficiency and effectiveness.

BU506 Management Decisions   **4 units**

This course is an overview of statistical techniques used in business decision-making. Descriptive statistical topics include graphing measures of central tendency, and measures of dispersion. Inferential statistical topics include sampling, hypothesis testing, and regression analysis. Topics include the structures of various data processing systems, adequate controls, currently available technology, and issues in the related implementation process.

BU507 Operations Analysis   **4 units**

This course studies the statistical methods applicable to specialized areas of statistical analysis. Topics include Markov processes, distribution-free tests, sampling theory and methods, experimental design, time series analysis,

spectral analysis, and application of operations research techniques to business problems. The course also analyzes and solves actual business operations research problems.

BU508 Technology and Operations Management   **4 units**

This course focuses on the latest information technologies and operations management technologies that enable an organization to operate around the world. It introduces tools that managers use to measure operational efficiency and effectiveness, including statistical process control, decision trees, forecasting techniques, expert systems and operational benchmarking. Students will practice effective project management techniques important to introducing new products and analyzing and improving an organization's processes.

BU511 International Comparative Management   **4 units**

This course reviews management systems within their political, social, and economic environments with an international, historical and contemporary approach. This course emphasizes the managerial process in the international environment and provides a strategic assessment of the fundamental issued involved in the management of international and multinational corporations. Topics include comparative study of practices of management in foreign nations and how their social environments are effected. There is an emphasis on recent contributions to theory, research, and methodology.

BU512 Asian Trade Development   **4 units**

This course studies International trade transactions, ways they are planned and organized in their contemporary environments. The emphasis is put on business opportunities and untapped economic and human resource potentials in all areas in East, West, and Southeast Asia. Some areas of study are manufacturing, communications, transportation and entertainment.

BU521 Human Resource Management   **4 units**

This course is an evaluation of human resource requirements of a firm including recruiting, screening, and selection. This course provides an overview to the basic human resources management functions: employment, employee relations, training and development, performance systems, compensation, benefits, and human resources information systems. Case evaluations of the most recent issues in the U.S. and international market place are analyzed.

BU550 Business Ethics   **4 units**

This course is an in-depth focus on patterns of business conduct and attitudes in modern business. Psychological factors that promote pragmatic approaches in the solution of problems are surveyed. Case studies regarding management decision-making are examined.

BU555 Practical Training in Business and Management (A, B, C)   **2 units**

A practical training course for business students at the graduate level. It allows students to gain practical work experience in their field of study. The externship is located off-campus, but under supervision of a PSU Department Chair.

BU560 Research Methods   **4 units**

Pre-program: Approval of the Instructor

This course studies applied statistics, research methodology, and problem solving. The course covers problem formulation, secondary data, primary research, and fundamentals of analysis. An independent research project is required for the course.

BU590 International Business Seminar   **4 units**

Pre-program: Approval of the Instructor; must be near the end of program.

This course is a comprehensive course covering major aspects of international business in a seminar format including, but not limited to, international marketing, international finance, and international trade. Topics may be chosen from major macro-environmental forces affecting international businesses on a regional or global basis.

BU598 Special Topics in Business and Mgnt (A, B,C)   **4 units**

This elective course offers an in-depth examination of a specialized area of study focusing on current trends and topics within the academic discipline of the business and management. As a seminar, students will engage in special projects and research under the guidance of expert faculty.

Business Law

BL501 Contract Law   **4 units**

This elective course examines the contractual legal problems in business affecting the manufacturer, wholesaler, retailer, performer, and purchaser of services. The focus of this course is on basic legal concepts and systems which are important to understanding the ways in which businesses deal with transactions, operations and the exchange of benefits to the parties in contracts.

BL505 Law in International Business   **4 units**

This elective course explores the legal systems of nations participating in international trade and commerce with regard to the international business community. The effects of legal concepts and legal systems on the social and economic environment are reviewed. There is an emphasis on international trade as a variable of sovereign national law and international law. Students examine the areas of international law that are integral to the operation of international business enterprises today.

Computer Science

CS500 Advanced Computer Operating Systems   **4 units**

This course studies the selected issues and advanced topics related to the study of modern operating systems. The area of coverage may include concurrency issues, resource allocation, storage management and multiprocessor environment. It discusses underlining theory and algorithms related to the issues.

CS503 Theory of Computation   **4 units**

This course is about the capabilities and limitations of computers. Topics covered include finite state automata, context-free grammar, pushdown automata, Turing machines, undecidability, and the halting problem. Notions of computational complexity, primitive recursive and partial recursive functions, equivalence of models of computation are also introduced.

CS506 Artificial Intelligence   **4 units**

This course explores the advanced topics of artificial intelligence including expert system. Topics includes rule knowledge based representation, inference

engine, machine interface and logic programming for expert systems implementation.

CS508 Programming Languages **4 units**

Pre-program: CS500 or Approval of the Instructor

This course is an in-depth study of several contemporary programming languages. Variety in data structures, operations, notations, and control are stressed. Languages for list, string and array manipulation are examined. Languages for structured programming and systems programming are also included.

CS509 Design and Analysis of Algorithms **4 units**

This course studies the complexity of time and space algorithms. Models of computation, techniques of efficient algorithm design, and effect of data structure choice on efficiency of an algorithm is extensively examined. The student will learn about fast algorithms for problems such as sorting, set manipulation, and Fourier transforms.

CS510 Compiler Design for Digital Computers **4 units**

Pre-program: CS500 or Approval of the Instructor

This course examines lexical analysis, formal grammars, parsing methods, code generation, local and global code optimization, unimodular transformation, vectorization, dynamic allocation, and storage allocation.

CS513 Expert Systems **4 units**

This course is an introduction to the methodology of design and implementation of an artificial intelligence based system that converts the knowledge of an expert in a specific subject into a software code. Techniques for representing and organizing domain and control knowledge are emphasized.

CS514 Software Engineering   **4 units**

Pre-program: CS500, IS505, or Approval of the Instructor

This course covers a survey of software engineering. Topics covered include requirement analysis and specification, programming methodology, software testing and validation, performance and design evaluation, software project management, and programming tools and standards. Software development, implementation, and maintenance methods are also discussed.

CS516 Computer Networks   **4 units**

Pre-program: CS500 or Approval of the Instructor

This course teaches computer network architecture, local area networks and wide area networks, mechanisms for inter-process communication, and rules for distribution of data and program functions. Examination of data communications for personal computers, network configurations, SNA/PC connection, distributed systems, data flow and database control, and data security and integrity are covered.

CS520 Automata Theory, Language, and Computation   **4 units**

Pre-program: CS503 or Approval of the Instructor

This course deals with finite and infinite languages, formal relation between generators and acceptors, types of formal grammars, and decidability and partial decidability.

CS521 Multilingual Programming   **4 units**

Pre-program: CS508

This course is a thorough evaluation of computer programming systems, information structures, data representations, and applications. Non-numerical programming assignments in several different computer languages will be necessary.

CS540   Computer Database Management   **4 units**

Pre-program: CS500, IS505, or Approval of the Instructor

This course is an overview of database systems. Topics include the fundamental theories and design of database systems, the Structural Query Language (SQL), and basic concepts and techniques on data organization in secondary storage, normalization of database tables, transaction management and concurrency control, performance tuning and distributed database management systems.

CS555 Practical Training in Computer Science (A, B, C)   **2 units**

A practical training course for computing students at the graduate level. It allows students to gain practical work experience in their field of study. The externship is located off-campus, but under supervision of a PSU Department Chair.

CS565   Computer Graphics   **4 units**

Pre-program: CS500 or Approval of the Instructor

This course studies hardware for interactive graphic systems, picture representations, data structures for graphics, picture processing techniques, languages for graphics, and survey of applications such as animation and simulation.   The course also studies methods for the design 2-D and 3-D graphics.

CS598   CS Seminar: Special Topics in Computer Science (A,B,C)   **4 units**

This elective course will cover special topics in computer science.

CS599   Computer Science Design Project (CAPSTONE)   **4 units**

Pre-program: Completion of all requirements for the Computer Science concentration or Approval of the Instructor

This capstone course is designed for students in the M.S.C.S. program who prepare a design project as the culminating activity for this degree. The design project must be a significant report describing an investigation in the computer science area and must be publishable.

Economics

EC512 International Economic Development   **4 units**

This elective course investigates the economic, social, and political conditions of developing countries of Asia, Africa, and Latin America; investigation of the problems inherent in the traditional societies that hinder modernization; mobilization of human, natural, and financial resources through market mechanism and public planning; discussion of public and private business policies facing the business and government leaders of these countries.

Finance

FI500 Managerial Finance   **4 units**

This course covers the methods and sources of financing business firms. Problems, practices, techniques, and policies of financial decision-making for the effective and efficient management of a firm are examined. Key topics include financial planning procedures, common financial arrangements and practices, financial statements, taxes, cash flows, stock valuation and financial analysis. Other concepts that will be examined are forecasting, working capital management, capital budgeting techniques, cost of capital, strategic long-term financing decisions, and financial planning and control. The social, legal, and economic effects of various financial alternatives are also described.

FI502 International Finance   **4 units**

Pre-program: FI500 or Approval of the Instructor

This course is an examination of policies, problems, practices and techniques of financial decision-making in today's complex international business environment. The identification of relevant issues and the understanding of essentials and techniques of international financial management are emphasized. International financial management is perceived as a larger global system. All aspects of the financial manager's environment: economic, monetary, political, social, cultural and ethical, are examined closely. Long-term investment decisions, multinational capital budgeting, working capital management, and managing economic and political risks are analyzed. Students will learn about national risk analysis , tax considerations affecting international operations and accounting factors affecting international financial activities. Institutions involved in international financial markets, new organizational and strategic concepts are emphasized.

FI510 Investments   **4 units**

Pre-program: FI500 or Approval of the Instructor

This course describes the globalization of the market place, and examines individual and institutional portfolios. Students learn the different classes of options available, and how they can be used to enhance investment performance. A selection of securities and acquisition of other income earning assets will be examined.

FI515 International Trade and Finance   **4 units**

Pre-program: FI500 or Approval of the Instructor

This elective course provides students the knowledge and skills to plan, work and negotiate in the global marketplace. The theory of trade, and the significance and means of balance of payments and adjustments are included in the course. Students evaluate the major issues of international, commercial, and monetary policies. The effects of tariffs, quotas, customs, unions, and common markets on the economic welfare of nations are examined.

FI585 Financial Institutions and Markets   **4 units**

Pre-program: FI500 or Approval of the Instructor

This course surveys the nature, functions, and management of financial institutions and their respective markets. The development and evolution of these institutions are analyzed and future trends are emphasized.

FI590 Business Finance Seminar   **4 units**

Pre-program: Approval of the Instructor; must be near the end of program.

This course is a comprehensive course covering major aspects of business finance in a seminar format including, but not limited to, international finance, international investments, and international trade and finance. Topics may be chosen from major macro-environmental forces affecting international businesses on a regional or global basis.

Information Systems

IS505 Computer Information Systems   **4 units**

> This course is an overview of information processing in computer systems. It covers hardware components, application software, and systems development and management. Case studies are examined.

IS530 Advanced e-Commerce   **4 units**

> This course examines how new information technologies and networks affect the exchange of goods and services between buyers and sellers in the twenty-first century. Evaluation of key corporate strategies and initiatives in electronic commerce and the enabling network and user interface technologies which have redefined business.

IS540 Advanced Internet Programming 1   **4 units**

> This course examines various options available through Internet's online providers and awareness of potential legal and confidentiality issues. Understand World Wide Web environment through Hypertext Mark-Up Language (HTML).

IS545 Advanced Internet Programming 2   **4 units**

> Pre-program: IS540 or Approval of the Instructor

> This course offers advanced Internet programming: Script languages and JAVA. This course concentrates on the principles of good software engineering and stresses program clarity. Covers concepts of interactive and object-oriented programming Internet languages.

IS550 Computer Database Applications   **4 units**

> Pre-program: IS505 or Approval of the Instructor

> This course is designed to give the student intensive exposure to computers, data processing, and programming. This course is intended for those who have substantial database management experience or have taken a course in database management systems. The course is designed for students who want to write computer programs for the development of a business system. Topics include

the business environment and challenges for database applications; advanced database application modeling; database implementation issues; and data warehousing and client/server architecture.

IS599 Information Systems Design Project (CAPSTONE)   **4 units**

Pre-program: Completion of all requirements for the Information Systems concentration or Approval of the Instructor

This capstone course is for students in the M.S.I.S. program who prepare a design project as the culminating activity for this degree. The design project must be publishable and must be a significant report describing an investigation in the information systems area.

Marketing

MK501 Marketing   **4 units**

This course analyzes the key functions of marketing and their applications in today's changing free-market economy. Attention is focused upon those elements deemed important strategies in the process of the sale of a product or service. This course surveys the latest trends in marketing, sales and advertising. Students learn how to analyze and forecast trends using trend analysis models. Student presentations are required.

MK503 International Marketing   **4 units**

Pre-program: MK501 or Approval of the Instructor

This course examines overseas markets and effective penetration strategies. American marketing concepts are used while understanding the marketing incentives in multinational corporations. Case studies of successes and failures are examined to properly grasp the efficient strategies used within multinational institutions.

MK515 International Marketing Research   **4 units**

Pre-program: MK501 or Approval of the Instructor

This elective course is the study of basic differences in domestic and foreign market research methods and objectives. Key concepts of the course: how to gather general information about a nation and its markets; how to obtain specific information to resolve problems in distribution, advertising, pricing and product development; and how to forecast future trends within specific markets relating to social, economic, and value changes.

MK520 Consumer Behavior   **4 units**

This elective course explores models of buyer behavior with the application of economics, sociology, psychology and behavioral sciences to marketing. Students will learn to examine and understand the factors that influence marketing decisions and how social and cultural factors, perception and learning patterns, and individual inclinations and needs have an impact on purchasing.

MK530 International Trade   **4 units**

This course examines buying and selling between nations. Students will understand the fundamentals of profitable exporting and importing. Identifying consumer needs and knowing how to supply them are other topics that are analyzed. Financial tools that are used to minimize risks and the proper documentation procedures are studied. A student project will be assigned in which the student will prepare a market survey of a potential oversees market.

MK531 International Advertising   **4 units**

This elective course evaluates the techniques for advertising products in selected overseas markets are surveyed in this course. Case studies of successes and failures are emphasized. Channels of media communication, capital equipment, consumer goods, banking and transportation are studied. Students will learn the variety of strategies necessary in advertising in foreign and global markets.

MK599 Special Topics in Marketing and Business   **4 units**

This elective course offers an in-depth examination of a specialized area of study focusing on current trends and topics within the academic discipline of the business and marketing. As a seminar, students will engage in special projects and research under the guidance of expert faculty.

Real Estate

RE500 Real Estate Principles   **4 units**

This course is an overview of the real estate industry, both public and private. Concepts in agency and brokerage practice as a foundation for an in-depth understanding of the profession. Economic analysis of fluctuations in real estate market.

RE501 Legal Aspects of Real Estate   **4 units**

This course introduces the fundamentals of real estate law including estates in real property, methods of ownership, assessments and other incidents of ownership, acquisitions and transfer, contracts of sale, notes and deeds of trust, escrows, title insurance, liens and encumbrances, deed restrictions, zoning and other limitations on use, leases, and the landlord/tenant relationships.

RE502 Real Estate Practice   **4 units**

This course is an examination of the practical, day-to-day applications of real estate principles. Sample forms in real estate transactions and case studies in real estate sales and purchases.

RE503 Real Estate Finance   **4 units**

This course covers lending policies, problems, and risks involved in financing transactions in residential apartment, commercial and special purpose properties. Instruments of finance discussed: promissory notes, trust deeds and mortgages, trustee's sales, mortgage foreclosure, and alternative financing.

RE504 Real Estate Economics   **4 units**

This course is a general survey of current real estate market conditions as a factor in the larger economy. Consideration of housing markets in urban areas, land use, government regulations, limitations to economic growth, and investment analysis and opportunities.

RE505 Real Estate Appraisal   **4 units**

This course analyzes factors influencing value, establishing market value, and appraisal techniques for vacant land, residential, commercial, and income producing properties.

RE506 Property Management   **4 units**

Pre-program: FI500, RE501, or Approval of the Instructor

This course deals with professional property management in operating residential, commercial, and industrial properties. Importance of the function, management contracts and compensation, and certification (CPM) are covered. Case studies.

RE507 Escrows and Title Insurance   **4 units**

Pre-program: RE501 or Approval of the Instructor

This course studies escrow procedures, rules, regulations, duties, and the rights and responsibilities of the parties involved. Costs, title insurance, conveyances, financing and title transfer problems and solutions. Case studies and class simulations are included.

RE508 Real Estate Office Administration   **4 units**

Pre-program: RE500 or Approval of the Instructor

This course studies application of management principles, accounting and auditing needs, personnel training, required special equipment and facilities, criteria for efficient operations. Case studies and class simulations are included.

RE509 Real Estate Business Law   **4 units**

Pre-program: RE501 or Approval of the Instructor

This course focuses on real estate licensing and regulations, real estate associations, the role of the California Department of Real Estate, the duties and responsibilities of the Real Estate Commissioner, and the Commissioner's Standard of Professional Conduct and Business Practices, and the Administrative Procedure Act.

SECTION TEN

UNIVERSITY PERSONNEL

ADMINISTRATORS

AHN, HEEYOUNG
BFA Parsons School of Design, NYC.
M.S, Pratt Institute, N.Y.C
Present Position: President

CROCKER, HEIDI
BS, and D.C., Logan University, St. Louis, MO
BS, University of Kentucky, Lexington
MA, University of Kentucky, Louisville
EdD, Western Kentucky University, Bowling Green
Present Position: Academic Dean

MIN, SARAH
BS, University of California, Irvine (UCI)
MBA, Louisiana State University
Present Position: Associate Dean, International Affairs & Public Relations and
        Student Affairs. Housing Dept.

LIM, KYUNG SOOK (ROSY)
BS, National University of Asuncion, Paraguay
MBA, Pacific States University
DBA Pacific States University
Present Position: Assistant Dean, General Affairs

KASEM, JOHN
BS, California States University, Long Beach (CSULB)
MBA, DeVry University
DBA, Pacific States University
Present Position: Director of the College of Business (MBA & BBA); Professor,
Business

KIM, MOONSIK
BS, California State University, Northridge (CSUN)
BA, University of California, Los Angeles (UCLA)
MS, University of Southern California (USC)
Present Position: Director of the College of Computer Science, Director of
Financial Aid. Designate School Official (DSO) for SEVIS,

ADJUNCT MEMBERS OF THE FACULTY

AN, SANG HOON
BA, MBA, Chung-Ang University, Korea
Certified Public Accountant (CPA)
Present Position: Adjunct Professor, Accounting

BAKER, CHRISTINA
AA, Long Beach City College
BA, MA, California States University, Long Beach (CSULB)
MS, Capella University
MBA, Hope International University
Present Position: Adjunct Professor, General Education & Business

CHEN, WENQI
BS, Shanghai Ocean University
MS, University of La Verne
DBA, Pacific States University (PSU)
Present Position: Adjunct Professor, Business

CHUNG, TASHENG (JOHNNY)
BA, Central Police University, Taiwan
MBA, Pacific States University
Certified Public Accountant (CPA)
Present Position: Adjunct Professor, Accounting

FAWAZ, ZEINAB
BA, Islamic University of Lebanon
MBA, DBA, Pacific States University
Present Position: Adjunct Professor, Business

HONG, BYUNG SIK
BS, Seoul National University, Korea
MBA., National University
DBA, United States International University
Present Position: Professor Emeritus, Business

HONG, HYUN KEE (HENRY)
BA, Theil College, Pennsylvania
MA, Carnegie-Mellon University, Pittsburgh, PA
Present Position: Adjunct Professor, Accounting

KIM, KEVIN (CHANG UP)
BSCS, MSCS, Pacific States University
MSCS, North Dakota State University, Fargo, ND
PhD (cand.), KonKuk University, Korea
Present Position: Adjunct Professor, Computer Science

LU, KUANG KAI (REX)
B.S., M.S.C.S., Pacific States University
Present Position: Adjunct Professor, Computer Science and Info Systems

MAKOVOZ, WALTER
B.S. and M.S. Kiev State University
Ph.D. University of Cincinnati, Ohio
Present Position: Adjunct Professor, Computer Science

MORRISON, DENNIS
BA, State University of New York, College at Brockport
MA, Syracuse University
DPA, University of La Verne
Present Position: Adjunct Professor, Business

NGUYEN, NAM HOAI
BA, Foreign Trade University, Vietnam
MS, Warsaw University, Poland
DBA, Pacific States University
Present Position: Adjunct Professor, Business

RYU, SAM YONG
BA, Kyunggi University, Korea
MBA, Sogang University, Korea
MBA, Northrop University
DBA, Pacific States University
Present Position: Adjunct Professor, Business and Information Systems

ZUIDERWEG, GORDON
BA, University of California, San Diego (UCSD)
MA, University of California, Los Angeles (UCLA)
J.D., Loyola Law School, Los Angeles
Present Position: Adjunct Professor, Law

STAFF

ALWI, JALIN
BS, Stmik Bandung, Indonesia
MBA, Pacific States University
Present Position: Financial Officer

AYEVA, MAAWIYA
BA, California State University Northridge (CSUN)
MBA, Pacific States University
Present Position: Director of Admissions

LU, KUANG KAI (REX)
BS, MSCS, Pacific States University
Present Position: Director of General & Technology Services,
      Management Information Systems (MIS) Advisor,
      Principal Designate School Official (PDSO) for SEVIS

TSENG, TAI-WEI
BA, University of California, Berkeley
MBA, Pacific States University
Present Position: Head of Academic Strategy & Student Services

NAVARRETE, QUIRINO
Present Position: Custodial & Maintenance Services

Who do I contact?

Issues	**Contact**
Absence Alert →	Your course instructor
Billing Dispute →	Finance Office
Change of Grade →	Your course instructor
Complaint Against an Instructor →	Dept. Chair or Academic Affairs
Computer or Software Problems →	IT Coordinator
Enrollment Verifications →	Registrar/Student Services
Formal Complaints →	Student Affairs
Help in Writing a Paper →	Librarian
ID Card →	Student Services
International Transcript Evaluation →	Admissions
Job Hunting Assistance →	Career Services
Missing Class →	Your course instructor
Online Registration Problem →	Student Services
Payments →	Finance Office
Photocopying →	Student Services
Printer Issues →	IT Coordinator
Resume or Cover Letter Writing →	Career Services or Librarian
Student Records Access →	Registrar
TOEFL →	Student Services or Admissions
Transcripts →	Registrar

APPENDIX OF PROGRAM OCCUPATION DISCLOSURES

To see the descriptions of the occupations, please go to **www.onetonline.org** and enter the six digits Standard Occupational Code (SOC) in the Occupation Search Area.

The list of SOC codes is based on Department of Education standards. Actual entry-level jobs for graduates in each program may vary from the list. Graduates without experience in the field will likely start in entry-level positions. CIP stands for "Classification of Instructional Programs." The job code was pulled from IPEDS CIP-SOC crosswalk. The link is

http://nces.ed.gov/ipeds/cipcode/resources.aspx?y=55

SOC code and Occupation

Master of Science program CIP: 11.0101
11-3021 Computer & Information Systems Managers
15-1011 Computer & Information Scientists, Research
15-1041 Computer Support Specialists
15-1051 Computer Systems Analysts
15-1061 Database Administrators
15-1071 Network & Computer Systems Administrators
15-1081 Network Systems & Data Communications Analysts
15-1011 Computer & Information Scientists, Research
15-1021 Computer Programmers
15-1031 Computer Software Engineers, Applications
15-1032 Computer Software Engineers, Systems Software
15-1051 Computer Systems Analysts
15-1081 Network Systems & Data Communications Analyst
15-1099 Computer Specialists, All Other

Master of Business Administration CIP: 52.0101
11-1011 Chief Executives
11-1021 General and Operations Managers
11-2021 Marketing Managers
11-2022 Sales Managers
11-3011 Administrative Services Managers
11-3031 Financial Managers, Branch or Department
11-3051 Industrial Production Managers
11-3071 Transportation, Storage, and Distribution Managers
11-9021 Construction Managers
11-9151 Social and Community Service Managers
11-9199 Managers, All Other

13-1022 Wholesale and Retail Buyers, Except Farm Products
13-1051 Cost Estimators
13-1111 Management Analysts
25-1011 Business Teachers, Postsecondary

Bachelor of Business Administration CIP: 52.0201
11-1021 General and Operations Managers
11-2022 Sales Managers
11-3011 Administrative Services Managers
11-3051 Industrial Production Managers
11-3071 Transportation, Storage, and Distribution Managers
11-9021 Construction Managers
11-9151 Social and Community Service Managers
11-9199 Managers, All Other
13-1051 Cost Estimators
13-1111 Management Analysts

APPENDIX: CPT

Curricular Practical Training for F-1 Students

Curricular practical training (CPT) is paid or unpaid training that must be an integral part of an established curriculum in the student's course of study and is:

- Required of all students in that program of study, or
- Required for a particular course and/or curricular track or approved elective, or
- Offered by sponsoring employers through cooperative agreements with the school.

CPT is training that must be undertaken before an F-1 student completes all the requirements for his/her degree. It may be part-time or full-time. Students requesting CPT (externship of practicum) must be enrolled in full-time course work (unless it is during their "vacation" quarter). Students must register for their CPT course in the regular PSU registration period prior to the beginning of the quarter. CPT requests are reviewed on a case-by-case basis. You should speak to your department chair to confirm you are eligible before accepting any employment or placement offers.

Students are limited to 20 hours of employment per week when school is in session per university policy. Exception is graduate students in their final quarter if you are registered for a reduced course load of classes that are required for the completion of your academic program.

The use of full-time CPT for one year or more eliminates eligibility for OPT. The use of part-time CPT does not affect eligibility for OPT. (Anything over 20 hours of work per week is considered full-time.)

IMPORTANT NOTE: F-1 students are required to pursue a full course of study and be making normal progress in achieving his or her educational objective as specified on the I-20 to maintain status. Taking on additional, unrequired coursework, employment, or research that delays progress is a violation of F-1 status.

Types of CPT

There are two types of CPT: required and not required. Required CPT is when the academic program mandates practical work experience in order to graduate. Not required or optional CPT is when the practical work experience is for elective credit, but directly related to your field of study.

To be eligible for CPT, you must:

- Have maintained fulltime student status for at least one academic year (three quarters). EXCEPTION: Graduate students whose degree program requires more immediate participation in an externship
- Be in lawful F-1 status
- Be in good standing both academically and financially
- Have a job offer
- Not be enrolled in an intensive English Language Training program

Part-Time vs. Full-Time CPT

Part-time CPT: Employment for 20 hours or less per week is considered part-time. You must be simultaneously enrolled in classes full-time in or der to maintain lawful F-1 status.

Full-time CPT: Employment for more than 20 hours per week is considered full-time. Please be aware that 12 months or more of full-time CPT will invalidate your eligibility for Optional Practical Training (OPT). During the academic year, you must be simultaneously enrolled full-time in order to maintain lawful F-1 status.

Dates of employment: The start and end date of employment cannot exceed the beginning and end dates of each quarter you are applying for CPT. Student must be careful not to continue employment beyond the date authorized on your SEVIS I-120. (A new I-20 authorizing the work will be issued by PSU).

PACIFIC STATES UNIVERSITY

CONTACT INFORMATION

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- Mailing address: 3424 Wilshire Blvd, 12th Floor, Suite #1200
Los Angeles, CA 90010-2263