California University

General Catalog 2022
1/1/2022 to 12/31/2022

Da Vinci Education Foundation
DBA California University
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Santa Clara, CA 95054-3124
408-816-0970
www.californiauniversity.org

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PRESIDENT'S MESSAGE

Welcome to California University!

Our faculty, staff, administration, and current student body greet you with enthusiasm. We want to get to know you and help you reach your goals and realize your dreams for a better life. The University's excellent academic programs, which are taught by a highly qualified faculty, will help pave the road to a successful future.

As one of our newly enrolled students at California University, you will be treated with the respect and personalized attention that you deserve. Our staff will encourage you to be a creative and active learner where your ideas and efforts contribute greatly to the intellectual vitality of the campus.

Please read this catalog carefully to answer any questions you may have about campus policies, operations, programs, and personnel. Academic advisors are always available to assist you further.

Thank you for choosing California University as your school of choice and it is with warmest wishes that I welcome you to our community of higher education.

Barbara Hecker

Dr. Barbara Hecker, Ph.D. & J.D.

President of California University

1. About This Catalog

The California University Course Catalog 2022 is structured to meet the requirements of section 94909 of the California Bureau for Private Postsecondary Education (BPPE). The contents include, but are not limited to, student conduct, admissions policies, graduation requirements, and other aspects of this institution's operations.

This document is published on the University's website to help prospective and enrolled students make decisions toward fulfillment of their academic goals. It does not constitute an unchangeable contract but, instead, serves as an announcement of present policies, and the Catalog of Record for Winter 2022 (1/1/2022) through Fall 2022 (12/31/2022).

Implicit in each student's matriculation at the University is an agreement to comply with the University's rules and regulations, which the University may periodically modify to properly exercise its educational responsibility. 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 without notice, and that appropriate administrative offices and the University's website should be consulted for updates, including catalog supplements.

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.

Students are provided an electronic copy of this document at the time of enrollment and are responsible for knowledge of its contents.

Please check with the Registrar onsite or by email if you have questions regarding the content of this catalog. 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:

Bureau for Private Postsecondary Education

1747 North Blvd, Suite 225

Sacramento, CA 95834

or

P.O. Box 980818

West Sacramento, CA 95798

Telephone: (916) 431-6959 or (888) 370-7589

Fax: (916) 263-1897

Web: www.bppe.ca.gov

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-8900 or toll free (888) 370-7589, or by

completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

To remain within compliance of regulations and policies, California University reserves the right to make changes and adjust the information and policies listed in this catalog as needed.

All online versions will be updated upon completion of any adjustments, and students will be notified via the SIS when new versions are made available.

Any policy changes will go into effect with the start of the next consecutive quarter.

2. Important Contact Information

Dean of Academic Affairs	**dean@dvef.us**
Registrar	**registrar@dvef.us**
Admissions Office	**admission@dvef.us**
Chair of MBA program	**mba@dvef.us**
Chair of MSCS	**mscs@dvef.us**
President's Office	**president@dvef.us**
Finance Office	**finance@dvef.us**
General Information	**cu@dvef.us**
Contact Board of Directors for Governance	**board@dvef.us**
Learning Management System	**https://canvas.dvef.us/**
Student Information System	**http://sis.dvef.us**

3. Terminology

The following terms are used in this document.

BPPE: Bureau for Private Postsecondary Education

BPPE is the organization under the Department of Consumer Affairs of California responsible for oversight of California's private postsecondary educational institutions. BPPE is responsible for conducting qualitative reviews of educational programs and operating standards, proactively combating unlicensed activity, impartially resolving student and consumer complaints, and conducting outreach.

CGPA: Cumulative Grade Point Average

CGPA is an assessment of performance spanning the entirety of the student's current educational program up to the most-recently completed session (quarter or semester). It is calculated as the average of GPA scores earned for all completed sessions.

CGPA is the basis for assessing a student's overall academic standing within the University.

Example:

Course 1:

GPA from Fall 2017: 2.5

GPA from Winter 2018: 3.1

CGPA: (2.5 + 3.1) divided by 2 semesters = 2.80

NOTES:

- CGPA is calculated using final course grades through the most-recently completed session.

- Course work from other institutions that has been accepted as transfer credit is also incorporated into the calculation.

GPA: Grade Point Average

GPA is an assessment of a student's performance for one complete session (quarter or semester).

Refer to the table in Grading System: Definition Of Grades And Codes.

The following example of a 4.0-scale GPA shows the calculation for 2 courses taken in a session:

Course 1:

Credit units = 3.0 (generally means 3 instruction hours per week)

Letter grade = A (4.0 grade points)

Course 2:

Credit units = 3.0

Letter grade = B- (2.7 grade points)

GPA for this example session:

((course 1 credit units * course 1 grade points) + (course 2 credit units * course 2 grade points)) / (total credit units attempted)

[(3.0 x 4.0) + (3.0 x 2.7)] divided by (3.0 x 2) = **3.35**

NOTES:

- GPA is calculated using the final course grades assigned for the session being evaluated.

- See Grading System: Definition Of Grades And Codes for details of how Credit / No-Credit and similar grade results affect GPA calculations.

LMS: Learning Management System

The LMS is a platform for managing all aspects of the learning process. This includes administration, documentation, tracking, reporting, automation and delivery of educational courses.

The California University LMS can be found here: https://canvas.dvef.us/

LMS instructional videos can be found here: https://lms.dvef.us/canvas-video-guides/

MBA: Master of Business Administration

MSCS: Master of Science in Computer Science

SIS: Student Information System

The SIS is a platform for managing all aspects of a student's engagement with the university, other than the education-related features and data handled by the LMS. Examples of information managed by the SIS include the student's personal information, registration documentation, and other non-academic data that might be generated during their time with the University.

The SIS provides automation for many aspects of the administrative and academic processes, thus increasing responsiveness and accuracy. It is integrated with the LMS to facilitate the connection of student information with coursework activities and results.

The SIS is also referred to as the Student Portal.

The California University SIS can be found here: http://sis.dvef.us

SSAP: Standards of Satisfactory Academic Progress

SSAP is an important collection of policies that specify minimum standards for academic performance, along with the rules by which those standards shall be enforced. For complete details refer to the Standards of Satisfactory Academic Progress section of this document.

Learning Outcomes

The education process is built upon a hierarchy of 'learning outcomes', which are used as guides to structure the curriculum and overall education experience. The lowest-level Course Learning Outcomes are designed to support each of their respective Program Learning Outcomes; each of the program-level outcomes are in turn designed to support the overall Institutional Learning Outcomes.

CLO: Course Learning Outcomes

Course Learning Outcomes are measurable statements that concretely formally state what students are expected to learn in an individual course, and how to achieve these outcomes.

The CLO for each course is documented in its syllabus.

PLO: Program Learning Outcomes

Program Learning Outcomes are measurable statements that describe program-specific knowledge and skills that students should achieve by the time they have completed their academic program.

The PLO for the MBA degree is here.

The PLO for the Computer Science Master's degree program is here.

ILO: Institutional Learning Outcomes

ILOs are statements of the general goals, knowledge and skills that all graduates should achieve and be able to demonstrate by the time of graduation, regardless of academic program of learning. California University's ILO is here.

4. Academic Calendar

Winter Quarter 2022

January 10	Monday	Winter Quarter Classes Begin
January 17	Monday	Martin Luther King Junior's Birthday Observed; Campus Closed
February 14	Monday	Presidents 'Day Observed; Campus Closed
March 21-26	Monday-Saturday	Final Examinations; Registration for SPRING QUARTER
March 27-April 9	Monday-Saturday	Student Recess; Registration for SPRING QUARTER

Spring Quarter 2022

April 11	Monday	Spring Quarter Classes Begin
May 29-30	Saturday-Monday	Memorial Day Observed; Campus Closed
June 15-19	Monday-Saturday	Final Examinations; Registration for SUMMER QUARTER
June 20-July 10	Monday-Saturday	Student Recess; Registration for SUMMER QUARTER

Summer Quarter 2022

July 3-4	Friday-Saturday	Independence Day Observed; Campus Closed
July 6	Monday	Summer Quarter Classes Begin
September 5-7	Saturday-Monday	Labor Day Observed; Campus Closed
September 14-19	Monday-Saturday	Final Examinations; Registration for FALL QUARTER

California University

September 21-October 3	Monday-Saturday	Student Recess; Registration for FALL QUARTER

Fall Quarter 2022

October 5	Monday	Fall Quarter Classes Begin
November 11	Wednesday	Veterans' Day; Campus Open
November 26-28	Thursday-Saturday	Thanksgiving Holiday; Campus Closed
December 14-19	Monday-Saturday	Final Examinations; Registration for WINTER QUARTER
December 21-January 2	Monday-Saturday	Student Recess; Registration for WINTER QUARTER
December 21-26	Monday-Thursday	Holiday Break; Campus Closed
December 28-January 2	Monday-Saturday	Holiday Break; Campus Closed

5. About the University

The University is a non-profit corporation registered with the Secretary of State of California. The Board of Directors governs California University. The duties of the Board are to define and maintain the mission of the University; ensure that the goals and objectives of the University are implemented; evaluate and monitor all programs; establish and review fiscal and administrative policies; approve an annual budget; authorize all legal documents; and report at the annual meeting.

5.1. Vision

California University provides innovative education and inspires lifelong learning.

5.2. Mission

California University is an innovative University with degree programs in STEAM (Science, Technology, Engineering, Art and Math) to benefit the general public. It inspires a passionate, dynamic and global community that fosters lifelong learning.

We are committed to academic excellence by a group of accomplished, dedicated, and highly educated scholars. Through our programs, we promote a framework that grounds teaching, learning and research in academic rigor, social concerns and moral inquiry.

5.3. Institutional Learning Outcomes (ILO)

The University facilitates the development of personal growth within its students, helping them to achieve their learning outcomes.

Academic Excellence

- Integration of theory and practice

- Technical and humanistic literacy

- Self-learning and research capacity

Students will develop and demonstrate the ability to think critically, analytically, and creatively, and will apply this ability to the tasks of collecting, analyzing, and evaluating data; formulating conclusions; and developing new and important ideas. In the process, they will have demonstrated the oral and written communication skills needed to apply and contribute to organizational, scientific, and technological knowledge.

Subject Competency

Students will become conversant with course content material and hone their research and investigative skills through appropriate learning activities. Through 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.

Personal Growth

- Problem solving

- Critical thinking

- Communication

Students apply their unique strengths to achieve common goals, thereby developing an appreciation of and value for both the diversity and commonality among cultures. This effort will require the construction of new global relationships from unique and disparate economic, historical, political, geographic, and environmental sources.

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.

Social Engagement

- Responsibility

- Teamwork

- Hands-on execution of vision

Students will develop and demonstrate expertise in their fields of study with an emphasis on strategic leadership, strategic formulation, organizational design, and human resource management within a global context. Such mastery will be accomplished through both formal study and various experiential forms of learning, further enhanced by research and practice. As part of their growth, students will develop and articulate the ethical standards which will guide their professional and personal lives.

Global Understanding

Students, in all courses of study, master the key concepts and develop the necessary attitudes and skills to persevere and succeed within the diverse cultural, religious, and social parameters of the world.

5.4. License Status

California University is a private institution and is licensed to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards. Neither the institution nor its educational programs are endorsed by the bureau, and the Bureau's approval does not mean the institution exceeds minimum state standards.

Bureau for Private Postsecondary Education

Physical Address:

1747 N. Market Blvd. Ste 225

Sacramento California, 95834

Mailing address:

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

Web: www.bppe.ca.gov

Email: bppe@dca.ca.gov

Telephone: (916) 574-8900 or toll free (888) 370-7589

Fax: (916) 263-1897

5.5. Financial Status

California University has not petitioned for bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has a petition in bankruptcy been filed against the institution 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.).

5.6. Custodian of Records

The University maintains records in accordance with the Bureau for Private Postsecondary Education of the State of California described in Section 71920 from the student's date of completion or withdrawal for a period of five (5) years. The Registrar acts as the Custodian of Records and maintains student personnel information, financial records, and transcripts electronically in locked, fire-resistant cabinets in a manner secure from damage or loss at the main campus. The Registrar's contact information can be found here. Transcripts are maintained permanently; other files may be purged after a minimum of five (5) years. Application materials from accepted applicants who do not enter a program will be retained in the Admissions Office. All application materials will be destroyed after six months.

5.7. Statement on Non-Discrimination

Da Vinci Education Foundation, Inc. DBA California University, does not and shall not discriminate on the basis of race, color, religion, creed, gender, gender identity or gender expression, age, national origin, disability, marital status, sexual orientation, or military status.

The University admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. This non-discrimination policy shall be rigidly applied in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Inquiries concerning the application of Title IX of the Educational Amendment of 1972 and other non-discriminatory statutes should be directed to the Dean of Academic Affairs for assessment of such matters.

5.8. Statement of Academic Freedom

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

5.9. Faculty and Faculty Senate

The quality and dedication of California University faculty are central to our effectiveness as an institution of higher learning. Outstanding professionals who cater their lectures to the spirit of the times staff the University's academic programs. The faculty and administration take pride in exercising leadership to make learning, teaching, and research a meaningful and exciting intellectual experience for students.

The Faculty Senate of California University, composed of all current instructors, is an advisory body to the administration. At scheduled meetings, the members propose, discuss, and validate 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.

5.10. Self-Monitoring Procedures

The University strives to be in full compliance with BPPE and all applicable regulatory and accreditation agencies. To foster communication and ensure that all University-wide policies and procedures are followed appropriately, a special group referred to as the Compliance Committee (CC) has been formed to monitor operations, compliance issues, strategic plans, various initiatives, and to make appropriate decisions. The committee meets monthly to discuss pressing issues and update staff, faculty and management on policy changes, compliance, and related topics.

6. Student Rights and Responsibilities

6.1. Student Rights

Students are the primary focus in campus life. California University reserves the right to require the withdrawal of any student who fails to accept responsibility as evidenced by conduct, poor scholastic achievement, or failure to meet financial obligations to the University.

The following policies apply to all students enrolled in onsite, online, or hybrid educational methods.

6.2. Cancellation, Withdrawal and Refund Policies

A student has the right to cancel the enrollment agreement and obtain a 100% refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever comes later.

To cancel the enrollment agreement or withdraw from the institution and obtain a refund, the student must give the University written notice of their intent to withdraw from the program in which the student is enrolled. This written notice must either be delivered by mail, or in person to the following:

California University

Attention: Registrar's Office

3350 Scott Blvd., bldg. 54

Santa Clara, CA 95054-3124

Or delivered to the Registrar's email.

6.2.1. Withdrawal From Program

Withdrawal from the program and the refund of charges paid will be affected by the following:

- The student's written notice. The date of the notice impacts how much the student can be refunded.

- The student's misconduct, if any, including but not limited to lack of attendance.

- If the student has completed 60% or less of their program, the University shall provide a pro rata refund of the amount paid for institutional charges, less the non-refundable application fee, non-refundable processing fee and other reasonable fees not to exceed two hundred fifty dollars ($250).

- No refund will be provided if the student has completed more than 60% of their program.

- If the student is eligible for a refund under the conditions above, they will receive the refund within 45 days of the University receiving written notice of cancellation or the University's notice to the student of dismissal.

6.2.2. Dismissal

Students who have been dismissed due to failure to maintain the academic minimum outlined above may reapply for admission after one quarter. A meeting will be scheduled between the Dean of Academic Affairs and the student to determine whether the student has the academic ability and desire to successfully continue in the program. When a student receives a written dismissal notice from the University after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the program.

6.2.3. Readmission

Students who have been dismissed or terminated from the University must wait one quarter from the current quarter before applying for readmission and must submit a Petition for Readmission to the Dean of Academic Affairs. 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 SSAP. The Dean of Academic Affairs will notify the student in writing concerning their readmission. Students who are re-admitted for enrollment will be placed on an Academic Plan and be required to meet the SSAP. A student on Warning or Probation, who improves their CGPA and completion rate up to SSAP requirements by the end of the next term, will be removed from Warning.

6.2.4. Leave of Absence

Students in good standing and making satisfactory progress towards a degree who must interrupt studies for compelling reasons (e.g. which may include but not be limited to personal illness, unusual family responsibilities, military service, or unexpected consequences arising in their homeland) must file a Request for Leave of Absence, usually not to exceed four (4) quarters.

A leave of absence requires approval from the Dean of Academic Affairs.

Forms requesting a leave of absence are available in the Registrar's Office or on the SIS. The form contains instructions for how it can be submitted either physically or electronically.

During the leave of absence, students are not entitled to assistance from the faculty or allowed to use University facilities. If granted, the leave is recorded on the students 'transcripts. The period of leave is not counted in the time allowed for the completion of degree requirements.

Students who do not return to enrolled status at the end of the approved leave of absence are no longer considered to be pursuing a degree. Students who fail to apply for a Request for Leave of Absence or for whom a leave has been denied or has expired should refer to Readmission.

6.2.5. Reinstatement

Students who leave the University without filing a Request for Leave of Absence will not be automatically reinstated. Students must submit a Petition for Readmission to a degree program to the Admissions Office. Upon reinstatement, students will be subject to the current requirements for the degree effective at the time of reinstatement.

6.3. Right to Appeal

The University has well-defined 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.

6.4. Students With Disabilities

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 the Dean of Academic Affairs 'Office 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 a formal grievance should secure a copy of the Student Grievance Procedures from the Dean of Academic Affairs 'office.

6.5. Student Records

In addition to the University's Custodian of Records policy, students at California University have the right to:

- Inspect and review their education records.

- Seek to amend the content of their education records that may be considered inaccurate or misleading.

- Withhold from disclosure either their complete education records, or just the Personally Identifiable Information contained in their education records, except as provided in Federal and State laws or College policies.

Inspecting Student Records

Students will be given the opportunity to inspect and review their education records within 15 days from the day that the University receives the request for access. Request to Inspect Student Records forms are available in the Registrar's Office or on the SIS. The form contains instructions for how it can be submitted either physically or electronically.

The school official will decide the accessibility of the requested records and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school

official to whom the request was submitted, that official should advise the student of the appropriate official to whom the request should be addressed.

Amending Student Records

A student may request an amendment to existing education records by sending an email to the Registrar, indicating the requested changes. The Registrar will consult with the Dean for approval and will follow up with the student as needed to facilitate the process.

Releasing or Withholding Student Records or Personally Identifiable Information

Students and alumni who desire the University to release their records and information to prospective employers, graduate schools, etc., OR who wish to restrict access to either their complete records or just the Personally Identifiable Information contained therein, can submit a Student Records Release form, available in the Registrar's Office or on the SIS. The form contains instructions for how it can be submitted either physically or electronically.

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

Parental access to a student's records will be allowed without prior consent if the student is under eighteen years of age or is a dependent as defined in Section 252 of the Federal Internal Revenue Code. If any California University student wants to grant or restrict parental access to their grades, any disciplinary action that has been taken or other information, then it is best to file written permission with the Registrar to clarify their request.

Personally Identifiable Information (PII) is any information that can be used, either by itself or in combination with other information, to identify a specific individual. The University may periodically be required to generate reports that incorporate data across a broad spectrum of students, either for compliance with educational licensing and/or accreditation authorities, or to evaluate the effectiveness of its programs for the purpose of continuous improvement. Students may request that the University redact their PII from any such reports, except where the University is legally required to include this information.

6.6.   Right to File a Complaint

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-8900 or toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website at www.bppe.ca.gov.

6.7. Student Tuition Recovery Fund Policy

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Blvd, Suite 225, Sacramento, CA 95834, Tel: (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

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

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

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

6.8. Student Grievance Procedure

The procedure for the resolution of student complaints is a three-step process. The University anticipates that most disputes either will be resolved through step No. 1, informal discussions or step No. 2, the intervention of an ombudsman. Rarely should a grievance require step No. 3, the judgment of an informal hearing panel.

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

- Second, if the first step does not lead to satisfaction of the student, they should petition for a grievance review, a formal procedure at the University. The petitioner should write a letter to the Dean of Academic Affairs requesting the assignment of an ombudsman. The letter must outline the specifics of the complaint, all pertinent information, and the steps taken to remedy the situation through an informal process. The Dean of Academic Affairs will act promptly in assigning an ombudsman and informing the President of the grievance. The Dean of Academic Affairs will outline some possible steps to the ombudsman in solving the problem. These may include interviewing the student who filed the grievance, contacting the offending party, and/or convening all parties to the grievance. The ombudsman will notify the Dean of Academic Affairs, in writing, of the outcome of the intervention with recommendations. These will be sent to the President who will confer with the Dean of Academic Affairs to seek resolution of the grievance.

- Third, if the student is unable to receive a satisfactory resolution of the complaint they should notify the President in writing, who will convene an impartial hearing panel for judgment. For further redress the student may contact the Bureau for Private Postsecondary Education by calling (916) 574-8900 or toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's website (www.bppe.ca.gov). The complaint form may also be mailed to 1747 N. Market Blvd. STE 225, Sacramento, California, 95834. Further information may be obtained by contacting the Bureau at: (916) 574-8900 or toll free (888) 370-7589 or by fax at: (916) 263-1897.

6.9. Student Evaluation of Instruction

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

6.10. Sexual Assaults on Campus Grounds Policy

California University 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 by 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 student or applicant's application, enrollment, grades, studies, or educational experience at California University. 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 they are 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 California University 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 the Dean at the telephone number specified in the 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 the Dean, or who is not satisfied after bringing the matter to the attention of the 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.

California University 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 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 office of the 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. California University 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 California University student, applicant, faculty member or employee occurring on campus.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling (916) 574-8900 or toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website (www.bppe.ca.gov).

6.11. Student Responsibilities

Code of Conduct

The following regulations apply to any person who is enrolled as a California University 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 for 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.

When a student is disciplined for improper conduct, they may submit a grievance regarding the decision in accordance with the University's Grievance Policy, which can be obtained from the Dean's Office or the SIS. The form contains instructions for how it can be submitted either physically or electronically.

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 the University facilities.

- Violation of any state policies or regulations governing the student's relationship with the University.

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. The University establishes the charges by a preponderance of the evidence. The whole process is private. The student has the right to appeal the disciplinary action to the Dean of Academic Affairs, 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.

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.

Students dismissed or suspended from the University for disciplinary reasons must exclude themselves from the University classes, activities, facilities, and buildings. Any exception must be approved by the Program Chair. 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 a leave of at least one full quarter. When a student receives a written dismissal notice from school after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the program.

Students who have not fulfilled their financial obligation to the University are in violation of the University contract. Said students 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:

- Maintain academic standards, attend classes, and meet all financial obligations.

- Be courteous and respectful in dealing with faculty, administrators, and fellow students.

- Adhere to the federal, state, and municipal laws of the U.S., as well as to the rules and policies of the University.

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 Dean of Academic Affairs and/or the appropriate committee.

Students accused of cheating or plagiarism are entitled to and may petition for due process. Please refer to the Student Grievance Procedure.

Drug, Alcohol, and Tobacco Policies

California University strongly supports the goals of "Drug-Free Schools and Campuses" and a "Drug-Free Workplace." It is California University's policy that no person shall manufacture, distribute,

possess, or use illegal drugs or any controlled substance on its premises or as a part of any of its activities. A controlled substance includes, but is not limited to, cocaine, cocaine derivatives, heroin, "crack," amphetamines, barbiturates, LSD, PCP, and substances typically known as "Designer Drugs" such as "ecstasy" or "eve." The President has designated the Dean of Academic Affairs to act in all matters in the enforcement of this policy with regard to staff, students, and faculty. 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:

- A warning to the student, staff member, or faculty member.

- Administrative suspension of the student or suspension of employment of the staff or faculty member.

- 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. Gatherings on University premises or as part of the University activities, at which alcoholic beverages are to be served, must receive prior approval from the Dean.

It is the policy of California University that smoking is prohibited in all University facilities. At the discretion of the administration, outside areas may be set aside within the University facilities to accommodate students, staff members, and faculty who smoke. Violations of the smoking policy may result in suspension or termination of academic status or employment.

Academic Discipline

Re-admission of dismissed students can be granted only after they file a petition with the Dean of Academic Affairs and have been on leave for two quarters. Students re-admitted after dismissals are placed on academic probation for the immediate quarter following re-admission. Refer to Standards of Satisfactory Academic Progress (SSAP) Policies for other conditions which apply to students.

Non-Academic Discipline

Students not conforming to University standards are subject to probation, suspension, or dismissal from the University. Faculty members may initiate proceedings through the Dean of Academic Affairs, who will refer the matter to the administrators for a final decision. Students who feel they have been treated unfairly may petition a grievance review through the Dean of Academic Affairs.

Faculty members encountering unruly and unmannerly conduct in class will report such instances to the appropriate director or Dean of Academic Affairs for appropriate action. Students may face both legal and academic disciplinary actions if they engage in behaviors such as but not limited to the following, which are unrelated to academic performance.

- Lighting a fire on campus

- Possessing or displaying a weapon

- Unauthorized possession of the University property

- Offering bribes for special favors from faculty

- Use of obscene language

- Insolence or insubordination toward faculty, administrative personnel or any University employee

- Excessive absence from class

- Intoxication or being under the influence of a controlled substance

- Hazing, humiliating, or intimidating other individuals

Students found culpable of such violations will be subject to disciplinary action.

Attendance Policy

Regular attendance is expected of every student. A student may be dropped from class when, in the judgment of the instructor, the student cannot benefit from further instruction. A student who has been absent due to illness or a medical appointment must explain the absence directly to the instructor. The University requires that any student who is absent for a total of three (3) class sessions in any subject shall be dropped unless the student has made prior arrangements.

Attendance without official enrollment: Students will not be permitted to attend classes in which they are not officially enrolled.

All class sessions will be held online using the LMS or at our physical location. The classroom physical location is at:

Da Vinci Education Foundation
DBA California University
3350 Scott Boulevard
Building 54
Santa Clara, CA 95054-3124
408-816-0970
www.californiauniversity.org

All class instructions will be taught in either English or Chinese only.

7. 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.

7.1.   New Student Orientation

Orientation is held at the beginning of each quarter for new students and is designed to familiarize them with campus facilities, policies and procedures, financial aid, faculty, administrators, and staff.

7.2.   Career and Placement Services

Career and Placement Services makes available the services of a coordinator who provides individual counseling as well as materials, references, and job listings designed to assist students in making short- and long-range vocational decisions. Workshops, employer interviews, and online job searches through the Internet help focus student choices. Appointments for counseling can be made through the main office or online. It is understood that the University does not and cannot promise or guarantee either employment or level of income or wage rate to any student or graduate.

7.3.   Housing Services

The University **does not have dormitory facilities**. Nearby housing is available within a reasonable distance. Neighboring cities include Milpitas, Fremont, Sunnyvale, Mountain View, Palo Alto, Santa Clara, San Jose and Morgan Hill. Average rent prices as of March 2022 are typically as shown below. Note however that housing prices in the San Francisco Bay Area can change frequently, so these are not guarantees of what can be found at any given time:

- Studio: $800-$2000

- 1-Bed 1-Bath: $1000-$3200

- 2-Bed 2-Bath: $1500-$4200

The University cannot assume responsibility to find housing for students. There is a bulletin board on campus for students who are looking for housing. Students are encouraged to use online services to find roommates, housing, and commuting options. Below is a list of housing resources. The University has no relationship with these services, and is providing them for informational purposes only:

Student Placement

Students experience living with a host family and learn about American culture while making life-long friendships.

https://isphomestays.com

info@isphomestays.com

4Stay

Students can search and book off campus housing.

https://goldengatelanguagehousing.4stay.com

KAPI Residences

Students share fully furnished apartments that are close to the University.

www.kapiresidences.com

bayarea@kapiresidences.com

7.4. Extracurricular Activities

Every quarter the University hosts a luncheon for students, faculty, and staff to welcome new students and as a reunion for returning students. Commencement activities are a highlight for students, faculty, and staff who enjoy a luncheon following the ceremonies.

7.5. Student Government

All students are urged to participate in California University Student Government. This organization is recognized by the faculty and administration as important to the student's educational and cultural experience. Through their participation, students can provide input that assists both the faculty and administration in strengthening the academic program and improving the collegiate life at California University.

7.6. Facilities

All facilities, classrooms, computer lab, and student lounge of California University are located at the University's physical location, and all onsite programs are offered here.

7.7. Classrooms

Each classroom is equipped with desks, chairs, whiteboards, computer projectors, screens for the projectors, and Internet access. All in-class sessions are held at the University's physical location, with assigned classroom numbers on the schedule and enrollment agreement form.

7.8. Online and Hybrid Courses

California University offers degrees that can be completed entirely online. Using the LMS, CU students and faculty have access to both online courses and on–campus courses that utilize this electronic tool, which enables document sharing, electronic discussion, Internet research and the use of other teaching and learning tools.The LMS offers a variety of online services, including announcements, community discussion and personal services such as a calendar, email, task lists, online grades and others, depending on the activities and online classes in which a student is enrolled.

7.9. Computer Laboratory

The computer laboratory is equipped with necessary hardware and software. Wireless Internet access is available for notebook computer users. Lab assistants are available for student consultation. Computer lab hours will be posted weekly and will be closed on Sundays.

7.10. Library and Services

California University Library's mission is to meet the informational, educational, and research needs of its students, faculty and staff. While we don't offer a physical library room or building, we are equipped with a huge selection of online resources and services through our consortium membership and subscriptions with the Library & Information Resources Network (LIRN). This is particularly helpful for online, distance learning and onsite students.

A variety of services and resources are available including electronic databases, books, journals/periodicals, and an online catalog. Services include reference, database search training, research assistance and library orientation. Access to relevant, current resources is available to meet research needs, support a high-quality curriculum, and enrich the educational experience.

California University's online library has a variety of virtual resources reflecting a commitment to quality academic instruction and excellence in research. California University students, faculty and staff have access to online scholarly materials, including articles and books, 24 hours a day, 7 days a week from any location.

Online Library Collections & Resources

We subscribe to research databases from Gale, ProQuest, Skillsoft, and Statista to provide access to online books, as well as content consisting of over 60 million journal articles, encyclopedias, magazines, dissertations, newspapers and other news sources, and audio/video clips covering topics relevant to general education, business, economics, computer science and more.

The online library resources are accessible 24/7. For research assistance and training, students and faculty can contact helpful, experienced LIRN librarians at librarian@lirn.net.

Other library resources

National Library of China	http://mylib.nlc.cn/user/index
Chinese Knowledge Library	https://kns.cnki.net/kns/brief/result.aspx?dbprefix=SCDB'
US Library of Congress	https://www.loc.gov/
National Digital Library Japan	https://dl.ndl.go.jp/?__lang=en
National Library of New Zealand	https://natlib.govt.nz/
Perlego's online library of academic resources and tools	https://www.perlego.com
Open Library	https://openlibrary.org

8. Financial information and policies

8.1. Tuition and Other Fees

Tuition

Cash, money orders, credit cards, and checks are accepted in the amount due. Fees are subject to annual revision.

Program Course Level	Cost
Graduate Level Courses (500-599)	$750 per unit

Entire Educational Program 12 months (4 quarters) 12 units per quarter	Tuition per Quarter	Registration Fee per Quarter	Total Charges for Entire Program (48 units)
Master's Degree	$9,000	$75	$36,300

Other Fees

Description	Fee
Application Fee for All Students (Non-Refundable)	$70
Student Service and Technology Fee	$125
Late Registration Fee	$50
Registration Fee (Non-Refundable, per Quarter)	$75
Change-of-Course Fee (Add / Drop)	$10
Change-of-Program Fee	$50
Credit by Special Examination Fee	$100 per credit unit
Credit for Prior Experiential Learning Assessment Fee	$100 per credit unit
Reinstatement (Change of Status) Fee International	$100
Mailing Fee	$100
Graduation Fee	$100
Official Documents or transcript Fees (per Copy)	$10

Student Tuition Recovery Fund Fee (CA Residents or Residency Programs)	$2.5 per $1,000

8.2. 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:

- Bar the student from attending classes, taking examinations, or registering for the following quarter.

- Withhold a diploma, scholastic certificate, transcript of record, or grades for the quarter.

- Suspend the student.

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

8.3. 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.

8.4. Loan Responsibilities

Any agency or organization which grants loans will indicate the terms and amount of that loan. If a student obtains a loan to pay for an educational program, the student will be responsible to repay the full amount of the loan plus the interest, less the amount of any refund.

8.5. Financial Aid

California University does not participate in federal and state financial aid programs.

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.

If the student defaults on a federal or state loan, either or both the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

- The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

8.6.   Scholarship Opportunities

Students may apply for a California University Scholarship for the Fall, Winter, Spring and Summer Quarters for tuition credit. These scholarships are funded through the University's General Fund.

Eligibility

The student must satisfy all of the following criteria:

- Be currently enrolled

- Have a GPA of 3.0 or higher for the most recently-completed session

- Show no outstanding balances

- Contributions to the University/Community

Restrictions

Students may apply for only three scholarships per year.

Application Procedure

Students must apply during the first week of the quarter of the Fall, Winter, Spring and Summer quarters. Applications are available in the Dean's Office or on the SIS. The form contains instructions for how it can be submitted either physically or electronically. Nominees are presented to the Scholarship Committee for final approval. Awards will be made at the end of the quarter with adjustments made to the student's account.

Criteria for Scholarship Awards

The Scholarship Committee will consider based on the student's GPA, contributions made to the University, and contributions made to the community. Some examples of contributions are:

- Volunteer in the classroom and/or on campus

- Help other students or staff

- Think outside of classrooms

- Lead student activities

- Be creative and innovative

- Go extra miles to achieve learning outcomes

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Scholarship Amounts

The University may award $500 to a graduate student per quarter.

9. Academic Policies

9.1. Registration and Enrollment

Following acceptance for admission to the University, students will register for a program of study. Registration forms are available in the Registrar's Office or on the SIS. The form contains instructions for how it can be submitted either physically or electronically.

Formal enrollment in class is complete only when the student's name appears on the Class Roll Sheet online or onsite. Once enrolled, students may drop or add a class only by means of an official Change of Program form, which is available from the Registrar's Office or the SIS. The form contains instructions for how it can be submitted either physically or electronically.

Any class dropped or added requires confirmation by the instructor and must be recorded in the Registrar's Office (see instructions on the form). A class not officially dropped will result in an F grade; a class not officially added receives no credit.

9.2. Quarter Units of Credit

Academic work at California University is organized by quarters, each of which is ten (10) weeks in length. In general, one quarter unit is equal to ten (10) contact hours of lecture and 20 hours of assignments or twenty (20) contact hours of field-based activities.

9.3. Study Loads

Graduate students enroll for a minimum of four (4) units per quarter for part-time and a maximum of twelve (12) units for full time. A study load larger than 12 units requires the approval of the Dean of Academic Affairs.

9.4. Add / Drop Policy

Students may add or drop courses through the second week of the quarter. Students must request these changes using the Add / Drop Form which is available in the Registrar's Office or on the SIS. The form contains instructions for how it can be submitted either physically or electronically.

9.5. Minimum Unit Requirements for Degrees

The minimum unit requirement for master's degrees is forty-eight (48) credit units.

9.6. Grading System: Definition of Grades and Codes

Standard letter grades (A, B, C, D, and F) are used for graduate programs. Only these letter grades are used on transcripts and in computing grade point averages. Instructors may use plus (+) or minus (-), but such notations are not used in final GPA computations.

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The following table is provided as a general reference:

Grade	Score	Grade Explanation	Grade Points
A	94 to 100%	Excellent	4.0
A-	90 to 93.99%		3.7
B+	87 to 89.99%	Good	3.35
B	84 to 86.99%		3.0
B-	80 to 83.99%		2.7
C+	77 to 79.99%	Average	2.35
C	74 to 76.99%		2.0
C-	70 to 73.99%		1.7
D+	67 to 69.99%	Unsatisfactory	1.35
D	64 to 66.99%		1.0
D-	60 to 63.99%		0.7
F	0 to 59.99%	Failing	0
CR		Credit	N/A
NC		No Credit	N/A
I		Incomplete	N/A
W		Withdrawal	N/A

At the completion of all required courses, the student is eligible to receive a degree provided that their CGPA is not less than 3.0.

9.6.1. Credit (CR)

Credit is used to denote "pass with credit" when no letter grade is given. It is assigned to a grade of B or better. A "NC" is assigned for a grade of C or lower. CR grades are not included in the calculation of the GPA.

9.6.2. No Credit (NC)

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

9.6.3. Incomplete (I)

An Incomplete grade is an 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.

An Incomplete (I) must be removed within the next two quarters. Failure to comply will result in an F grade and will remain on the student's permanent record. An Incomplete (I) is not used in calculating the GPA.

9.6.4. Withdrawal (W)

Withdrawal is a grade for students who may wish to change their schedule by dropping a course with the permission of the Dean of Academic Affairs. These grades are not calculated in the GPA but will be considered credits attempted if the student has incurred a financial obligation for the quarter.

9.6.5. Repeat a Course (R)

Repeat a Course is a designated code following the earned grade. Students can repeat only once any course for which they have received a grade or have 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.

9.6.6. Credit by Challenge Examination (CE)

Graduate students in good standing and with the appropriate background may petition to take courses for credit by challenge examinations. Eligible students must be registered for full time status. Graduate students must have completed two graduate courses and may challenge a maximum of two graduate courses (total 8 credit units).

Credit earned by challenge examinations may be applied toward the minimum course requirements for the master's degree. The passing mark for credit by examination at the graduate level is B. Credits 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.

Forms to request challenge examinations are available in the Dean's Office or on the SIS. The form contains instructions for how it can be submitted either physically or electronically.

The Credit by Special Examination Fee per course is one hundred dollars ($100) per credit unit. If the student passes the exam, they don't have to take the course. Otherwise, they will have to take the course at the University and pay the full tuition. Optional courses remain optional even if the challenge examination is failed.

9.6.7. Credit for Prior Experiential Learning (CX)

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 for 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.

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

Students must have completed two graduate courses and may receive prior experiential learning credit for a maximum of two graduate courses (8 credit units).

Forms requesting prior experiential learning credit are available in the Dean's Office or on the SIS. The form contains instructions for how it can be submitted either physically or electronically.

The Credit for Prior Experiential Learning Fee per course is one hundred dollars ($100) per credit unit. If the student passes the evaluation, they don't have to take the course. Otherwise, they will have to take the course at the University and pay the full tuition. Optional courses remain optional even if the experiential learning evaluation is failed.

9.6.8. 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.

9.7. Grade Changes

Grades assigned by instructors must conform to individual policies as stated in the course syllabus. A grade submitted by an instructor is considered final and may be changed only for the following reasons: (1) an 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; or (3) omission from consideration of valid student products that were submitted on time. No other reasons constitute a basis for a request for a grade change.

All requests for grade changes must be submitted to the Registrar's Office by the instructor within two weeks 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.

9.8. Transcripts

The Registrar's Office maintains all official transcripts, which are issued only by request of the student or alumni. Three working days should be allowed for processing of official transcripts. Exceptions to this rule are covered under Student Records.

Students and alumni may request official transcripts on the University website. Currently enrolled students may download *unofficial* transcripts on the SIS.

No telephone requests for transcripts are accepted. 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. California University reserves the right to withhold any and all services if the petitioner is not in good financial standing with the University.

9.9. Student Status

All California University students should become familiar with the SSAP in the current University catalog.

9.9.1. Withdrawal From Courses

Students should review and select classes carefully with their advisers and avail themselves of college counseling services before making a decision to withdraw from classes. Students may drop classes without academic penalty through the fifth week of class. Due to unforeseen circumstances, students may withdraw from classes from the sixth week through the ninth week of class and receive a grade of Withdrawal (W) with permission from the Dean of Academic Affairs. After the tenth week of class, permission will not be granted for a student to withdraw, a letter grade of F or Incomplete (IN) will be assigned to the student.

9.9.2. Mitigating Circumstances

The Dean of Academic Affairs may waive the Standards of Satisfactory Academic Progress for circumstances of personal illness, unusual family responsibilities, military service, unexpected consequences arising in their homeland, or other significant occurrence beyond the control of the student. The student must document these circumstances to demonstrate that they have an adverse impact on their performance. No waivers will be provided for graduation requirements.

9.9.3. Warning Status

Students 'CGPA are evaluated every quarter. Students who do not meet the minimum SSAP will receive written notification stating that they are placed on Warning. A student on Warning who brings their CGPA and completion rate up to SSAP requirements by the end of the next term is removed from Warning. A student who fails to meet the minimum SSAP by the end of the next evaluation period will be withdrawn.

9.9.4. Appeals and Probation

A student who wishes to appeal a determination that they are not making satisfactory academic progress, which they believe is due to mitigating circumstances, may submit a written appeal to the Dean of Academic Affairs for review. The written appeal should include a detailed explanation and documentation of the current academic status of the student, mitigating circumstances that led to the student's current academic status, how the student's situation has changed, and the student's plan for achieving the required minimum SSAP.

The Dean of Academic Affairs is responsible for determining the appropriateness of the mitigating circumstances in regard to severity, timeliness and the student's ability to avoid the circumstances. The result of the appeal (granted or denied) will be provided to the student and documented in the student's academic file. If the appeal is granted, the Dean of Academic Affairs will outline the

requirements of the academic plan that the student must follow. The terms of the academic plan must ensure that the student will be able to complete the program within the maximum timeframe. If the student agrees to the academic plan, the student is placed on probation and allowed to continue at the University.

At the end of the probation period, the student's progress will be evaluated based on the academic plan. If the student is meeting the SAP standards, or they have met the requirements of the academic plan, the student will be eligible to remain at the University. If the student fails to meet the expectations of the academic plan at the end of the probationary period, the student will be withdrawn.

9.9.5. Clearance for Graduation

Prospective graduates must obtain an Application for Graduation from the Registrar's Office onsite or the SIS, and submit it to the Registrar before they can be considered for graduation. The form contains instructions for how it can be submitted either physically or electronically.

Students are advised to file the application in the quarter preceding that in which they expect to graduate. During each registration period, graduating seniors meet with their advisors to determine whether their proposed class enrollments meet all requirements for their degree.

Graduation ceremonies are held in June. Diplomas will be mailed to those students who have completed their degree programs and must depart prior to the graduation ceremonies. All fees and tuition debts must be paid in full sixty (60) days prior to graduation.

9.9.6. Students Transferring to Another University

Notice Concerning Transferability of Credits and Credentials Earned at California University

The transferability of credits earned at California University is at the complete discretion of the institution to which the student may seek to transfer. Acceptance of the degree or certificate earned in any educational program is also at the complete discretion of the institution to which the student may seek to transfer. If the credits or degree/certificate earned at this institution are not accepted at the intended institution, the student may be required to repeat some or all of the coursework at that institution. For this reason, it's important to make certain that attendance at this institution will meet the student's educational goals. This may include contacting the institution to which then student may seek to transfer after attending California University to determine if earned credits or a degree/certificate will transfer.

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

9.10. Pre-Enrollment Disclosures

Notice to Prospective Degree Program Students of Provisional BPPE Approval

www.bppe.ca.gov

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

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by December, 2022, and full accreditation by December, 2026.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and

- Provide a teach-out to finish the educational program or provide a refund.

If this institution fails to comply with accreditation requirements by the required dates, it shall have its approval to offer degree programs automatically suspended.

Accreditation Status

California University is not accredited by an agency recognized by the United States Department of Education (USDE), and this institution's students are therefore not eligible for federal financial aid programs. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. California University programs are not designed to, and therefore do not prepare students for, licensure in any field of endeavor (CEC 94909(a)(16) and CEC 94897(p)).

Gainful Employment

The United States Department of Labor's Standard Occupational Classification codes

Below is the list of the employment positions determined to be within the field for which a student received education and training at the Detailed Occupation (six-digit) level. (5, CCR §74112 (d)(3))

California University

Master of Business Administration Program – 52.0305, 52.0201, 52.0299, 13.1303, 52.0208, 13.0401, 52.0206, 52.0703.

Master of Science in Computer Science Program – 11.0199, 11.0101, 11.1003, 11.0204, 11.0299, 11.0205, 11.0201, 11.0701, 11.0899, 11.0501, 11.0105, 11.1005, 11.1004.

Graduates of ALL CU programs are NOT eligible to sit for the applicable licensure exam in California and other states

10. Degree Programs

California University's instructional process is geared toward making the student a motivated individual who has the requisite skills for becoming a successful manager, computer scientist or software engineer in the public or private sector. Our programs are designed to accommodate the changing nature of modern business and technology and the varied backgrounds of the students. Theoretical, technical, and practical information is provided in the basic functional areas of business and computer technology. Theory and practice are linked through learning opportunities provided by experienced faculty members communicated through lectures, class discussions, field trips, and classroom simulations of real-world situations.

10.1. Course Numbering System

Courses are numbered based on the numbering order listed in the table:

001 - 099	Non-Degree Courses
100 - 499	Certificate Courses
500 - 900	Graduate Level Courses

10.2. Admissions Information

Requirements for admission to California University are set forth below and are in accordance with Title V, Chapter 1, Subchapter 3 of California Administrative Code.

10.2.1. Admissions Policies

The University admits students based on qualification, with strict adherence to its non-discrimination policy.

Students seeking admission must submit all required application materials. All documents received become the property of California University.

The University does not admit "Ability to Benefit" students.

The application and financial statements required of students must be submitted on forms available from the Admissions Office or the SIS. The forms contain instructions for how they must be submitted. Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service selected by California University.

An application fee must accompany the admissions application. The non-refundable application fee is $70 (USD). Once an application and all supporting documents have been received by the Admissions Office, approximately two to four (2-4) weeks should be allowed for processing. An applicant should submit an application and supporting documents according to the following schedule:

Domestic Application	
Applying For	**Documents Must Be Received By**
Fall	August 1
Winter	November 1
Spring	February 1
Summer	May 1

10.2.2. Admission of International Students

California University 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). Every effort is made by California University faculty to help students adjust to academic life in the U.S., particularly if English is the student's second language.

The application and financial statements required of international students must be submitted on forms available from the Admissions Office or the SIS. The forms contain instructions for how they can be submitted either physically or electronically. The issuance of an I-20 requires the submission of an official transcript. Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service selected by California University.

Once an application and all supporting documents have been received by the Admissions Office, approximately three to four (3-4) weeks should be allowed for processing. To receive the earliest consideration, an applicant should submit an application and supporting documents according to the following schedule:

International Application	
Applying For	**Documents Must Be Received By**
Fall	August 1
Winter	November 1
Spring	February 1
Summer	May 1

California University 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 satisfactorily completed 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. ***An F-1 student must remain in attendance at the university that issued the I-20 form a minimum of one quarter before transferring to another school***. A student wishing to transfer at the end of a quarter must apply during that quarter since the U.S. Citizenship and Immigration Services (USCIS) requires sixty (60) days approval before the transfer.

Note: A "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.

10.2.3. Language Proficiency

California University offers degree programs in both Chinese and English as the "language of instruction." Chinese "language of instruction" programs do not require English language proficiency.

For English, "language of instruction" program applicants whose native language is other than English, applicants must have a score of 477 (paper-based), or 153 (computer-based), or 53 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 5.0 on the International English Language Testing System (IELTS), and must send their scores to the Admissions Office of California University.

Students who have earned a secondary education diploma or degrees from higher education institutions in which English was the major language of instruction do not have to present a TOEFL or IELTS score and may be excused from the equivalent test.

Chinese "language of instruction" program applicants are required to demonstrate Chinese language proficiency by meeting one of the following qualifications: (1) the applicant's native language is Chinese and has previously earned a high school diploma in which the language of instruction was Chinese, (2) the applicant has previously earned a bachelor's or higher degree in which the language of instruction was Chinese, (3) the applicant scores at "full professional proficiency" (level 3 or higher) on the United States Foreign Service Language Rating System. Our admissions staff will request evidence that Chinese language proficiency has been met. This can be fulfilled by providing a verbal or written confirmation, Chinese birth certificate, Chinese diplomas or degree transcripts, Chinese Identification cards and other acceptable letters or documentation upon request. Students who cannot demonstrate adequate Chinese language proficiency will not be admitted to programs taught in Chinese.

10.2.4. Graduate Admission Requirements

Students will be admitted to a master's degree program if their undergraduate CGPA is 2.00 or greater for courses taken in their undergraduate program. All students must supply proof that they have completed a bachelor's degree in any subject from a recognized school. Students seeking graduate admission must submit the following application requirements:

- Application fee for all students (non-refundable): see the fee schedule for the current amount;

- Completed application form;

- Evidence of completion of a bachelor's degree;

- Official transcripts of all degrees earned;

  - NOTE: Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service selected by California University;

- Proof of Language Proficiency. Applicants for master's degree programs must provide a proof of language proficiency of either English or Chinese per the requirements described in that section;

- Financial Verification Form (FVF) with supporting documents; and

- Copy of passport or photo ID.

10.2.5. Admission of Transferring Students

For transfers to California University, the policy is to accept only two (2) courses (8 units) for transfer credit at the graduate level. Students desiring to transfer such credits must make a formal request which includes:

- A list of California University courses for which the student is requesting credits;

- Official transcript(s) indicating courses that may be equivalent; and

- Descriptions and syllabi/outlines of the course(s) in its original school's catalog.

It is the student's responsibility to begin the process by first becoming familiar with the required courses in the California University program as described in the current catalog. 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. Only equivalent courses are transferable. A or B grades are required at the graduate level. **California University has not entered into an articulation or transfer agreement with any other college or university**.

10.3. Standards of Satisfactory Academic Progress (SSAP)

Evaluation

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

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

Maximum Timeframe for Course Completion of Degree

Required Evaluation Points*	Minimum CGPA	Minimum Successful Course Completion (% of courses, attempted)	Maximum Timeframe
25%	2.25	55%	Period of 1.5 times the standard program length
50%	2.5	60%	
100%	3.0	———	

* Based upon maximum timeframe.

10.3.1. Minimum Academic Achievement

Students must achieve a minimum CGPA at each of the following milestones:

Please refer to the table above for critical information related to the required minimum achievement at certain milestones in a degree program. A student whose CGPA is below 2.5 at 50% of the maximum timeframe is not eligible for probation and will be suspended for one quarter. Failure to maintain 3.0 for any quarter will result in being placed on probation.

10.3.2. How "W" Withdraw and "I" Incomplete Grades Affect SSAP

All courses for which students receive a grade, whether passing or failing, a withdrawal (W), or an incomplete (I), are counted in determining **hours attempted** for the purposes of establishing SSAP under the maximum timeframe criterion. All courses for which students receive a grade will be included when calculating students 'CGPA, except that a withdrawal (W), or an Incomplete (I), will not be included in determining students 'CGPA.

10.3.3. How Repeated Courses Affect SSAP

Both the grade for the failed course and the repeated course will appear on the transcript but only the higher grade will be used in calculating CGPA. The original course and repeated course credits are included in the maximum timeframe calculation.

10.3.4. How Non-Punitive Grades and Non-Credit Courses Affect SSAP

Audited courses and Pass/No Pass courses count as **credits attempted** for purposes of calculating the student's CGPA. The corresponding grades will not count toward the student's CGPA. Non- credit or remedial course credits are not used in the calculation of CGPA.

10.3.5. How Extended-Enrollment Status Affects SSAP

California University does not offer extended-enrollment status.

10.3.6. How a Degree Program Change Affects SSAP

If a student changes their program of study, the credits that are applicable to the student's current program of study will be included in evaluating the student's performance against the SSAP.

10.3.7. How Earning an Additional Credential Affects SSAP

A student who completes a program at California University and enrolls in an additional program at the University may have the ability to transfer units from the previously completed program to the new program upon evaluation. All transferred coursework will be counted when calculating the student's CGPA and for determining the maximum timeframe allowed for the new program.

10.3.8. How Transfer Credits Affect SSAP

If a student transfers to the University from another postsecondary institution, the credits that were accepted by California University will count as **credits attempted** and completed for purposes of calculating the student's CGPA. The corresponding grades will not count toward the student's CGPA.

10.4. Instructional Methods: Onsite, Online & Hybrid

The master's degree programs may be delivered in any of three modalities for the convenience of students. Classes may be held in the **on-campus classroom, completely online** using the LMS, or through **hybrid studies, a combination of on-site and online classes**.

Onsite Education

The traditional onsite class session will consist of a discussion and lecture by the instructor on the topic for that week and question and answer opportunities for students to relate problems encountered in their understanding of assigned readings and assignments. The instructor may distribute handouts for students which illustrate the most recent analyses of contemporary problems. Following the completion of the discussion of main concepts, the class will be devoted to hands on projects. The purpose of the chosen projects is to illustrate how various concepts shape decisions on real-world problems. These instruction methods will help students apply their knowledge to real-world-based situations through in-class activities, assignments and projects.

Distance Education / Online

The University provides Distance Education, also called Online Education. Online Education utilizes both asynchronous (not in real time, e.g. pre-recorded) and synchronous (in real time, e.g. live interaction with lectures or other activities) delivery of courses via the LMS, which are consistent with the level, nature and mission of the University. These programs meet the same high academic rigor and quality standards maintained in regular instruction offered by the University.

Students enrolled in distance education courses and/or programs have access to all academic support and services which the University provides for onsite students. In addition to all the policies provided in this document, for the distance educational programs where the instruction is not offered in real time, the Institution shall transmit the first lesson and any materials to any student within seven (7) days after the student is enrolled and signed an Enrollment Agreement. (5 CCR

§71716(a)) Additionally, approximately seven (7) days will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation back to the student. (5 CCR §71810 (b)(11))

The degree programs can be completed 100% online using the LMS. Students will need to log into the system using an internet connection from an off-site location. Online students are not required to attend classes on campus and there is no requirement to visit the campus to complete the degree programs. Students in the online environment will be required to submit papers, projects, reports, case studies, and various other written assignments. Student may also be required to take online exams and quizzes depending on the class. Student learning assessments are in the form of quizzes, discussions, written reports, papers, projects, case studies, and similar methods of demonstrating knowledge and skills required by the course.

Students interact with online classrooms that enable teachers to do the following:

- Create classes whereby course materials are made available for remote access and/or download.

- Manage assignments, discussions, projects, quizzes and exams.

- Monitor due dates.

- Grade results and provide students with feedback all in one place.

Online discussions promote collaborative exploration and critical thinking and foster deeper understanding. Video lectures, along with electronic reading materials and online tutorials and simulations, provide instruction to meet the learning outcomes specified in the CLO, PLO and ILO. Students have full access to faculty on campus as well as online. Faculty hold virtual office hours to reach students who are not local to the campus.

Hybrid Education

Hybrid study is a combination of on-site and online classes. Students can leverage both onsite and online modalities to achieve their learning goals. All course assignments will be submitted to the LMS based on the online learning requirements. Students can participate in lectures and discussions when they are held onsite. Check the SIS for course schedules and availability.

10.4.1. Hardware Requirements

- A device capable of accessing the course contents on the LMS.

- Internet access for using the LMS and video conferencing functionality.

- Access to the distance education environment for a minimum of 10 hours per week.

- Students must be able to video conference in real-time (appropriate equipment needed - camera, microphone, etc.).

10.4.2. Software Requirements

- An email account and email client software (either a native app or or a Web browser) capable of supporting email activity, including sending/receiving attached files.

- Antivirus software based on OS platform requirements.

- Download and install the following software if they (or comparable alternatives) are not already configured on your device:

  - A Web Browser for access to the LMS

  - A PDF document reader

  - A word processing application capable of reading & writing files in RTF format

  - Antivirus protection if needed by your OS platform

  - A Zoom client app or supporting utilities for your browser of choice

10.4.3. Minimum Online Skills Requirements

Students are expected to have at least the following skills prior to taking distance education courses:

- Basic keyboarding competence

- Elementary knowledge of their computer operating system

- Basic knowledge of software and tools such as

  - Word processor

  - Email

  - Internet browser

  - Search engine

10.4.4. Equipment to be Used Onsite

Faculty will use computer projectors in the classroom to aid student learning. Students will be expected to make use of the Internet and the online library resources. Required textbooks and/or other materials used will be listed on the course syllabus. All students must provide their own

necessary resources for use in class and outside of class homework. Computers are provided for on-site study in our study lounge area; however, they are for on-site use only.

11. MBA Degree Program

The MBA program offers onsite, online and hybrid (refer to the Instructional Methods) with a wide range of courses at the graduate level of economics, finance, accounting, marketing, strategy, organizational behavior and operations management. Students may concentrate their studies in Information Systems, Data Analytics, or Digital Art and Media.

11.1. MBA Program Learning Outcomes (PLO)

The goal of the MBA program is to prepare students to become leaders in the global business environment. Graduates will understand the theories and concepts and develop practical skills necessary for success in solving problems of this scope. The measurable outcomes of the program are:

- PLO-1: Develop strong management skills and be able to apply critical and analytical thinking.

- PLO-2: Develop leadership and communication skills to perform effectively in teams.

- PLO-3: Develop business knowledge and skills for problem solving and decision making.

- PLO-4: Develop skills in the application of tools and technology to maximize efficiency in management and administration.

Career Preparation: The MBA program prepares students for employment in a diverse collection of occupations, including but not limited to the following examples:

- Business, Financial, Operations, Engineering, High-Tech Manager

- CEO, CIO, CTO

- Information Systems or Technology Management

- Investment Banker, Investment Fund Manager

- Management Consultant

- Internet Marketing, Social Media Marketing Manager

- Sales Manager

11.2. Degree Requirements

The MBA is conferred after satisfactory completion of forty-eight (48) quarter units. The Cumulative Grade Point Average for the degree must be a minimum 3.0 on a 4.0 scale. The graduation requirements are summarized as follows:

Core Courses (9)   36 units

Concentration Courses (3)   12 units

_____

Total Required   48 units

11.3. Length of the Program

The MBA program must be completed within 3 years from the time the student commenced the first course, as a regular student. This time limit may be extended due to extenuating circumstances, with the Dean of Academic Affairs 'approval.

See the requirements in Clearance for Graduation for the steps that prospective graduates must follow as they approach completion of the program.

11.4. MBA Curriculum (Online, Onsite or Hybrid)

The Master of Business Administration (MBA) is designed to provide students with the knowledge and skills necessary to be prepared for participation and leadership in a diverse society. Students must take the following combination of credit units from core courses and the courses from either one concentration or the General MBA:

COURSE	TITLE / DESCRIPTION	UNITS
Core Courses (9 required)	MBA 500: Accounting for Decision Makers (4 units) MBA 501: Data-Driven Managerial Decisions (4-units) MBA 502: Critical Thinking for Managers (4 units) MBA 503: Operations and Supply Chain Management (4 units) MBA 504: Organizational Behavior (4 units) MBA 505: Business Entrepreneurship (4 units) MBA 506: Marketing Management Strategy (4 units) MBA 507: Global Business Strategy (4 units) MBA 800: Capstone Project (4 units) Taken as an independent study project with a faculty advisor upon Program Chair approval after completion of at least 32 units in the major.	36

| Concentration Courses (3 required) | Students choose three (3) concentration courses from the following:

Entrepreneurship
ENTR 600: Opportunity and Start-up (4 units)
ENTR 601: Finance and Growth Strategies (4 units)
ENTR 602: Entrepreneurship Capstone (4 units)

Information Systems Concentration
MIS 600: Database Application Management (4 units)
MIS 601: Web Design and Management (4 units)
MIS 602: Computer Network Management (4 units)

Data Analytics Concentration
DATA 600: Business & Data Analytics (4 units)
DATA 601: Business Intelligence & Data Mining (4 units)
DATA 602: Big Data (4 units)

Digital Art and Media Concentration
DMA 600: Digital Arts and Media (4 units)
DMA 601: Visual Communications (4 units)
DMA 602: Production Fundamentals (4 units)

Media and Communication
MAC 600: Strategic Communications (4 units)
MAC 601: Communication and Social Media (4 units)
MAC 602: Integrated Marketing Communication (4 units)

Note: *Upon advisor approval, students may substitute one (1) of the above concentration courses for one (1) internship. An internship is not required for successful completion of the MBA program.*

INT 900: Internship (4 units)

General MBA (No concentration)
INT 900-1: Internship (4 units)
INT 900-2: Internship (4 units)
INT 900-3: Internship (4 units)

INT 900: Internship may be repeated as many time as needed but only a maximum of twelve (12) credit hours are counted toward the degree. | 12 |
| **Total** (12 classes) | The MBA is conferred after satisfactory completion of forty-eight (48) quarter units. The Cumulative Grade Point Average for the degree must be a minimum 3.0 on a 4.0 scale. | **48** |

11.5. Course Descriptions

MBA 500: Accounting for Decision Makers (4 units)

This course provides students with graduate level knowledge in accounting for decision makers. In this course, students will focus on understanding how accountants record economic events such as operating, investing, and financing activities, in the income statement, balance sheet, and statement of cash flows. Students will learn to analyze financial statements and disclosures. Students will also learn how accounting standards and managerial incentives affect the financial reporting process.

MBA 501: Data-Driven Managerial Decisions (4-units)

In this course, students will examine business cases and problems where data analysis is part of the decision-making process. Applications in finance, management, marketing, and operations will be discussed. Student will gain proficiency in Excel methods commonly used in management. Students will complete a project where they follow a business problem from formulation to solution using data analysis.

MBA 502: Critical Thinking for Managers (4 units)

The primary objective of this course is to provide students with a structure for critically analyzing and evaluating a claim, text, or speech. These are skills that students will use extensively in this program, as well as in their personal and work life. Using well known critical thinking models, students will complete assignments to progressively develop their ability to reason through an issue, increasing the likelihood that they will make the best decisions.

MBA 503: Operations and Supply Chain Management (4 units)

This course examines the design and management of an organizational operation, including both service and manufacturing. The focus is on the analysis of strategies, process design, planning and control, operations organizational structures, work design, scheduling, materials management, and advanced operations techniques using a variety of managerial and quantitative models.

MBA 504: Organizational Behavior (4 units)

This course covers tools and concepts needed to effectively manage organizational behavior. The topics include understanding individual and contextual determinants of behavior in organizations, managerial tools to influence and direct employee behavior, and the practical application of behavioral science theories to solving management problems. Other topics such as communication, learning, diversity, multiculturalism, teamwork, motivation, power, innovation, leadership, organizational design, and change are discussed.

MBA 505: Business Entrepreneurship (4 units)

This course introduces an overview of entrepreneurship with the basics necessary to plan and launch a new business and explore the many dimensions of new venture creation. Topics include idea creation, opportunity recognition, feasibility analysis, business planning, customer acquisition and retention, financial and business structuring, plan implementation and execution, and plans for new business ventures. Problem solving approaches are discussed with case studies. MBA 505 is a prerequisite to enrolling in the Entrepreneurship Concentration.

MBA 506: Marketing Management Strategy (4 units)

This course examines market segmentation, targeting, and positioning. Students will also explore channels of distribution, promotion strategy, product development strategy, and pricing strategy. Relationship marketing and applications in high-tech environments will also be studied. Other topics include evaluation of key corporate strategies and initiatives in electronic commerce and the enabling network and user interface technologies which have redefined business.

MBA 507: Global Business Strategy (4 units)

This is a practice-oriented course that integrates the concepts, knowledge and skills of the MBA program. There is a strong global emphasis. Topics will include strategic thinking, strategic analysis, and the creation of competitive advantage. Creation and monitoring of entrepreneurial opportunities will also be explored. This course will also explore corporate and business level strategies, strategic alliances, acquisitions, and restructuring.

MBA 800: Capstone Project (4 units)

The Capstone Project allows students to solve a substantial problem with knowledge gained from many areas in business management learned from internship experiences and from taking the previous classes in the program. Students work independently to define a problem, develop a solution, produce and demonstrate an artifact that solves a problem, and present their work. This class is using an independent study format lead by an approved faculty advisor. Students will spend class hours on their project design, implementation, documentation and report analysis. Interdisciplinary projects that require interaction with other disciplines such as the Computer Science program are encouraged. This capstone course is not simply an advanced course in a particular sub-area, nor is it an unstructured project course. The capstone is designed to be the culmination of the student's learning, and an opportunity for them to develop and demonstrate many skills at once.

Entrepreneurship Concentration

ENTR 600: Opportunity and Start-up (4 units)

How does a good idea become a viable business opportunity? What is entrepreneurship and who fits the profile of an entrepreneur? This course is designed to introduce students to the foundational concepts of entrepreneurship, including the definition of entrepreneurship, the profile of the entrepreneur, the difference between entrepreneurship and entrepreneurial management, and the role of venture creation in society. You'll explore where technology entrepreneurship and impact entrepreneurship align and where they diverge, and you'll learn proven techniques for identifying the opportunity, assessing the opportunity, hypothesis testing and creating a prototype. By the end of this course, you'll know how to test, validate and prototype your idea, and also whether or not you fit the profile of an entrepreneur! You'll also be ready to move on to launch your start-up.

Once you have clearer vision of the opportunity, you'll need to create a small organization to discover how to create a repeatable and scalable business model. Designed to provide you with a comprehensive overview of the critical components of creating a start-up, Entrepreneurship 2: Launching the Start-up, provides practical, real-world knowledge about the lean approach, the minimum viable product, when to pivot, when to quit your day job, the art of the pitch, building and managing a team, allocating equity, and building your external team, advisory board members, professional services, and entrepreneurial strategy. At the end of this course, you'll be able to create a strategy for launch, including knowing who you need to hire, how to manage them to provide the greatest value, and what legal aspects are involved. You'll also be prepared for Entrepreneurship 3: Growth Strategies.

ENTR 601: Finance and Growth Strategies (4 units)

Start-ups are designed to grow quickly, but successful start-ups grow smart. This course is designed to provide you with an understanding of the essential elements of successful scaling, including an overview of demand generation, customer acquisition, adoption, diffusion and forecasting demand. You'll also learn how to market effectively using best practices of digital marketing, social media, PR, SEO, and pricing. Finally, you'll cover the nuts and bolts of building a sales process, partnerships and supply relationships, and examine the crucial components of attracting, developing and retaining talent.

Start-ups can benefit from a wide variety of financing options on the path to profitability, but how do you know which one to choose? This course explores different financing models, including bootstrapping, organic growth, debt and risk capital, and also provides a clear overview of equity financing including the key types of investors: angels, venture capital, and crowdfunding. You'll learn about terms, and term sheets, exit modes and what exit strategy might be best for you. By the end of this course, you'll have an understanding of what success looks like and how it can be financed. You'll also be ready for the capstone project, in which you will get feedback on your own pitch deck, and may even be selected to pitch to investors from venture capital firms.

ENTR 602: Entrepreneurship Capstone (4 units)

In this Capstone project, you will be assembling a pitch deck for a new venture, including the key deliverables (e.g., customer needs, concept description, financials, and so forth). You will review your peers' projects according to a rubric developed by the local VC firm and practice applying the same criteria VC's use in evaluating potential investments. The learners with the top-scoring projects will be introduced to the most appropriate VC firms in Silicon Valley.

Information Systems Concentration

MBA students who want to be more technical and thus emphasize some more hands-on CS-level work.

MIS 600: Database Application Management (4 units)

This course covers 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. Topics include business environment and challenges for database applications, advanced database application modeling, and implementation issues. Students will develop a variety of projects.

MIS 601: Web Design and Management (4 units)

This course covers issues in application design specific to Internet hardware, software, eCommerce and many data sources provided by the Internet, produced and designed for and by the business community. The topics include how to create web pages using Internet languages, such as Hypertext Mark-Up Language (HTML), script languages and JAVA, and concepts of interactive and object-oriented programming Internet languages. Students will develop a variety of projects.

MIS 602: Computer Network Management (4 units)

This course examines computer networking and the Internet, computer network architecture, local area networks and wide area networks, mechanisms for inter-process communication, and rules for distribution of data and program functions. The topics include data communications for personal computers, network configurations, distributed systems, and data flow and database control.

Data Analytics Concentration

DATA 600: Business & Data Analytics (4 units)

This course will introduce the basic concepts of data analytics as applied in various business contexts. After introducing the basic concepts, students will build on these foundations to explain and explore data analytics techniques from the ground up to access, cleanse, and visualize data to construct models and predict outcomes.

DATA 601: Business Intelligence & Data Mining (4 units)

Students will learn the fundamentals of data architecture for business decision making. Topics include fundamentals of data integration, data warehousing and data lakes, data visualization and business performance management. The course introduces contemporary tools such as Google fusion tables and Microfocus dashboards.

DATA 602: Big Data (4 units)

This course introduces the students to the world beyond SQL and the concept of Big Data (structured and unstructured), its characteristics, and the existing and emerging ecosystems. Students will address the challenges of managing and handling big data in a business or organizational context, as well as the larger cultural and ethical implications. Students will learn about NoSQL databases, and how to use existing and emerging software tools such as Hadoop for data access, manipulation and reporting.

Digital Media and Art Concentration

DMA 600: Digital Arts and Media (4 units)

This course introduces fundamental features of digital media and examines the immense visual, social, and psychological impact of the "digital revolution" on our culture. Topics include the concepts and forms of the digital hypertext interface, Internet, and web, and the impact of digital media on conceptions of the self, body, identity, and community.

DMA 601: Visual Communications (4 units)

This course will explore how we see and use visuals to communicate information. Students will develop critical and creative thinking skills in applying concepts of basic design principles. Students will apply the concepts with hands-on and analysis assignments. These concepts will then be applied to design for advertising, print, multimedia, web design and 3-D design. The business of design will also be covered with emphasis on client relations, estimates, billing, and planning.

DMA 602: Production Fundamentals (4 units)

This course provides an introduction to theory and technique in audio, video, and film. Several team projects will provide a fundamental production orientation in each medium as well as provide the environment to discuss goals and objectives of production.

Media and Communication Concentration

MAC 600: Strategic Communication (4 units)

This course surveys the theories and processes of strategic communication and its practice by business, government, politicians and nonprofits, in domestic and international arenas. It also emphasizes the application of theory to provide an in-depth understanding of planning, executing and evaluating strategic communication plans.

MAC 601: Communication and Social Media (4 units)

This course provides an overview of social media and its relationship to strategic communication. Students will learn about the available forms of social media (e.g., Blogs, Social Networks and Wikis) and how they can help build and manage relationships with stakeholders. Students also analyze

social media metrics as a framework for evaluating the effectiveness of social media strategies as tools for developing corporate, nonprofit, and governmental images and brands.

MAC 602: Integrated Marketing Communication (4 units)

This course covers the concepts of developing cohesive and integrated external and internal communication initiatives across traditional and social media channels, which is becoming increasingly important for strategic communication professionals. Traditionally, Public Relations, Marketing, and Advertising/Promotion have had separate functions; increasingly the role of strategic communication practitioners is to ensure the consistency of the brand story and message across all channels of communication.

General MBA (No Concentration) and Internship

INT 900: Internship (4 units)

The course provides opportunities for students to relate an internship experience to the knowledge that was gained through classroom instruction and assignments. An internship should provide the student with hands-on experience and a good sense of what an actual job in the organization will be like. One hundred twenty (120) hours of internship work is required for completion of this class. Students will be expected to analyze the effectiveness of their internship experience. Employer validation and performance reporting will also be required. Academic work generally includes, but is not limited to, one ten to twelve-page report paper. The course may be repeated three (3) times for a maximum of twelve (12) credit hours.

12. MS in Computer Science Degree Program

The Master of Science (MS) in Computer Science program offers onsite, online and hybrid teachings (refer to the [Instructional Methods](#)). It explores the engineering, storage and transmission of digital information. As the day-to-day operations of businesses become increasingly technology driven, the popularity of graduate degrees in CS continues to grow. Our Master of Science degree in CS offers a variety of benefits, including the ability to improve upon emerging software technologies and applications. The program offers coursework in areas such as computer architecture, computer language theory, and systems engineering, which provides professionals with the tools and foresight needed for success in the field. Students may concentrate their studies in Mobile App Development, Data Analytics, or Digital Art and Media.

The MS in CS degree requires 48 units, which can be completed at an accelerated pace in 12-months or spread out over multiple years. Once admitted, students have the option of selecting a plan of study that best suits them. Courses are offered face-to-face, completely online or in a hybrid format which combines online study along with face-to-face meetings.

12.1. MS in Computer Science Program Learning Outcomes (PLO)

The goal of the MS in Computer Science program is to prepare students to combine the fundamental knowledge and best practices for software engineering, database theory and design, and cloud computing. Students will have the opportunity to use those skills to solve real-world problems. There is also a focus on developing essential communication skills to enable graduates to clearly discuss issues, trends, and solutions with both technical and non-technical audiences. The measurable objectives of the program are:

- PLO-1: Design advanced software and systems to optimize resources and produce results.

- PLO-2: Develop computational technologies for data-driven decisions.

- PLO-3: Build and implement effective technology-driven business solutions.

- PLO-4: Develop critical thinking and ability to analyze and synthesize computer science concepts and skills with ethical standards.

Career Preparation: The MS in Computer Science program prepares students for employment in a diverse collection of occupations, including but not limited to the following examples:

- Software Developer or Architect

- Database Developer or Administrator

- Computer Hardware Engineer

- Computer Systems Analyst

- Data Scientist

- Computer Network Engineer

- Web Developer

- Information Security Analyst

- IT Project Manager

12.2. Degree Requirements

The MS in Computer Science degree is conferred after satisfactory completion of forty-eight (48) quarter units. The Cumulative Grade Point Average for the degree must be a minimum 3.0 on a 4.0 scale. The graduation requirements are summarized as follows:

Core Courses (9)   36 units

Concentration Courses (3)   12 units

_____

Total Required   48 units

12.3. Length of the Program

The MS in Computer Science program must be completed within 3 years from the time the student commenced the first course, as a regular student. This time limit may be extended due to extenuating circumstances with the Dean of Academic Affairs 'approval.

See the requirements in Clearance for Graduation for the steps that prospective graduates must follow as they approach completion of the program.

12.4. MS in Computer Science Curriculum (Online, Onsite or Hybrid)

The MS in Computer Science is designed to provide students with the knowledge and skills necessary to be prepared for participation and leadership in a diverse society. Students must take the following combination of credit units from core courses and the courses from either one concentration or the General MS in CS:

COURSE	TITLE / DESCRIPTION	UNITS
Core Courses (9 required)	CS 500: Object-Oriented Design and Analysis (4 units) CS 501: Algorithms and Data Structures for Applications (4 units) CS 502: Machine Learning (4 units) CS 503: Blockchains, Cryptocurrencies, and Smart Contracts (4 units) CS 504: Learning and Decision Making (4 units) CS 505: Developing and Designing Interactive Devices (IoT) (4 units) CS 506: Data Management and Information Processing (4 units) CS 507: Web Application Development (4 units) CS 800 Capstone Project (4 units) Taken as an independent study project with a faculty advisor upon Program Chair approval after completion of at least 32 units in the major.	36

| Concentration Courses (3 required) | Students choose three (3) concentration courses from the following:

Mobile App Development Concentration
MOB 600: Introduction to Mobile Programming (4 units)
MOB 601: Android Programming (4 units)
MOB 602: iOS Programming (4 units)

Data Analytics Concentration
DATA 600: Business & Data Analytics (4 units)
DATA 601: Business Intelligence & Data Mining (4 units)
DATA 602: Big Data (4 units)

Digital Art and Media Concentration
DMA 600: Digital Arts and Media (4 units)
DMA 601: Visual Communications (4 units)
DMA 602: Production Fundamentals (4 units)

Entrepreneurship Concentration
ENTR 600: Opportunity and Start-up (4 units)
ENTR 601: Finance and Growth Strategies (4 units)
ENTR 602: Entrepreneurship Capstone (4 units)

Media and Communication
MAC 600: Strategic Communications (4 units)
MAC 601: Communication and Social Media (4 units)
MAC 602: Integrated Marketing Communication (4 units)

Note: *Upon advisor approval, students may substitute one (1) of the above concentration courses for one (1) internship. An internship is not required for successful completion of the MS in CS program.*

INT 900: Internship (4 units)

General MS in CS (No concentration)
INT 900-1: Internship (4 units)
INT 900-2: Internship (4 units)
INT 900-3: Internship (4 units)

INT 900: Internship may be repeated as many time as needed but a maximum of twelve (12) credit hours is counted toward the degree. | |
| **Total** (12 classes) | The MS in CS is conferred after satisfactory completion of forty-eight (48) quarter units. The Cumulative Grade Point Average for the degree must be a minimum 3.0 on a 4.0 scale. | **48** |

12.5. Course Descriptions

CS 500: Object-Oriented Design and Analysis (4 units)

This course provides an introduction to programming practice using a modern programming language. Analysis and formulation of problems for computer solution. Systematic design, construction, and testing of programs. There will be a few substantial programming assignments. Students will learn object-oriented programming, classes and data hiding, dynamic object construction and destruction, derived classes and inheritance, virtual functions; functions, call by value/reference, overloading; abstract data types; standard template libraries; exception handling; introduction to UNIX, file processing, process management.

CS 501: Algorithms and Data Structures for Applications (4 units)

This course provides an introduction to some fundamental algorithms and data structures used in current applications. Examples include cryptocurrencies (hashing, Merkle trees, proofs of work), AI (nearest neighbor methods, k-d trees, autoencoders), and VR/AR (gradient descent, least squares, line-drawing algorithms). Programming assignments will be in Python or Java.

CS 502: Machine Learning (4 units)

In this course you will learn and apply key concepts of modeling, analysis and validation from Machine Learning, Data Mining and Signal Processing to analyze and extract meaning from data. Implement algorithms and perform experiments on images, text, audio and mobile sensor measurements. Gain working knowledge of supervised and unsupervised techniques including classification, regression, clustering, feature selection, association rule mining, and dimensionality reduction.

CS 503: Blockchains, Cryptocurrencies, and Smart Contracts (4 units)

Viewed variously as a niche currency for online criminals and a technological threat to the financial industry, Bitcoin has fueled myth-making, financial speculation, and real technological innovation. We will study both Bitcoin and the technological landscape it has inspired and catalyzed. Topics will include: the mechanics of consensus algorithms, such as Proof of Work and Byzantine Consensus, and their role in blockchains and cryptocurrencies; cryptographic tools employed in cryptocurrencies, including digital signatures algorithm and zero-knowledge proofs; the evolution and mechanics of Bitcoin and its ecosystem; smart contracts; and special topics, such as trusted hardware in blockchain-based systems, smart contracts and real-world contract law, and cryptocurrencies and crime.

CS 504: Learning and Decision Making (4 units)

This course covers the analysis of data for making decisions with applications to electronic commerce, AI and intelligent agents, business analytics, and personalized medicine. The focus will be on learning good and automated decision policies, inferring causal effects of potential decisions, and interactive and intelligent systems that learn through acting and act to learn. Topics include

A/B testing, sequential decision making and bandits, decision theory, risk minimization and generalization, Markov decision processes, reinforcement learning, analysis of observational data, instrumental variable analysis, and algorithmic fairness of personalized decision policies.

CS 505: Developing and Designing Interactive IoT Devices (4 units)

This course provides an introduction to the human-centered and technical workings behind interactive devices ranging from cell phones and video controllers to household appliances and smart cars. This is a hands-on, lab-based course. For the final project, students will build a functional IoT prototype of their own design, using JavaScript, single-board Linux computer, embedded microcontrollers, and other electronics components. Topics include electronics prototyping, interface prototyping, sensors and actuators, microcontroller development, physical prototyping and user testing.

CS 506: Data Management and Information Processing (4 units)

This course will teach students how to organize and analyze real-world data sets using tools that are most commonly used in the business world. In particular, students will learn the SQL language for analyzing data in relational databases. Students will also learn the details of common data encodings (integer, floating point, fixed point, text, date and time), how such data are structured in data files (CSV, JSON, XML), and how to model complex data sets as a series of SQL tables. In other words, students will learn how to organize large data sets, and to answer questions using that data.

CS 507: Web Application Development (4 units)

With the growing importance of the web and services supported through the web, web programming is fast becoming the standard programming model for enterprise applications. The course equips students with resources for design, production, and evaluation of web applications and strategies for locating these resources. Students will be introduced to some of the industry best practices in building scalable web applications using popular web application frameworks such as Ruby on Rails, Groovy on Rails (GRAILS) and Django.

CS 800: Capstone Project (4 units)

The Capstone Project allows students to solve a substantial problem with knowledge gained from many areas in computer science and engineering learned from internship experiences and from taking the previous classes in the program. Students work independently to define a problem, develop a solution, produce and demonstrate an artifact that solves a problem, and present their work. This class is offered in the distance learning, online format using an independent study format lead by an approved faculty advisor. Students will spend class hours on their project design, implementation, documentation and report analysis. Interdisciplinary projects that require interaction with other disciplines such as the MBA program are encouraged. This capstone course is not simply an advanced course in a particular sub-area, nor is it an unstructured project course. The capstone is designed to be a culmination of the student's learning, and an opportunity for them to develop and express many skills at once.

Mobile App Development Concentration

MOB 600: Introduction to Mobile Programming (4 units)

This course provides an introduction to the development of software for devices including smart phones, tablets, handheld units, and other general-purpose computing platforms. Topics include, mobile application development frameworks; architecture, design and engineering issues, techniques, methodologies for mobile application development.

MOB 601: Android Programming (4 units)

This course guides students in how to program using Java and apply this knowledge to Android Platform in smart phones. Students will learn the general theme of software engineering for all topics. Another objective of this course is to provide students an environment to experience the lifecycle of Mobile Application software development.

MOB 602: iOS Programming (4 units)

This iOS programming class explores programming techniques using Apple's new language Swift. Students will also be exposed to the Objective-C programming language. Students will learn to develop applications that can be run on Apple's iPhones and iPads. The course will use the Model-View-Controller (MVC) framework to develop iOS Apps. Students will use XCode to develop their iOS Apps which will require using a Mac OS computer.

Data Analytics Concentration

DATA 600: Business & Data Analytics (4 units)

This course will introduce the basic concepts of data analytics as applied in various business contexts. After introducing the basic concepts, students will build on these foundations to explain and explore data analytics techniques from the ground up to access, cleanse, and visualize data to construct models and predict outcomes.

DATA 601: Business Intelligence & Data Mining (4 units)

Students will learn the fundamentals of data architecture for business decision making. Topics include fundamentals of data integration, data warehousing and data lakes, data visualization and business performance management. The course introduces contemporary tools such as Google fusion tables and Microfocus dashboards.

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This course introduces the students to the world beyond SQL and the concept of Big Data (structured and unstructured), its characteristics, and the existing and emerging ecosystems. Students will address the challenges of managing and handling big data in a business or organizational context, as well as the larger cultural and ethical implications. Students will learn about NoSQL databases, and how to use existing and emerging software tools such as Hadoop for data access, manipulation and reporting.

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This course will explore how we see and use visuals to communicate information. Students will develop critical and creative thinking skills in applying concepts of basic design principles. Students will apply the concepts with hands-on and analysis assignments. These concepts will then be applied to design for advertising, print, multimedia, web design and 3-D design. The business of design will also be covered with emphasis on client relations, estimates, billing, and planning.

DMA 602: Production Fundamentals (4 units)

This course provides an introduction to theory and technique in audio, video, and film. Several team projects will provide a fundamental production orientation in each medium as well as provide the environment to discuss goals and objectives of production.

Entrepreneurship Concentration

ENTR 600: Opportunity and Start-up (4 units)

How does a good idea become a viable business opportunity? What is entrepreneurship and who fits the profile of an entrepreneur? This course is designed to introduce you to the foundational concepts of entrepreneurship, including the definition of entrepreneurship, the profile of the entrepreneur, the difference between entrepreneurship and entrepreneurial management, and the role of venture creation in society. You'll explore where technology entrepreneurship and impact entrepreneurship align and where they diverge, and you'll learn proven techniques for identifying the opportunity, assessing the opportunity, hypothesis testing and creating a prototype. By the end of this course, you'll know how to test, validate and prototype your idea, and also whether or not you fit the profile of an entrepreneur! You'll also be ready to move on to launch your start-up.

Once you have clearer vision of the opportunity, you'll need to create a small organization to discover how to create a repeatable and scalable business model. Designed to provide you with a comprehensive overview of the critical components of creating a start-up, Entrepreneurship 2: Launching the Start-up, provides practical, real-world knowledge about the lean approach, the minimum viable product, when to pivot, when to quit your day job, the art of the pitch, building and managing a team, allocating equity, and building your external team, advisory board members, professional services, and entrepreneurial strategy. At the end of this course, you'll be able to create a strategy for launch, including knowing who you need to hire, how to manage them to provide the greatest value, and what legal aspects are involved. You'll also be prepared for Entrepreneurship 3: Growth Strategies.

ENTR 601: Finance and Growth Strategies (4 units)

Start-ups are designed to grow quickly, but successful start-ups grow smart. This course is designed to provide you with an understanding of the essential elements of successful scaling, including an overview of demand generation, customer acquisition, adoption, diffusion and forecasting demand. You'll also learn how to market effectively using best practices of digital marketing, social media, PR, SEO, and pricing. Finally, you'll cover the nuts and bolts of building a sales process, partnerships and supply relationships, and examine the crucial components of attracting, developing and retaining talent.

Start-ups can benefit from a wide variety of financing options on the path to profitability, but how do you know which one to choose? This course explores different financing models, including bootstrapping, organic growth, debt and risk capital, and also provides a clear overview of equity

financing including the key types of investors: angels, venture capital, and crowdfunding. You'll learn about terms, and term sheets, exit modes and what exit strategy might be best for you. By the end of this course, you'll have an understanding of what success looks like and how it can be financed. You'll also be ready for the capstone project, in which you will get feedback on your own pitch deck and may even be selected to pitch to investors from venture capital firms.

ENTR 602: Entrepreneurship Capstone (4 units)

In this Capstone project, you will be assembling a pitch deck for a new venture, including the key deliverables (e.g., customer needs, concept description, financials, and so forth). You will review your peers' projects according to a rubric develop by Wharton Entrepreneurship and practice applying the same criteria VC's use in evaluating potential investments. The learners with the top-scoring projects will be introduced to the most appropriate VC firms in Wharton Entrepreneurship's network, according to region and sector.

Media and Communication Concentration

MAC 600: Strategic Communication (4 units)

This course surveys the theories and processes of strategic communication and its practice by business, government, politicians and nonprofits, in domestic and international arenas. It also emphasizes the application of theory to provide an in-depth understanding of planning, executing and evaluating strategic communication plans.

MAC 601: Communication and Social Media (4 units)

This course provides an overview of social media and its relationship to strategic communication. Students will learn about the available forms of social media (e.g., Blogs, Social Networks and Wikis) and they can help build and manage relationships with stakeholders. Students also analyze social media metrics as a framework for evaluating the effectiveness of social media strategies as tools for developing corporate, nonprofit, and governmental images and brands.

MAC 602: Integrated Marketing Communication (4 units)

This course covers the concepts of developing cohesive and integrated external and internal communication initiatives across traditional and social media channels which is becoming increasingly important for strategic communication professionals. Traditionally, Public Relations, Marketing, and Advertising/Promotion have had separate functions; increasingly the role of strategic communication practitioners is to ensure the consistency of the brand story and message across all channels of communication.

Internship Experience

INT 900: Internship (4 units)

The course is to provide opportunities for students to relate the internship experience to the knowledge that has gained through classroom instruction. An internship should provide the student with hands-on experience and a good sense of what an actual job in the organization will be like. One hundred twenty (120) hours of internship work is required for completion of this class. Students will be expected to analyze the effectiveness of their internship experience. Employer validation and performance reporting will also be required. Academic work generally includes, but is not limited to, one ten to twelve-page report paper. The course may be repeated three (3) times for a maximum of twelve (12) credit hours.

13. California University Faculty

13.1. Master of Business Administration Faculty

Dr. Ann-Marie Charest (Teaches in English)

Ann-Marie holds a PhD in Psychology from Sofia University. She also holds MBA in Clinical Psychology. She has extensive experience in applying psychology theory and practice to business management science. Managing people involves skills in understanding how employees operate both mentally, in their personal space and in society at large. A good manager can understand the perspectives of their staff and use management psychology theory to better support their needs. Ann-Marie has a passion for helping people "Dive into the Divine" through the exploration of self and others so they may awaken to their full potential and begin witnessing the immense beauty within. Often this potential is blanketed by layers of trauma, pain, fear and a sense of unworthiness. Recognizing that all traumatic experiences, whether psychological, emotional or physical are reflected in body language, posture, movement and expression shifts, her work has led her to directly use the soma to gently shift the expression of the soul to allow greater fluidity in one's life. Through a variety of Somatic Shamanic and Transpersonal practices, her gently loving feminine approach supports an un-layering that often keeps individuals stuck in the confines of their limited belief systems. With the unraveling of every protective husk, each is invited to open, witness and sense their inner sun. Along the journey "in", she explores the past, the present and the future to allow a soft awakening to emerge, much like a flower stepping into a new world at springtime.

Dr. George Guim (Teaches in English)

George is an experienced board member and officer in non-profit organizations that include the Lana Kingdom Projects. He holds an Ed.D. degree in Organization and Leadership from the University of San Francisco. He was a board member (2016-2017), and Vice-president (2018-present) of the board He has also served on the Sofia University and Sofia Foundation board for two years (2015-2017).

George teaches doctoral-level courses in leadership, research methods and statistics, and philosophical psychology at International Technological University (2010 – present) and at Sofia University (2014 – present). He also teaches master's-level courses in financial management, economics, and organizational behavior at International Technological University (2010 – present) and at Sofia University (2014 – present). His has also taught undergraduate-level courses in business, economics, statistics, linguistic and English composition and preparation courses at National Hispanic University, San Jose (1986-2014).

Dr. Gao Li (Teaches in Chinese and English)

Gao has a Ph.D. in Management Science and Engineering from the China University of Geosciences in Beijing, P. R. China. She also holds a Doctorate of Business Administration (DBA), from Glasgow

Caledonian University, U.K. as well as undergraduate degrees in International Finance, and English Language and Literature, from Wuhan University, in P. R. China.

Dr. Wayne Lim (Teaches in English)

Wayne is a Harvard MBA and doctorate published author with teaching and venture capital experience. He is a very experienced consultant in many business disciplines. He has native fluency in Chinese and English. Wayne teaches a variety of business courses and electives.

Henry Wong (Teaches in Chinese and English)

Henry has been a prolific and successful venture investor, serial entrepreneur, and Stanford University Mentor in Silicon Valley during the last 30+ years.

Henry founded, seed-funded, and exited five successful startups, including SS8 Networks (ADC Telecom), IP Communications (Nokia), XaQti Semiconductor (Vitesse), CNet Technology (IPO), and Combinet (Cisco). He is always the founder, chairman, first president, and CEO. Professor Henry has the successful experience in selling his startup Combinet to Cisco for US$165M in 1995 money valuation. Packet Island to Broadsoft.

Henry founded Diamond TechVentures with Transpacific Venture Investment focus. In parallel, he was also the Managing Director to Guy Kawasaki's Garage Technology Ventures, and before that, Crystal Ventures, a Taiwan President Lee's $250M VC Fund.

The Singapore government's SPRING agency funded Henry's iStartUP program to train Singapore entrepreneurs. The Hong Kong government honored Henry as the "Game Changer" returnees with the Home Coming Tipping Point award. The IT Minister Choi Yanghee of the Korean government recognizes Henry's continuous contribution to their Knowledge Innovation Center (KIC), and named him an Advisor to South Korea.

Henry holds an MBA in Telecom Management from Golden Gate University. He is a MBA Professor in Sofia University, and is a Mentor in Stanford University. He was a 2002 finalist for the Ernst & Young "Entrepreneur of the Year Award." Henry is a frequent Keynote Speaker, Panel Discussion contributor and a Business Plan Competition Judge.

Jian Shi, MBA (Teaches in Chinese and English)

Jian has more than 35 year's leading technical experience in computer science, data science and artificial intelligence education; computer system architecture, software and Oracle database design, development, system integration, system administration, production deployment and technical support in the telecom, shipping, wholesale and other industries consulting.

Dr. Guangling Zhang (Teaches in Chinese)

Professor Zhang is a Professor of School of Economics and Management at Wuhan University, Doctoral Supervisor, engaged in teaching and research on marketing strategy and channel management theory. She teaches "Marketing Management", "Organizational Marketing Theory" and

other related courses. She has won the first prize of Hubei Province Excellent Teaching Achievement Award, the second prize of National Excellent Teaching Achievement Award, presided over the National Natural Science Foundation of China and the Humanities and Social Sciences Project of the Ministry of Education, and a number of horizontal projects. She has published more than 40 papers in journals such as Psychology Journal, Nankai Management Review, and Journal of Marketing Science. She is the vice president of Hubei Marketing Society and the vice president of Hubei Business Economics Association.

Dr. Lan Xu (Teaches in Chinese)

Dr. Xu has a Ph.D. in Management from Wuhan University and was a Postdoctoral Fellow at City University of Hong Kong. She is currently a professor in the Department of Marketing of School of Economics and Management at Wuhan University, and a doctoral supervisor.

Dr. Xu has been to the City University of Hong Kong, the University of Illinois at Urbana-Champaign, and the University of Western Ontario in Canada. She is the Vice President and Executive Director of Hubei Marketing Society, Member of American Marketing Society, Member of American Consumer Research Society, and Member of the editorial board of the Journal of Psychology.

She has presided over a number of research projects of the National Natural Science Foundation of China and won the second prize of the 11th Outstanding Achievements in Humanities and Social Sciences of Hubei Provincial Government. She is the author of several books and is one of the co-translators of Philip Kotler's Marketing Management. Her main research and teaching areas are marketing strategy, consumer behavior, service marketing, etc. She has rich teaching experience and has won the first prize of the Teaching Competition for Young Teachers of the School of Economics and Management of Wuhan University and has won the top ten awards of the teaching effect evaluation of the whole college for many times. She has taught marketing training courses for many enterprises and government managers such as China Southern Airlines, Wuhan Tobacco Group, Hubei Mobile, Hubei Property insurance Company, Sharonda, Hubei Xinhe, Daqiao Condiment, Shengze Automobile Sales and Service Group, Jiaozuo Mobile, Hubei Jingzhou Industrial and Commercial Bureau, etc., and presided over and participated in the marketing strategy consulting activities of Huaxin Cement, Chutian Laser, Sorui Electric and many other enterprises.

13.2. Master of Science in Computer Science Faculty

Dr. Avid Farhoodfar (Teaches in English)

Avid is a self-motivated Software Engineer and Ph.D. in Computational-Physics with a curious, analytical mind and a passion for quantum computing, machine learning and AI. Experience in managing and analyzing data using Python, MATLAB, Mathematica and developing algorithms. Extensive experience with advanced mathematics, statistics and visualizing complex concepts.

Dr. Shih Yu Chang (Teaches in Chinese and English)

California University

Dr. Chang brings 15+ years of experience in research and development of applying machine learning to resolve quantitative problems from big data at following domains, e.g., wireless communications and networking, information security, technology managements, market trends predictions, distributed cloud system performance. He has 5+ years of hands-on experience in Deep Learning and its application to image object detection, text classification, sentimental analysis with convolutional neural network (CNN); he also has hands-on experience in applying recurrent neural network (RNN) to trend prediction and natural language processing (NLP) focusing at language modelling, machine translation with attention scheme.

He has expertise in WiFi, LTE and 5G system performance evaluation & optimization, systems, architectures and components design of Software-Defined Networking (SDN) and Network Functions Virtualization (NFV) and investigation for applications of SDN and NFV, e.g., infrastructure as a service (IaaS), 4G/5G wireless core solutions (EPC Core), and data centers.

He also brings excellent leader and problem-solving skills to guide a research group.

Dr. Barbara Hecker (Teaches in English)

Barbara is experienced in Curriculum Development, Assessment, Faculty Development, Instructional Design and Academic Administration. She is a graduate of the ALA (WASC Assessment Leadership Academy) Cohort 8.

She has extensive experience developing and managing Distance Learning environments and platforms. She has designed, and applied for WASC sub changes, implemented and managed several new online and traditional degree program implementations at the doctorate, masters and bachelor's levels.

Barbara has teaching and programming experience in Java, Objective-C, Swift, C/C++, Smalltalk, HTML, SQL, PHP, Perl, Python, Java, and various other languages. She is also a Mobile Application developer and instructor for Android and iOS platforms. She has a Juris Doctor (JD) from Northwestern California University, School of Law, Sacramento, CA. Specialization in Intellectual Property Law. She also holds a Ph.D. Computer Science from Nova Southeastern University, Fort Lauderdale, FL.

Dr. S. Sherman Zhang (Teaches in Chinese and English)

Sherman has over 15 years of teaching experience at universities in both China and USA. He has over 20 years of experience in database application and administration for IBM DB2 and Oracle as well as Oracle Financial Applications Oracle CRM BIS ERP, Call center, tale marketing. Oracle E-Procurement, Oracle BIS.

He has accomplished many implementations of db2 database, Oracle CRM/Siebel-CRM, data warehouse on Platform: AIX, Sun, HP, Windows and ERP SCM Project implementation: Siebel CRM: Modules: Call Center, Siebel Sales modules, PeopleSoft: HR and Oracle Financial Suite

Dr. Sean Ma (Teaches in Chinese and English)

Sean has a strong level of experience with data architecture and data modeling. He has designed, built and maintained ETL pipeline using SQL and Python. He also has strong experience in SQL query optimization. Extensive coding experience in Java/Python/PHP/ES6/Bash. He has implemented data analytics using Tableau for Bic Graphic. He has also developed Tableau visualizations and dashboards using Tableau Desktop. He also has strong experience with Airflow for batch processing workflows. Sean has a PhD in Chemical Engineering from Clarkson University and a Master of Engineering from Cornell University.