



# Catalog

2022~2023

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**PACIFIC AMERICAN  
UNIVERSITY**

(Effective date: Oct. 4<sup>th</sup>, 2022 ~ Jun. 4<sup>th</sup>, 2023)

● [www.paucal.org](http://www.paucal.org) ● [info@paucal.org](mailto:info@paucal.org) ● 213-674-7174

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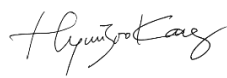
# PRESIDENT'S MESSAGE

I sincerely welcome you to Pacific American University (PAU). We will commit ourselves to assist you to pursue your goals. We trust that you will experience a meaningful learning and transformation through your study at PAU and subsequently engage successful career in the future. The entire faculty and staff of PAU is committed to providing you with a quality higher education that enables you to become successful business persons and to make meaningful contributions to global society.

On behalf of faculty and staff, I sincerely thank you for being part of PAU.

Sincerely,

Hyun Joo Kang



## PRESIDENT'S OFFICE

### Dr. Hyun Joo Kang ( Jennifer H. Kang ) Biography

Dr. Hyun Joo Kang is the president of Pacific American University (PAU).

She earned a LL.B. degree for Ewha Womans University College of Law with Magna Cum Laude and the Kim Eda Award (as the top Christian at the university level). She submitted her LLM thesis on the Employment Insurance Act immediately after the introduction of the Employment Insurance Act and graduated as a master's representative at the university level. She completed Ph.D coursework at Ewha Womans University with Ewha Graduate Research Fellowship. During LLM and SJD study at Indiana University Maurer School of Law, she received scholarships from the Ewha International Foundation (Appenzeller Memorial Scholarship) and Indiana University Maurer School of Law (merit scholarship).

She started as a lecturer before studying abroad and worked as an adjunct professor at Kookmin University College of Law from 2019 to 2022. Her lectures are concerned with Employment and labor law, social security law, law and economics, civil law, and American law. Also, she was an author of more than 10 books. Her SJD dissertation was published abroad at the suggestion of a German publishing company and is currently on sale on Amazon etc.

From 2021, she and four colleagues ran an academic consulting company called D'fineU and launched ESG and Sustainability program as on-the-job-training program. Thinking that the university education business of law and MBA programs should be carried out in earnest, she took over PAU, a BPPE-approval university. She plans to develop it brilliantly with the goal of gaining accreditation of Department of Education within five years.

Simultaneously, Dr. Hyun Joo Kang served as the 1<sup>st</sup> president of the 1989's graduation class of Ewha Girls' High School Alumni Association, and since 2015, he has continued to donate and volunteer through Rotary International's 3640 district and Hansoo Club. In 2022, She was selected as the recipient of 2022 Ewha Distinguished Alumni Award by her alma mater Ewha Girl's High School.

# INSTITUTIONAL INFORMATION

## Mission

PAU is committed to producing outstanding individuals for leadership in international society.

## Institutional Objectives

To fulfill its mission, Pacific American University pursues to accomplish following objectives:

1. To offer educational programs academically strong.
2. To provide real world learning education.
3. To enhance students' ability to communicate effectively in global business environments.
4. To develop excellent faculty teaching and student advisement.
5. To provide outstanding educational environment and resources for student learning.

## DISCLOSURES

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.

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

## NON-DISCRIMINATION STATEMENT

Pacific American University admits students of any race, gender, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students. Everyone has the equal opportunity and access in PAU's educational programs, administration, and activities. PAU also hires staff and faculty without discrimination in regard to the above. PAU provides full and affirmative compliance with the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

There are no legal actions pending against PAU or ownership or any of the institution's owners, officers, corporate directors, administrators or instructors by any federal, state, or local law enforcement agency involving alleged acts of fraud, dishonesty, and financial mismanagement, unpaid liabilities to any governmental agency or claims for pecuniary loss suffered by any student.

Pacific American University is *not* accredited by a national or regional accrediting agency. The University does not accept international students in Student and Exchange Visitor Program (SEVP). Accordingly, the institution does not provide visa services nor vouch for student status. The University does *not* participate in federal or state financial aid programs.

Educational instruction at PAU is provided in English in principle. If your first language is not English, or if your previous education has been conducted in another language, you will be required to demonstrate proficiency in English by fulfilling minimum TOEFL score of 500 for paper-based test (PBT) or a score of 60 on the iBT. PAU does not offer ESL instruction.

PAU offers both offline and online (distance) educational programs. PAU does not allow more than seven days between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation.

## **APPROVAL AND AUTHORIZATION**

Pacific American University (PAU) is a private institution and it is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. This does not imply that the Bureau endorses programs or that Bureau approval means the institution exceeds minimum state standards. [CEC §94909(a)(2) and §94897(I) (1) (2)].

Pacific American University or any of its degree programs are not accredited by an accrediting agency recognized by the United States Department of Education. The University's educational programs will not be eligible to sit for the applicable licensure exam in California and other states. The University's degree programs are not recognized for some employment positions, including, but not limited to, positions with the State of California. Students enrolled in the University are not eligible for federal financial aid programs. The University's educational programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the state of California.

## **CATALOG AND BPPE INFORMATION**

Prior to enrollment, the University provides a prospective student, either in writing or electronically, with a school catalog.

"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 signing Sheet, which must be provided to you prior to signing an enrollment agreement."

When students are unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language, and if recruitment was not conducted in English, they shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in their primary language from a qualified school officer, upon their request.

"Any questions a student may have regarding this catalog have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education;

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

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

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

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897  
(916) 574-8900 or by fax (916) 263-1897

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

This Catalog covers the period of October 4th, 2022 – June 4th, 2023.

## **NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS**

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, 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 (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

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

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

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

Institutional Representative Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_”

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

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

## **COMPLIANCE AND SELF-MONITORING**

Pacific American University develops and retains policies and procedures that are necessary for its effective operation, consistent with accepted principles and procedures for postsecondary education and with the institution's purpose and objectives and in compliance with the California Private Postsecondary Education Act of 2009 and Title 5 of the California Code of Regulations (CCR). With regard to responsibility and procedure for the self-monitoring, the board of directors bears major responsibility for maintaining the institution in compliance with the institutional mission and the Bureau for Private Postsecondary Education (BPPE) regulations, though the process engages the entire campus including CEO, CAO, CFO, faculty, staffs, and students.

In an effort to ensure that Pacific American University is well maintained and operated in compliance with the BPPE, the Chief Academic Officer constantly checkups the Bureau's posted website announcements, notices, and changed polices, as well as the Bureaus' mailed letters and email notices. During the administrators' meetings held on every Tuesday, Pacific American University strives to stay apprised of the Bureau changes and such changes are incorporated into institutional policies and documents including enrollment agreements, STRF, performance fact sheets, and catalog. Amendments to the Pacific American University's policies and procedures are suggested and dicussed at the administrators' meetings.

Chief Academic Officer is responsible for directing and administering the teaching activities of the Institute. At the administrators' meetings with faculty, Chief Academic Officer ensures that the University's educational standards, curriculum, and practices are being maintained in compliance with BPPE standards and Pacific American University's policies.

The University annually reviews its policies and procedures in light of the BPPE regulations and the University's mission. The faculty, administrators, and the board participate in this process. Chief Academic Officer coordinates this process and the President presents proposals to the board of directors for their review and approval. The board approves the policies and procedures usually in May each year and the board minutes confirm the approvals. The date of approval is recorded for each policy and procedure in the board minutes. The board approved policies are disseminated for administrative operations and academic/financial practices.

# LOCATION AND CONTACT INFORMATION

Pacific American University  
3435 Wilshire Blvd. Suite 2320, Los Angeles, CA 90010  
Tel : (213) 674-7174  
Fax : (213) 674-7233

General Inquiries: [info@paucal.org](mailto:info@paucal.org)

Admissions Inquiries: [adm@paucal.org](mailto:adm@paucal.org)

Academic/Student Support: [acd@paucal.org](mailto:acd@paucal.org)

Student Records: [reg@paucal.org](mailto:reg@paucal.org)

Technical Support: [tech@paucal.org](mailto:tech@paucal.org)

Pacific American University is located in the central part of the Los Angeles city. It is present in the midst of diverse ethnic/cultural communities.

Pacific American University's website address is [www.paucal.org](http://www.paucal.org).

All operations and all class sessions of Pacific American University are conducted at 3435 Wilshire Blvd. Suite 2320, Los Angeles, CA 90010.

## OWNERSHIP

Pacific American University is owned by PACIFIC AMERICAN UNIVERSITY, INC., incorporated in the State of California and organized under the laws and regulations of the California Secretary of State. The Articles of Incorporation were filed with the California Secretary of State on April 10, 2020.

## BOARD OF DIRECTORS

Pacific American University has a Board of Directors that facilitates the accomplishment of its mission and objectives and supports institutional effectiveness and integrity. Through its Board of Directors, Pacific American University creates and sustains an environment that encourages teaching, learning, service, scholarship, and, where appropriate, research activity. Such governance assures provision of support adequate for the appropriate functioning of each organizational component. Pacific American University has sufficient independence from any external entity, such that it is solely accountable for meeting accreditation requirements.

### Current Board of Directors

Title	Name	Appointment Date
Chair & CEO, President	HYUN JOO KANG	2022-07-23
CFO	MYOUNG EUN JIN	2022-07-23



# Tuition and Fees

## MBA Cost of Attendance

Tuition	\$300 per unit
Application for Admissions (one time non-refundable)	\$100
Rush Processing, Admissions	\$200
Student Services Fee	\$50
Registration Fee (per semester)	\$20
Student Tuition Recovery Fund (non-refundable)	\$2.50 per \$1,000 of institutional charges
Late Registration Fee	\$20
Drop/Add Fee (per course)	\$10

\* Tuition does not include the application fee, optional service fees, textbook prices, material fees, or other charges.

## GCBA Cost of Attendance

Tuition	\$270 per unit
Application for Admissions (one time non-refundable)	\$100
Rush Processing, Admissions	\$200
Student Services Fee	\$50
Registration Fee (per semester)	\$20
Student Tuition Recovery Fund (non-refundable)	\$2.50 per \$1,000 of institutional charges
Late Registration Fee	\$20
Drop/Add Fee (per course)	\$10

\* Tuition does not include the application fee, optional service fees, textbook prices, material fees, or other charges.

## General Fees

Technology Fee	\$180
Readmission Fee	\$50
Transfer Credit Fee (per credit)	\$10
Academic Program Change Fee	\$20
Leave of Absence Fee	\$10
Enrollment Verification Letter (per copy)	\$10
Official Transcript (per copy)	\$10
Misc. Certification Fee (per copy)	\$10
Duplicate Diploma	\$50
Graduation Fee	\$300
Late Application for Admissions	\$350
Tuition Late Fee	\$100
Library Fee (per semester)	\$20
Returned Check Fee	\$20

\* Shipping fees to destinations outside of the U.S. may be increased depending on shipping type, package weight, and destination. Email at [acd@paucal.org](mailto:acd@paucal.org) if you have questions on shipping.

## Payment

All prices are listed in U.S. dollars.

Tuition should be paid in Enrollment Payment period (normally next 1 week of the Registration Period). And other fees should be paid in 14 days from the day it is occurred. After then the late fee is charged.

## CANCELLATION, WITHDRAWAL, AND REFUND POLICY

The student studying via distance learning shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If the University sent the first lesson and materials before an effective cancellation notice was received, the University shall make a refund within 45 days after the student's return of the materials. The University shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the University transmits the balance of the material as the student requests, the University shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund

after all of the lessons and material are transmitted.

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through the seventh day of the semester, or the seventh day after enrollment, whichever is later. Those students who want to cancel the enrollment agreement or withdraw from PAU shall obtain a refund by the following policies and procedures:

The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through the seventh day of the semester, or the seventh day after enrollment, whichever is later. The institution shall also provide a pro rata refund paid for institutional charges for students who have completed 60 percent or less of the period of attendance. No refund is made after 60 percent of the attendance period is complete. In order to cancel this enrollment agreement with PAU, the student shall mail or deliver a signed and dated form of "Leave of Absence" or "Withdrawal Notice" along with "Refund Application" to the Academic affair office. Then, the refund shall be made to the student within 45 days following PAU's receipt of the cancellation notice. The refund excludes non-refundable application and registration fees. The refund excludes non-refundable registration fees. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, less the amount of any refund, and that, if the student has received federal student

financial aid funds, the student is entitled to a refund of the moneys not paid from federal student

financial aid program funds. If the student is eligible for a loan guaranteed by the federal or state

government and the student defaults on the loan, both of the following may occur:

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

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

## **Online Student Course Access and Refund Policy**

For online course (not in real time) students, the following policies apply: If students do cancel prior to the start of online classes, students will receive a full refund for the course. Students don't have access to the entire program right after having registered for the online courses (not-in-real-time). Students who drop a course by seventh day of the semester will be issued a full refund for the course. Students should request course cancellations in writing by mail, email or hand delivery. Those students who do not request course cancellations are regarded to intend to continue to the courses and have access to the remainder of the semester's materials. The University shall also provide a pro rata refund for paid tuition and fee charges for dropped courses for students who have completed 60 percent or less of the period of attendance. No refund is made after 60 percent of the attendance period is complete.

## **FINANCIAL ASSISTANCE**

At present, PAU is not able to offer federal financial aid to students, such as the Pell Grant and Stafford Student Loan Programs. However, PAU awards a limited number of partial tuition scholarships to the truly needy and deserving students.

All financial aid is awarded on a year-to-year basis. Students who are admitted on provisional basis will not be eligible to receive any financial aid. If a student obtains a loan to pay for an educational program, student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

# ACADEMIC INFORMATION

**School of Business** offers one-degree and one-certificate programs: Master of Business Administration General (MBA General) and Graduate Certificate of Business Administration: Specialization in Entrepreneurship (GCBA).

## Admission Deadlines

Application period opens on 7<sup>th</sup> October and ends on 2<sup>nd</sup> December. PAU makes admissions decisions as applications are received.

## Enrollment Agreement

All students are required sign an Enrollment Agreement outlining the entire course of study, tuition and fees, and a statement that PAU reserves the right to raise tuition at any time. The Enrollment Agreement signed by a prospective student will not become valid and binding until the student makes an initial visit to PAU or attends the first class of instruction.

## The method of Instruction

Pacific American University provides program by the three types of course delivery: 100% offline (face-to-face), 100% on-line, and hybrid formats.

- 100% Offline (Face-to-Face) format: This delivery method allows faculty and learners to meet in person or as a group for regularly scheduled class sessions on campus. Face-to-face format can bring about synchronous student-instructor and student-student interaction.
- 100% Online Learning format: All instruction is provided via internet and no face-to-face instruction is required. This format is a virtual classroom where course instruction, course content, and external resources such as academic links are provided to learners who are physically separated from instructors. Instructions are provided electronically and asynchronously. Students in online courses watch and listen to lectures and complete assignments electronically. Students participate in discussion boards or chat sessions.
- Hybrid format: The hybrid program involves both face-to-face and distance delivery formats. The hybrid format offers advantages both from traditional classes and from online learning; namely, person to person instruction and convenient electronic learning environment.

## Duration of Study

School of Business (Graduate Level)

**MBA General**

First Year      00-18 credits  
Second Year     19-39 credits

**GCBA**

First Year      00-18 credits

## **ACADEMIC POLICIES**

### **CONTINUING REGISTRATION**

Students are expected to enroll in each consecutive semester. Students must notify the Registrar if they do not intend to register in a given semester. Students are allowed to apply for and take a leave of absence for two consecutive semesters without penalty. Any student who does not register for the next semester after the expiration of a Leave of Absence must apply for re-admission and be approved by the Admissions Committee. The student is subject to all current academic and administrative policies and procedures, including any new degree requirements in effect at the time of re-admission.

### **COURSE REGISTRATION REQUIREMENTS**

Returning students are required to register for the next semester courses by the scheduled registration deadline and pay tuition and related fees. The registration deadline is usually two weeks before the beginning of the new semester. A \$20 late fee is charged to those students who do not register by the posted deadline. PAU expects that students will enroll in each consecutive semester. Students must notify the Registrar in writing if they do not plan to register for a semester.

### **LATE REGISTRATION**

Students who have not officially registered by the last day of the registration period may be allowed to enroll in courses before the begin of the semester after completing late registration and paying the late registration fee of \$20. Students cannot register later than the last day for Add/Drop deadline. Students returning from a leave of absence or from withdrawal status are allowed up to the last day for Add/Drop to enroll in classes without paying the late Registration Fee.

### **ADDING AND DROPPING COURSES**

Students can add or drop a course normally by the end of first week of a semester. An Add/Drop form must be submitted to the Registrar's office before the deadline. No more than two courses may be dropped. An equivalent number of courses may be added without penalty (financial or attendance). Failure to officially drop a course will result in full tuition charges for the course and a failing (F) grade.

- All add/drop forms are subject to approval of the Academic Dean and Financial Aid Officer (if applicable).
- For dropped courses, refunds are calculated from the date the Add/Drop form is delivered to the Registrar's office.
- A grade of W (Withdrawal) will be placed on the student's transcript for a course officially dropped after the Add/Drop Period.

# COURSE WITHDRAWAL

Students can withdraw from courses by the end of the Add/Drop Period without affecting their grade point average (GPA). Thereafter students must obtain permission from the Academic Dean to withdraw. Withdrawal from enrolled classes after the Add/Drop period, but before the 14th week of the semester will result in a "W" grade recorded in the official transcript. All withdrawals must receive permission from the Dean. Students who withdraw from a course must repeat that course in order to receive full credit. Refunds for course withdrawals shall be made according to the PAU's tuition refund policy.

# GRADING SYSTEM

Students must have GPA 2.5 average to graduate. PAU uses the following four-point grade scale:

GRADE POINTS	LETTER GRADE	SCORES
4.0	A	93+
3.7	A-	90-92.99
3.3	B+	88-89.99
3.0	B	83-87.99
2.7	B-	80-82.99
2.3	C+	78-79.99
2.0	C	73-77.99
1.7	C-	70-72.99
1.3	D+	68-69.99
1.0	D	63-67.99
0.7	D-	60-62.99
0.0	F	59.99 or less

- A Work of highest quality in all areas; mastery of facts and concepts; creativity; ability to evaluate data and trends.
- B Adequate mastery of facts and concepts; creativity and analytical ability, but with some weaknesses and room for improvement.
- C Sufficient grasp of facts and a general competence of subject.
- D Insufficient grasp of facts and competence of subject. Students who do not demonstrate improvement are subject to dismissal.
- F Failure to achieve minimal quality or production of work.
- R Retake a class.
- W Withdrawal from a class.
- I Incomplete work at the end of the course. This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an "F."
- IP In Progress course.

# SATISFACTORY ACADEMIC PROGRESS (SAP)

PAU provides the SAP policy to ensure students to successfully complete all the required courses. All students

must maintain a minimum of a 2.5 cumulative in order to meet graduation requirements.

The standards of SAP are maintained at all times in order for students to graduate in a timely manner from PAU. Failure to maintain SAP can lead to warning and eventual suspension from PAU. The maximum time allowed for any student to complete PAU's programs is 12 semester or 6 calendar years.

## **REPEATING COURSES**

Student may repeat only the courses in which D, D-, F, or W grade was given. Whenever a course is repeated for credit, only the highest grade earned will be the official grade and will be used for computing the grade point average. However, original grades will also be shown in the student's transcript. Grades of F (failure), W (withdrawn), R (repeat) and I (incomplete) are counted as hours attempted. Grades of F (failure) and W (withdrawn) are not counted as hours successfully completed. The student must repeat any required course in which a grade of F or W is received.

A W grade is not replaced when a student repeats the course, but remains part of the student's permanent record. To receive an incomplete (I), the student must petition by the last week of the term for an extension to complete the required coursework.

## **GRADE CHANGE**

To change a grade, the instructor must provide the Academic Dean with appropriate reasons and evidence for the change in writing. Change of Grade Forms must be submitted by faculty to the Academic Dean before the change can be processed by the Registrar. Students wishing to contest a grade must do so in writing to the Academic Dean by the end of the first week of the following semester. Any grade change requests made after this day will not be honored.

## **SEMESTER SYSTEM**

Each Academic year at Pacific American University comprises two 15 week semester terms organized on the semester system. The fall semester usually begins in August, and the spring semester in January, as illustrated on the following Academic Calendar. The campuses are closed on legal holidays. Academic credit is measured on the semester system in semester hours; All courses are, thus, evaluated in terms of semester hours of credit.

## **COURSE LOAD**

Students in MBA and GCBA program normally enroll for minimum 9 hours each semester. With the Registrar's approval, students may be allowed to enroll in up to 20 hours. In the written petition, the student must show that there are special circumstances that should be considered. Students are cautioned that petitions for such increased study loads are very carefully and thoroughly evaluated.

## **INCOMPLETE GRADES**

This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an "F."

# **ATTENDANCE POLICY**

Regular attendance is required for every student. In this regard, course attendance is monitored and attendance is defined as completing an academic event within a seven consecutive day period. Students who do not complete an academic event for three weeks will fail the course and receive "F" grade.

## **Leave of Absence**

All leaves of absence must be approved by the Academic Dean to avoid withdrawal status. The duration of an approved leave of absence will not be included in the calculation of a student's maximum allowed time-frame for completion of the degree program. A student who wishes to take a leave of absence must make a request prior to or on the first day of instruction by completing the Request for Leave of Absence form. The leave of absence is effective only when the Academic Dean has acted upon the request and granted permission. A student who has taken a leave of absence without the Academic Dean's permission will not be considered a continuing student without persuasive reason(s) and evidence to substantiate such absence. If a student anticipates being unable to enroll for one or more semesters, he or she must file a Leave of Absence form with the Registrar. Specific dates and signature must be provided and specific conditions for the resumption of study will be prescribed. A student who does not file a leave of absence and fails to register for the following semester is considered to have unofficially withdrawn from the program, and may be subject to the provisions of re-admission.

# **ACADEMIC HONORS**

PAU recognizes students' academic achievement. Honors will be awarded to students attaining the following final grade point averages:

GPA 3.8 -4.0	Summa Cum Laude
GPA 3.65- 3.79	Magna Cum Laude
GPA 3.5-3.64	Cum Laude

# **ACADEMIC WARNING AND SUSPENSION**

Students will be placed on academic warning if 2.5 graduate grade-point average is not maintained. Failure to achieve a minimum GPA after two consecutive semesters will result in suspension.

# **EVALUATION OF COURSE AND INSTRUCTOR**

At the end of each semester, students are asked to complete an evaluation of their instructors. Evaluations are one of several tools used by the administration to assess the effectiveness of instruction. Instructors will also receive summaries of the results.

## **Confidentiality**

All PAU student educational records are considered confidential in accordance with the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act of 1974 was enacted by Congress to protect the privacy of educational records, to establish the right for students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The privacy of all student records is observed at PAU. Students must approve to release their information



to the public. Members of the administration, faculty, or counseling staff may have access to student records for educational, administrative, or statistical purposes only. Students may inspect and review their educational records upon written request to the academic office. Students may ask the university to amend a record they believe is inaccurate or misleading. The university reserves the right to release limited directory information unless notified in writing to the contrary by the second week after the start of the term.

## PAU ACADEMIC CALENDAR 2022-23

### 2023 Spring Semester

#### MARCH 2023

Wednesday 29      Orientation  
Spring 2023 Registration Begins

#### APRIL

Sunday 2              Spring 2023 Registration Ends  
Monday 3              Spring 2023 Enrollment Payment Period Begins  
Add / Drop Period - begins  
Friday 7                Spring 2023 Enrollment Payment Period Ends  
Monday 10             All Spring 2023 Classes Begin  
Friday 21              Add / Drop Period - ends

#### MAY

Friday 26              All Spring 2023 Classes End  
Monday 29             Memorial Day – NO CLASSES  
Tuesday 30             Final Examination Period Begins

#### JUNE

Friday 2                Final Examination Period Ends  
Friday 16               Grades Due Day  
Course Evaluation Begins  
Friday 23               Course Evaluation Ends

## SCHOOL OF BUSINESS

### COURSES

#### Master of Business Administration General (MBA General)

##### GBA 501 - Business Economics

**Credits Hours: 3.00.** This course addresses how to increase a business's profitability by applying economic analysis to a wide array of business problems.

##### GBA 502 - Essentials in Accounting and Finance

**Credits Hours: 3.00.** This course addresses detailed examination of standard financial accounting, includi

ng major financial statements, double-entry accounting method, accrual and cash accounting, and specific analysis of assets, liabilities, and owner's equity accounts.

### **GBA 503 - Strategic Management**

**Credits Hours: 3.00.** This course provides knowledge of business strategy decision to support long-term effectiveness of business organization. Business strategies relate to decision and action that affect the performance and viability of business organization. This course is focused on information, analysis, organizational processes, and business valuation skills managers should use to design strategy, position their business, determine the boundaries of business organization.

### **GBA 504 - Strategic Marketing**

**Credits Hours: 3.00.** This course covers the major elements of the marketing process including domestic and foreign market assessment, strategic planning, and development of marketing mix. Topics include consumer/business buying behavior, market research, brand management, product development, pricing strategies, and the design of marketing channels (promotion and distribution).

### **GBA 505 - Small Business Operation**

**Credits Hours: 3.00.** The course incorporates current theory and practice relating to starting and managing small businesses. It includes a comprehensive coverage of critical small business issues, numerous real world examples to help students understand how to apply the business management concepts in theory.

### **GBA 506 - Business Writing and Communication**

**Credits Hours: 3.00.** Development of oral and written communication skills, as integral to management strategy and as a critical component for success in the workplace, including the use of current computer technology.

### **GBA 507 - Business Law and Ethics**

**Credits Hours: 3.00.** Focus on the legal and ethical aspects of business law. Graduate students will learn the various areas of business law enabling them to make legal and ethical decisions in the business world.

### **GBA 508 - Business Statistics & Analysis**

**Credits Hours: 3.00.** This course emphasizes analyzing data, interpreting the output and utilizing skills to effectively apply statistical techniques to the design and evaluation of research regarding business practice. Included are the knowledge and skills to select statistical procedures appropriate to a research task and design, and the performance of accurate calculations in applying them.

### **GBA 509 - Leadership and Organizational Behavior**

**Credits Hours: 3.00.** Individual, group and inter-group behavior within organizations in the context of technological change, workforce diversity, ethical challenges, and globalization.

### **GBA 510 - Consumer Behavior and Marketing**

**Credits Hours: 3.00.** This course explores the traits of consumer behavior and subsequent applications into real-world circumstances. This course also examines the theories and methods to identify profitable customers and understand their needs, including customer acquisition, customer retention and loyalty.

### **GBA 511 - Creativity and Innovation in Business**

**Credits Hours: 3.00.** This course is designed to provide a deep grounding in the field of innovation for managers and entrepreneurs whose goal is to play a leading role in innovation-driven firms. The course combines lectures, case analyses, and student presentations. The cases provide an extensive opportunity to integrate and apply these tools in a practical, business context, and draw from a wide variety of firms and industries.

### **GBA 512 - New Venture Management**

**Credits Hours: 3.00.** This course examines the problems and issues confronting entrepreneurs beyond the start-up of a new venture. Well-managed growth can lead to rapid capital appreciation and a company

valuation, which will return significant rewards in the marketplace. Students will be prepared to strategically or tactically to manage and lead the venture from the start up to a growing business.

### **GBA 513 - Comprehensive Exam**

**Credits Hours: 3.00.** Guidance to assist graduate students in the preparation of the topics in readiness for the exam questions. The examination itself will be of 3-hour duration and consist of writing selected questions under proctored supervision, according to rigorous guidelines.

## **Graduate Certificate of Business Administration: Specialization in Entrepreneurship (GCBA)**

### **BUS 501 - Entrepreneurship & Innovation**

**Credits Hours: 3.00.** This course focuses on entrepreneurship and technology-based innovation. It examines how industries are transformed by new technologies, how managerial decisions shape product evolution, and how managerial competencies affect innovation performance. This course enables students to gain a real-life, practical outlook in the US entrepreneurial and innovation sphere. Students develop a scalable local business model for the US market and test in a live marketplace while gathering genuine customer feedback. This course unfolds in a learning environment that considers current and future market challenges, while exploring local business aspects regarding technology and innovation.

### **BUS 502 - US Accounting: Principles & Practice**

**Credits Hours: 3.00.** This course examines the principles and practices of financial reporting, with a particular emphasis on balance sheet valuations and their relationship to income determination. Students review basic accounting concepts and the essentials of the accounting process, identifying the measurement and disclosure problems associated with financial accounting. It gives attention to the creation and use of internal accounting data and information with American accounting standards as well as emphasizes the managerial functions of cost control, reporting, budgeting, profit planning, and projection used in business decision-making. In addition, this course provides an overview of the basics on US corporate tax issues.

### **BUS 503 - Raising Capital in the US**

**Credits Hours: 3.00.** This course provides students with the fundamentals in business finance and economics and prepares them to raise funds in the US. The objective is to ensure each student's familiarity with the language and resources of economics and financial management and how managers apply finance and economic theories to make practical business decisions. Students acquire a solid understanding of financial projections and financial computation and how they can help accomplish business goals. This course provides students with a look at what constitutes US venture capital and how venture capitalists are involved in the fund-raising process. This course also offers insight into the process, activities, and skillset required as an entrepreneur involved in the development of an investment initiative to the exit of a funding round.

### **BUS 504 - Entrepreneurial Marketing**

**Credits Hours: 3.00.** This course focuses on the marketing challenges of an entrepreneurial firm entering the US market. It is designed to develop the knowledge and skills needed to understand the role of marketing within the framework of an organization. Using an analytical and decision-making approach, students will learn to apply the concepts of marketing segmentation and marketing mix to products and services within the dynamic nature of the US business environment. The main objective of this course is to familiarize the students with key marketing concepts including digital marketing, SNS marketing, and viral marketing, as well as the real-world application of these concepts, especially from the perspective of a startup.

## **BUS 505 - Legal Structure, Contracts & Risk Management**

**Credits Hours: 3.00.** This course will introduce students to the US laws and ethical standards that managers must abide by in the course of conducting business in the US. It examines ethical decision-making and other professional responsibilities in the context of situations confronted during business activities. This course explores the theory and practice of business negotiations, partnerships and contracts as well as overviews the types of US business entities, such as corporations and LLCs. It further explains basic requirements to maintain those business entities. In addition to legal issues, the course addresses risk assessment and management techniques, methods, and models used in industry to minimize, control, and communicate risks, including conducting various risk management protocols.

## **BUS 506 - The US Sales & Distribution Channel**

**Credits Hours: 3.00.** This course provides an integrated approach to distribution strategies and retail channel management in the US market. It addresses analytic, strategic, and managerial aspects of distribution and retail marketing (the management and marketing of merchandise for direct sale to the consumer). Topics include marketing channel structure and functions, the retail industry, channel design, channel structure, channel power and conflict, distribution intensity, retail product selection, retail buying, retailer's own brands, channel integration, wholesaling, strategic alliances in distribution, international retailing, non-store retailing, electronic retailing, crowdfunding, and electronic distribution channels. This course also provides an overview of key functions of marketing, with emphasis on pricing, promotion, proper distribution channels, and product position.

## **Admissions Requirements:**

### **Master of Business Administration General (MBA General)**

- A completed application form
- State approved or its equivalent bachelor's degree with a minimum GPA 2.5
- All official transcripts of prior undergraduate and/or graduate work reflecting degree conferred. Applicants should submit an evaluation of their degrees performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).
- Application essay
- A statement of purpose and expectation in regards to the program the applicant seeks to study
- A letter of reference
- Candidates whose high school instruction was not conducted in English need to submit official TOEFL scores (minimum TOEFL score of 500 for paper-based test (PBT) or a score of 60 on the iBT)
- Two photos
- Non-refundable \$100 application fee

### **Graduate Certificate of Business Administration: Specialization in Entrepreneurship (GCBA)**

- A completed application form
- State approved or its equivalent bachelor's degree with a minimum GPA 2.5
- All official transcripts of prior undergraduate and/or graduate work reflecting degree conferred. Applicants should submit an evaluation of their degrees performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).
- A letter of reference
- Candidates whose high school instruction was not conducted in English need to submit official TOEFL scores (minimum TOEFL score of 500 for paper-based test (PBT) or a score of 60 on the iBT)

- Two photos
- Non-refundable \$100 application fee

## **Instructional Faculty**

### **Prof. Zeehan Ahmed, MBA**

- MBA, Wayne State University
- M.S. in Engineering, Wayne State University
- Working in the industry for 15 years.

### **Prof. Robert Walker, MBA**

- MBA in Marketing, Duke University
- B.A. in Humanities, Music, Film, and German, New York University
- Walker has facilitated over 375 Online Business courses.

### **Prof. Chigozie Okere, Ph.D.**

- Ph.D. in Organizational Leadership, Northcentral University
- Adjunct Faculty, Purdue University Global
- Adjunct Professor, Montclair State University

### **Prof. Hyun Jee Kim, J.D.**

- J.D., School of Law, Seoul National University
- B.A. in Law, College of Law, Seoul National University
- Partner, STAR Law

## **Graduation Requirements:**

### **Master of Business Administration General (MBA General)**

- A completion of all required course work of 39 units with at least a cumulative GPA of 2.5
- A successful completion of the graduation capstone
- A settlement of all financial obligations to PAU

### **Graduate Certificate of Business Administration: Specialization in Entrepreneurship (GCBA)**

- A completion of all required course work of 18 units with at least a cumulative GPA of 2.5
- A settlement of all financial obligations to PAU

# TRANSFER

## Transfer Students

Transfer students must submit all of the forms listed in the Application Procedure. An official transcript from each post-secondary educational institution previously attended must be sent directly to the PAU Registrar from the registrar of the respective institution.

## Evaluation of Transfer Students

PAU's policy regarding the credit transfer is as follows:

- The credit transfer review will be made under the supervision of the director of the student's degree program. Students must submit the transfer credit application within their first semester at PAU.
- Credits taken more than 10 years prior to the student's matriculation of the current program may be transferred at the discretion of the academic committee of each degree program.
- Credit transfers may be allowed for the courses that are equivalent to the courses in PAU programs and in which students have made a letter grade of 2.5 or above for graduate courses. No credit transfer may be finalized until the application process is completed and the student is officially accepted.
- Course credits that were earned in a same or higher level of degree program and, preferably, at an institution accredited by a recognized accrediting body can be transferred.
- In case of credit transfer from an unaccredited institution, the Registrar, in consultation with the degree program director, evaluates the transcript under the guidelines established by the Academic Committee. The decision as to what previous academic work may be transferable into programs at PAU will be determined on a case-by-case basis. Factored into the analysis will be a course-by-course analysis of the 25 previous academic work and an examination of the academic catalog of the institution including faculty qualifications and the student's performance in these courses. In this case only courses with a letter grade of 2.5 or above for graduate courses can be transferred.
- Up to 20% of credits required in the degree programs of PAU may be granted on the basis of transfer credits with exceptions specified below:
  1. The PAU Core Courses cannot be waived
  2. The credits that have been earned as part of the award of another degree program may be transferred on the condition that not more than 20% of the credits required for the other degree may be transferred into the PAU degree program.

# TECHNOLOGY REQUIREMENTS

## Computer Hardware

- A processor of 1.6 GHz or faster
- 256 MB RAM or greater
- 20 GB hard drive or larger

- High-speed Internet connection (3MBPS or higher recommended)
- Monitor and video card with 1024×768 ppi or greater resolution
- Sound card with speakers
- HD Webcam
- Headset

## **Operating System**

A computer running Windows 8 or 10 or any Mac OS

## **Software**

- Adobe® Reader
- Microsoft® Office
- ZOOM

## **STUDENT LIFE AND SERVICES**

The Office of Student affairs is responsible for providing student support services. The Director of Student affairs serves as the primary coordinator of student-related issues. The office is open to students seeking counseling on all non-academic concerns.

## **DRUG-FREE CAMPUS POLICY**

PAU ensures its learning environment be free of unlawful or banned substances. Specifically, all members of PAU community, which includes administration, faculty, staff, students and guests, must abstain from the consumption or use of alcohol, narcotics, and/or misuse of prescription drugs while on the PAU campus and on any field trips or projects sponsored by the school. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies.

## **SEXUAL HARASSMENT POLICY**

PAU does not tolerate sexual harassment and seeks freedom from all forms of harassment for students, faculty, staff and applicants who seek to join PAU. Any person violating PAU policy on sexual harassment is subject to disciplinary action such as reprimand, suspension, or termination of employment or enrollment. The type of disciplinary action imposed will depend on the severity of the offense. Harassment based on race, color, national origin, ancestry, religion, physical conduct or mental disability, marital status, sexual orientation or age includes behavior that is expressly prohibited by this policy which is in accordance with applicable state and federal law, and will not be tolerated.

# STUDENT CODE OF CONDUCT

Each student is expected to observe all institutional policies established for both Academic and non-Academic matters while enrolled at Pacific American University's educational programs. This includes the student's attitudes, actions, appearance and attire. PAU administration has the authority to take appropriate administrative disciplinary measures if the student code of conduct is not adhered to. It is the policy of PAU to prohibit smoking as well as prohibit unlawful possession of or use of controlled substances and alcoholic beverages. Firearms possession anywhere on campus is strictly prohibited.

Students are expected to maintain a professional appearance and demonstrate a cooperative and respectful attitude towards all they come into contact with. Students should strive to develop their ethical and moral character, high level of professional competence, a sense of composure, and, above all, compassion. Students may be dismissed from PAU for behavior disruptive to its educational mission, such as, but not limited to, those stated below:

- Forgery, alteration or misuse of institutional documents, records or identification, or knowingly furnishing false information to PAU;
- Misrepresentation of oneself or of an organization to be an agent of PAU;
- Obstruction or disruption on or off campus property, of educational or administrative process, or other campus function;
- Physical abuse, on or off campus property, of the person or property of any member of the campus community, or members of his/her family or the threat of such physical abuse;
- Theft of or non-accidental damage to the PAU property or property in the possession of or owned by a member of PAU;
- Unauthorized entry into, unauthorized use or misuse of the PAU property;
- Sale or possession of dangerous drugs, restricted dangerous drugs or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis;
- Lewd, indecent, or obscene behavior on the PAU property;
- Abusive behavior directed toward a member of PAU community;
- Violation of any order of the PAU President, notice of which has been given prior to such violation and during the Academic term in which the violation occurs, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section;
- Soliciting or assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section;
- Cheating, bribery or plagiarism in connection with an Academic program.

## ACADEMIC DISHONESTY

Instructors or proctors are authorized to take examination papers from the student and dismiss the student from the room with an automatic "F" grade for that test at any evidence of improper communication, including the use of books or notes in examinations. Such offenses customarily result in a grade of "F" for that course and the student(s) being placed on academic probation, and may lead to the student eventually being expelled. When reported by the proctor or instructor, cheating offenses will be handled by each Department Chair or Director of Student affairs. Faculty and staff are required to report all instances of cheating to the Academic Dean's office.



Academic dishonesty includes providing or receiving answers from other students during an examination, plagiarizing the works of others, using informational aids such as "crib sheets" or other types of notes during an examination (if not allowed), or anything else that might reasonably be construed as cheating. Students who are found to be academically dishonest will be subject to suspension for one semester, and will be placed on Academic probation.

## **STUDENT GRIEVANCES AND DUE PROCESS**

PAU desires to resolve fairly and promptly any student complaints or grievances which may arise. Regarding grade grievance, students should not appeal a grade simply because they are unhappy with the evaluation. Appeals should be based on the reasonable assumption that an error has occurred. At first, students with grade grievance seek resolution by appealing to the instructor involved. If there is no resolution after having dealt with the instructor, the student may take the matter to the program director. If a resolution is still unreached, a formal written appeal may be made to the Academic Dean. The Academic Dean will mediate with all parties involved and resolve the situation.

When academic or nonacademic complaint/grievance arises, a student should always try to work out the problem by first discussing it with those closest to the issue. If the problem is unable to be resolved at the interpersonal level, a student may file a complaint with the Academic Dean's office. At the discretion of the dean, a committee may be formed in order to address the complaint/grievance. If the problem still has not been resolved and the grieving party wishes to pursue the matter, it then becomes a Presidential responsibility. If the problem still has not been resolved, and the grieving party still wishes to pursue the matter, the PAU Board of Directors will meet with the plaintiff, defendant, and President, and reach a decision. This decision shall be considered to be the final word on the matter.

## **SECURITY AND RETENTION OF STUDENT RECORDS**

Pacific American University's recordkeeping complies with CEC 94900.5. The institution maintains, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information: (a) The educational programs offered by the institution and the curriculum for each. (b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty. (c) Any other records required to be maintained by the ACT.

Pacific American University maintains a file, including records of the name, address, e-mail address, and telephone number, for each student who enrolls in the University whether or not the student completes the educational service. The University maintains, for each student granted a degree or certificate by that institution, permanent records of all of the following (transcripts): (1) the degree or certificate granted and the date on which that degree or certificate was granted. (2) the courses and units on which the certificate or degree was based. (3) the grades earned by the student in each of those courses.

The file shall contain all of the following pertinent student records and these records be maintained for a period of 5 years from the student's date of completion or withdrawal:

(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the University or the University's award of credit or acceptance of transfer credits including the following:

(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;

(B) Records documenting units of credit earned at other institutions that have been accepted and applied by the University as transfer credits toward the student's completion of an educational program;

- (C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
- (D) All of the documents evidencing a student's prior experiential learning upon which the University and the faculty base the award of any credit;
- (2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
- (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- (4) Records of the dates of enrollment and, if applicable, withdrawal from the University, leaves of absence, and graduation; and
- (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:
  - (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
  - (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
  - (C) Credit for courses earned at other institutions;
  - (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
  - (E) The name, address, website address, and telephone number of the University .
- (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
- (7) Other student projects submitted by students;
- (8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- (10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
- (11) Copies of any official advisory notices or warnings regarding the student's progress; and
- (12) Complaints received from the student.

Pacific American University maintains records relating to federal financial aid programs as provided by federal law.

(c) A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

- (1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;
- (2) For a record that is current, Pacific American University maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at the University's primary administrative location in California. For a record that is no longer current, the University shall be able to reproduce exact, legible printed copies within two (2) business days.
- (3) The University has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and
- (4) Any person authorized by the Act to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the University for the reasonable cost of using the University's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

(d) Pacific American University shall maintain a second set of all academic and financial records required by the Act at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.

(e) All records that the University is required to maintain by the Act shall be made immediately available by the University for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

(f) If an institution closes, Pacific American University and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, during normal business hours by any entity authorized by law to inspect and copy records.

Student records and files are stored in fire proof cabinets for the safekeeping of student records including records of graduation and degrees granted. Each student's academic and financial records are all stored and maintained in one collective student physical file. Electronic financial files are kept on a private financial intranet system on a server and electronic academic files are kept on an Internet Cloud.

The University's policy is to maintain the confidentiality of student academic records. No one outside of the institution shall have access to, nor will the University disclose, any information from a student's academic records without the written consent of the student except: The University personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies, in compliance with a judicial order, and in an emergency in order to protect the health or safety of a student or other persons. The student's academic file is the sole property of the University. The University will not release copies of documents of course work from other institutions attended. All student records are held a minimum of five years and transcript will be maintained indefinitely.

The name and e-mail address of the custodian of records: Hyun Joo Kang, khjdy4509@gmail. The physical addresses and telephone numbers of the offices or buildings where the records will be maintained are as follows: 3435 Wilshire Blvd. Suite 2320, Los Angeles, CA 90010, Tel. (213) 674-7174, Fax (213) 674-7233

## **STUDENT TUITION RECOVERY FUND (STRF)**

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

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

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone (888) 370-7589 or (916) 574-8900, fax (916) 263-1897.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau. 2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued. 3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure. 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so. 5. The institution has failed to pay or reimburse loan proceeds under a federal student

loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs. 6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution. 7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If 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.”

## **ACADEMIC ADVISING AND COUNSELING**

The Director of Student affairs help students overcome difficulty in their study at PAU. PAU’s counseling services include the following:

- Admission Counseling: The Director of Admission provides counseling on admission-related matters. The Admissions Office staff also counsels prospective students in securing the needed documents to complete the admission process.
- Counseling on course selection and other Academic needs: the Academic Dean, Distance Learning Director, Graduate Program Directors, and faculty members provide counseling.
- Counseling on student personal issues: the Director of Student Affairs provide counseling.

## **HOUSING**

PAU does not have dormitory facilities under its control. Apartments are available around PAU and in the Los Angeles downtown. Students are encouraged to contact the owners or managers of apartments directly for rental arrangements. Rent ranges from approximately \$1200 to \$1800 per month. PAU has no responsibility to find or assist a student in finding housing.

## **TRANSPORTATION**

Public bus transportation is available with stops located close to the campus.

## **PLACEMENT SERVICES**

PAU does not provide job placement services for students. Information about employment opportunities will be available in the administration office as well as on the school website. PAU makes every effort to assist the students by keeping these postings current.

# STUDENT ACTIVITIES AND ORGANIZATIONS

Student activities and organizations are an important means for students to develop personally and professionally. PAU sponsored activities and organizations introduce students to the campus environment and allow students to engage in dialogue and leadership development outside of course-specific discussions. Student activities and organizations are provided to all enrolled students. They are required to be structured as inclusive of all members of the PAU student community and may not restrict membership or establish membership criteria that discriminate on the basis of race, religion, age, national origin, gender, sexual orientation or handicap. No organizations with restrictive membership clauses will be recognized by PAU. The student activities program strengthens student socialization, leadership and collaborative skills and offers encouragement to those who are making a transition to the PAU life. PAU sponsored activities introduce students to many of the diverse social and cultural events.

## RECORDKEEPING: CUSTODIAN OF RECORDS

Pacific American University's recordkeeping complies with CEC 94900.5. The institution maintains, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information: (a) The educational programs offered by the institution and the curriculum for each. (b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty. (c) Any other records required to be maintained by the ACT.

Pacific American University maintains a file, including records of the name, address, e-mail address, and telephone number, for each student who enrolls in the University whether or not the student completes the educational service. The University maintains, for each student granted a degree or certificate by that institution, permanent records of all of the following (transcripts): (1) the degree or certificate granted and the date on which that degree or certificate was granted. (2) the courses and units on which the certificate or degree was based. (3) the grades earned by the student in each of those courses.

The file shall contain all of the following pertinent student records and these records be maintained for a period of 5 years from the student's date of completion or withdrawal:

(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the University or the University's award of credit or acceptance of transfer credits including the following:

(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;

(B) Records documenting units of credit earned at other institutions that have been accepted and applied by the University as transfer credits toward the student's completion of an educational program;

(C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;

(D) All of the documents evidencing a student's prior experiential learning upon which the University and the faculty base the award of any credit;

(2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;

(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;

(4) Records of the dates of enrollment and, if applicable, withdrawal from the University, leaves of absence, and graduation; and

(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:

(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;

(B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;

(C) Credit for courses earned at other institutions;

(D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;

(E) The name, address, website address, and telephone number of the University .

- (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
- (7) The dissertations, theses, and other student projects submitted by graduate students;
- (8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- (10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
- (11) Copies of any official advisory notices or warnings regarding the student's progress; and
- (12) Complaints received from the student.

Pacific American University maintains records relating to federal financial aid programs as provided by federal law.

(c) A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

- (1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;
- (2) For a record that is current, Pacific American University maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at the University's primary administrative location in California. For a record that is no longer current, the University shall be able to reproduce exact, legible printed copies within two (2) business days.
- (3) The University has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and
- (4) Any person authorized by the Act to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the University for the reasonable cost of using the University's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

(d) Pacific American University shall maintain a second set of all academic and financial records required by the Act at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.

(e) All records that the University is required to maintain by the Act shall be made immediately available by the University for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

(f) If an institution closes, Pacific American University and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, during normal business hours by any entity authorized by law to inspect and copy records.

Student records and files are stored in fire proof cabinets for the safekeeping of student records including records of graduation and degrees granted. Each student's academic and financial records are all stored and maintained in one collective student physical file. Electronic financial files are kept on a private financial intranet system on a server and electronic academic files are kept on an Internet Cloud.

The University's policy is to maintain the confidentiality of student academic records. No one outside of the institution shall have access to, nor will the University disclose, any information from a student's academic records without the written consent of the student except: The University personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies, in compliance with a judicial order, and in an emergency in order to protect the health or safety of a student or other persons. The student's academic file is the sole property of the University. The University will not release copies of documents of course work from other institutions attended. All student records are held a minimum of five years and transcript will be maintained indefinitely.

**The name, physical address, e-mail address, and telephone number of the custodian of records:**

The name, physical address, e-mail address of the custodian of records: Hyun Joo Kang, 12651 Artesia Blvd, Cerritos, CA 90703, khjdy4509@gmail. The physical addresses and telephone numbers of the offices or buildings where the records will be maintained are as follows: 3435 Wilshire Blvd. Suite 2320, Los Angeles, CA 90010, Tel. (213) 674-7174, Fax (213) 674-7233

## FACILITIES AND EQUIPMENT

The PAU campus is located at 3435 Wilshire Blvd. Suite 2320, Los Angeles, CA 90010. Facilities include Administration Office, Student Lounge, Distance Learning & Technology Room, Library, and three Class Rooms. All business transactions including admission, registration, counseling and payment of tuition and fees are conducted at the main administrative office. The building, equipment and other learning resources and materials, being used for instructional purposes, comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

### A Description of the Physical Facilities

Facilities	Quantity
Administration Office	1
Distance Learning & Technology Room	1
Student Lounge	1
Library	1
Class Room	1

The following table lists the equipment for educational programs.

Equipment	Quantity	Ownership/Lease	
Seminar Table	1	owned	
Chair	10	owned	
White Board	2	owned	
4K UHD TV (75 Inch)	1	owned	
Printer	2	owned	
Copier	2	owned	
PC for video lecture file editing	2	owned	
PC Computer (i7, 3.8 GHz, 1TB)	3	owned	
Software	Beer Distribution Game (Supply Chain)	3	owned
	Inventory Workforce	3	owned
	QuickBooks Desktop Premier 2020	3	owned
	Accounting Software		

## LIBRARY AND LEARNING RESOURCES

Pacific American University provides a physical library as well as quality digital learning resources that align with educational programs, in order to support student learning. The University provides learning resources sufficient to fulfill instructional and research needs for students and faculty toward achieving its educational objectives.

PAU has a professional librarian professionally experienced in the electronic retrieval of information, who shall provide support for faculty in curriculum matters and actively serve as a resource guide for students. Students can access digital learning resources 24/7. Our librarian assists students and faculty regarding research needs and information literacy, via telephone or email, seven days a week.

The Librarian supports and assists instructional and educational needs for students and faculty as follows:

- Develop and administer policies, rules and regulations regarding learning resource and instructional technology services.
- Coordinate learning resource services with administration, faculty, and students.
- Provide support for faculty in curriculum matters and actively serve as a resource guide for students.

- Plan and develop learning resources.
- Prepare reports, surveys, studies and analysis of learning resource and instructional technological support.
- Assist the Chief Academic Officer with special assignments.

All library services are inclusive of the tuition fees paid by students. Library hours are from 9:30 a.m. to 6:30 p.m. Monday through Friday. Library is closed on the following national holidays:

New Year's Day    Martin Luther King's Day    President's Day    Memorial Day  
Independence Day    Labor Day    Thanksgiving Day    Christmas Day

## Description of Library Service and Holdings

The library assists students, faculty, and staff attain their educational and informational goals in a supportive library environment. They have access to resources in the library.

Total Number of Volumes: about 4,000

Volumes on business: about 1,400

Volumes on social studies: about 1,200

Volumes on humanity: about 200

Volumes on Science: about 1,200

Periodicals 8:    Business 4, Data Science & Engineering 4

## Bibliographic Search System and Online Database

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Students can do bibliographic search and have access to digital texts for online learning resources by using the following search engines.

#### (1) Directory of Open Access Journals

This digital library provides the bibliographical information of total 3,106,013 journal articles from 11,566 journals. This online resource is open to the public and offers a significant number of collections in digital formats.

Subject areas covered include:

- Arts
- Business
- Education
- Health and medical
- History
- Law
- Literature and languages
- Multicultural
- Psychology
- Natural sciences
- Social sciences
- Engineering and technology
- Women's studies

(2) Open Library for business and economics [https://openlibrary.org/subjects/business\\_\\_economics](https://openlibrary.org/subjects/business__economics)

(3) Open Access Journal for business magazines– Business  
<https://doaj.org/subjects>



(4) Cornell Univ. Articles about labor and employment statistics  
<http://guides.library.cornell.edu/c.php?g=31400&p=207469>

(5) Entrepreneurship for research and statistics  
<https://eiexchange.com/search?search=Research>  
<http://www.oecd.org/industry/business-stats/>

(6) General encyclopedia – Columbia Encyclopedia, 6th edition <https://www.factmonster.com/encyclopedia>

(7) Google Scholar

This index provides the bibliographical information of roughly 160,000,000 titles. Many of these titles are open access in PDF, HTML and DOC formats.

The University subscribes to the following online database.

## **EBSCO Database**

### **Business Abstracts with Full Text**

Offering full-text business magazines and scholarly journals, Business Abstracts with Full Text is an ideal database for those looking to conduct research in any area of business.

Subject Area: Business & Economics

Content Includes

118 active full-text, non-open access journals

40 active full-text, non-open access peer-reviewed journals

306 active indexed and abstracted journals

169 active indexed and abstracted peer-reviewed journals

Over 600,000 corporate names with references to specific industries and countries

Business Abstracts with Full Text contains full-text articles from key publications and provides product evaluations, interviews, biographical sketches, corporate profiles, obituaries, surveys, statistical rankings, book reviews and reports.

The database covers a full range of business-related topics including finance, management, international business, human resources and marketing.

### **Index to Legal Periodicals & Books**

Index to Legal Periodicals & Books Full Text includes rigorous curation and indexing of open access (OA) journals, which has resulted in a growing collection of 493 active global OA journals. Once validated and certified for inclusion, these OA journals are treated with high-quality subject indexing and sophisticated, precise/accurate full-text linking.

Unique Full-Text Journals

Index to Legal Periodicals & Books Full Text includes 91 active, full-text non-open access journals not available in any version of Academic Search.

Full-Text Law Reviews

In addition to full-text journals, Index to Legal Periodicals & Books Full Text includes 207 full-text law reviews.

#### Searchable Cited References

Index to Legal Periodicals & Books Full Text includes 25 journals with searchable cited references.

#### The Highest Quality Subject Indexing

Index to Legal Periodicals & Books Full Text includes 1,198 active indexed and abstracted journals. 1,040 of them are peer-reviewed.

#### Subjects Include

- Administrative law
- Antitrust law
- Banking
- Business law
- Constitutional law
- Criminal law
- Domestic relations
- Estate planning
- Family law
- Food, drug and cosmetic law
- Insurance law
- Intellectual property law
- Internet and information science law
- Landlord/tenant law
- Legal librarianship
- Multinational corporations
- Non-profit corporations
- Patent and trademark
- Probate
- Securities
- Sports and entertainment law
- Tax law
- Trade regulation

## **IMPORTANT RESOURCES**

### **Program Information**

MBA General: <https://paucal.org/MBA-General>

GCBA: <https://paucal.org/GCBA>

### **PAU Tuition and Fees**

<https://paucal.org/Tuition-and-Fees>

## **PAU Academic Calendar**

<https://paucal.org/Academic-Calendar>

## **PAU Technology Requirements**

<https://paucal.org/Technology-Requirements>