

PACIFIC AMERICAN UNIVERSITY

CATALOG

2020

(Effective Date: January 01, 2020– December 31st, 2020)

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PRESIDENT'S WELCOME MESSAGE

It is my great privilege to welcome you to Pacific American University (PAU). The PAU pursues to provide you with excellent education that helps you to become a successful professional and to make significant contributions to society.

We will earnestly support you to fulfill your future dreams. We trust that you will encounter transformational experience at PAU and move on for bright future.

Sincerely,

Bryan Hun Cheol Jang
President

GENERAL INFORMATION

MISSION

Pacific American University (PAU) is committed to equipping students to become successful professionals and leaders in global society, through excellent higher education.

INSTITUTIONAL OBJECTIVES (GOALS)

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

1. To provide a solid undergraduate general education that broadens student learning and enhances career potential.
2. To provide educational programs academically strong and practically career supportive.
3. To enhance students' ability to communicate effectively in global business environments.
4. To maintain and develop excellent faculty for optimal teaching and student advisement.
5. To enhance physical environment and educational resources for student learning.

NON-DISCRIMINATION STATEMENT

Pacific American University notes that all persons are created in the image of God and equal and 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.

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.).

There are no legal actions pending against Pacific American University 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. 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. Pacific American University does not offer ESL instruction.

AUTHORIZATION AND APPROVAL

Pacific American University is a private institution and it is approved to operate by the Bureau for Private Postsecondary Education, Department of Consumer Affairs, the State of California (BPPE), at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone (888) 370-7589 or (916) 431-6959, Fax (916) 263-1897.

"Approved to operate" or "approved" means that an institution has received authorization, pursuant to the California Private Postsecondary Education Act, to offer the public and to provide postsecondary educational programs. 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(l)].

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.

ABOUT THE CATALOG

Prior to enrollment, the University provides a prospective student, either in writing or electronically, with a school catalog. The electronic version of the catalog is uploaded at the University's website.

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

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

Web site address: www.bppe.ca.gov

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

(916) 431-6959 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.

This Catalog covers the period of January 1, 2020 through December 31, 2020.

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 discussed 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

3660 Wilshire Blvd #1050 LA CA 90010

Phone (818) 437-8311

Fax (213) 896-7265

Email: info.pauniversity@gmail.com

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.

All operations and education of Pacific American University are handled at 3660 Wilshire Blvd #1050 LA CA 90010.

The institution offers none of its programs via distance learning and currently has no plan to provide it.

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.”

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS

Graduate Certificate in Business Administration

- 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
- Two letters 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

Master of Business Statistics

- 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
- Two letters 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

GRADUATION REQUIREMENTS

Graduate Certificate in Business Administration

- A completion of all required course work of 24 quarter hours with at least a cumulative GPA of 2.5
- A successful completion of at least 20 quarter hours in residency at PAU
- A settlement of all financial obligations to PAU

Master of Science in Business Analytics

- A completion of all required course work of 48 quarter hours with at least a cumulative GPA of 2.5.
- A successful completion of at least 40 quarter hours in residency at PAU.
- A successful completion of the graduation capstone course “MSBA 509 Graduation Capstone Project”
- A settlement of all financial obligations to PAU

ABILITY-TO BENEFIT, PRIOR EXPERIENTIAL LEARNING, CHALLENGE EXAMS, AND ACHIEVEMENT TESTS

Pacific American University does not acknowledge Ability-to-Benefit policy, student’s prior experiential learning, challenge exams or achievement tests. The University has not entered into an articulation or transfer agreement with any other college or university.

TRANSFER OF CREDIT

PAU will accept transfer credits from other institutions subject to the following conditions and limitations:

- No more than 20% of graduate quarter units or the equivalent in other units awarded by another institution may be transferred for credit toward Graduate Certificate or Master's degree programs.
- PAU reserves the right to deny credit for specific courses.
- Credits accepted in transfer must be at the grade level of ‘C’ or higher.

Students desiring to transfer credits must have an official transcript on file and must confer with the Academic Affairs Office before or during their first quarter at PAU. PAU will provide each approved transfer applicant with a tentative evaluation of credits to be accepted for transfer. An official evaluation will be made after the applicant selects and registers in a degree program. Transferred

credits may not appear on PAU transcripts until the student's first quarter at PAU are satisfactorily completed.

ADMISSIONS NOTIFICATION AND REGISTRATION

The Director of Admissions will inform applicants of the decision by mail within fourteen (14) business days after having reviewed the application. All matriculated students are required to register for the following quarter by the scheduled registration deadline, which is usually four to five weeks before the start of the new quarter. These deadlines are posted on the official bulletin board. Continuing registration fees are \$20.00 per quarter. A late registration fee of \$20.00 is assessed to students who do not register within the deadline.

SIGNING ENROLLMENT AGREEMENT

First-time freshman and Transfer students are required sign an Enrollment Agreement outlining the entire course of study, tuition and fees, and a statement that Pacific American University 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. Prospective students are encouraged to visit the campus prior to the first day of class for a tour of campus facilities, to ask questions about the program, and to obtain other information that may affect the student's decision to enroll.

WITHDRAWAL FROM THE INSTITUTION

Those who want to withdraw temporarily from PAU, but with the intent to remain as continuing students, should obtain the approval of the Academic Dean. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Students who fail to register for two (2) consecutive quarters without the Academic Dean's approval will be considered as withdrawn from PAU. Such students must apply for re-admission if they wish to complete their program of study at PAU. Non-attendance of classes or stopping a check for payment does not constitute withdrawal from PAU. Notification must be in writing. The following must take place for any student to withdraw from PAU:

- Notify the Academic Dean or Registrar of intent to withdraw by completing a Withdrawal Notice form.
- Clear all outstanding debt with PAU.

READMISSION POLICY

Former students who have been absent from PAU at least one quarter (not including study abroad or an approved leave of absence), must reapply for admission. Those who wish to be considered for reinstatement following suspension must also have approval from the Academic Dean. Official transcripts from other institution or attempted/completed coursework must be submitted to be evaluated. No one will be permitted to register for classes until officially readmitted or reinstated to PAU. Students who have been absent from PAU for one or more years will be subject to degree requirements in the catalog of the re-entry year.

Graduate Certificate in Business Administration (24 Quarter Hours)

Program Description

The Graduate Certificate in Business Administration program (GCBA) program provides business development and management education that equips students for careers in the global marketplace or for advancement in their current careers. This program integrates business principles with real-world applications, fostering practical business knowledge and skills. Students can advance their specialties in areas such as business management, accounting and entrepreneurship.

Program Learning Outcomes

Upon completion of this program the student will be able to:

1. Demonstrate professional communication skills through written reports, research projects, business plans and presentations.
2. Explain business concepts in accounting, management, business statistics, and entrepreneurship.
3. Identify effective decision-making and relevant solutions to business problems.
4. Effectively lead diverse populations in multiple settings.
5. Apply and integrate course knowledge, business skills and work experience.

Career Opportunities

Employment positions for graduates of the Graduate Certificate in Business Administration program includes: Marketing Managers (11-2021); General and Operations Managers (11-1021.00); Sales Managers (11.2022.00); Administrative Services Managers (11-3012.00) [2018]; Accountants (113-2011.01) [from the United States Department of Labor's Standard Occupational Classification Codes: Year 2018]

Curriculum

Core Courses (20 Quarter hours/5 courses)

GCBA 501 Business Economics

GCBA 502 Essentials in Accounting and Finance

GCBA 503 Strategic Management

GCBA 504 Strategic Marketing

GCBA 505 Small Business Operation

Electives (4 Quarter hours/1 course): Choose one from the following.

MSBA 501 Business Statistics & Analysis

GCBA 506 Business Writing and Communication

GCBA 507 Business Law and Ethics

GCBA 508 Advanced E-Commerce

GCBA 509 Consumer Behavior and Marketing

Course Description

Core Courses (24 hours/8 courses)

GCBA 501 Business Economics

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

GCBA 502 Essentials in Accounting and Finance

This course addresses detailed examination of standard financial accounting, including major financial statements, double-entry accounting method, accrual and cash accounting, and specific analysis of assets, liabilities, and owner's equity accounts.

GCBA 503 Strategic Management

This course provides knowledge of business strategy decision to support long-term effectiveness of business organization. Business strategy s 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.

GCBA 504 Strategic Marketing

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).

GCBA 505 Small Business Operation

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.

GCBA 506 Business Writing and Communication

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.

GCBA 507 Business Law and Ethics

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.

GCBA 508 Advanced E-Commerce

Provides exposure to the use of Internet for business to business communications, logistics and supply chain management, financial markets, digital payments, marketing etc.

GCBA 509 Consumer Behavior and Marketing

This course examines the theories of methods used to identify profitable customers, understand their needs and wants, and how to build a bond with them by developing customer-centric products and services directed toward providing customer value. A special emphasis will be put on understanding the customer life cycle, market segmentation, customer acquisition, basket analysis, cross-selling, customer retention and loyalty.

MSBA 501 Business Statistics & Analysis

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.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition and fees may be paid in person or by mail. The General Affairs Office accepts payment by cash, check, or Visa Card. Billing for tuition and fees is done on a quarter bases, although the student may make one payment in full for the entire academic year. Instructions for payment are available to students at the time of registration. It is the student's responsibility to obtain and pay bills on time. Students who fail to do so are charged a late registration fee. PAU reserves the right to make any changes in the schedule of hours or in the courses of study. An installment payment plan may be arranged. For details concerning an installment payment plan, consult with PAU's Financial Officer.

Tuition

GCBA certificate program (per quarter hour)	\$350
MSBA degree program (per quarter hour)	\$350

Fees

Application Fee (one time non-refundable).....	\$100
Registration Fee (per quarter)	\$20
Student Tuition Recovery Fund (non-refundable).....	\$0
Late Registration Fee.....	\$20
Drop/Add Fee (per course)	\$10
Library Fee (per quarter)	\$30
Transcript (per copy)	\$10
Misc. Certification Fee (per copy).....	\$10
Transfer Credit Fee (per credit)	\$10
Graduation Fee – GCBA certificate program.....	\$200
Graduation Fee – MSBA degree program.....	\$300
Returned Check Fee.....	\$20

Students should be aware of the expense for textbooks, in addition to tuition and fees. It is the students' responsibility to purchase text books.

Other Expenses (Estimates)

Textbooks.....\$300 (GCBA Certificate program), \$500 (MSBAprogram)

PAU may withhold permission to register, take the final examination, use campus facilities, receive services, if the student fails to make payments owed to PAU until the debt is paid or suitable arrangement for payment has been made with the Financial Officer.

An Estimated Total Charge for a Quarter

GCBA Certificate in Business Administration Program

Academic Quarter Charges	Amount
Tuition (12 hours x \$350)	\$ 4,200
Books	\$ 500
Library Fee	\$ 30
Any Other Institutional Charge or Fee	\$ 100
Academic Quarter Estimated Total	\$4,830

Estimated Total Charges for Entire Programs

Academic Programs	Estimated Total Charges
GCBA Certificate (24 quarter hours)	\$ 9,660

CANCELLATION, WITHDRAWAL, AND REFUND POLICY

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

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 who meet the following qualifications:

- a. The applicant must be accepted for admission.
- b. The applicant must submit an application for scholarship award with requested documents.
- c. The applicant must have/maintain cumulative grade point average (GPA) of 3.5 or higher
- d. The applicant must provide proof that their financial needs satisfy the requirements for awarding financial assistance established by the Scholarship Committee of PAU.

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. Apply at least six weeks before the beginning of quarter. 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 POLICIES

CONTINUING REGISTRATION

Students are expected to enroll in each consecutive quarter. Students must notify the Registrar if they do not intend to register in a given quarter. Students are allowed to apply for and take a leave of absence for two consecutive quarters without penalty. Any student who does not register for the next quarter 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 quarter courses by the scheduled registration deadline and pay tuition and related fees. The registration deadline is usually four to six weeks before the beginning of the new quarter. 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 quarter. Students must notify the Registrar in writing if they do not plan to register for a quarter.

LATE REGISTRATION

Students who have not officially registered by the last day of the registration period may be allowed to enroll in courses by the end of the first week of a quarter after completing late registration and paying the late registration fee of \$20. Students cannot register later than the last day for Add/Drop deadline. No enrollment is permitted if a student has missed more than one (1) week of classes. 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 by the end of first week of a quarter. 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 start of the second week.

COURSE WITHDRAWAL

Students can withdraw from courses by the end of the first week of the quarter 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 quarter 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.

AUDITING

Those who want to audit one or more courses may do so, and must complete an audit application form. Audit classes are not incorporated in calculating overall grade point average.

GRADING SYSTEM

Students must have a “C” 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
3.3	B+	88-89
3.0	B	83-87
2.7	B-	80-82
2.3	C+	78-79
2.0	C	73-77
1.7	C-	70-72
1.3	D+	68-69
1.0	D	63-67
0.7	D-	60-62
0.0	F	59 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.

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 quarter, without the granting of an extension, the incomplete will be changed to an "F"

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 2.0 cumulative GPA (undergraduate), 2.5 cumulative GPA (graduate) 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 academic probation and eventual dismissal from PAU. The maximum time allowed for any student to complete PAU's programs is 12 quarter 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 quarter. Any

grade change requests made after this day will not be honored.

QUARTER SYSTEM

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

RESIDENCY REQUIREMENT

All students must complete a minimum of the 50 percent of their degree program credit requirements in residency at PAU in order to be qualified for a degree. The total number of credits in residency required is determined by calculating 50 percent of the total number of credits required for the student's program of study.

COURSE LOAD

Students normally enroll for 12 to 15 hours each quarter. A student who is maintaining a C grade level, with the Registrar's approval, may be allowed to enroll in up to 21 hours. In exceptional circumstances, a student who is performing outstandingly may submit a petition to the Academic Dean for approval to enroll in up to 24 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. To comply with the SEVIS regulations, international students with the F-1 student visas must carry a full-time load, at least 9 hours for the graduate program and 15 hours for the undergraduate program.

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 quarter, without the granting of an extension, the incomplete will be changed to an "F."

ATTENDANCE POLICY

Regular attendance is required for every student. This class attendance policy is predicated on the belief that enrollment in the University assumes maturity, seriousness of purpose and self-discipline. More than three absences may result in course failure.

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 quarters, 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 quarter 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 PROBATION AND DISMISSAL

Students will be placed on academic probation if a 2.0 (undergraduate)/2.5 (graduate) grade-point average is not maintained. A student on academic probation may only enroll for a maximum of 12 hours for undergraduate programs and 9 hours for graduate programs until their GPAs reaches minimum requirement of 2.0 (undergraduate)/2.5 (graduate). Failure to achieve a minimum GPA after two

consecutive quarters will result in dismissal.

EVALUATION OF COURSE AND INSTRUCTOR

At the end of each quarter, 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.

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 quarter, 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) 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: Bryan Jang, at 747 W. Camino Real Avenue, #E, Arcadia, CA 91107, pacificbj123@gmail.com, Tel. (818) 437-8311. The physical addresses and telephone numbers of the offices or buildings where the records will be maintained are as follows:

500 Shatto Place, #412, Los Angeles, CA 90020

Phone (818) 437-8311

Fax (213) 896-7265

Email: info.pauniversity@gmail.com

STUDENT TUITION RECOVERY FUND (STRF)

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

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

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

To be eligible for STRF, you must be a California resident or 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, Undergraduate Program Director, Graduate Program Director, and faculty members provide counseling

eling.

- 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. 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;
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- (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
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- (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;
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- (12) Complaints received from the student.

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- (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:

Bryan Hun Cheol Jang, at 747 W. Camino Real Avenue, #E, Arcadia, CA 91107,

pacificbj123@gmail.com, Tel. (818) 437-8311. The physical addresses and telephone numbers of the offices or buildings where the records will be maintained are as follows:

500 Shatto Place, #412, Los Angeles, CA 90020

Phone (818) 437-8311

Fax (213) 896-7265

Email: info.pauniversity@gmail.com

FACILITIES AND EQUIPMENT

The PAU campus is located at 500 Shatto Place, #412, Los Angeles, CA 90020. Facilities include Administration Office, Class rooms, Meeting Room, Library and Student Lounge. 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
Class Room	2
Meeting Room	1
Library	1
Student Lounge	1

The following table lists the equipment for all educational programs.

Equipment	Quantity	Ownership/Lease
Seminar Table	12	owned
Chair	96	owned
Book Case	16	owned
White Board	2	owned
4K UHD TV (60 Inch)	1	owned
DVD Player	1	owned
CD Player	1	owned

HD Camcorder	1	owned
Microphone	2	owned
Computer	7	owned
Printer	2	owned
Copier	1	owned

Library and Learning Resources

Pacific American University has a library containing resource materials for student and faculty use. The library exists to support instruction and the academic objectives of the university. The library provides learning resources sufficient to support the instructional needs of students. The library holds 5,112 collections. Students have internet access in the library.

Librarian

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 both graduate and undergraduate 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.

Library Hours

Monday-Thursday 12:00 p.m. - 10:00 p.m.

Friday 12:00 p.m. - 6:00 p.m.

Saturday closed.

Sunday closed

Library Holdings and Learning Resources

PAU's current library holdings provide a good support for faculty in curriculum matters. PAU's library collection subject areas include humanities and general works, social science and business administration, physical science, technology, and fiction. The library's reference works consists of dictionaries, encyclopedias, and bibliographies. The library holds monographs and journals/periodicals to assist students and faculty with their academic research. The media collection includes various digital non-print materials such as software, DVDs, and music CDs.

Subjects	Number and Percentage of Total Collection
Humanities and General Works	920 (18%)
Social Science & Business Administration	1,636 (32%)
Physical Science	818 (16%)
Technology	716 (14%)
Fiction	869 (17%)
Dictionaries, encyclopedias, and bibliographies	153 (3%)
Total	5,112 (100%)

Other Learning Resources:

- Number of Journals /Periodicals: 15
- Number of Reference works: 16
- Number of Monographs: 36
- Number of Media (software, DVDs, and music CDs): 114

Board and Administrators

Board of Directors

Bryan Hun Cheol Jang (Chair and CEO)

Administrative Officers

CEO

Bryan Hun Cheol Jang

CAO	Paul Kim
CFO	Youngshin Lee
Program Director	Michael Yang
Librarian	Katherine Hernandez
Admissions & Academic Affairs Manager	Charles Park
General Affairs Manager	Danny Kim

FACULTY

QUALIFICATIONS OF FACULTY

PAU's faculty should be qualified to support PAU's mission and purposes. The faculty are expected to teach superb in the disciplines to which they are assigned to teach. The faculty of PAU shall consist of professionally competent persons whose qualifications are equivalent to those of teachers in recognized institutions of similar purpose. The educational background of the instructional faculty shall include adequate preparation in the fields of specialization in which teaching assignments are to be performed. Each full-time faculty member and adjunct faculty shall have earned terminal doctorates from accredited institutions in the United States or Canada; or other state approved institution that documents that the institution at which the faculty member earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services(NACES).

The additional credentials of faculty include relevant teaching and professional experience and related research/publications. PAU hires instructors who possess the Academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching.

FACULTY RESPONSIBILITY

The faculty are expected to endeavor to fulfill the educational goals of PAU. Their key responsibilities are described as below.

- **Teaching:** Faculty members are expected to give careful attention to teaching duties.

These duties include preparation of lectures, lesson assignments, reading lists, study materials, tests, and examinations; providing students with adequate and timely feedback during a course; reporting all student grades.

- **Scholarly and Creative Achievement:** The obligations of faculty members to their own scholarly and creative achievement can be met in part by research and investigations; active participation and attendance at meetings of professional organizations; professional performance or exhibits.
- **Curriculum Development:** Each program chair shall enhance their educational program by reviewing and then improving its curriculum.
- **Faculty and Committee Meetings, School Events Participation:** Faculty members shall attend faculty meeting and committee meetings. The Faculty Meeting is the forum where faculty present their views and discuss Academic issues. Faculty also voice their opinions within other committees. Faculty members are expected to attend school events such as new student orientation and commencement.
- **Student Consultation:** Faculty members are expected to consult with students and to assist them in their Academic pursuit and activities.
- **Academic Administration:** Faculty members' Academic administration role includes maintaining/updating the records of students' Academic progress; scheduling courses and assigning adjunct faculty

ACADEMIC FREEDOM

Faculty members are free to engage in Academic research and to publish their results. Faculty members are entitled to freely discuss issues germane to their subject matter as measured by professional standards set by the community of scholars. This freedom involves the right to introduce controversial topics, as long as the manner of presentation involves objective reasoning and rational discussion.

The faculty are citizens, members of a learned profession, and part of an educational institution. When they exercise rights as citizens, they shall be free from institutional censorship or discipline. However, as persons of learning and representatives of an educational institution, they should remember that the public may judge their profession and PAU by what is said in their classrooms. Therefore, they should at all times be as accurate as possible, and should exercise appropriate restraint, demonstrating, at all times, their respect for the opinion of others.

FACULTY INFORMATION

Michael Yang (Full Time)

Bachelor of Arts in Psychology, University of California at Los Angeles, CA, 1997.

Master of Business Administration (MBA), Keller Graduate School of Management, DeVry University, Downers Grove, IL, 2012.

Luz Ugas (Part Time)

B.A. in Economics/International Area Studies with Accounting & Computer Emphasis, University of California, Los Angeles (UCLA), 1997

M.B.A. with Finance Emphasis, Pepperdine University, Malibu, CA, 2007

Pil Lee (Part Time)

Bachelor of Laws, Hankuk University of Foreign Studies, Seoul, S. Korea, 1997.

Master of Business Administration (MBA) in International Management, Thunderbird, The American Graduate School of International Management, Glendale, AZ, 2003.

ACADEMIC CALENDAR 2019

SPRING QUARTER, 2019

Registration	Mar 19 - 23
New Student Orientation	Mar 27
First Day of Classes	April 4
Last Day to Add-Drop Classes	April 4-8
Last Day to Withdraw	May 12
Last Day to Request Incomplete	June 3
Final Examination Week	June 6 - 10
Quarter Ends	June 10

SUMMER QUARTER 2019

Registration	June 20 - 24
New Student Orientation	June 28

First Day of Classes	July 3
Last Day to Add-Drop Classes	July 3-8
Last Day to Withdraw	Aug 12
Last Day to Request Incomplete	Sep 2
Final Examination Week	Sep 5-9
Quarter Ends	Sep 9

FALL QUARTER 2019

Registration	Sep 16 - 20
New Student Orientation	Sep 24
First Day of Classes	Sep 30
Last Day to Add-Drop Classes	Sep 30 – Oct 4
Last Day to Withdraw	Nov 8
Last Day to Request Incomplete	Nov 29
Final Examination Week	Dec 2 - 6
Quarter Ends	Dec 6

WINTER QUARTER 2020

Registration	Dec 16 - 20
New Student Orientation	Jan 3
First Day of Classes	Jan 6
Last Day to Add-Drop Classes	Jan 6 - 10
Last Day to Withdraw	Feb 14
Last Day to Request Incomplete	Mar 6
Final Examination Week	Mar 9 -13
Quarter Ends	Mar 13