



**CALUMS**

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CALIFORNIA UNIVERSITY OF  
MANAGEMENT AND SCIENCES

CATALOG 2021-2022

GRADUATE PROGRAMS



## Welcome to California University of Management and Sciences!



Greetings! It is my privilege to welcome you to the California University of Management and Sciences (CALUMS). As you know, there are many different schools to choose from. Therefore, on behalf of the faculty, staff and students, we are grateful and excited that you have chosen our University!

CALUMS strives to provide to you a quality education at an affordable price. Our university was founded on the following principles: Value, Versatility and Technology. We offer Value in the price of our tuition; Versatility in all the various courses that we offer; and we are ever so conscious of Technology and how it impacts the world we live in.

We are dedicated to preparing you to be a part of the next generation of leaders in our world. Through our undergraduate and graduate programs, the faculty members will teach challenging yet practical courses to stimulate your mind and prepare you for the workforce.

I invite you to fully apply yourself to each and every class. Take full advantage of this education. We will be walking with you every step of the way!

Sincerely,

A handwritten signature in blue ink, which appears to be "Dr. Jessica Mertz".

Dr. Jessica Mertz,  
President

## **ABOUT THIS CATALOG**

This document, the California University of Management and Sciences (CALUMS) School Catalog 2021-2022 (Graduate Programs), is published to help the prospective and enrolled students make decisions toward fulfillment of their academic goals. It does not constitute an unchangeable contract, but instead, serves as an announcement of current policies. CALUMS reserves the right to repeal, change, or amend the rules, regulations, and provisions contained within and may withdraw, or add to, or modify the courses listed herein.

Implicit in each student's matriculation at CALUMS is an agreement to comply with University rules and regulations which the University may modify to properly exercise its educational responsibility. Thus, although every effort has been made to assure the accuracy of the information in this catalog, students are advised that this information is subject to change without notice, and the appropriate instructional departments or administrative offices should be consulted for updates, including catalog supplements.

It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program he/she is pursuing. Regulations will not be waived nor exceptions granted because a student pleads ignorance of these policies or procedures. While academic advisors will assist students in every way possible, the responsibility for following all policies and meeting all requirements and deadlines rests with the student. A student is expected to satisfy the requirements of the catalog in effect at the time he or she is admitted to, and begins course work in, a degree program. However, a student may elect to graduate under the catalog in force at the time of his/her graduation provided the student complies with all requirements of the later catalog.

The Catalog Committee is responsible for the contents of the catalog. It may be amended, changed, or supplemented after the effective date has started. Such modifications will be typed, dated and posted by the Administration Office at the school's bulletin boards; and attached to the school catalog in effect until such time that a new school catalog is published.

This catalog is published annually.

This catalog is available at the CALUMS library for reference and can also be viewed at the school's website ([www.calums.edu](http://www.calums.edu)).

Upon request of a prospective student or the general public, the Admissions Director shall provide either: an available hard copy of the current school catalog, or the link in the school's website where the catalog can be viewed and downloaded, i.e., [www.calums.edu](http://www.calums.edu).

This catalog is effective as of July 1, 2021 up to June 30, 2022.

## **CATALOG OF RECORDS**

Because of ongoing modifications and changes in courses and program requirements, it is the policy of CALUMS to clear each student for graduation, insofar as possible, under the program requirements stated in the Catalog of Records, i.e., the catalog in effect when the student enrolled and under which the student maintained continuous residence. The program must, however, reflect at least the total number of units required in the catalog under which the student petitions to graduate. If this latter requirement necessitates further course work, it will be kept to a minimum. Academic advisors will use the best balance of subject matter consistent with required credits and availability of specific courses to formulate an acceptable program within the pertinent total unit guidelines.

## **CUSTODIAN OF RECORDS**

CALUMS maintains student records in accordance with governing laws. The Registrar acts as the Custodian of Records and maintains student personal information, financial records, and transcripts in locked, fire-rated cabinets. Academic records are kept for an indefinite period of time. Financial aid records are maintained according to the guidelines established by the funding source. Other files may be purged after a minimum of five (5) years.

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# 2021 ACADEMIC CALENDAR

Winter quarter	January	February	March
	SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT
	3 4 5 6 7 8 9	1 2 3 4 5 6	1 2 3 4 5 6
	10 11 12 13 14 15 16	7 8 9 10 11 12 13	7 8 9 10 11 12 13
	17 18 19 20 21 22 23	14 15 16 17 18 19 20	14 15 16 17 18 19 20
	24 25 26 27 28 29 30	21 22 23 24 25 26 27	21 22 23 24 25 26 27
	31	28	28 29 30 31
	Classes Begin: Jan. 4	Last day to Add & Drop: Jan. 11	
	Registration: Feb. 16 - Mar. 12	Quarter Break: Mar. 16 - Apr. 4	
	Final Exams Week: Mar. 9 - 15	Academic Holiday: Jan. 18: Martin Luther King Jr. Day	Feb. 15: President's Day

Spring quarter	April	May	June
	SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT
	4 5 6 7 8 9 10	2 3 4 5 6 7 8	1 2 3 4 5
	11 12 13 14 15 16 17	9 10 11 12 13 14 15	6 7 8 9 10 11 12
	18 19 20 21 22 23 24	16 17 18 19 20 21 22	13 14 15 16 17 18 19
	25 26 27 28 29 30	23 24 25 26 27 28 29	20 21 22 23 24 25 26
		30 31	27 28 29 30
	Classes Begin: Apr. 5	Last day to Add & Drop: Apr. 12	
	Registration: May 17 - Jun. 11	Quarter Break: Jun. 15 - Jul. 5	
	Final Exams Week: Jun. 8 - 14	Academic Holiday: May 31: Memorial Day	

Summer quarter	July	August	September
	SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT
	4 5 6 7 8 9 10	1 2 3 4 5 6 7	1 2 3 4
	11 12 13 14 15 16 17	8 9 10 11 12 13 14	5 6 7 8 9 10 11
	18 19 20 21 22 23 24	15 16 17 18 19 20 21	12 13 14 15 16 17 18
	25 26 27 28 29 30 31	22 23 24 25 26 27 28	19 20 21 22 23 24 25
		29 30 31	26 27 28 29 30
	Classes Begin: Jul. 6	Last day to Add & Drop: Jul. 13	
	Registration: Aug. 16 - Sep. 11	Quarter Break: Sep. 14 - Oct. 3	
	Final Exams Week: Sep. 7 - 13	Academic Holiday: Jul. 4 & 5: Independence Day	Sep. 6: Labor Day

Fall quarter	October	November	December
	SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT
	3 4 5 6 7 8 9	1 2 3 4 5 6	1 2 3 4
	10 11 12 13 14 15 16	7 8 9 10 11 12 13	5 6 7 8 9 10 11
	17 18 19 20 21 22 23	14 15 16 17 18 19 20	12 13 14 15 16 17 18
	24 25 26 27 28 29 30	21 22 23 24 25 26 27	19 20 21 22 23 24 25
	31	28 29 30	26 27 28 29 30 31
	Classes Begin: Oct. 4	Last day to Add & Drop: Oct. 11	
	Registration: Nov. 15 - Dec. 10	Quarter Break: Dec. 15 - Jan. 2, 2022	
	Final Exams Week: Dec. 6 - 14	Academic Holiday: Nov. 25 & 26: Thanksgiving	Dec. 24, 25: X-mas Break
			Dec 31 & Jan. 1: New Year's Break



# 2022 ACADEMIC CALENDAR

## Winter quarter

January							February							March						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			

Classes Begin:	Jan. 3	Last day to Add & Drop:	Jan. 10
Registration:	Feb. 14 - Mar. 11	Quarter Break	Mar. 15 - Apr. 3
Final Exams Week	Mar. 8 - 14	Academic Holiday	Jan. 17: Martin Luther King Jr. Day Feb. 21: President's Day

## Spring quarter

April							May							June						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2	1	2	3	4	5	6	7			1	2	3	4	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

Classes Begin	Apr. 4	Last day to Add & Drop	Apr. 11
Registration	May 16 - Jun. 10	Quarter Break	Jun. 14 - Jul. 4
Final Exams Week	Jun. 7 - 13	Academic Holiday	May 30: Memorial Day

## Summer quarter

July							August							September						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

Classes Begin	Jul. 5	Last day to Add & Drop	Jul. 12
Registration	Aug. 15 - Sep. 9	Quarter Break	Sep. 13 - Oct. 2
Final Exams Week	Sep. 7 - 13	Academic Holiday	Jul. 4: Independence Day Sep. 5: Labor Day

## Fall quarter

October							November							December						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

Classes Begin	Oct. 3	Last day to Add & Drop	Oct. 10
Registration	Nov. 14 - Dec. 9	Quarter Break	Dec. 14 - Jan. 2, 2023
Final Exams Week	Dec. 6 - 14	Academic Holiday	Nov. 24 & 23: Thanksgiving Dec. 26: X-mas Break Jan. 1, 2023: New Year's Break

# GENERAL INFORMATION

## FOUNDING PHILOSOPHY

California University of Management and Sciences was founded on three principal objectives: Values, Versatility and Technology.

### Values

The University encourages each student to examine his/her values in the light of changing technology and value systems in society. The educational values of California University of Management and Sciences rest upon guiding the student to discover these values, applying them in acquisition and application of knowledge to better their own well-being, as well as their community's.

### Versatility

The University encourages students to adapt to the increasingly sophisticated world. The rapid influx of information and knowledge is affecting the ways we work and live. Thus, general education is considered as an important factor contributing to a versatile foundation to meet the future.

### Technology

The University encourages students to acquire the knowledge and skills in the business and sciences to align advanced technology with the rapidly changing global environment.

## MISSION

The mission of California University of Management and Sciences is to provide high quality and affordable education to serve the intellectual and professional needs of individuals and organizations.

CALUMS endeavors to instill in students the value of lifelong learning and ethical choices. The University also seeks to cultivate in its students the capacity for critical thinking, willingness to accept challenges, commitment to social responsibility, and ability to respond creatively to the ever dynamic global environment.

CALUMS prepares its graduates for personal and professional development and for careers in the administration and management of business, economics, technology, and healthcare organizations. Its graduates can manage problems with confidence from an informed perspective, and can utilize the theories and concepts learned in their educational experiences to create practical and innovative solutions.

CALUMS encourages the interplay of individual creativity and intellectual diversity as the source of true understanding. It cultivates an appreciation of human capabilities and cultural diversity as the pathway to individual achievement and self-esteem. Therefore, the University is committed to creating and maintaining an intellectual and educational environment that reflects diverse values. It fosters appreciation of a multi-cultural society and seeks greater involvement with an increasingly interdependent world.

## EDUCATIONAL OBJECTIVES

In order to fulfill its mission, California University of Management and Sciences is committed to the following objectives:

1. To educate students in modern techniques necessary for efficient management of organizations.
2. To provide programs with an emphasis on quality education to meet the needs of the community and the changing times.
3. To provide business students with technical and administrative skills in the field of management and technology.
4. To provide and promote timely and pertinent educational opportunities to increase the competence of those who enter into careers in their fields.
5. To prepare students to become successful working professionals.
6. To create opportunities for students to gain experience in technical and academic skills.
7. To offer students affordable and quality undergraduate programs that provide a comprehensive general education, as well as specialized career preparation for an increasingly versatile global economy.
8. To provide graduate students with a professional perspective, broad exposure to the functional areas of business, specialized instruction in the leadership aspects of business, and an opportunity to gain expertise in a specific field of business or science.
9. To help students understand the institution's academic programs, purposes, policies and procedures by disseminating information in a consistent manner.
10. To provide students with prompt, courteous, and respectful service.

## ADDRESS WHERE CLASS SESSIONS WILL BE HELD

All class sessions will be held at the Anaheim Campus with the following address:  
1126 N. Brookhurst St, Suite 200, Anaheim, CA 92801.

## ACCREDITATION AND APPROVALS

CALUMS is a private institution and is licensed to operate by the Bureau for Private Postsecondary Education (BPPE) of the State of California. An approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education, Act2009.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

***Bureau for Private Postsecondary Education***

*Physical Address: 1747 North Market, Suite 225, Sacramento, CA 95834*

*Mailing Address: P.O. Box 980818, W. Sacramento, CA 95798-0818*

*Web: [www.bppe.ca.gov](http://www.bppe.ca.gov), Tel: (916) 574-8900 or (888) 370-7589, Fax: (916) 263-1897*

CALUMS is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Bachelor's degree and Master's degrees. The Accrediting Council for Independent Colleges and Schools (ACICS) is recognized as a national accrediting agency by the United States Department of Education (USDE), and ACICS address is 1350 Eye Street, NW, Suite 560, Washington, DC 20005; phone: (202) 336-6780; website: <http://www.acics.org>.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888- 370-7589, 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).

## USDHS / SEVIS Approval

This school is authorized under Federal law to enroll nonimmigrant alien students.

## OFFICE HOURS

Monday through Friday, from 9:00 am to 6:00 pm.

## FINANCIAL AID PROGRAM

CALUMS does not participate in any federal and state financial aid programs.

## STATEMENT OF OWNERSHIP

California University of Management and Sciences was incorporated as a non-profit, public-benefit corporation under the laws of the State of California in May of 1998.

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

## UNIVERSITY BACKGROUND

In 1998, California University of Management and Sciences (CALUMS) was organized as a non-profit, public benefit corporation chartered in the State of California. It is licensed to operate by the Bureau for Private Postsecondary Education (BPPE).

In 2006, CALUMS was awarded with an initial grant of accreditation from the Accrediting Council of Independent Colleges and Schools (ACICS). In recognition of the school's quality education at the time of evaluation, CALUMS was awarded with an eight-year grant of accreditation from 2009 through 2017. In 2010, ACICS recognized CALUMS as an Honor Roll Institution "with distinction for exhibiting a thorough understanding of the Accreditation Criteria and effectively implementing the standards in its daily operations as evidenced during its application for a new grant of accreditation."

CALUMS is a private institution of higher education which offers bachelor's degrees in business management and master's degrees in business administration, economics, international business, computer information systems, and healthcare management.

## BOARD OF TRUSTEES

California University of Management and Sciences was incorporated as a 501 (c) (3) non-profit, public-benefit corporation under the laws of State of California in May of 2000. The Board of Trustees of CALUMS, under Section 43800 of Title V of the California Administrative Code, reserves the right to add, amend, or repeal any of its regulations, rules, resolutions, standing orders and rules of procedures, in whole or in part, at its discretion.

Mohammad Safarzadeh	Chairperson
Anne Ahn	Treasurer / Secretary
Lynn Kim	Member
Julie Park	Member
Alex Son	Member
Jessica M. Mertz	Ex-Officio (President of CALUMS)

The Board of Trustees acts as the legal agent or owner of the University and holds the authority and responsibilities to ensure the fulfillment of the University's mission.

## NON-DISCRIMINATION POLICY

California University of Management and Sciences does not discriminate on the basis of age, color, gender, sex, sexual orientation, sexual preference, marital status, national origin, nationality, citizenship, creed, religion, race, ethnic origin, physical disability, or any other legally protected status in the administration of its educational programs, admission policies, or any University-administered programs and activities.

## STATEMENT OF ACADEMIC FREEDOM

California University of Management and Sciences is fully committed to the protection of academic freedom to inquire and express truth in whatever forms it is found. A diversity of opinion, course content, and teaching methods are welcome and seen as contributing to the growth of the University and the professionalism of its faculty.

## ACADEMIC GOVERNANCE

Academic governance is the system through which the Board of Trustees, school administrators, and faculty members participate in developing policy on academic matters. Faculty members of California University of Management and Sciences are the proponents in academic governance in conjunction with academic research and professional development. To carry out this policy, the following guidelines are implemented:

1. Faculty members shall be given the responsibility to continuously provide advisement and assistance in the development of educational programs of the institution, including participation as content experts in the Program Advisory Committee.
2. The school shall conduct faculty meetings at the beginning of each quarter, whereby faculty members are consulted on planning for institutional effectiveness.
3. The Academic Office shall evaluate and revise the curriculum yearly based upon consultation with faculty members, at which point learning objectives for each course are assessed.

4. To enhance classroom learning, faculty members shall evaluate their instructional equipment and other educational resources, and make any recommendations to the Academic Dean and/or Academic Committee for approval each quarter. Selection of course material is at the discretion of the faculty member, given that they cover the learning objectives of the course.
5. Faculty members shall be elected on a regular basis to partake in Academic Committee meetings to discuss academic policies and regulations.

### **DRUG-FREE CAMPUS**

It is the objective of California University of Management and Sciences to establish and maintain a drug-free workplace and campus. Employees and students are forbidden to unlawfully manufacture, distribute, dispense, possess or use a controlled substance on campus grounds and in any of the University's offices. Violations of this policy are grounds for disciplinary action as described in the student, faculty, and employee handbooks. Detailed information regarding this policy may be obtained from the Administration Office of California University of Management and Sciences.

### **CAMPUS FACILITIES**

CALUMS is located in Anaheim, California. The campus facilities include classrooms, administrative offices, student and faculty lounges, the University library, computer lab and cafeteria. The adjacent parking area accommodates approximately 200 vehicles.

The maximum number of students in typical classroom or laboratory settings of instruction is thirty (30).

### **PROGRAM ADVISORY COMMITTEE**

The Program Advisory Committee (PAC) is responsible in ensuring that the school's programs are strategically aligned with current and future careers in business administration, computer information systems, economics, international business, and healthcare management. This oversight committee is composed of the academic dean, student representatives, faculty members, employers, and selected professional/experts in the programs of study being offered at CALUMS. With the academic dean as committee chair, the PAC holds meetings twice each calendar year to review existing programs for enhancement and as necessary to evaluate new programs. Inputs and recommendations from the PAC are forwarded to the academic committee for further study or action.

### **TRANSFER OF CREDIT ARTICULATION AGREEMENT**

California University of Management and Sciences has not entered into any articulation agreement regarding transfer of credits with any institution.

# ADMISSIONS INFORMATION

## ADMISSION POLICIES

California University of Management and Sciences welcomes all qualified applicants regardless of age, color, gender, sex, sexual orientation, sexual preference, marital status, national origin, nationality, citizenship, creed, religion, race, ethnic origin, physical disability, or any other legally protected status. The University recruits and admits only those students who have the potential to complete the programs successfully. The prospective student's motivation and interest in succeeding in the student's chosen field are important factors for admission consideration, as well as the student's academic qualification.

## GRADUATE ADMISSIONS

### Admission Requirements

An applicant to the Graduate Programs (Master Degree Level) must have completed at least an appropriate Bachelor's Degree with a minimum GPA of 2.0 (on a 4.0 scale) from an institution accredited by an agency recognized by the U.S. Department of Education, or from an institution evaluated by a member of Association of International Credential Evaluators (AICE), or National Association of Credential Evaluation Services (NACES) recommending U.S. bachelor's degree equivalency. CALUMS does not admit Ability-To-Benefit (ABT) students.

Applicants for Master of Business Administration (MBA), Master of Science in Economics (MSE), and Master of Science in International Business (MSIB) must provide proof that they have completed a Bachelor's degree in a business related area. Applicants who completed their bachelor's degrees in a non-business field or students with insufficient background in statistics, economics, and business management are required to complete program prerequisite courses as determined by the Academic Dean.

Applicants for Master of Science in Computer Information Systems (MSCIS) must provide proof that they have completed a Bachelor's degree in a computer information systems related area. Applicants who completed their Bachelor's degrees in a non-related field or students with insufficient background in management and computer information systems are required to complete program prerequisite courses as determined by the Academic Dean.

Applicants for the Master of Science in Healthcare Management (MSHM) must provide proof that they have completed a Bachelor's degree in a healthcare management or related area. Those applicants who have not completed their Bachelor's degrees in this area are required to meet the program prerequisite courses as determined by the Academic Dean.

The school does not require standardized or national examinations or other entrance tests for admission into graduate-level degree programs.

### Admission Procedures

Applicants applying for the Graduate Programs must submit the following:

1. Completed CALUMS application form. The application form is available at the Admissions Office and can also be downloaded online at <https://calums.edu/admissions/download-application/>.
2. Official transcripts of the appropriate bachelor's degree and a copy of its corresponding diploma/degree certificate
3. One (1) Letter of Recommendation from an active member of the academe or business professional with credentials
4. Proof of English Language Proficiency if applicable
5. Responses to the CALUMS Pre-Admissions Questions
6. Photo Identification (valid passport or state issued identification, driver's license with photo and date of birth)
7. Application fee of \$100 (Application fee is non-refundable)

### Admission Evaluation

Prospective students' applications will be reviewed and decided for admission on an individual basis, and may be asked to provide additional evidence of academic proficiency. The admission decisions are based upon the academic and professional background of the applicant, as well as competitive and programmatic factors.

### Post-Admission Procedures

Once a student is admitted to a program, the Academic Office will advise the student with academic planning. Orientation for new students will be held during the two weeks prior to the start of the following quarter. All students will receive information regarding student services, student expectations, student rights and responsibilities, student conduct policies, library services, and learning resource services.

## ENGLISH PROFICIENCY REQUIREMENTS

In order to be admitted to the graduate programs in CALUMS, applicants must pass the English proficiency examination of CALUMS. The following applicants may be exempted from the English proficiency requirement: (a) those who completed their high school education in the United States from an institution accredited by an agency recognized by the U.S. Department of Education; (b) those who completed at least one (1) year of college level education in the United States from an institution accredited by an agency recognized by the U.S. Department of Education; (c) those who completed their bachelor's, master's, or doctoral degrees from an accredited university in the United States, Canada (except Quebec), Commonwealth Caribbean (Antigua, Barbuda, Belize, Cayman Islands, Dominica, Guyana, Jamaica, St. Kitts and Vis, St. Lucia, St. Vincent and Grenadines, and Trinidad and Tobago), Nigeria, United Kingdom, Ireland, Australia, and New Zealand; (d) those who completed their post-secondary education from an institution located in a country where English is the main language of instruction as evaluated and determined by the CALUMS Admissions Office; and (e) those with current (not older than 2 years) TOEFL iBT score of at least 61, or its IELTS, ITEP or Duolingo equivalents.

## **TRANSFER CREDIT POLICY**

Upon admission, academic credits earned at other educational institutions will be assessed by the Academic Office and transfer credit will be granted based on course content and instructional hours equivalency to the courses offered at CALUMS. CALUMS does not award credit for prior experiential learning.

Transfer credit is generally granted for courses comparable to those offered by California University of Management and Sciences that were successfully completed with a grade of "B" or above for Master's degree at another accredited institution or equivalent. The University will evaluate all hours submitted by the transfer applicant and reserves the right to accept or deny any of the credits for transfer. Transcripts will be officially assessed by the Academic Office after a transfer student has been formally admitted and has declared a major.

A qualified transferring course of three (3) units can be transferred into a four (4)-unit equivalent course at the University with a condition that the student is required to perform additional academic work to fulfill the one (1) outstanding or missing unit and to pay the appropriate tuition. A form for satisfying this requirement shall be filled out by the student, approved by the Academic Dean, and submitted to the appropriate faculty for completion of this additional academic requirement. Upon completion, the faculty shall record a Passed (P) or Not Passed (NP) grade of the student's work on the form and submit it to the Registrar no later than the Add/Drop deadline of the following quarter. The Registrar shall place "TC" for the appropriate course on the student's transcript only upon receiving a pass grade for this one (1) unit requirement.

The Registrar will advise students of any award of transfer credits in writing. The Registrar will also maintain records of transfer credits granted in individual student's transcript and academic file. Transfer credit evaluation shall be completed within the quarter that the official transcript and TC evaluation request form was received.

Transferring students must comply with the Satisfactory Academic Progress (SAP) requirement. Transfer credits will be counted towards the maximal length of study at the University. Eight (8) quarter units for Master's degree shall constitute one (1) quarter to be used in the determination of time limitations for graduation. Transfer credit appears on a student's academic record, and the hours are included in the student's cumulative earned hours. Up to sixteen (16) quarter units are accepted in transfer from another institution in Master's degree programs. Transfer credit is not calculated in the student's cumulative grade point average.

### *NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CALUMS*

The transferability of credits you earn at the California University of Management and Sciences is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn in any of the CALUMS programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CALUMS to determine if your credits, degree or diploma will transfer.

## **INTERNATIONAL STUDENT ADMISSIONS**

### Application Procedures

In addition to the admissions requirements and procedures previously mentioned, international students must submit the following documents and fees:

1. Foreign transcript evaluation of official transcript issued by an evaluation agency recognized and approved by CALUMS. Foreign Transcript Evaluation fee of \$100 (non-refundable) for general evaluation, or \$200 (non-refundable) for course by course evaluation.
2. Financial Statement that shows adequate funds to support tuition, living expenses, and other fees for completion of the program for the student's first year study.
3. Photocopy of Valid Passport (photo and date of birth)
4. Shipping fee \$30-100 (non-refundable, fee of some countries may vary) depending on the student's country of origin. This fee is required for international students being issued new I-20s only. It is not required for F-1 transfer-in students or students with existing I-20s from other originating schools.

Once an application and all supporting documents have been received by the office of admissions, approximately three to four (3-4) weeks should be allowed for processing. If an applicant of foreign nationality is accepted, an I-20 will be issued to assist the student in obtaining an F-1 student visa. No fee is charged for issuing the I-20 for the first time.

The Office of Admissions will issue the letter of acceptance with I-20 Form to applicants who have been accepted to CALUMS. CALUMS will not issue an I-20 Form (Certificate of Eligibility) until the student has been admitted and his/her financial status has been verified by the University. Students who have been issued a new I-20 Form by CALUMS must report to the Admissions Office within seven (7) days after arriving in the U.S. or the I-20 will be reported for cancellation.

F-1 transfer-in students, or students with existing I-20s from other originating schools, must report to the Admissions Office on or before the first day of the quarter or term enrolled.

# FINANCIAL INFORMATION

## TUITION AND FEES

Students are required to pay their tuition and fees during every registration period. Cash, money orders, credit cards, and personal local checks are acceptable modes of payment.

Tuition rates may be adjusted in accordance with academic policies and regulations approved by the school.

### TOTAL CHARGES

<b>CHARGES UPON ENROLLMENT</b>		
Application Fee, One-Time (Non-Refundable)		\$100
Student ID, One-Time (Non-Refundable)		\$10
<b>TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>		<b>\$110</b>
<b>CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>		
Tuition for First Term, Based on Minimum Academic Load: 8 units @\$325/unit		\$2,600
Registration Fee @ \$70/quarter (Non-Refundable)		\$70
Student Tuition Recovery Fund for 56 Units, One-Time (Non-Refundable)*		\$9.50*
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>		<b>\$2,670.50*</b>
<b>CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>		
Tuition, Total Didactic/Lecture Units Required: 56 @\$325/unit		\$18,200
Registration Fee, Based on 7 Quarter Terms @70/quarter (Non-Refundable)		\$490
Student Tuition Recovery Fund for 56 Units, One-Time (Non-Refundable)*		\$9.50*
Graduation Fee (Non-Refundable)		\$300
Estimated Cost of Textbooks (The purchase and/or acquisition of the textbooks are the student's sole responsibility.)		\$2,000
Equipment		\$0
Lab Supplies or Kits		\$0
Other Learning Media		\$0
Uniforms or Other Special Protective Clothing – Not Required		\$0
In-Resident Housing – Not Offered		\$0
Tutoring		\$0
Assessment Fees for Transfer of Credits		\$0
Fees to Transfer Credits		\$0
<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>		<b>\$20,999.50*</b>
<b>INCIDENTAL CHARGES</b>		
Foreign Transcript Evaluation, One-Time, (Non-Refundable)	General	\$100
	Course-by-Course	\$200
Binding Fee per MS611 Project, One-Time, if applicable (Non-Refundable)		\$55
Catalog Fee per extra hardcopy print if application (Non-Refundable)		\$10
Comprehensive Exam Fee		\$325
Course Auditing Fee, One-Time, if applicable (Non-Refundable)		\$670
Internship Administration Fee, One-Time, if applicable (Non-Refundable)		\$500
Late Registration Fee per quarter if applicable (Non-Refundable)		\$200
Postage (Fees may change without notice.)	Domestic Shipping	\$9 - \$50
	International Shipping	\$30 - \$100
Processing Fee for Installment Tuition Payment Plan if eligible		\$200
Program Prerequisite Courses per unit if applicable		\$170
Readmission Fee, One-time, if applicable (Non-Refundable)		\$100
Returned Checks Fee per check, if applicable (Non-Refundable)		\$30
Transcript Fee per copy, if applicable (Non-Refundable)		\$7
Wire Transfer Fee		\$10

\*For students with no program prerequisite courses or transfer credits. Based on an assessment of fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars. Specific student's STRF fee will vary based on the student's program prerequisite courses and transfer credit.



## **PAYMENT POLICY**

Students must pay the full amount of the tuition and fees due during the registration period.

## **DEFERMENT OF TUITION PAYMENT**

Application for deferment of tuition payment will be considered on the basis of financial need and assurance of ability to make the payments as required. No tuition is to be deferred for students enrolled in less than four (4) units. The tuition payment plan is not applicable to the students enrolled in the first and last quarter. The school does not allow any installment payments beyond graduation.

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

A student who has not attended class has the right to cancel the enrollment agreement at any time. A student who has attended class retains the right to cancel and obtain a refund of charges paid through attendance at the first class session or midnight of the seventh calendar day after enrollment, whichever is later. "Attended" is defined as attendance in the classroom. "Enrollment" is defined as execution of an enrollment agreement.

If a Notice of Cancellation is submitted through attendance at the first class session, or midnight of the seventh calendar day after enrollment, whichever is later, the student will receive a refund of all moneys paid, less the non-refundable application fee or registration or administration fee, not to exceed \$250. The school will pay or credit refunds within forty-five (45) days of the date the written notification of cancellation is received by the Registrar's office if hand delivered, or the date post-marked if mailed.

The Notice of Cancellation must be submitted in writing and signed by the student, and may be mailed or hand-delivered to California University of Management of Sciences, Office of Registrar, 1126 N. Brookhurst St, Suite 200, Anaheim, CA 92801. The cancellation will be effective the date it is received in the Registrar's office if hand delivered, or the date post-marked if mailed. The written notice of cancellation does not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Verbal cancellations or failure to attend class after the first class session are not acceptable notices of cancellation.

## **CANCELLATION, WITHDRAWAL, AND REFUND POLICIES**

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. Students who have completed 60% or less of the ten (10) week quarter will receive refunds on a pro-rata basis.

Procedures to Cancel Enrollment or Withdraw from the University

1. The student must complete and submit a signed and dated 'Notice of Cancellation' to the Registrar.
2. The refund calculation shall be based on the date the Registrar's office receives the completed 'Notice of Cancellation' if hand delivered, or on the date post-marked if mailed.
3. The refund will be issued by the Finance Office within forty-five (45) days of withdrawal, if applicable.
4. No refunds may be disbursed to the student until the Financial Aid Program has been repaid, if applicable.

The school is obligated to repay the following funds, if applicable:

- a. Title IV Sources
- b. Unsubsidized Federal Direct Stafford Loans
- c. Subsidized Federal Direct Stafford Loans
- d. Scholarships

Refunds will be determined by the percentage of tuition contributed by that source.

### Tuition Refund policy

The refund does not apply to fees identified "non-refundable", and it will be issued within forty-five (45) days of withdrawal.

For the purpose of determining the amount of refund, a student shall be deemed to have withdrawn from the course when any of the following occurs:

1. The student notifies the school of the student's withdrawal or the actual date of withdrawal, whichever is later.
2. The school terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the school, unexcused absences in excess of maximum set forth by the school, and/or failure to meet financial obligations to the school.

3. The student has failed to attend class for three (3) consecutive weeks.
4. The student fails to return from a leave of absence.

The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

#### Refund Calculation

The refund will be the amount of tuition paid minus the total course tuition multiplied by a fraction, with the numerator as the number of course hours conducted by the instructor, and the denominator as the total number of course hours (credit units x 10).

For example, if the student completes only 20 hours of a 4 credit unit (40 hours) course and paid the full \$1,000.00 tuition, the student would receive a refund of \$500 as shown below:

$$\text{Amount of Refund} = \text{Tuition Paid} - \text{Course Tuition} \left( \frac{\text{Number of Hours Conducted}}{\text{Total Number of Hours}} \right)$$

$$\text{Amount of Refund} = \$1,000 - \$1,000 \left( \frac{20}{40} \right) = \$500$$

The student will not get a refund after more than 60% of the instruction of a course has been conducted. Except for tuition, all other charges and fees paid at the time of enrollment are non-refundable. Books, textbooks, and other materials purchased by the student are property of the student. The school will neither accept return of purchased materials nor make refunds for services.

### **FINANCIAL AID AND LOAN POLICIES**

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

If the student defaults on a federal or state loan, both 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.

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 plus interest, less the amount of any refund.

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

The State of California established the Student Tuition Recovery Fund (STRF) is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the STRF.

The STRF is 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.

Effective February 8, 2021, each qualifying institution shall collect an assessment of fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

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, Suite 225, Sacramento, CA 95834, (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.

## **STUDENT AWARDS AND SCHOLARSHIP OPPORTUNITIES**

### Policy

In order to further expand gateways for academic excellence and thereto serve to inspire high achievers within the studentry, awards and scholarship opportunities shall be accorded to qualified and deserving students as far as practicable. Programs directed towards this goal shall be aligned and implemented in light of the founding philosophy and institutional mission of California University of Management and Sciences.

### A. STUDENT AWARDS

#### **1. Quarterly Academic Dean's List Award**

The Quarterly Academic Dean's List Award is given to students who have earned a Quarter Grade Point Average (QGPA) of 4.0. To be eligible for this award, the student must have completed at least two (2) quarter terms in CALUMS and earned credits for a full academic load excluding program prerequisite courses. Full academic load means at least twelve (12) quarter units for undergraduate students, at least eight (8) quarter units for graduate students. A student may receive this award for as many times as possible during his or her program of study in CALUMS. The Academic Dean's List Certificate is given to the student and his or her name will be included in the prestigious Quarterly Academic Dean's List to be posted at the bulletin boards and the CALUMS Pipeline.

#### **2. Board of Trustee's Award**

The Board of Trustee's Award is given to an honor student with a Cumulative GPA of 4.0 and found to have professed extraordinary commitment to the University as determined by the Graduation Committee. A special plaque is given to the student during the school's annual Award Ceremony.

#### **3. President's Award**

The President's Award is given to a student who by his or her participation and/or excellent performance in a community activity has privileged CALUMS with honorable recognition in the society. Such activities may include academic competitions, business forums, socio-political and cultural events, sports tournaments, national and international nominations or awards, and other activities of similar nature. Any member of the faculty or school staff may recommend candidates for this award through the

Student Services Advisor for approval of the President. A special plaque is given to the student during the school's annual Award Ceremony.

#### **4. Academic Dean's Award**

The Academic Dean's Award is given to the student(s) in their graduating class who have completed with the highest GPA in their program. The Academic Dean will recommend candidates for this award to the Graduation Committee. A special plaque is given to the student during the school's annual Award Ceremony.

#### **5. Student Services Award**

The Student Services Award is given to the student who demonstrated exemplary performance of his or her assigned duties and responsibilities while assisting in student services within the campus. The award will highlight the student's major contributions impacting on academics or student life. The Student Services Advisor will recommend candidates for this award to the Graduation Committee. A special plaque is given to the student during the school's annual Award Ceremony.

#### **6. Alumni Award**

The Alumni Award is given to a CALUMS Alumni in recognition of outstanding leadership or achievements in the society. The awardee Alumni is chosen among students who graduated from 3 to 5 years from the current year. The Student Services Advisor will recommend candidates for this award to the Graduation Committee. One (1) awardee is selected as the recipient of Alumni Award each year.

### **B. SCHOLARSHIP OPPORTUNITIES**

#### **1. CALUMS Quarterly Scholarship**

The CALUMS Quarterly Scholarship is given to students who excel in their academics and need financial assistance.

##### Policy:

- a. This scholarship is provided to a maximum of five (5) students each quarter.
- b. The Scholarship Committee may, however, choose to increase the number of scholarship recipients at any time.
- c. The scholarship amount to be given to each recipient per quarter term is Seven Hundred Dollars (\$700.00).
- d. A student may receive this scholarship only once during the student's program of study in CALUMS.

##### To be eligible for this scholarship, the student must:

- a. Be currently enrolled in CALUMS.
- b. Have completed at least three (3) quarter terms in CALUMS with full academic load each quarter. Full academic load means at least twelve (12) quarter units for undergraduate students, at least eight (8) quarter units for graduate students.
- c. Have earned a Grade Point Average (GPA) of at least a 3.0 for undergraduate level or at least a 3.5 for graduate level during the most recent quarter term.

Students who are on On-Campus Employment may be eligible to apply for this scholarship. However, those who are already receiving other forms of financial assistance are not eligible to apply.

##### Application Procedures:

- a. Student must submit a written essay to the Office of Student Services on or before the close of business hours of the Friday of the fifth (5th) week of each quarter term.
- b. The required format for the written essay is as follows: one-sided, letter-sized, double-spaced, 1 inch margins on all sides. Do not staple.
- c. With a maximum of 2 pages, the written essay must include the following:
  - i. An identification of the student - name, program currently enrolled in, and expected graduation date.
  - ii. A brief introduction – student's background, interests, past work experience, prior education, experience in CALUMS, and future plans; altogether relevant to the scholarship application.
  - iii. An explanation how this scholarship would help the student succeed in CALUMS. Describe or narrate prior or current specific event/s or elements of financial hardship/s that are relative to the scholarship application.

The Office of Student Services will review all applications and schedule the Scholarship Committee meeting. The Scholarship Committee will deliberate on each of the applications and determine the student recipients for the quarter. The committee's determination of student recipients will be final. The list of award recipients signed by each committee member will be given to the Finance Office to prepare and issue the individual checks for the students. The awarding ceremony will be scheduled and arranged by the Office of Student Services.

#### **2. CALUMS Founder's Scholarship**

The CALUMS Founder's Scholarship is aimed to encourage student participation in the appreciation and preponderance of the school's founding philosophy as it impacts student life and personal development.

Policy:

- a. This scholarship is provided to a maximum of five (5) recipients each quarter.
- b. All commentaries submitted by the student in consideration of the award shall become the property of CALUMS notwithstanding copyright, intellectual property right, and such other related laws.
- c. The scholarship amount to be awarded to each recipient per quarter term is Seven Hundred Dollars (\$700.00).
- d. A student may receive this scholarship once every quarter for the entire duration of the student's program of study in CALUMS.

To be eligible for this scholarship, the student must:

- a. Be currently enrolled in a degree program at CALUMS.
- b. Must have completed at least one (1) quarter term with full academic load. Full academic load means at least twelve (12) quarter units for undergraduate students, at least eight (8) quarter units for graduate students.
- c. Have a cumulative GPA of at least a 2.0 for undergraduate level or at least a 3.0 for graduate level.

Students who are already receiving other types of financial aid or university assistance may be eligible to apply for this scholarship.

Application Procedures:

- a. Students interested to apply for the CALUMS Founder's Scholarship Award shall study the CALUMS Founding Philosophy as stated below:

California University of Management and Sciences was founded on three principal objectives: Values, Versatility, and Technology.

**Values**

The University encourages each student to examine his/her values in the light of changing technology and value systems in the society. The educational values of California University of Management and Sciences rest upon guiding the student to discover acceptable and desirable values applying them in acquisition and application of knowledge to better their own well-being, as well as their community's.

**Versatility**

The University encourages students to adapt to the increasingly sophisticated world. The rapid influx of information and knowledge is affecting the ways we work and live. Thus, general education is considered an important factor contributing to a versatile foundation to meet the future.

**Technology**

The University encourages students to acquire the knowledge and skills in business and sciences to align advanced technology with the rapidly changing global environment.

- b. Given the above literature, student shall develop a commentary that would:
  - i. Expound on the underlying principles of any or all of the above principal objectives. The proposed commentary should primarily build on the ideas and concepts already stipulated in the philosophy. It should remain in context and not contrary to any of the objectives in principle.
  - ii. Cite significant publications, events, or previous scholarly work (optional) and explain how it relates to the CALUMS Founding Philosophy.
  - iii. Narrate a particular and personal experience as a CALUMS student evidencing benefits gained from ascribing to the CALUMS Founding Philosophy.
  - iv. Recommend learning enrichment activities such as periodic themes, student programs, group dynamics, and other supporting components or activities.
- c. Using Microsoft Word, the required page layout for the commentary is as follows: 12-point Times New Roman, one-sided, letter-size (8-1/2" x 11"), double-spaced, 1-inch margins on all sides.
- d. On the cover page, the following information must be shown:
  - i. Identification of the Student – full name, student ID number, program currently enrolled in, expected graduation date, and date of submission.
  - ii. Brief Introduction – student's background, personal or professional/career interests, past work experience, and prior education.
- e. Student may use a title for the commentary although optional and will not have any impact on its evaluation. The entire body of the commentary including the title and citations should not exceed a total of 700 words.
- f. Commentaries must be sent via email to the Office of Student Services at [ssa@calums.edu](mailto:ssa@calums.edu) on or before the close of business hours of the Friday of the fifth (5th) week of each quarter term.
- g. In addition to the main criteria as itemized under Sub-sections 2(a) to (d) of Section C Procedures, the commentaries will be reviewed and rated by evaluators assigned by the Dean of Administration based on creativity, relevance, scope and depth of ideas presented, practicability, and adaptability.
- h. The top 5 commentaries with a minimum overall score each of 70 points as rated by the evaluators will be endorsed by the Dean of Administration to the President for final approval.
- i. Recipients of the CALUMS Founder's Scholarship will be awarded during the Quarterly Awards Ceremony.
- j. The top 5 commentaries will be individually posted at the Wall of Excellence for the duration of the current quarter until a new set of winning commentaries for the ensuing quarter is awarded. The names of the students and excerpts of their commentaries will also be featured in the next issue of the CALUMS Pipeline.

# STUDENT RIGHTS

## STUDENT RIGHTS

California University of Management and Sciences (CALUMS) maintains fair and reasonable practices in all matters affecting students: the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of grievances. In addition, the University endorses the basic principles of the code of ethics issued by the American Association of Collegiate Registrars and Admissions Officers. Student understanding and cooperation are essential to the successful implementation of this legal structure.

## FREEDOM OF ACCESS

California University of Management and Sciences is open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, each student has access to all CALUMS services and facilities for which he or she is qualified. Access will be denied to persons who are not CALUMS students.

## CLASSROOM RIGHTS AND PRIVILEGES

Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course and should make judgment on matters of informed opinion. Students' views, political associations, and beliefs which are confided to instructors and advisors during the performance of their duties are confidential.

## RIGHT TO APPEAL

The University has created and implemented procedures for appeals by students with the intent of assuring fairness and objectivity.

Students have the right to appeal any academic policy or requirement if either of the following conditions are present:

- Extenuating circumstances make it impossible to comply with the policy or requirement
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

Please note, however, that extenuating circumstances must be beyond your control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration.

If you appeal an academic policy or requirement, that appeal will be reviewed by the Academic Dean.

The purpose of appeal procedures is to provide a system that will represent "fairness and the absence of arbitrariness". The University makes every effort to assure that the appeal procedures are clear to students and are not burdensome.

## STUDENT RECORDS POLICY

Under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, and California Education Code 67-100ff, all students have the right to inspect and review their official University records in accordance with provisions of the aforementioned act and within the University guidelines. Educational institutions shall not release educational records without written consent of the student, subject to exceptions provided by law.

### **Right to Access**

With a few exceptions provided by law, students at CALUMS may see any of their educational records upon request. Access must be granted no later than 15 working days after written request. Students also have the right to challenge the contents of their educational records and to enter their viewpoints in the records under established procedures.

### **Disclosure of Student Records**

With several exceptions provided by law, the University cannot release information concerning students to third persons without the written consent of the student. Permission must be given by the student for information in their file to be used as reference checks for credit or employment evaluation by third parties and the student must file a declaration to this effect, which will be kept in the student's file. The declaration can be all-inclusive or on a case-by-case access basis. (The provision of financial data to authorized agencies is not a violation of the Buckley Amendment). The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal tax purposes. Parents requesting information may generally be granted access upon submission of a signed statement to the University or other evidence of federal income tax dependency.

At the discretion of CALUMS officials, the following directory information will be provided: student's name, e-mail address, major field of study, dates of attendance, degrees and awards received, and students participating in officially recognized activities. A student wishing to withhold this directory information must complete the Privacy Request Form at CALUMS's Registrar's Office. This must be done within the first ten working days of enrollment of a quarter. The privacy request will be valid for one calendar year.

Inquiries regarding the Family Educational Rights and Privacy Act should be directed to the Registrar.



## **For All Grievances**

### **Step 1**

- 1.1 The student shall give written notification to the person he/she alleges has aggrieved him/ her within an academic quarter. The time limit to file a formal grievance expires at the close of business of the last day of instruction of the quarter following the one in which the alleged incident occurred or of the time the student should have become aware of the alleged violation. If the party cannot be contacted through reasonable efforts because he/she is no longer in residence or is on leave, an additional notification period of one quarter shall be provided.
- 1.2 The notice of grievance must include specific allegation(s), date(s) of incident(s), and necessary details regarding the complaint. The notice must also include the remedy requested.
- 1.3 Within 30 days, the party against whom the grievance is filed must respond in writing to the student denying the allegations with accompanying explanations or:
  - a. agreeing to grant the remedy(ies) requested in full,
  - b. agreeing to grant the remedy(ies) requested in part with an explanation, or
  - c. agreeing to negotiate an appropriate remedy with an explanation, stating suggested alternatives.
- 1.4 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 2 provided they have complied with Section 1.2 of Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

### **Step 2**

- 2.1 Within 30 days of receipt of the response in Step 1 or, in the absence of a written response, after 30 days but not more than 45 days has elapsed, the student may in writing either accept or reject the proposed remedy and appeal the results of the grievance to the next level.
- 2.2 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 3 provided they have complied with Section 1.2 of Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

### **Step 3**

First Appeal Level

#### **A. Student V. Student**

1. If the grievant is not satisfied with the results of Step 1 and 2, he/she can appeal the grievance to the Student Services Advisor within 30 days of receiving the written notification from the other party or in the absence of a written response, after 30 days but not more than 45 days has elapsed.
2. The Student Services Advisor shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendation to the Student Services Advisor.
  - a. The Committee shall be appointed by the Student Services Advisor within 10 calendar days after receiving the written notice of grievance or notice of appeal.
  - b. The committee shall forward its recommendations to the Student Services Advisor within 30 days of its appointment.
  - c. The committee shall include one (1) student member with voting privileges.
  - d. No member of the committee shall be a student, faculty, staff, or administrator from the same department or service area as the grievant or the person(s) against whom the grievance is filed.
3. The Student Services Advisor shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

#### **B. Student V. Staff**

1. Step 1 and 2 of the grievance procedure are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the Dean of Administration.
2. Appeals must be in writing and made within 30 days of written notification from the other party or, in the absence of a written response, after 30 days but not more than 45 days had elapsed.
3. The Dean shall follow the procedures outlined in Step 3, A, 2 (a-d), and 3 above.

#### **C. Student V. Faculty**

1. Steps 1 and 2 of the grievance procedure are to be followed, if the grievant is not satisfied with the results at this level, he/she can appeal to the Academic Dean.
2. The Dean shall promptly review all allegations and provide a written response to the student within 30 days of receiving the written notification. The response shall contain the findings on the complaint, action(s) to be taken, and the justification(s) for the action.
3. If the grievant is not satisfied with the results at Dean's level, he/she can appeal to the President within 30 days of receiving the written response from the Dean or, in the absence of a written response, after 30 days but not more than 45 days has elapsed.
4. The President shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the President.



- a. The committee shall be appointed by the President within 10 calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges.
- b. The committee shall forward its recommendation to the President within 30 calendar days of its appointment.
5. The President shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

#### **D. Student V. Dean/Director and Staff V. Staff**

1. Steps 1 and 2 of the grievance procedure are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the President within 30 days of receiving a written response from the Dean/Director or, in the absence of a written response, 30 days but not more than 45 days has elapsed.
2. The President shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the President.
  - a. The committee shall be appointed by the President within 10 calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges.
  - b. The committee shall forward its recommendation to the President within 30 calendar days of its appointment.
3. The President shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

#### **STUDENT EVALUATION PROCEDURES**

Students at CALUMS are expected to evaluate each class in which they are enrolled to sustain a high quality of instruction. Student evaluations are conducted in person or online, toward the end of each quarter. The evaluation results are analyzed by the Academic Dean. Overall summaries of student evaluations are also provided to faculty.

#### **SEXUAL HARASSMENT POLICY**

California University of Management and Sciences strives to provide an environment in which the dignity and worth of the members of the school community are based on mutual respect. Sexual harassment and unacceptable behavior of employees and students will not be tolerated.

California University of Management and Sciences is committed to a work and academic environment that encourages excellence. This environment includes freedom from all forms of harassment for students, faculty, staff, and applicants who seek to join the school in any capacity. Sexual harassment violates the University's policy as well as local, state, and federal laws.

It is a violation of University policy for anyone to retaliate against an employee, student, or applicant who makes a claim of sexual harassment.

Any person violating University policy on sexual harassment is subject to appropriate disciplinary action, such as reprimand, suspension, or termination of employment or enrollment. Disciplinary action imposed depends on the severity of the offense.

#### **GENERAL DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment is an unwelcome sexual advance, requests for sexual favors, verbal or physical conduct of a sexual nature directed towards a student, employee, or applicant seeking to join California University of Management and Sciences. When an individual is in a position to influence the education, employment, or participation in a University activity of another person, even apparent consensual sexual relationships often constitute sexual harassment. Sexual harassment occurs when any of the following circumstances exist:

1. Submission to such conduct is made a term or condition, either explicitly or implicitly, of a person's status in a program, academic decision, employment, or admission.
2. Submission to or rejection of such conduct is used as the basis for academic decisions or employment decisions.
3. Such conduct has the purpose or effect of "unreasonable interfering" with an employee's work or student's academic performance or creating an intimidating, hostile, coercive or offensive work or educational environment. For purposes of this policy, "unreasonable interfering" is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.
4. Sexual harassment is not limited to action by a supervisor but can include conduct by a co-worker and a student.

# STUDENT RESPONSIBILITIES

## PERSONAL CONDUCT

Each student is expected to be an example of proper conduct. This includes the student's attitudes, actions, appearance, and attire. The University's administration has the authority to take appropriate action or administrative disciplinary measures if this code of conduct is not adhered to. It is the policy of the University to prohibit smoking except in designated areas and prohibits unlawful possession or use of controlled substances or alcoholic beverages. Firearms possession anywhere on campus is STRICTLY PROHIBITED.

## CODE OF CONDUCT

The disciplinary standards outlined in this catalog include rules and enforcement measures. These are the basic guidelines for conduct on the premises of the University, at any school sponsored activity and, under certain circumstances, behavior in the outside community.

At any time, the University reserves the right to exclude students whose conduct is deemed undesirable or contrary to the University's best interests.

These standards are subject to amendment at any time with notices being posted on the campus bulletin boards. All amendments of the standards must be approved by the Academic Dean in conjunction with the Board of Trustees.

The disciplinary standards described herein afford procedural fairness to the accused student and flexibility for the administration to exercise sanctions based on the individual circumstances of each case. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- possession of alcoholic beverages on campus or at any school activities at any time or, for all
- intoxication of the student
- threatening another student, faculty, staff or administrator
- falsification of University documents, records, or identification
- removal of library materials without permission
- usage of abusive language to another student, faculty, staff, or administrator
- theft or damage of University property or fellow student's property
- illegal intoxication with controlled substances, including drug and/or alcohol abuse
- physical assault for any reason except clear self-defense
- vandalism of University property
- conviction for a crime beyond normal traffic violations
- aiding and/or abetting in any of the above situations
- possession of firearms or illegal weapons as defined by state and federal guidelines
- violation of any state policies or regulations governing student's relationship with the University

Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial appeals committee. Written notice of specific charge(s) made against a student shall be given at least 15 (fifteen) days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the University community. Hearings are private; the accused student is afforded the opportunity to rebut all charges. The University establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary actions to the Academic Dean, but on the grounds that fair procedure was not followed by the committee or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken, and the basis for this decision. The disciplinary action taken may be reflected on the student's permanent record, as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed as follows:

### **Dismissal:**

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

### **Suspension:**

Separation of the student from the University for a specific length of time.

### **Probation:**

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

University policy stipulates that a student dismissed by disciplinary action, from either the University or a course, may still receive a refund of tuition or other fees subject to the tuition refund policy of the University. Students dismissed from the University for

disciplinary reasons must exclude themselves from the University classes, activities, facilities, and buildings. Any exception must be approved by the President.

Students who have not fulfilled their financial obligations to the University are in violation of the Enrollment Agreement. Said students may be denied the right to graduate, take examinations, receive degrees, or obtain/request transcripts of their grades.

## **STUDENT OBLIGATIONS**

In order for students to remain in good standing at the University, they must:

- attend classes, academic standards, and meet all financial obligations;
- be respectful in dealing with faculty, administrators, staff, and fellow students; and
- comply with the federal, state, and municipal laws of the United States as well as the rules and regulations of the University.
- maintain Satisfactory Academic Progress (SAP)

Additionally, international students must:

- enroll in a minimum of eight (8) units per quarter in the graduate program, and
- complete three consecutive quarters before being entitled to an Annual Vacation .

Graduate students in the master's program must complete twenty four (24) units per year.

## **CLASS ATTENDANCE POLICY**

Regular attendance is necessary to achieve satisfactory academic progress. Students must attend the first class meeting or they may be unofficially dropped by the instructor, resulting in a failing grade. Students registered in any course are expected to attend classes regularly and comply with class requirements to the satisfaction of their instructor. If the student is absent, he/she may be required to make up all work missed. It is the student's responsibility to check on all assignments. The instructor may assign extra work, require special examinations, or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course.

In case of severe illness, or a death in the immediate family, the instructor of the course may "excuse" the student from attending class. However, it is the responsibility of the student to make up any academic work assigned during his/her absence. Cutting of classes will be considered as unexcused absences. Students who miss more than twelve hours of class time or three consecutive classes during any regular quarter may be withdrawn from that class. Students who wish to be allowed to continue attendance in the class must notify the instructor. If the work missed is completed to the instructor's satisfaction within a reasonable period of time, the student may continue with the class. Any student missing more than twelve hours of class time or three consecutive classes during the quarter will be reported to the Academic Dean by the Instructor. The Academic Dean will then initiate the process of counseling or withdrawing that student from the class. Only registered students, University faculty and administrators, and guests invited by the instructor may attend classes. All others will be asked to leave.

## **CLASSROOM CONDUCT**

Instructors are responsible for presenting appropriate material for courses, and students are responsible for learning this material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Enrollment in a class may be terminated by an instructor due to disruption of class or academic activities, unsatisfactory student conduct, disrespect toward an instructor, student or administrator, or academic dishonesty. Furthermore, upon the instructor's assessment of misconduct, the instructor may recommend dismissal, probation, or suspension upon review of the Academic Dean and/or the Academic Committee. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.

## **CHEATING AND PLAGIARISM POLICIES**

### **Cheating**

Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. Cheating at CALUMS includes but is not limited to:

1. copying, in part or whole, from another's examination, paper, mathematical analysis, research or creative project, or the like;
2. submitting as one's own work an examination, paper, mathematical analysis, research or creative project, or the like which has been purchased, borrowed, or stolen, or fabricated data;
3. consulting notes, sources, or materials, including use of electronic devices, not specifically authorized by the instructor during an examination;
4. employing a surrogate to take an examination, write a paper, do mathematical analysis, or complete, in part or wholly, an evaluation instrument;
5. falsification of or misrepresentation of class attendance or role sheets; and
6. aiding or abetting any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

### **Plagiarism**

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment to the writer or composer. More specifically, plagiarism is:

The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and the act of representing another's intellectual work such as a musical composition, computer program, photograph, painting, drawing, sculpture, or research or the like as one's own.

One or more academic sanctions may be imposed for cheating or plagiarism. The choice of action taken is guided by the faculty member's assessment of the extent of the cheating or plagiarism.

Academic sanctions include:

- a redoing of the examination, paper, mathematical analysis, research or creative project, or the like;
- a failing grade on the examination, paper, mathematical analysis, research or creative project, or the like;
- a specified reduction in the course grade;
- a failing grade in the course; or
- dismissal, probation, or suspension upon review of the Academic Dean and/or the Academic Committee

Students accused of cheating or plagiarism are entitled to and may petition for due process. Regulations in their entirety are published in the Faculty Handbook and the Student Handbook.

### **DRUG, ALCOHOL AND SMOKING POLICIES**

It is the policy of the Board of Trustees that the learning environment be free of prohibited or controlled substances. Specifically, all members of the University community, which include administration, faculty, staff, students, and guests, abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on University property and on any field trip sponsored as part of the instructional program. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the Student Services Office for referrals to agencies providing assistance with alcohol or drug related problems.

It is the policy of CALUMS that smoking is prohibited in all University buildings. At the discretion of the administration, outside areas may be set aside on University property to accommodate students, staff members, and faculty who smoke.

Violation of the smoking policy may result in suspension or termination of academic status or employment.

### **SEARCH AND VIDEO SURVEILLANCE DISCLOSURE**

In order to enforce CALUMS policies and regulations on drug and alcohol abuse and avert and/or prevent cases of theft and robbery, campus violence, harassment and otherwise protect the institutional integrity of the University, its students, faculty and staff, CALUMS utilizes searches and video surveillance in accordance to the right to privacy as provided by applicable laws and mandates in the State of California.

It is in your best interest not to bring items within campus premises that you do not wish someone else to discover. CALUMS reserves the right to make an unannounced search of school property or of personal property that you bring onto campus premises. School property may include, but is not limited to, desks, file cabinets, computer files, work e-mail, lockers, work areas, equipment, toolboxes and work vehicles. Personal property that you bring onto school premises may include, but is not limited to, jackets, briefcases, purses, lunch boxes, packages and personal vehicles.

To the best extent possible, searches and video surveillance conducted by the school shall be done in a manner that respects your dignity and privacy. The school will not force you to consent to a search; however, not consenting to a search may result in disciplinary action up to and including dismissal. Students who have concerns about the manner in which a search or video surveillance was conducted should immediately contact the school's administration office.

# STUDENT SERVICES

## STUDENT ADVISING

Several advising options are available to students at California University of Management and Sciences.

First, full-time faculty members are available for academic advising. Faculty members are available during scheduled hours for academic advising with regard to academic and career planning. Faculty offices are located on the second floor, Suite 200. In addition, the Academic Dean provides academic advising to students.

The scope of this activity includes:

1. analyzing interests related to academic and career planning
2. determining the best educational program for achieving a chosen career or goal
3. selecting courses and student activities that maximize potential and opportunities
4. developing an academic plan that encompasses both the course work and the supplemental needs of the student

Second, the Office of Student Services provides assistance in finding part-time employment while at the University. This Office also provides confidential and personal discussion/s concerning life situations which may affect the student's learning or personal development.

## NEW STUDENT ORIENTATION

The New Student Orientation program is designed for newly-enrolled students of CALUMS in order to familiarize them with campus facilities, policies and regulations, faculty, administrators, and staff. The student's attendance to the new student orientation is mandatory. It is usually scheduled about 1 week prior to the start of the school term.

## LIBRARY ORIENTATION

Library orientation is designed to help new and current students learn more about library services and resources. This orientation is held in conjunction with new student orientation. The University also offers this orientation, by appointment, at any time.

The library also now offers complimentary 10 minute information literacy instruction in the first 2 weeks of any quarter, on an optional case-by-case basis.

## JOB PLACEMENT ASSISTANCE

The Office of Student Services assists students in looking for jobs by way of offering professional guidance in writing resumes and preparing for job interviews. In addition, a bulletin board is updated with current job announcements and career opportunities within the community. Resumes are also maintained for alumni at their request. All of these are provided at no cost to the student. CALUMS however does not guarantee any form of employment or a specific level of income as a consequence of taking credits or completing a program.

## TUTORING SERVICES

California University of Management and Sciences provides tutoring assistance to students who indicate a need for such service. Course instructors are the primary source for this assistance. The purpose is to permit in-depth discussions regarding class presentations and materials presented in class. The service is provided at no cost to the student. The University encourages students to take advantage of the free tutoring services.

## STUDENT HOUSING

The University does not provide student housing. However, there are many private apartments and boarding houses around the University. The Student Services Office helps students find appropriate housing, and provides current information on the approximate cost or range of cost of housing. The current estimation of the approximate cost of housing located near the University is \$10,800 per academic year.

## STUDENT HANDBOOK

Students are strongly encouraged to familiarize themselves with this handbook as it offers current and pertinent information. It describes various student activities available on campus, as well as the rules and regulations affecting the students.

## EXTRA CURRICULAR ACTIVITIES

Each quarter, the Office of Student Services conducts extra-curricular activities for students aimed to further enhance their learning experience in CALUMS. These activities include educational activities related to academic holidays, sports and health awareness, attendance and memberships to external clubs or organizations, benefit program and/or tournament sponsorships, academic symposia, pep-talks, event show hosting, and student/faculty community services.

**REFUSAL OF SERVICE**

The University may refuse any type of service to students who have an unpaid tuition and/or fees balance. The University may refuse a student who has left matriculation with financial obligations uncleared.

**LIBRARY**

The CALUMS library supports and enriches the programs of study in the University. The library maintains a collection of resources devoted to the areas of Business Administration, Economics, International Business, Management, Computer Information Systems, Healthcare and the University's curriculum for general education as well as variety of books, journals, periodicals, audio and video resources and reference materials. The library collection is updated as necessary to reflect current research, discovery, and practice. Access to the Internet is available for library users, as well as pamphlets, brochures, and career information resources. Library resource cataloging is done online and can be retrieved through the library open source database system located here: <https://app.CALUMS.net/library/>. The library also offers the following services to students, faculty, and staff:

- Circulation Service
- Printing and Copying Resources
- Computers
- Reference and Research Services

**Library Hours**

Library is open from 3:00 pm to 7:00 pm Monday through Friday, from 9:00 am to 2:00 pm on Saturday, and closed on Sunday during the quarters. Library hours may vary during the summer, between quarters, and on holidays. Unless otherwise notified, hours during break are from 9:00 am to 5:00 pm Monday through Friday and closed on Saturdays and Sundays.

Hours will be posted in the library and on a link at the CALUMS Library home page. See <https://calums.edu/library/>

**COMPUTER LABORATORY**

The computer laboratory helps students learn and practice their computer and research skills. It is equipped with desktop computers and a network laser printer. All desktop computers in the computer laboratory have been installed with software that includes business applications (e.g., word processing, electronic spreadsheet, database management, R Studio, and presentation software), programming languages, and tutorials. In addition, these multimedia computers provide an opportunity for students to prepare reports, assignments, presentations and research by using the software programs installed for this purpose.

# ACADEMIC POLICIES

## NEW POLICIES AND PROCEDURES OF BPPE

California University of Management and Sciences makes every effort to inform its students of the changes in the policies and procedures that have been implemented by the Bureau for Private Postsecondary Education (BPPE). In instances where these policies and procedures have been implemented before the publication of a new catalog, the Administration Office will bring these to the attention of the students, faculty, and staff through any of the following:

- Posting of print announcements on designated bulletin boards within the campus as well as in student and faculty lounges, and staff rooms.
- Availability of flyers in the Administration Office, or inserts in the most recent issue of the CALUMS Newsletter - Pipeline.
- Announcement and reading by faculty in their respective classes.
- Posting at the CALUMS website.

## REGISTRATION AND ENROLLMENT

California University of Management and Sciences admits new students every quarter. All students must register for certain courses in keeping with their academic plans and for which they meet the stated prerequisites. All course instruction is conducted in English. All students are required to consult their academic advisors before enrollment and at least once each quarter. Registration forms are available online and registration is completed online via the CALUMS portal.

## ENROLLMENT AGREEMENT

Any written contract or agreement signed by a prospective student will not become operative until the student makes an initial visit to the institution or attends the first class of instruction. The University encourages all prospective students to visit the University prior to the first day of class for a tour of the campus facilities and to ask questions about the programs, the University's performance, and other information that may affect student's decision to enroll.

## ADD AND DROP POLICY

During the first week of the quarter, one or two courses, but no more than two, may be dropped and an equivalent number of courses may be added without penalty (financial or attendance). No other Adds are allowed after the first week except under the same kind of emergency circumstances that would apply in the case of incomplete grades.

A student who wishes to **ADD** a class must:

1. Make a request to add by completing an official Add/Drop Request Form.
2. Obtain the Academic Office's approval to add a class.
3. Submit the completed Add/Drop Request Form to the Registrar's Office on or before the last day to add and drop.

A student who wishes to **DROP** a class must:

1. Make a request to drop by completing an official Add/Drop Request Form.
2. Notify the instructor that he/she is dropping the class.
3. Obtain the Academic Office's approval to drop the class/es.
4. Submit the completed Add/Drop Request Form to the Registrar's Office on or before the last day to add and drop.

## STUDY LOADS

A minimum study load for a full-time graduate student is eight (8) units per quarter.

## LATE REGISTRATION

Students who have not completed registration by the last day of the registration period may enroll in courses during the first week after classes begin upon paying a late registration fee of \$200. Students are not allowed to register after the end of the first week of each quarter. No enrollment or addition of any course is permitted after the first week of the quarter have passed without permission from the instructor involved and authorization from the Academic Dean.

## MINIMUM UNITS REQUIRED FOR GRADUATION

Program	Units
Master of Business Administration	56
Master of Science in Computer Information Systems	56
Master of Science in Economics	56
Master of Science in Healthcare Management	56
Master of Science in International Business	56

## MAXIMUM CLASS SIZE

There shall be no more than thirty (30) students registered in any class offered in any given quarter term.

## ASSIGNMENTS/HOMEWORK

In general, students are expected to spend at least two (2) hours of out-of-class coursework for every one (1) lecture or didactic hour in each course. This policy is in compliance to clock-to-credit hour conversion policies and regulations of the federal government.

## AUDITING A CLASS

An applicant wanting to audit a course or courses must apply for admission. For an upper level class, the applicant must demonstrate sufficient knowledge so he/she can benefit from auditing the class. No more than two auditing students will be accepted for any one class. The application fee is waived, but the applicant is required to pay 50% of the course tuition and a registration fee and materials fee (if applicable). Audit Grades are recorded in the official transcript.

## CLASS SCHEDULES

Prior to the beginning of the registration period of each quarter, a class schedule is issued by the Academic Office and disseminated to the students through bulletin boards and in the school's website. The class schedule may still be revised after the term has begun but not later than the Add and Drop deadline. All class schedule revisions are monitored by the Academic Office and approved by the Academic Dean.

## UNIT OF CREDIT

CALUMS academic work is established by quarters. A quarter credit hour earned is defined as the satisfactory completion of: at least ten (10) clock hours of didactic work (lecture hours) and at least 20 hours of out-of-class assignments; or at least twenty (20) clock hours of laboratory or supervised work; or at least thirty (30) clock hours of practicum, as determined by the University. One (1) clock hour equals 50-60 minutes.

## GRADING SYSTEM

Standard letter grades are used for degree programs. Only these letters are recorded on transcripts and in computing grade point averages (GPA). The conversion equivalents of the student grades are shown in the following table:

Grade	Grade Point (Remarks)	Grade	Grade Point (Remarks)	Grade	Grade Point (Remarks)
A	4.0	C	2.0	TC	0.0 (Transfer Credit)
A-	3.7	C-	1.7	W	0.0 (Withdrawal)
B+	3.3	D	1.0	R	0.0 (Repeated Course)
B	3.0	F	0.0	IP	0.0 (In Progress)
B-	2.7	P	0.0 (Passed)	AU	0.0 (Audit)
C+	2.3	NP	0.0 (Not Passed)	I	0.0 (Incomplete)

NOTE: P, NP, TC, W, R, IP, AU and I grades are not included in the calculation of the student's GPA.

### **Incomplete (I)**

Incomplete (I) is given to students who, in the judgment of the instructor, are unable to complete the requirements of a course before the end of the quarter because of unforeseen circumstances and justifiable reasons. This grade is recorded on the student's transcript. An Incomplete (I) grade is not included in the calculation of the student's cumulative GPA. However, an (I) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with an (I) grade will be added to Total Units Attempted.

To receive credit for the course, work must be finished within two quarters after receiving the Incomplete (I) grade. If the instructor who issued the "I" grade is no longer teaching, the Academic Dean will determine the work needed to complete the course and assign it to an instructor who is currently teaching the same course. If the work was finished on time, the instructor must fill-out and sign the Grade Change Request Form and submit it to the Academic Dean within two quarters after the quarter when the Incomplete (I) grade was recorded. If however the work was not finished on time, an "F" grade will be posted on the student's transcript. Multiple Incomplete grades may lead to academic probation or dismissal from the University.

### **Repeated Course (R)**

Students can repeat any course only once. If a higher grade is earned in the repeated course, the lower grade will be recorded as "R" in the official transcript. Only the higher grade will be included in the GPA. A student who is required to repeat a course must complete it within the maximum time frame and is charged tuition at the regular published rate. All course repetitions count as courses attempted for purposes of determining Satisfactory Academic Progress.

A Repeated Course (R) grade is not included in the calculation of the student's cumulative GPA. However, an (R) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with a (R) grade will be added to Total Units Attempted.



**Audit (AU)**

The grade of AU is awarded for courses taken for audit. Audit grades are not awarded unless the student is registered for audit. (AU) grades are not included in the calculation of the student’s cumulative GPA. However, an (AU) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with an (AU) grade will be added to Total Units Attempted.

**Withdrawal (W)**

Students may withdraw from courses during the first week of classes without affecting their grade point average. Students thereafter are required to obtain a permit from the Academic Dean to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a “W” grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of “F” will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if any, will be made in accordance with the Refund of Tuition and Fees regulation.

**Transfer Credit (TC)**

Courses with a Transfer Credit (TC) grade are not included in the calculation of the student’s cumulative GPA. However, transfer credits are included in the calculations of the Minimum Completion Ratio, and the Maximum Time Frame (MTF). Eight (8) quarter units shall constitute one (1) quarter term to be used in the determination of time limitations for graduation, i.e., MTF.

**In Progress (IP)**

A grade of IP on the academic record means that the student is currently registered in the course. An IP grade cannot remain in the student’s in the academic record later than the Wednesday following the date when all the grades from the instructors are due in any given quarter term. An (IP) grade is not included in the calculation of the student’s cumulative GPA. However, an (IP) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with an (IP) grade will be added to Total Units Attempted.

**Passed (P)**

A grade of Passed (P) on the academic record means that the student successfully passed the course. A (P) grade is not included in the calculation of the student’s cumulative GPA. However, a (P) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with a (P) grade will be added to Total Units Attempted.

**Not Passed (NP)**

A grade of Not Passed (NP) on the academic record means that the student did not pass the course. An (NP) grade is not included in the calculation of the student’s cumulative GPA. However, an (NP) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with a (NP) grade will be added to Total Units Attempted.

**GRADE POINT AVERAGE (GPA)**

A student’s grade point average (GPA) is computed by the following formula:

$$\text{GPA} = \frac{\text{Total Grade Points Earned}}{\text{Total Units Attempted with Letter Grade}}$$

Undergraduate prerequisite courses required for the graduate degree program are not included in the GPA calculation.

**GRADE CHANGES**

All grades submitted by the instructor and entered in the student records are final and will remain as reported in the student’s transcript. Exceptions shall only be allowed in the case of: (a) those recorded through mechanical error, or (b) through an error in the calculation of the grade by the instructor. In the latter case (b), the instructor must complete the Grade Change Request Form and submit it to the Academic Dean within the first week of the following quarter.

**GRADE APPEAL PROCESS**

Most grade appeals can and should be resolved by the student’s direct discussion and communication with the faculty member involved. A student appeal of a final grade must be formally initiated within three (3) months following the posting of the grade. If the three (3) month deadline has lapsed, the grade becomes permanent on the student’s transcripts.

The following due process must be followed by students who wish to file a grade appeal:

- Step 1.** The student shall meet with the faculty member involved in an attempt to resolve the complaint.
- Step 2.** If the matter is not resolved at Step 1, the student shall submit a written appeal to the Academic Dean. The written appeal must specify the nature of the complaint and the relief the student is seeking. The Academic Dean will then schedule a meeting with the student and the faculty member involved in an attempt to resolve the complaint. The Academic Dean and faculty member involved will then communicate a decision in writing to the student.
- Step 3.** If the matter is not resolved at Step 2, the student shall submit a written appeal outlining the nature of the complaint and the relief sought to the Academic Dean. The Academic Dean will then schedule a meeting with the student to hear the student’s complaint. The Academic Dean shall schedule a meeting with the student and the Hearing Committee consisting of the Academic Dean and three randomly selected full-time faculty members in order to hear the student’s complaint. The composition of the Hearing Committee shall be randomly determined by the Academic Dean on the basis of each individual student complaint; the committee will not function as a standing committee. The Academic Dean will communicate the

decision of the Hearing Committee in writing to the student. The decision of the Hearing Committee is final. The above 3-step process will be accomplished in a reasonable period of time not to extend beyond six (6) months from the occurrence of the incident. A student's failure to comply with the steps above will nullify the complaint.

**GRADE REPORT**

Final grades will be issued by the instructor at the end of each quarter. The Registrar shall prepare a final grade report. In the absence of mistake, fraud or bad faith, the grades assigned by the instructor shall be final once they have been filed in the Office of the Registrar. Questions regarding final grades should be brought to the attention of the Registrar's Office during the quarter immediately following the grade assignment.

**PROGRAM PREREQUISITE COURSES (\*)**

Program prerequisite courses are required courses for those students with insufficient background in the chosen degree. The asterisk symbol (\*) beside the letter grade indicates that the course is a program prerequisite course. Grades obtained from program prerequisite courses are not included in the calculation of the student's cumulative GPA. However, the grades from program prerequisite courses are included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of program prerequisite courses will not be added to Total Units Attempted.

**STUDENT RECORDS**

Under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, and California Education Code 67-100ff, all students have the right to inspect and review their educational records in accordance with provisions of the aforementioned act and within the University guidelines. Educational institutions shall not release educational records without written consent of the student, subject to exceptions provided by law.

The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal tax purposes. Parents requesting information may generally be granted access upon submission of a signed statement to the University or other evidence of federal income tax dependency.

At the discretion of CALUMS officials, the following directory information will be provided: student's name, e-mail address, major field of study, dates of attendance, degrees and awards received, and students participating in officially recognized activities. A student wishing to withhold this directory information must complete the Privacy Request Form at CALUMS's Registrar's Office. This must be done within the first ten working days of the enrollment period of a quarter. The privacy request will be valid for one calendar year.

**RETENTION OF STUDENT RECORDS POLICY**

Student records are kept for an indefinite period of time. Financial aid records are maintained according to the guidelines established by the funding source. Other files may be purged after a minimum of five (5) years.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

California University of Management and Sciences requires that all courses be successfully completed in order to graduate from the program. A student must meet the following standards of academic achievement and successful course completion while enrolled at California University of Management and Sciences.

**MAXIMUM PROGRAM LENGTH**

Students must progress through the program at a pace that will ensure successful completion within one-and a-half (1.5) times the program length as measured in academic years. Program prerequisite courses are not included in the calculation of SAP (program length, minimum GPA, percentage of minimum courses successfully completed of courses attempted). If a student cannot complete the program within the Maximum Time Frame (MTF), the student will be dismissed. The Maximum Time Frame for Degree programs is shown in the following table:

Program	Units Required for Graduation	Maximum Time Frame (MTF)
Master of Business Administration	56	3 years
Master of Science in Computer Information Systems	56	3 years
Master of Science in Economics	56	3 years
Master of Science in Healthcare Management	56	3 years
Master of Science in International Business	56	3 years

**EVALUATION**

CALUMS conducts evaluations of student progress quarterly, taking into consideration the following factors: a) the minimum cumulative GPA; b) the percentage of minimum courses successfully completed of courses attempted; c) the maximum time frame allowable. The following tables can be used as reference for evaluation.

## SAP TABLE

Percentage of Maximum Time Frame Attempted	Minimum Cumulative GPA	Percentage of Minimum Courses Successfully Completed of Courses Attempted	Maximum Time Frame (MTF) (1.5 times the standard program length)
33% - 65%	2.50	55%	3 years
66% - 100%	3.00	67%	3 years

## MINIMUM ACADEMIC ACHIEVEMENT

Students must achieve a minimum cumulative grade point average (CGPA) of the following: 2.50 between 33% and 65% of the maximum time frame; and 3.00 between 66% and 100% of the maximum time frame.

## ACADEMIC SAP STATUSES

A student may be placed on the following academic SAP statuses and must take the required action associated with each status. A student who is placed on academic SAP status, but meets the requirements in the subsequent quarter will return to good standing status. A student who does not meet the requirements in the subsequent quarter will be placed on the next status.

**Good Standing:** Students are in good standing when the minimum CGPA and completion percentage of the SAP table is met or exceeded. Students in good standing are eligible to register for courses.

**First Warning:** Students are placed on First Warning status following the first quarter the CGPA and/or completion percentage falls below the minimum of the SAP table. This status requires students to have their course schedules approved by the academic advisor and meet an academic advisor at least once within the quarter.

**Second Warning:** Students are placed on Second Warning status following the second consecutive quarter the CGPA and/or completion percentage falls below the minimum of the SAP table. This status requires students to have their course schedules approved by the Academic Dean and meet an academic advisor at least two times within the quarter. Students who are on Second Warning status and still did not meet the minimum CGPA and/or completion percentage of the SAP table will be issued a Notice of Dismissal.

**Dismissal:** Students who were on Second Warning status and failed to meet the stated minimum CGPA and/or completion percentage of the SAP table are subject to dismissal. Dismissed students are not active students. Students may however appeal their dismissal in writing to the SAP Appeals Committee. If the SAP Appeals Committee finds merit in the student's appeal, the student will be placed on Academic Probation status. If by the close of the academic probation period the student was able to meet the stated minimum CGPA and/or completion percentage requirements of the SAP table, the student will be reinstated in good standing. No further appeals are accorded to the student after the academic probation period.

**Academic Probation:** Students who have successfully appealed their dismissal are placed on Academic Probation status. This status requires students to have their course schedules approved by the Academic Dean and meet an academic advisor at least three times within the quarter.

## APPEAL PROCEDURES

Students have the right to appeal dismissal status where exceptional circumstances can be demonstrated. Appeals must be submitted in writing to the Academic Dean, describe any mitigating circumstances the student feels deserve further consideration, and be submitted at least five (5) days before the beginning of the quarter in which the student requests re-admission. After the appeal is received, the student will be notified within seven (7) business days on whether the appeal is granted or denied. The appeal is forwarded to the SAP Appeals Committee, to review the written records, collect other information as necessary, and issue the final determination. It is in the student's interest to submit an appeal to the SAP Appeals Committee as soon as the student receives a written notice of academic suspension.

## SAP APPEALS COMMITTEE

The SAP Appeals Committee consists of members of the University chosen by the Academic Dean. Exceptional or mitigating circumstances may include extended illness of an immediate family member, extended illness or personal injury of the student, or death of an immediate family member. If a student warrants subsequent dismissal statuses, each successive appeal should cite a different reason for re-entry. A student may not use the same reason for re-entry more than once. Students will be required to indicate why their enrollment should not be terminated and provide reasons for failing to meet the SAP requirements. Students are also required to supply documented evidence in support of their appeal. This may include:

- Copy of death certificate.
- Medical certificate from a registered physician.
- Statement from tutor, faculty member, or other University official.
- Bank statements or financial accounts.
- Other relevant evidence specific to the appeal.

## MITIGATING CIRCUMSTANCES

The Academic Dean may waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside of the student's control. These circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student's satisfactory progress in the academic program.

When an appeal is granted, the student will be placed on probation for a period of one quarter and will be considered making satisfactory academic progress during that period. No waivers will be provided for graduation requirements.

### **READMISSION**

Students who have been dismissed from the University must wait at least two quarters before applying for re-admission and must submit a Petition for Re-admission to the Academic Dean. In order to be considered, the student must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be submitted to the Academic Dean at least ten (10) days before the beginning of the quarter in which the student requests readmission. The Academic Dean will determine if the student has demonstrated the likelihood of future success in the program of study. The Academic Dean will notify the student in writing concerning readmission. If readmission is granted, a student may resume course work at CALUMS.

### **PROGRAM CHANGE**

A program change occurs when a student moves programs at the same academic level without graduating. Only courses applicable to the second program are applied and subject to CGPA, QGPA, and the Minimum Completion Percentage calculations. This includes transfer credits and failed courses. Qualitative and quantitative measurements are based on the second program requirements. Students may change programs twice, i.e. enroll into three programs without graduating. A student who changes a program for a second time, into a third program, must have completed 67% of the program prior to changing.

Students changing programs must follow the procedures below:

- a. Submit the Request for Change of Program to the Registrar.
- b. Consult with Academic Dean.
- c. Request a review of transfer credits if needed.

### **PROGRAM UPGRADE**

A program upgrade occurs when a student moves from a lower-level to higher-level program without completing the lower-level program. For instance, a qualified student moves from an Bachelor's program to a Master's program. Only courses applicable to the second program are applied and subject to CGPA, QGPA, and the Minimum Completion Percentage calculations. This includes transfer credits and failed courses. In cases where a student downgrades from a higher-level to lower level program, the same process is followed.

### **TRANSFER OF CREDIT POLICY**

Transfer credit is generally granted for courses comparable to those offered by California University of Management and Sciences that were successfully completed with a grade of "B" or above for Master's degree at another accredited institution or equivalent. The University will evaluate all hours submitted by the transfer applicant and reserves the right to accept or deny any of the credits for transfer. Transcripts will be officially assessed by the Academic Office after a transfer student has been formally admitted and has declared a major.

### **ADDITION OF AN ACADEMIC PROGRAM**

A student applying for a new program after successful completion of a program in CALUMS should undertake the same application procedures for the program as new students do. In addition, the applicant should attach a statement of purpose to the application, describing the reason for the application. Once the student is admitted to the new program, the student can only receive transfer credits for all major courses in the student's new program. The student will be required to take elective courses different than those taken in his/her previous program.

### **MAINTAINING FULL-TIME STATUS**

In order to maintain full-time status, a graduate student must attempt at least eight (8) quarter credits each quarter for academic credits.

### **LEAVE OF ABSENCE (LOA)**

A leave of absence may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. Students taking a leave of absence must submit a signed leave of absence form to the Registrar's office prior to taking the leave. If a leave of absence is unavoidable, it is best to finish the current quarter before starting a leave. Students who begin a leave of absence during a quarter will be assigned a grade of "W" for any coursework that cannot be assigned a final grade. Leave of absences may not be granted during a student's first quarter. Normally, only one Leave of Absence may be granted in any one academic year. However, with approval of the Academic Dean, there is no limit on a medical Leave of Absence if reasonable grounds are given. Also, leave of absence has no effect on satisfactory academic progress if no credits are attempted during the leave period. A student who wishes to take a leave of absence must make the 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 as a continuing student without persuasive reason(s) and evidence to substantiate such reason(s).

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

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

#### Non-Medical (Personal) Reasons

The student requesting a Leave of Absence from the University who wishes to maintain his enrollment status may do so under the following conditions:

1. File a 'Request for Leave of Absence' form, with the period of leave not to exceed 90 days per academic year, or to the conclusion of any given quarter term of an academic year if the request is filed after the formal beginning of registration for the quarter.
2. Receive approval for the Leave of Absence request from the Academic Dean.

#### Medical Reasons

The student requesting a Leave of Absence for medical reasons who wishes to maintain his enrollment status may do so under the following conditions:

1. File a 'Request for Leave of Absence' form, with the period of leave not to exceed the estimated/required length of absence as confirmed by the attending Physician/Practitioner in a written statement filed with the Academic Office. If this length of time must be extended due to further medical reasons, the student in question and his/her physician/ practitioner must file a new Request for Leave of Absence, indicating in the appropriate place that this is an extension. There is no limit on a medical Leave of Absence if reasonable grounds are given. Also, Leave of Absence time for medical reasons will not be counted against the student's expected "time of completion" requirement.
2. Receive approval for the Leave of Absence request from the Academic Dean.

### **CLASSIFICATION OF STUDENTS**

Based on the number of units successfully completed, a student will be classified as First Year or Second Year. Additionally, based on the number of units a student is carrying at any given time, he/she may be considered as a part-time or full-time student.

The following standards are applied in this regard:

#### **Master's Degree Program**

**Graduate** - A student who has been awarded the Master's degree or a higher degree by a recognized Institute.

**Second Year** - A student who has completed 28 units or more units.

**First Year** - A student who has completed less than 28 units.

**Full-time** - A student carrying 8 or more units.

**Part-time** - A student carrying less than 8 units.

### **AUTHORITY OF INSTRUCTORS**

Students are expected to regularly attend all classes they are enrolled in and to comply with all assignments to the satisfaction of their instructor. Any instructor, with the approval of the Academic Dean, may at any time place on probation, or exclude from his/her course, any student guilty of unbecoming conduct toward the instructor or any member of the class, or may exclude any student who, in the instructor's judgment, has neglected the work of the course. A student thus excluded will receive a grade of "F" (Failure) in the course. The student may contest such an action by filing a student grievance petition through the Office of Student Services.

### **PROGRAM LENGTH**

The normal program length to complete any graduate level program is two (2) years. Students must progress through the program at a pace that will ensure successful completion within one-and-a-half (1.5) times the normal program length as measured in academic years. The maximum program length is three (3) years. If a student cannot complete the program within the maximum time frame, the student will be dismissed.

### **FINAL EXAMINATIONS**

Student achievement will be evaluated in all courses. Students shall be fully informed as to the manner of evaluation (testing/term report), requirements, and assignments at the start of each quarter. CALUMS requires all instructors to give a final exam in each course during the last class period of each quarter.

Any student who finds it impossible to take a final examination on the date scheduled must make arrangements in advance with the instructor either to take the examination at another time before the deadline for reporting grades, or request that a grade of "Incomplete" be assigned, and then follow the regulations for the removal of the "Incomplete" grade. No exceptions will be made to these regulations without the written approval of the instructor and the Academic Dean. All make-up finals will receive a letter grade corresponding to the score which is ten points lower than the numerical score achieved on the final.

### **INDEPENDENT STUDY**

Independent Study is offered only to students during the last two (2) quarters of study. The Academic Dean must authorize a student seeking Independent Study only if a particular course is needed for the student's timely graduation and that course is not being offered in time for the student to graduate, or there will be a time conflict in the class schedule for the needed course with another course taken by the student.

To apply for Independent Study, students must plan at least three (3) quarters before graduation and must meet with the Registrar to determine graduation requirements. One quarter before graduation and, if justified, a student may apply for Independent Study for a maximum of two (2) courses. The Independent Study requirements must be followed and completed by the faculty and student, and then submitted to the Academic Dean for Approval. Meeting dates between faculty and student and assigned work must be planned ahead of time and recorded prior to submission of the Form.

### **INDEPENDENT STUDY ATTENDANCE POLICY**

Independent studies are a directed study, whereby the instructor assigns a student specific research work and material to learn. For this reason, an instructor has the ability to determine the frequency of student contact as the student progresses in his/her research path. Typically, an independent study will involve between six to eight faculty to student meetings. Faculty is to assess the student's academic progress during these sessions. As such, attendance for independent studies are calculated as follows.

Students must complete their assigned work in the time-frame that the instructor assigned. If the student successfully completed the assigned work during that period of time, the student is awarded attendance for the week(s) in which the work was assigned for. If the student does not successfully complete the assigned work during that period of time, the student will be marked absent for the week(s) the work was assigned for.

### **WITHDRAWAL FROM CLASSES**

Students may withdraw from courses (see Add and Drop) during the first two weeks after classes begin without affecting their grade point average. Students thereafter are required to obtain a permit from the Academic Dean to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. A student can withdraw from a class by the following procedures:

1. Make a request to withdraw by using an official 'Add & Drop' form or 'Course Withdrawal Request Form (after Add and Drop Period)';
2. Obtain the signature of instructors.
3. Submit the completed 'Add & Drop' form or 'Course Withdrawal Request Form (after Add and Drop Period)' to the Registrar's Office immediately.

No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused.

All withdrawals from classes must be requested by completing the 'Drop Form' or 'Course Withdrawal Request Form (after Add and Drop Period)'. Oral requests, whether by phone or in person, are not acceptable and will not be acted upon.

### **WITHDRAWAL FROM THE UNIVERSITY**

There are two ways to withdraw from the University:

- A. Students wishing to withdraw temporarily, but who wish to be considered as continuing students, must first obtain the approval of the Academic Dean.

The following procedures must be observed by the student:

1. Notify the Academic Dean or Registrar of intent to withdraw by completing and submitting the 'Notice of Cancellation (Withdrawal Form)' and/or 'Add & Drop' form or 'Course Withdrawal Request Form (after Add and Drop Period)' if applicable.
2. Clear all outstanding debt with the University.
3. Students who submit their completed 'Notice of Cancellation (Withdrawal Form)' and/or 'Add & Drop' form or 'Course Withdrawal Request Form (after Add and Drop Period)' shall receive their refunds within thirty (30) days from receipt of the 'Notice of Cancellation (Withdrawal Form)' and/or 'Add & Drop' form or 'Course Withdrawal Request Form (after Add and Drop Period)'. See Refund Policy for further details.

- B. Students who fail to register for a quarter, without the Academic Dean's approval, will be considered as automatically withdrawn from the University.

All withdrawals from the University must be requested by completing the 'Notice of Cancellation (Withdrawal Form)'. Oral requests, whether by phone or in person, are not acceptable and will not be acted upon.

### **CLEARANCE FOR GRADUATION**

Prospective graduates must submit an Application for Graduation to the Registrar before they can be considered for graduation. Students are advised to file the application in the quarter preceding the one in which they expect to graduate.

During each registration period, students entering their final quarter must meet with their advisors to determine if their proposed class schedule meets all graduation requirements for their degrees.

All graduating students must complete their 'Clearance Form' and 'Exit Interview Form' with appropriate administrative officers prior to their graduation, during weeks 10 and 11 of the quarter in which they expect to graduate.

# ACADEMIC PROGRAMS

## DEGREE PROGRAMS

California University of Management and Sciences, as a degree-granting institution, offers graduate programs leading to the following degrees as approved by the Bureau for Private Postsecondary Education (BPPE).

**Master of Business Administration (MBA)**

**Master of Science in Computer Information Systems (MSCIS)**

**Master of Science in Economics (MSE)**

**Master of Science in Healthcare Management (MSHM)**

**Master of Science in International Business (MSIB)**

## GRADUATION REQUIREMENTS

The Master's degree is conferred upon satisfactory completion of the required quarter units shown below. A minimum grade point average of 3.0 is required. The requirements can be summarized as follows:

Courses	Master Program with Program Prerequisite Courses		Master Program without Program Prerequisite Courses	
	With Project	With Exam	With Project	With Exam
Prerequisite Courses	16	16	0	0
Major Courses	44	44	44	44
Electives	8	12	8	12
Project/Exam	4	0	4	0
Total	72 Units	72 Units	56 Units	56 Units

Up to 16 quarter units (4 courses) of coursework can be accepted for transfer credits from another institution. At least 24 quarter units (6 courses) must be completed in residency at the California University of Management and Sciences. Deviations and substitutions for the requirements must be approved by the Academic Dean prior to the start of classes.

The student must register for the MS611 Project by the end of the registration period of the student's third to last quarter.

# MASTER OF BUSINESS ADMINISTRATION (MBA)

## Program Objectives

The Master of Business Administration (MBA) program provides students with core competencies in strategic, behavioral, and applied management skills to effectively manage organizations. The Master of Business Administration (MBA) graduates from CALUMS are expected to pursue junior to executive level managerial positions in business enterprises classified under United States Department of Labor's Standard Occupational Classification codes 11-1011, 11-1021, 11-2022, 11-3012, 11-3013, 11-3051, 11-3071, 11-3111, 11-3121, 11-3131, 11-9021, 11-9072, 11-9151, 11-9179, 11-9199, 13-1051, 13-1071, 13-1081, 13-1082, 13-1111, 13-1141, 13-1199, 25-1011.

1. Develop an executive level perspective on economic systems and on the relationship between business and society.
2. Develop a global perspective on business operations.
3. Provide a foundation in concepts and applications of quantitative methods and information technology in the business setting.
4. Stimulate the students' intellectual curiosity, develop their creativity and logic, and encourage an appreciation of demographic diversity and ethical principles.

## MBA Student Learning Outcomes

Graduates of the Master of Business Administration (MBA) program will be able to:

1. Express and demonstrate a theoretical and practical understanding of the role of management and leadership in organizing strategic processes.
2. Demonstrate quantitative skills necessary for strategic, tactical, and operational planning of decisions in business organizations.
3. Demonstrate the quantitative and qualitative skills necessary to evaluate the performance of an organization.
4. Apply project management skills, teamwork, and organizational structures in strategic planning.
5. Be educationally prepared for employment in a position of their choice and to continue their studies toward a doctoral degree, if they choose.

## Description of Course Instruction

Please see Course Description.

## MBA Program Requirements

### **Program Prerequisite Courses (4 courses, 16 units)**

Students who completed their bachelor's degrees in a non-business field or students with insufficient background in statistics, economics, and business management are required to complete the following prerequisite courses.

Course #	Course Title	Units
BM201	Principles of Management	4
BM221	Business Statistics I	4
BM231	Business Communications	4
EC201	Principles of Economics	4

### **Major Courses (11 courses, 44 units)**

BA501	Management Communication	4
BA511	Business Statistics and Analysis	4
BA512	Advanced Strategic Management	4
BA521	Leadership and Organizational Behavior	4
BA531	Operations Planning and Control	4
BA532	Advanced Management Science	4
BA541	Financial Management and Analysis	4
BA551	Marketing Management Theory	4
BA573	Project Planning and Management Seminar	4
BA575	Business Analytics Programming	4
EC521	Business and Economic Forecasting	4



**Elective Courses**

1. For those completing the program with a Project (MS611), students may choose among the major courses of other master programs to complete eight (8) quarter units as elective courses, subject to the approval of the Academic Dean.
2. For those completing the program with a Comprehensive Exam, students may choose among the major courses of other master programs to complete twelve (12) quarter units as elective courses, subject to the approval of the Academic Dean.

**MBA Program Outline by Term**

	Course #	Course Title	Units	Sub-Total
Quarter 1	BA501	Management Communication	4	8
	BA511	Business Statistics and Analysis	4	
Quarter 2	BA512	Advanced Strategic Management	4	8
	BA521	Leadership and Organizational Behavior	4	
Quarter 3	BA531	Operations Planning and Control	4	8
	BA541	Financial Management and Analysis	4	
Quarter 4	BA532	Advanced Management Science	4	8
	BA551	Marketing Management Theory	4	
Quarter 5	BA575	Business Analytics Programming	4	8
	EC521	Business and Economic Forecasting	4	
Quarter 6	BA573	Project Planning and Management Seminar	4	8
	XXX	MS611 Project or Elective Course + Comprehensive Exam	4	
Quarter 7	XXX	Elective Course	4	8
	XXX	Elective Course	4	
			Total	56

**Graduation Requirements**

The MBA degree is conferred upon satisfactory completion of the required quarter units shown below. A minimum grade point average of 3.0 is required.

Up to 16 quarter units (4 courses) of coursework can be accepted for transfer credit from another institution. At least 24 quarter units (6 courses) must be completed in residency at the California University of Management and Sciences. Deviations and substitutions for the requirements must be approved by the Academic Dean prior to the start of classes.

# MASTER OF SCIENCE IN COMPUTER INFORMATION SYSTEMS (MSCIS)

## Program Objectives

The Master of Science in Computer Information Systems (MSCIS) program provides students with advanced technical and managerial skills in the areas of computer systems, networks, communications, and data analysis. The Master of Science in Computer Information Systems (MSCIS) graduates from CALUMS are expected to pursue junior to executive level managerial positions in business and IT enterprises classified under United States Department of Labor's Standard Occupational Classification codes 111-3021, 15-1212, 15-1231, 15-1241, 15-1244.

1. Enhance the students' acquired knowledge on major organizational functions which support computer information systems.
2. Empower the students in becoming proficient in communication, human relations, and management skills which are critical to successful technology implementation and evaluation.
3. Provide students with an acquired mastery of basic and advanced information systems approaches, methods and techniques, and their applications in a broad variety of organizational settings.
4. Create a constant awareness among students of the ethical issues and the societal impacts of the Information Age.

## Student Learning Outcomes

Graduates of the Master of Science in Computer Information Systems (MSCIS) program will be able to:

1. Examine the use of information systems and data to develop organizations and enhance business processes.
2. Demonstrate quantitative skills necessary for strategic, tactical, and operational planning of information systems in organizations.
3. Manage various components of database systems within organizations of varying needs.
4. Apply project management skills, teamwork, and organizational structures in strategic planning.
5. Be educationally prepared for employment in a position of their choice and to continue their studies toward a doctoral degree, if they choose.

## Description of Course Instruction

Please see Course Description.

## MSCIS Program Requirements

### **Program Prerequisite Courses (4 courses, 16 units)**

Students who completed their bachelor's degrees in a non-computer information systems related field or students with insufficient background in management and computer information systems are required to complete the following program prerequisite courses.

Course #	Course Title	Units
BM201	Principles of Management	4
BM221	Business Statistics I	4
CS201	Introduction to Computer Information Systems	4
CS221	Introduction to Data Structure & Algorithms	4

### **Major Courses (11 courses, 44 units)**

BA501	Management Communication	4
BA511	Business Statistics and Analysis	4
BA512	Advanced Strategic Management	4
BA521	Leadership and Organizational Behavior	4
BA573	Project Planning and Management Seminar	4
CS521	Management Information Systems	4
CS552	Comparative System Development Methodologies	4
CS561	Data Modeling and Database Administration	4
CS568	Advanced SQL	4
CS571	Network Planning and Administration	4
CS582	Information Systems Security	4

**Elective Courses**

1. For those completing the program with a Project (MS611), students may choose among the major courses of other master programs to complete eight (8) quarter units as elective courses, subject to the approval of the Academic Dean.
2. For those completing the program with a Comprehensive Exam, students may choose among the major courses of other master programs to complete twelve (12) quarter units as elective courses, subject to the approval of the Academic Dean.

**MSCIS Program Outline by Term**

	<b>Course #</b>	<b>Course Title</b>	<b>Units</b>	<b>Sub-Total</b>
Quarter 1	BA501	Management Communication	4	8
	CS521	Management Information Systems	4	
Quarter 2	BA511	Business Statistics and Analysis	4	8
	CS552	Comparative Systems Development	4	
Quarter 3	BA521	Leadership and Organizational Behavior	4	8
	CS561	Data Modeling and Database Administration	4	
Quarter 4	BA512	Advanced Strategic Management	4	8
	CS571	Network Planning and Administration	4	
Quarter 5	CS568	Advanced SQL	4	8
	CS582	Information Systems Security	4	
Quarter 6	BA573	Project Planning and Management Seminar	4	8
	XXX	MS611 Project or Elective Course + Comprehensive Exam	4	
Quarter 7	XXX	Elective Course	4	8
	XXX	Elective Course	4	
			<b>Total</b>	<b>56</b>

**Graduation Requirements**

The MSCIS degree is conferred upon satisfactory completion of the required quarter units shown below. A minimum grade point average of 3.0 is required.

Up to 16 quarter units (4 courses) of coursework can be accepted for transfer credit from another institution. At least 24 quarter units (6 courses) must be completed in residency at the California University of Management and Sciences. Deviations and substitutions for the requirements must be approved by the Academic Dean prior to the start of classes.

# MASTER OF SCIENCE IN ECONOMICS (MSE)

## Program Objectives

The Master of Science in Economics (MSE) program provides students with a broad range of quantitative and analytical tools to effectively understand economic systems and organizational decisions. The Master of Science in Economics (MSE) graduates from CALUMS are expected to pursue junior to executive level managerial positions in business or governmental organizations classified under United States Department of Labor's Standard Occupational Classification codes 11-9199, 15-2041, 15-2051, 19-3011, 19-4061, 25-1063.

1. Train students to acquire a deeper and more sophisticated knowledge of the economic analysis of markets and financial institutions.
2. Facilitate the entry of students into the domestic and international labor market by providing them with the most recent investigative tools, for both theoretical and applied levels.
3. Develop proficiency with graduate econometric methods, including an understanding of basic econometric theory and the ability to apply econometric or operations research techniques to problems.
4. Increase the ability to communicate regarding economic issues and research results with both professional and lay audiences.

## Student Learning Outcomes

Graduates of the Master of Science in Economics (MSE) program will be able to:

1. Examine and demonstrate a theoretical and practical understanding of the different market structures and inefficiencies caused by market failures.
2. Demonstrate quantitative skills necessary for strategic, tactical, and operational planning of economic decisions in organizations.
3. Analyze the influence of markets, institutions, and government policies upon different organizations.
4. Apply project management skills, teamwork, and organizational structures in strategic planning.
5. Be educationally prepared for employment in a position of their choice and to continue their studies toward a doctoral degree, if they choose.

## Description of Course Instruction

Please see Course Description.

## MSE Program Requirements

### **Program Prerequisite Courses (4 courses, 16 units)**

Students who completed their bachelor's degrees in a non-business field or students with insufficient background in statistics, economics, and business management are required to complete the following prerequisite courses.

Course #	Course Title	Units
BM201	Principles of Management	4
BM221	Business Statistics I	4
BM231	Business Communications	4
EC201	Principles of Economics	4

### **Major Courses (11 courses, 44 units)**

BA501	Management Communication	4
BA511	Business Statistics and Analysis	4
BA512	Advanced Strategic Management	4
BA573	Project Planning and Management Seminar	4
EC521	Business and Economic Forecasting	4
EC531	Microeconomics Theory	4
EC532	Macroeconomics Theory	4
EC541	Advanced Econometrics I	4
EC542	Advanced Econometrics II	4
EC551	Advanced Monetary Theory	4
EC571	Managerial Economics & Operations Research	4

**Elective Courses**

1. For those completing the program with a Project (MS611), students may choose among the major courses of other master programs to complete eight (8) quarter units as elective courses, subject to the approval of the Academic Dean.
2. For those completing the program with a Comprehensive Exam, students may choose among the major courses of other master programs to complete twelve (12) quarter units as elective courses, subject to the approval of the Academic Dean.

**MSE Program Outline by Term**

	Course #	Course Title	Units	Sub-total
Quarter 1	BA501	Management Communication	4	8
	BA511	Business Statistics and Analysis	4	
Quarter 2	BA512	Advanced Strategic Management	4	8
	EC521	Business and Economic Forecasting	4	
Quarter 3	EC531	Microeconomics Theory	4	8
	EC532	Macroeconomics Theory	4	
Quarter 4	EC541	Advanced Econometrics I	4	8
	EC551	Advanced Monetary Theory	4	
Quarter 5	EC542	Advanced Econometrics II	4	8
	EC571	Managerial Economics and Operations Research	4	
Quarter 6	BA573	Project Planning and Management Seminar	4	8
	XXX	MS611 Project or Elective Course + Comprehensive Exam	4	
Quarter 7	XXX	Elective Course	4	8
	XXX	Elective Course	4	
			Total	56

**Graduation Requirements**

The MSE degree is conferred upon satisfactory completion of the required quarter units shown below. A minimum grade point average of 3.0 is required.

Up to 16 quarter units (4 courses) of coursework can be accepted for transfer credit from another institution. At least 24 quarter units (6 courses) must be completed in residency at the California University of Management and Sciences. Deviations and substitutions for the requirements must be approved by the Academic Dean prior to the start of classes.

# MASTER OF SCIENCE IN HEALTHCARE MANAGEMENT (MSHM)

## Program Objectives

The Master of Science in Healthcare Management (MSHM) program provides students with competencies to manage the operations and administration of healthcare organizations. The Master of Science in Healthcare Management (MSHM) graduates from CALUMS are expected to pursue junior to executive level managerial positions in healthcare organizations classified under United States Department of Labor's Standard Occupational Classification codes 11-9111.

1. Provide students with an executive approach in overseeing the general operations of healthcare organizations.
2. Provide students with the managerial skills and tools in effectively handling functional units in healthcare organizations.
3. Expand the student's knowledge in the corporate and social responsibilities involved in healthcare management.
4. Engage the students in progressive research work for the development of the healthcare industry.
5. Maintain a solid foundation among students in critical thinking and ethical principles involved in managing healthcare organizations.

## Student Learning Outcomes

Graduates of the Master of Science in Healthcare Management (MSHM) will be able to:

1. Develop creative and effective solutions to various Human Resources challenges faced as healthcare administrators.
2. Demonstrate quantitative skills necessary for strategic, tactical, and operational planning of decisions in healthcare management.
3. Demonstrate techniques for improving efficiency in a variety of healthcare settings and the associated trade-offs.
4. Apply project management skills, teamwork, and organizational structures in strategic planning.
5. Be educationally prepared for employment in a position of their choice and to continue their studies toward a doctoral degree, if they choose.

## Description of Course Instruction

Please see Course Description.

## MSHM Program Requirements

### **Program Prerequisite Courses (4 courses, 16 units)**

Students who completed their bachelor degrees in a non-related field or students with insufficient background in management, statistics, healthcare concepts, and healthcare terminology are required to complete the following prerequisite courses:

Course #	Course Title	Units
BM201	Principles of Management	4
BM221	Business Statistics I	4
HM201	Healthcare Concepts	4
HM202	Healthcare Terminology	4

### **Core Courses (11 courses, 44 units)**

BA501	Management Communication	4
BA511	Business Statistics and Analysis	4
BA541	Financial Management and Analysis	4
BA537	Project Planning and Management Seminar	4
EC521	Business and Economic Forecasting	4
HM511	Healthcare Management Theory	4
HM521	Human Resource Development in Healthcare	4
HM531	Healthcare Operations Management and Control	4
HM535	Healthcare Information Systems	4
HM545	Dynamic Healthcare Law	4
HM571	Healthcare Cases and Research Methodologies	4

**Elective Courses**

1. For those completing the program with a Project (MS611), students may choose among the major courses of other master programs to complete eight (8) quarter units as elective courses, subject to the approval of the Academic Dean.
2. For those completing the program with a Comprehensive Exam, students may choose among the major courses of other master programs to complete twelve (12) quarter units as elective courses, subject to the approval of the Academic Dean.

**MSHM Program Outline by Term**

	Course #	Course Title	Units	Sub-Total
Quarter 1	BA501	Management Communication	4	8
	HM511	Healthcare Management Theory	4	
Quarter 2	BA511	Business Statistics and Analysis	4	8
	HM521	Human Resource Development in Healthcare	4	
Quarter 3	BA541	Financial Management and Analysis	4	8
	HM531	Healthcare Operations Management and Control	4	
Quarter 4	EC521	Business and Economic Forecasting	4	8
	HM535	Healthcare Information Systems	4	
Quarter 5	HM545	Dynamics of Healthcare Law	4	8
	HM571	Healthcare Cases and Research Methodologies	4	
Quarter 6	BA573	Project Planning and Management Seminar	4	8
	XXX	MS611 Project or Elective Course + Comprehensive Exam	4	
Quarter 7	XXX	Elective Course	4	8
	XXX	Elective Course	4	
			<b>Total</b>	<b>56</b>

**Graduation Requirements**

The MSHM degree is conferred upon satisfactory completion of the required quarter units shown below. A minimum grade point average of 3.0 is required.

Up to 16 quarter units (4 courses) of coursework can be accepted for transfer credit from another institution. At least 24 quarter units (6 courses) must be completed in residency at the California University of Management and Sciences. Deviations and substitutions for the requirements must be approved by the Academic Dean prior to the start of classes.

# MASTER OF SCIENCE IN INTERNATIONAL BUSINESS (MSIB)

## Program Objectives

The Master of Science in International Business (MSIB) program provides students with strategic tools, skills, and analytical techniques that will assist them in managing a variety of functions for global and multinational companies. The Master of Science in International Business (MSIB) graduates from CALUMS are expected to pursue junior to executive level managerial positions in multinational organizations as classified under United States Department of Labor's Standard Occupational Classification codes 11-1011, 11-1021, 13-1199, 25-1011.

1. Equip students with the theories, models and concepts appropriate to solving the problems they will face as managers in international business.
2. Enable students to analyze and synthesize different theories, models and concepts being used in international business management.
3. Prepare students to critically evaluate the applied value of different theories, models and concepts in addressing the problems facing managers operating in a global environment.
4. Engage students in adopting a variety of analytical approaches to assess complex issues confronting managers in international business.

## Student Learning Outcomes

Graduates of the Master of Science in International Business (MSIB) program will be able to:

1. Express the importance of international laws, as well as economic and financial markets, on the decisions of managers.
2. Demonstrate quantitative skills necessary for strategic, tactical, and operational planning of decisions in multinational organizations.
3. Perform techniques to incorporate international values and norms in the processes of an organization.
4. Apply project management skills, teamwork, and organizational structures in strategic planning.
5. Be educationally prepared for employment in a position of their choice and to continue their studies toward a doctoral degree, if they choose.

## Description of Course Instruction

Please see Course Description.

## MSIB Program Requirements

### **Program Prerequisite Courses (4 courses, 16 units)**

Students who completed their bachelor's degrees in a non-business field or students with insufficient background in statistics, economics, and business management are required to complete the following prerequisite courses.

Course #	Course Title	Units
BM201	Principles of Management	4
BM221	Business Statistics I	4
BM231	Business Communications	4
EC201	Principles of Economics	4

### **Major Courses (11 courses, 44 units)**

BA501	Management Communication	4
BA511	Business Statistics and Analysis	4
BA512	Advanced Strategic Management	4
BA573	Project Planning and Management Seminar	4
EC521	Business and Economic Forecasting	4
IB523	International Relations	4
IB531	International Economics	4
IB543	Global Supply Chain Management	4
IB553	International Finance	4
IB561	International Marketing Theory	4
IB568	International Business Law and Ethics	4



**Elective Courses**

1. For those completing the program with a Project (MS611), students may choose among the major courses of other master programs to complete eight (8) quarter units as elective courses, subject to the approval of the Academic Dean.
2. For those completing the program with a Comprehensive Exam, students may choose among the major courses of other master programs to complete twelve (12) quarter units as elective courses, subject to the approval of the Academic Dean.

**MSIB Program Outline by Term**

	Course #	Course Title	Units	Sub-Total
Quarter 1	BA501	Management Communication	4	8
	IB523	International Relations	4	
Quarter 2	BA511	Business Statistics and Analysis	4	8
	IB531	International Economics	4	
Quarter 3	BA512	Advanced Strategic Management	4	8
	IB543	Global Supply Chain Management	4	
Quarter 4	EC521	Business and Economic Forecasting	4	8
	IB553	International Finance	4	
Quarter 5	IB561	International Marketing Theory	4	8
	IB568	International Business Law and Ethics	4	
Quarter 6	BA573	Project Planning and Management Seminar	4	8
	XXX	MS611 Project or Elective Course + Comprehensive Exam	4	
Quarter 7	XXX	Elective Course	4	8
	XXX	Elective Course	4	
			Total	56

**Graduation Requirements**

The MSIB degree is conferred upon satisfactory completion of the required quarter units shown below. A minimum grade point average of 3.0 is required.

Up to 16 quarter units (4 courses) of coursework can be accepted for transfer credit from another institution. At least 24 quarter units (6 courses) must be completed in residency at the California University of Management and Sciences. Deviations and substitutions for the requirements must be approved by the Academic Dean prior to the start of classes.

# COURSE DESCRIPTIONS

## Course Numbering System

**200-299** Bachelor courses offered to graduate students as program prerequisite courses.

**500-599** Courses open only to graduate and post baccalaureate students or seniors with prior approval of the Academic Dean.

## Course Code Identification System

Courses offered at California University of Management and Sciences are grouped into subject codes indicating the classification in which they are presented.

<b>BA</b>	Business Administration Courses
<b>BM</b>	Business Management Courses
<b>CS</b>	Computer Information Systems Courses
<b>EC</b>	Economics Courses
<b>HM</b>	Healthcare Courses
<b>IB</b>	International Business Courses
<b>MS</b>	Program Completion Courses

## BUSINESS ADMINISTRATION COURSES

### **BA501 Management Communication**

**4 units**

The course prepares students to write business messages and make presentations in a business environment. The course teaches students how to successfully interview for business positions and maintain effective communication practices to foster teamwork at the workplace.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Attendance 5%, Mock Interview 10%, Case Study Project 15%, Presentations (2) 20%, Midterm Exam 20%, Final Exam 30%*

### **BA511 Business Statistics and Analysis**

**4 units**

Prerequisite: BM221

The course provides extensive coverage of regression analysis and hypothesis testing, indispensable for statistical analysis. The course studies the relationship between different economic variables using regression analysis. The significance of different economic variables used in business decision making is examined using useful hypothesis testing techniques. Application of advanced computer software and real world examples are presented.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 10%, Midterm 40%, Final Exam 50%*

### **BA512 Advanced Strategic Management**

**4 units**

Prerequisite: Approval of Academic Dean

The course focuses on the application of conceptual models that clarify the interactions between external competition, firm positioning, patterns of technological and market change, and the nature and development of internal firm capabilities. Course will develop a set of tools which are crucial for the formulation and management of a winning technology strategy.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Homework 15%, Presentation 15%, Midterm 25%, Final Exam 35%*

### **BA521 Leadership and Organizational Behavior**

**4 units**

This course will review how managers can become effective leaders by drawing on a knowledge of contemporary concepts in the areas of organizational behavior, change and leadership. In addition to developing diagnostic and problem solving skills, a major focus of this course will be helping students develop a professional competency in the interpersonal skills that numerous studies have shown to be critical for being a successful leader in an organization. Case studies, self-assessments, and experiential exercises will be used to develop skills that are at a professional level of competence and to explore practical applications of the concepts covered in this course.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework/competency exercises 10%, Attendance 10%, Mid-term Exam 30%, Final Exam 30%, Individual project/presentation 20%*

**BA531 Operations Planning and Control****4 units**

Planning and control systems for the management of short and intermediate range decisions encountered in production and operations. Forecasting, production planning and scheduling, inventory management, MRP, capacity planning, just-in-time, and other current topics are covered.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Assignment 12.5%, Homework 12.5%, Reaction Paper 12.5%, Research Paper 12.5%, Exams 50%*

**BA532 Advanced Management Science****4 units**

Prerequisite: BA531 or Approval of Academic Dean

This course focuses on understanding levels for structuring, managing, and improving recurring business processes to achieve competitive advantage in customer responsiveness, price, quality, and variety of products and services. The fundamental principles are explored so that students learn to critically evaluate these and other operational improvement programs.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Quizzes 15%, Group Work 15%, Homework and Participation 10%, Exams 60%*

**BA541 Financial Management & Analysis****4 units**

This course examines the role of financial statement analysis in the evaluation of the firm and the prediction of its future condition. The major emphasis is on using financial statements for performance evaluation, equity valuation, credit analysis, and business decision-making.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Assignments 10%, Term Paper 20%, Mid-term 35%, Final Exam 35%*

**BA542 Investment Theory & Portfolio Management****4 units**

Prerequisite: BA511 or Approval of Academic Dean

A survey of investments including corporate and government securities, real property, and financial intermediaries. A survey of investment theory emphasizing security analysis, valuation, and portfolio management.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Weekly Quizzes 10%, Homework 10%, Participation 10%, Mid-Term Exam 35%, Final Exam 35%*

**BA548 Corporate Finance****4 units**

This course covers the principles that corporations use to make their investing and financing decisions and focuses on the application of concepts in the corporate finance decision-making process. The course looks at capital budgeting, which is the process of making decisions about which long-term projects the corporation should accept for investment. The cost of capital is examined as a means to explain how the required rate of return for a project is developed. The course further explores capital structure and how the optimal capital structure is affected by taxes, agency costs, and the possibility of financial distress. The course will also introduce the students to the negative effects of inadequate corporate governance.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Weekly Quizzes 10%, Homework 10%, Participation 10%, Mid-Term Exam 35%, Final Exam 35%*

**BA551 Marketing Management Theory****4 units**

This course explains to students marketing management's role in an organization's total business strategy. Intensive study of marketing management; emphasis on marketing environment; development of marketing strategies and formulation of policies; integration of marketing with other functional areas of business through case studies.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework: 15%, Mid-Term: 20%, Final: 20%, Project: 20%, Oral Presentation: 15%, Attendance: 10%*

**BA552 Consumer Behavior Theory****4 units**

Prerequisite: BA551 or Approval of Academic Dean

The course emphasis is on understanding the processes that influence the acquisition, consumption, and disposition of private and public sector goods and services. A comprehensive study of behavioral models and concepts to help understand, evaluate, and predict consumer behavior in terms of marketing implications. Determinants of consumer behavior are explored to gain understanding of the complex forces as they affect the marketplace.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework: 15%, Mid-Term: 20%, Final: 20%, Project: 20%, Oral Presentation: 15%, Attendance: 10%*

**BA561 Financial Accounting****4 units**

Financial accounting and reporting related to development of accounting standards, financial statements, income measurement, cash receivables, inventory, property, plant, and equipment, intangibles, and investments

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Weekly Quizzes 10%, Homework 10%, Participation 10%, Mid-Term Exam 35%, Final Exam 35%*

**BA562 Auditing Seminar****4 units**

Prerequisite: BA561 or Approval of Academic Dean

A study of advanced auditing and attestation issues, with an emphasis on operational auditing. Topics include professional ethics, risk analysis, internal control, fraud detection, analytical procedures, determining and assessing operational objectives, and reporting and implementing audit findings.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Article Critique and Write-ups 10%, Topic Participation, Critical Analysis, and Discussion 15%, Term Paper Project 25%, Mid-term Exam 25%, Final Exam 25%***BA563 Managerial Accounting****4 units**

This course examines how managers use accounting information in decision-making, planning, directing operations, and controlling. The course focuses on cost terms and concepts, cost behavior, cost structure, cost-volume-profit analysis, profit planning, standard costs, operational and capital budgeting, cost control, costing systems in a manufacturing environment, performance analysis, and ethics.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%***BA565 Risk Management and Derivatives****4 units**

The course is on the analytics of financial derivatives and risk management and covers a range of topics in contemporary finance. Specifically, the course examines the pricing and use of financial derivatives, including options, forwards, futures, swaps and credit derivatives in risk management. The course will extensively focus on the theory and applications of risk management tools.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%***BA568 Business Law and Ethics****4 units**

This course explores the fundamental concepts of business law. Specific emphasis will be given on the ethical aspects of business law and its practical aspects in everyday life. Issues that will be discussed include contracts, agency law, negligence, anti-trust law, premises liability, and business organizations. Students will leave the class with a deeper understanding of the close relationship between law and business and how to structure business transactions so that you do not violate the law.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%***BA571 Decision Making Theory****4 units**

Prerequisite: BA511

An integrated approach to decision analysis in terms of theory and practice with the objective of gaining insights to both individual utilities, subjective probabilities, risk attitudes, and use of decision models in decision support systems. Actual cases are discussed to develop the student's understanding of rational decision making under conditions of uncertainty.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Homework 15%, Project 20%, Oral Presentation 15%, Attendance 10%, Mid-Term 20%, Final 20%***BA572 Environmental and Risk Management****4 units**

This course presents complexities of making decisions about threats to human health and the environment when people's perceptions of risks and their decision-making processes differ from expert views. Recognizing the limitations of individuals in processing information the course explores the role of techniques such as decision analysis, cost-benefit analysis, risk assessment and risk perception in structuring risk management decisions.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Homework 15%, Project 20%, Oral Presentation 15%, Attendance 10%, Mid-Term 20%, Final 20%***BA573 Project Planning and Management Seminar****4 units**

This course examines project planning and management concepts that support the initiation, planning, performance and control required for successful completion of a project. Students will study the issues faced by project managers such as project constraints, project risk, and how projects relate to an organization's strategic plan.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Homework 5%, Class attendance 10%, Group Presentation 10%, Group Project 15%, Midterm 25%, Final Exam 35%***BA575 Business Analytics Programming****4 Units**

This course provides in-depth methodologies of programming for the business analytics field. The instructor will choose which programming language to cover based on recent developments in the business analytics field. Students will first examine how to extract data, join tables together, and perform aggregations. Then students will explore how to do more complex analysis oriented towards visualization and BI that leads to better business forecasting and strategic business insights. Students will complete the course with specific theories, competencies, and skills necessary for success in the field of Business Analytics.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Attendance & Participation 10%, Research Paper 30%, Mid-Term Exam 25%, Final Exam 35%*

**BA578 Agent Based Modeling****4 units**

This course presents the field of agent-based modeling and its applications to business and social sciences field. The course examines various agent-based models and teaches students to construct their own. The course teaches the best practices in model design and testing, and how agent-based modeling can be incorporated into an empirical research program.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 15%, Project 20%, Oral Presentation 15%, Attendance 10%, Mid-Term 20%, Final 20%*

**BA581 Professional Entrepreneurship****4 units**

This course examines the theory and practice of promoting and managing innovation in start-ups and existing firms. Students will get a chance to create and evaluate real world business plans. The course explores successful frameworks, strategies, funding techniques, business models, risks, and barriers to creating a product or company. Topics include resource management, business model innovation, competitive strategies, information systems, knowledge management, process improvement, performance measurement, and change management.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework: 15%, Mid-Term: 20%, Final: 20%, Project: 20%, Oral Presentation: 15%, Attendance: 10%*

**BUSINESS MANAGEMENT COURSES****BM201 Principles of Management****4 units**

This course is designed to guide students through an understanding of management principles, organizational structure and function, and issues that confront managers in today's workplace. Particular emphasis will be given to elements of responsibility and authority, delegation, communication, change management, ethics, decision-making, organizational strategy and growth, teamwork, motivation, and principles of leadership.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Attendance 10%, Class Assignments 35%, Homework 35%, Midterm Exam 10%, Final Exam 10%*

**BM221 Business Statistics I****4 units**

The course covers the principles of Statistics. Topics include interpretation of statistical data with and without use of probability, random sampling, confidence limits, and hypothesis tests.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation/Attendance 10%, Statistical Project 10%, Homework Assignments 15%, Midterm Exam 30%, Final Exam 35%*

**BM231 Business Communications****4 units**

This course introduces the students to the basic concepts in communication, particularly in the business environment.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Presentation 20%, Classwork 10%, Class Participation/Attendance 10%, Midterm Exam 30%, Final Exam 30%*

**COMPUTER INFORMATION SYSTEMS COURSES****CS201 Introduction to Computer Information Systems****4 units**

Overview of computer, communication, and software systems. This course covers business applications of information technology, managing the acquisition and use of application systems, and working with the information systems organization.

*Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0*

*Course Instruction: Class Attendance & Participation 10%, Chapter Quizzes 45%, Case Study Paper 15%, Case Study Presentation 30%*

**CS221 Introduction to Data Structure & Algorithms****4 units**

Prerequisite: Approval of Academic Dean

This course is an introduction to the design, analysis, and variety of algorithms. This course covers the specification of computational tasks, varieties of algorithms for tasks, demonstrating that algorithms perform given tasks, the structure of algorithms and measures for comparing the performance of algorithms. Also this course considers the implementation of algorithms and relevant data and program structures, and principles of program design.

*Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0*

*Course Instruction: Assignments 20%, Quizzes 20%, Project 20%, Midterm Exam 20%, Final Exam 20%*

**CS521 Management Information Systems****4 units**

Prerequisite: CS201

Analyzes information systems from a management control perspective, emphasizing organization environment, technology, decision models and performance evaluation as determinants of information processing requirements. Cases and design projects explore the management of information processing systems, major functional applications, and the impact of information technology on individuals and society.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Attendance 10%, Chapter Quizzes 50%, Case Study Paper 20%, Presentation 20%***CS531 Information Systems Planning****4 units**

Course applies principles of managerial planning to information systems. Covers strategic, tactical, and operational planning of IS, with special emphasis on linkage between strategic plans of organization as whole and those of IS.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Class Attendance & Participation 10%, Chapter Quizzes 30%, Case Study Paper 30%, Case Study Presentation(s) 30%***CS532 Organizational Transformation****4 units**

This course is targeted towards information systems professionals who are involved in the planning and implementation of large scale, cross-functional enterprise systems. Students will examine the characteristics of technology efforts that change and transform the way people perform their tasks and how the new technology structures the flow of information and decision making using workflow modeling methods.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Class Attendance & Participation 10%, Quizzes 20%, Midterm and Final Exams 30%, Research Paper 40%***CS541 Staffing the Information Systems Function****4 units**

The course focuses on current and emerging issues of recruitment, selection, training, motivation, retention and evaluation of IS staff. Issues include developing job descriptions, shifting demands for staffing, performance criteria, alternative approaches to training, alternative career tracks, and the role of personality types on performance. Influence of recent trends including downsizing, outsourcing, centralization and decentralization, and end-user computing will be examined. Current theory and specific practices are studied. Practical applications will be stressed.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Class Attendance & Participation 10%, Quizzes 20%, Midterm and Final Exams 30%, Research Paper 40%***CS542 Information Systems Resource Acquisition****4 units**

This course examines the management and technical skills required to be an Information Systems Consultant. It requires a working understanding of various technologies including hardware, software, database, telecommunications, and e-Commerce, and therefore should be taken late in the program. The course prepares students to observe, evaluate and make improvements in the way businesses deploy technology to accomplish their goals.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Midterm Exam 50%, Final Exams 50%***CS551 Information Systems Project Management****4 units**

Students will be exposed to the processes and tool for the systems development life cycle including; analysis and design techniques; information systems planning and project identification and selection, requirements collection and structuring, process modeling, data modeling, design of interface and data management, system implementation and operation, system maintenance, and change management implications of systems. Globalization issues in systems will be discussed. Students will use current methods and tools such as rapid application development, prototyping, and visual development.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%***CS552 Comparative System Development Methodologies****4 units**

This course covers the entire systems development life cycle (SDLC), from initiation of an information system development project to final delivery of a functional system. It describes the analysis, design, implementation, and project management concepts that will enable you to successfully develop a full-scale system. Different system methodologies are described, including how the core development processes are implemented in each methodology.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%***CS561 Data Modeling and Database Administration****4 units**

The concepts, principles, issues and techniques for managing corporate data resources are presented. Techniques for managing the design and development of large database systems including logical data models, concurrent processing, data distribution, database administration, data warehousing, data cleansing, and data mining are covered.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%*

**CS562 Data Communication & Computer Networks****4 units**

The course emphasizes advanced topics and principles of computer communications. The first part of the course provides an overview of interfaces that interconnect hardware and software components, describes the procedures and rules involved in the communication process and most importantly the software which controls computers communication. The second part of the course discusses network architectures and design principles, and describes the basic protocol suites. The third part of the course examines the concept of internet working, a powerful abstraction that deals with the complexity of multiple underlying communication technologies.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Midterm Exam 50%, Final Exams 50%*

**CS568 Advanced SQL****4 units**

Prerequisite: CS561

This course provides students with the theory and application of Structured Query Language (SQL) for those who develop database applications. Students will gain a solid working knowledge of this powerful and universal database programming language used in today's business environment. Database theory and database design will be covered. Microsoft (MS) Access will be used for demonstrations throughout this course. Differences between MS Access and MySQL, MSSQL, Oracle, or IBM DB2 will be highlighted where significant.

*Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0*

*Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%*

**CS571 Network Planning and Administration****4 units**

This course aims to retool students with network architecture theoretical knowledge and skills. It will involve hands-on configuration, maintenance, and troubleshooting of network devices using appropriate network tools. Students will design network solutions, analyze network traffic, and work with common protocols (TCP/IP, ARP, DHCP, DNS, FTP, etc.) and its media types such as twisted-pair, coax, fiber-optic, and wireless. Over all, the course integrates the student's mastery of network design and administration with corporate planning in the firm.

*Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0*

*Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%*

**CS581 Distributed Systems****4 units**

The purpose of the Distributed Systems course is to learn the state-of-the-art of practical distributed systems and to distill design principles for building large network-based computational systems. The readings and discussions will help in identifying the research frontier and extracting methods and general approaches to implement these advanced systems. Topics include dynamic packet routing, global namespace systems, component architectures, ontologies, resource allocation strategies, distributed security and authentication protocols, fault-tolerant databases, distributed artificial intelligence, and virtual worlds.

*Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0*

*Course Instruction: Midterm Exam 50%, Final Exam 50%*

**CS582 Information Systems Security****4 units**

Prerequisite: CS571

The course will build upon security concepts that are introduced in Information Systems prerequisite courses. The student will examine security from the perspective of multiple industry standards. The course will develop those concepts and introduce the 10 security domains as specified by the International Information Systems Security Certification Consortium (ISC)2 book of knowledge for security. The course will also prepare the student to take the professional Certified Information Systems Security Professional (CISSP) examination.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Midterm Exam 50%, Final Exam 50%*

**CS591 Managing Electronic Commerce****4 units**

Importance of e-commerce and the role of Internet, strategic planning of e-commerce systems, value chain models, customer relationship thinking, supply chain management and industry analyses. The goal of the course is to initiate students into evaluation and preliminary study of data structures of electronic commerce and services from the point of view of companies and organizations, and evaluation of the development in chosen fields from the point of view of electronic commerce.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Attendance 10%, Group Presentation 30%, Peer Rating 20%, Mid-Term Exam 10%, Final Exam 20%*

## ECONOMICS COURSES

### **EC201 Principles of Economics**

**4 units**

This course presents the basic interactions of individuals, firms and government in a market-oriented economy. It includes analysis of market prices, interest rates, international trade and the role of monetary and fiscal policies in promoting economic growth and stability. Also it covers markets, demand, consumer behavior, nature of firms, measuring economic activity, inflation unemployment, money and banking, and the role of the government.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Attendance 10%, Homework 15%, Presentation 15%, Midterm Exam 25%, Final Exam 35%*

### **EC521 Business and Economic Forecasting**

**4 units**

Prerequisite: BA511

A survey of topics in forecasting with applications to business and economics. Topics to be covered include linear regression, multiple regression, time series decomposition, exponential smoothing, ARIMA models and other advanced forecasting methods.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Assigned Homework 10%, Presentations 20%, Midterm Exam 25%, Final Exam 35%*

### **EC531 Microeconomics Theory**

**4 units**

Microeconomics is presented as a self-contained, logically consistent set of theorems relating consumer preference, demand, production, cost, supply, and price in both the product and factor markets.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Assigned Homework 10%, Presentations 20%, Midterm Exam 25%, Final Exam 35%*

### **EC532 Macroeconomics Theory**

**4 units**

A study of the measurement, growth, and fluctuation of aggregate economic activity with emphasis on static and dynamic theoretical techniques to ascertain the effectiveness of fiscal and monetary policies in dealing with unemployment and inflation.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Assigned Homework 10%, Presentations 20%, Midterm Exam 25%, Final Exam 35%*

### **EC541 Advanced Econometrics I**

**4 units**

Prerequisite: BA511

Applying econometric techniques to analyze real-world problems in such areas as finance, economics, accounting and marketing; emphasis on empirical data analysis using popular statistical packages, case studies and reports.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Assigned Homework 10%, Presentations 20%, Midterm Exam 25%, Final Exam 35%*

### **EC542 Advanced Econometrics II**

**4 units**

Prerequisite: EC541

Concepts and methods of time series analysis and their applications to economics. Time series models to be studied include simultaneous stochastic equations and VAR, ARIMA, and state-space models. Methods to analyze trends, second-moment properties via the auto covariance function and the spectral density function and methods of estimation and hypothesis testing and of model selection are presented.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Assigned Homework 10%, Presentations 20%, Midterm Exam 25%, Final Exam 35%*

### **EC551 Advanced Monetary Theory**

**4 units**

Prerequisite: EC532

This course describes the role of money and financial institutions in the economy. Topics included are monetary tools of interest rate and exchange rate determination, monetary effects on bond prices, inflation targeting in monetary policy, international parity conditions and the nature of optimal monetary strategy. The course further investigates the Fisher effect, conditions for carry trade and optimal exchange rate policies.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Assigned Homework 10%, Presentations 20%, Midterm Exam 25%, Final Exam 35%*

### **EC561 Advanced Labor Economics**

**4 units**

Prerequisite: EC531

Relations between employers and employees as the latter are represented by organized labor. Collective bargaining as it relates to recognition, wages hours, working conditions, grievance procedure, seniority, health and safety, etc., and the impact of the law upon these.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Assigned Homework 10%, Presentations 20%, Midterm Exam 25%, Final Exam 35%*



**EC562 Economics Policy Theory****4 units**

Focused on analytical models of political institutions, this course presents voting models, menu auctions, models of reputation, and cheap talk games. These models are used to explain patterns of participation in elections, institutions of congress, lobbying, payments to special interest groups, and other observed phenomena.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Assigned Homework 10%, Presentations 20%, Midterm Exam 25%, Final Exam 35%*

**EC571 Managerial Economics & Operations Research****4 units**

Tools, concepts, and factual data used by economists in solving specific business problems; case method applications of principles, analytical tools, and sources of economic information to practical business situations.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Assigned Homework 10%, Presentations 20%, Midterm Exam 25%, Final Exam 35%*

**EC581 Economics of Information****4 units**

The measurement and analysis of the role information plays in the economy and of the resources devoted to production, distribution, and consumption of information. Economic analysis of the information industry. Macroeconomics of information.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Assigned Homework 10%, Presentations 20%, Midterm Exam 25%, Final Exam 35%*

**EC591 Economics Analysis and Public Policy****4 units**

Presents and develops the tools of microeconomic analysis and illustrates their use via applications to current issues. Students also explore the methods of microeconomic analysis of government growth and stabilization policies.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Assigned Homework 15%, Presentations 15%, Midterm Exam 25%, Final Exam 35%*

## HEALTHCARE COURSES

**HM201 Healthcare Concepts****4 units**

The study of origins, uses, content and format of healthcare data and data sets across the continuum of healthcare. Accreditation, certification, and licensure standards applicable to healthcare system are examined. Qualitative and quantitative analysis of healthcare data, forms and screen design and control will be discussed.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Quizzes 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%*

**HM202 Healthcare Terminology****4 units**

This course introduces the students to medical terminology utilizing word building methodologies. The students will study various root words, prefixes, suffixes, and connectors and develop their skills in analyzing, synthesizing, writing, and communicating terminology pertinent to all health science related disciplines.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Quizzes 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%*

**HM511 Healthcare Management Theory****4 units**

This course is intended to build understanding of managing health care services and health care delivery organizations, especially in the United States.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Case Studies 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%*

**HM521 Human Resource Development in Healthcare****4 units**

This course is designed to expose the students to the major issues, laws, managerial processes, procedures, and psychological factors which should be considered when developing a management system for healthcare organizations in the 21st century.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Case Studies 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%*

**HM525 Economic Policy in Healthcare Management****4 units**

Health policy is examined from an economic perspective. Basic economic theories and their relationships to the structure and function of the U.S. healthcare system are explored. Alternative health care systems and healthcare reforms are also evaluated.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Case Studies 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%*

**HM531 Healthcare Operations Management and Control****4 units**

Prerequisite: HM511 or Approval of Academic Dean

This course explores opportunities for improvement in the design and management of healthcare operations. The course utilizes operations management tools such as optimization, scheduling, economic analysis, decision analysis, and Monte Carlo simulation.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Class Participation 10%, Case Studies 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%***HM535 Healthcare Information Systems****4 units**

Prerequisite: HM531 or Approval of Academic Dean

This course provides students with the ability to define operational and strategic objectives for healthcare management information systems. Emphasis will be on the hardware, software and communication links and the proper interpretation and utilization of processed information for program management purposes.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Class Participation 10%, Case Studies 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%***HM545 Dynamics of Healthcare Law****4 units**

This course provides an overview of the legal issues that professionals and executives face in managing healthcare organizations in the 21st century. It includes topics such as patients' rights, antitrust, institutional liability, and employee relations.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Class Participation 10%, Case Studies 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%***HM555 Global Alignment in Healthcare Management****4 units**

Prerequisite: HM511 or Approval of Academic Dean

This course covers major health and health-related issues involved in developing, resource-limited, and emerging nations. Students will study and analyze a variety of health priorities among various populations and cultural settings in relation to global health goals and partnerships.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Class Participation 10%, Case Studies 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%***HM571 Healthcare Cases and Research Methodologies****4 units**

Prerequisites: Approval of Academic Dean

This course provides an overview of the research process as well as studies on healthcare cases. The purpose, conduct and evaluation of research will be discussed utilizing examples from the health sciences literature. Basic concepts of biostatistics will also be introduced.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Class Participation 10%, Case Studies 10%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%***INTERNATIONAL BUSINESS COURSES****IB522 International Business Strategies****4 units**

This course covers the fundamentals of strategic management from the perspective of both large and small organizations operating internationally. It thus builds directly on prior studies in international business and focuses on corporate and business level strategies, rather than functional strategies.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Class Participation 10%, Homework/Assignments 15%, Group Reports 30%, Mid-Term Exam 20%, Final Exam 25%***IB523 International Relations****4 units**

The course will analyze a wide range of issues and theories involved in the study of international relations including the workings of the state system, the causes of international conflict and violence, and international economic relations. The course will examine how social, political, and cultural factors affect the economic outcome of countries.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Class Participation 10%, Reading Assignments 15%, Group Presentations 30%, Midterm Exam 15%, Final Exam 30%***IB531 International Economics****4 units**

Prerequisite: Approval of Academic Dean

An examination of the special problems and issues surrounding the economic interaction of sovereign nations. Topics include gains from trade, patterns of trade, balance of payments, determination of exchange rates, free trade and protectionism, international capital markets, and issues in international policy coordination.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Class Participation 10%, Assigned Homework 15%, Research Paper 20%, Midterm Exam 20%, Final Exam 35%*

**IB543 Global Supply Chain Management****4 units**

The course explores the effective development and management of a supply chain network in the global marketplace. The course examines the integration of key business processes within a firm and across a network of firms that comprise the supply chain. Examples of companies collaborating across the globe will be used in the evaluation of firms creating product value across the supply chain.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Assigned Homework 15%, Presentations 20%, Midterm Exam 20%, Final Exam 35%*

**IB553 International Finance****4 units**

This course provides a framework for understanding macroeconomic issues in the world economy. A significant portion of the course will be devoted to understanding exchange rates both in theory and practice. Topics to be covered include: theories of exchange rate determination with particular applications in international financial markets.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Assigned Homework 15%, Term Paper 15%, Midterm Exam 25%, Final Exam 35%*

**IB561 International Marketing Theory****4 units**

Planning and implementing international marketing programs including those of multinational corporations; micro and macro marketing implications of economic development; consumer behavior, market research and strategy in other cultures.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Assigned Homework 15%, Term Paper 20%, Midterm Exam 20%, Final Exam 35%*

**IB568 International Business Law and Ethics****4 units**

This course is an examination of the legal implications and ramifications of doing business internationally, along with the related cultural, political, economic, and ethical issues faced by global business managers. Focusing on trade, the licensing of intellectual property, and foreign direct investment, the course discusses doing business in a foreign country through real-world examples, precedent-setting cases, managerial implications, and ethical considerations.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Assigned Homework 15%, Presentation 20%, Midterm Exam 20%, Final Exam 35%*

**IB571 International Investment Theory****4 units**

Prerequisite: BA511

This course covers theory and instruments used in developing international investment portfolios. Students gain an understanding of international capital and money markets through the development and management of their own portfolios. The course also covers the use of hedging strategies, asset pricing models and management of exchange risk.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Homework/Assignments 15%, Group Reports 30%, Mid-Term Exam 20%, Final Exam 25%*

**IB575 Business Strategies for Emerging Markets****4 units**

The course focuses on the challenges and opportunities associated with organizational management and business strategy in emerging markets. The course examines the social, political, economic, cultural, and financial conditions that pose special challenges for businesses seeking to export to or invest in these regions and countries. It examines specific organizational strategies firms pursue to overcome these obstacles and exploit opportunities in emerging markets. The course will examine commonalities of different regions and countries while highlighting cultural and economic differences.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Homework/Assignments 15%, Group Reports 30%, Mid-Term Exam 20%, Final Exam 25%*

**IB578 International Financial Statement Analysis****4 units**

The course explores the use of accounting information for internal planning, analysis, and decision-making with an international focus. This information is a key input into a wide range of analytical tools to support decisions. The course will examine the analytical tools used to assess a company's performance, the concept of quality of earnings, approaches to valuation, and other issues.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Homework/Assignments 15%, Group Reports 30%, Mid-Term Exam 20%, Final Exam 25%*

**IB583 Comparative Politics****4 units**

The course will analyze various theories on the effects of political institutions on economic outcomes. Focus will be placed on the political representation within political frameworks and the allocation of public goods. The course will explore the accountability, trade, redistribution, and political stability of different political regimes.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 10%, Homework/Assignments 15%, Group Reports 30%, Mid-Term Exam 20%, Final Exam 25%*

## PROGRAM COMPLETION COURSES

### **MS611 Project**

**4 units**

Prerequisite: Approval of Academic Dean

This course aims to enhance the student's research planning and writing skills based on the integration of practical experience and academic coursework. A faculty member will be assigned to the student as Project Advisor for the duration of the preparation, implementation, and evaluation of the project. Final approval is granted by the Academic Dean upon recommendation by the Project Advisor.

*Hours: Lecture: 10, Lab: 60, Practicum/Internship: 0*

# UNIVERSITY PERSONNEL

## ADMINISTRATORS AND STAFF

President	Jessica M. Mertz	jessica.mertz@calums.edu
Dean of Administration	Yukari Nishioka	yukari@calums.edu
Academic Dean	Sasha Safarzadeh	sasha.zadeh@calums.edu
Program Chair, Business Programs	Silviu Velovici	silviu.velovici@calums.edu
Program Chair, Economics	Sasha Safarzadeh	sasha.zadeh@calums.edu
Program Chair, Computer Information Systems	Mitch Cochran	mitch@calums.edu
Program Chair, Healthcare Management	Belal Saadeh	belal.saadeh@calums.edu
Admissions Officer	CJ Johns	admissions@calums.edu
Finance Officer	Hongjun Ahn	finance@calums.edu
Human Resources	Yukari Nishioka	hr@calums.edu
International Student Advisor	Yukari Nishioka	isa@calums.edu
Librarian	Lionnel Yamentou	library@calums.edu
Registrar	Hongjun Ahn	hjahn@calums.edu
Student Services Advisor	Lionnel Yamentou	ssa@calums.edu

## FACULTY

Note: (\*) designates Part-Time Faculty Status

### **BALTAZAR, RAMON\***

MBA University of Phoenix, Arizona  
B.A. Communications, Ateneo De Manila University, Philippines  
Teaching Area: MBA courses

### **COCHRAN, MITCHELL\***

M.S. Homeland Security, Pennsylvania State University, Pennsylvania  
Master of Administration, University of California Riverside, California  
Teaching Area: Computer Information Systems courses, Network Security

### **LEWIS, SANTA\***

Master of Health Administration, University of La Verne, California  
B.A. Sociology, California State University Long Beach, California  
Teaching Area: Healthcare Management courses

### **MOULIK, SANJOY\***

Ph.D. Information Systems and Technology, Claremont Graduate University, California  
MBA Global Business, Pepperdine University, California  
B.S. Computer Science, California State University Northridge, California  
Teaching Area: Computer Information Systems courses

### **OJO, ANAGA SUNNY\***

Ph.D. Information Systems and Technology, Claremont Graduate University, California  
M.S. Information Systems and Technology, Claremont Graduate University, California  
Teaching Area: Computer Information Systems courses

### **PANAITESCU, PHILIP A.\***

M.A. Economics, Claremont Graduate University, California  
B.A. Economics, University of Massachusetts Amherst, Massachusetts  
Teaching Area: Economics courses

**SAADEH, BELAL\***

Ph.D. Nursing, Hahn School of Nursing, University of San Diego, California  
M.S. Nursing Management, Al-Quds University, Israel  
B.S. Nursing, School of Nursing, University of Jordan, Jordan  
Teaching Area: Healthcare Management courses

**SAFARZADEH, MOHAMMAD**

Ph.D. Economics, Claremont Graduate School, California  
M.S. Economics, California Polytechnic State University Pomona, California  
M.A. Economics, Tehran University, Iran  
B.S. Economics, Tehran University, Iran  
Teaching Area: Economics courses

**SAFARZADEH, PASHA\***

M.A. Economics, Claremont Graduate University, California  
B.A. Applied Mathematics, University of California Berkeley, California  
Teaching Area: Economics courses

**SAFARZADEH, POOYA\***

Juris. D. Law, Chapman University School of Law, California  
B.A. Political Science, University of California Berkeley, California  
Teaching Area: Business Law and Ethics, Sports Law, Dynamics of Healthcare Law

**SAFARZADEH, SASHA**

M.A. Economics, Claremont Graduate University, California  
B.A. Economics, University of California Irvine, California  
Teaching Area: Economics courses

**SARRAF, GEORGE\***

Ph.D. Economics/Management, Claremont Graduate University, California  
M.A. Economics, Claremont Graduate University, California  
Teaching Area: Economics courses, International Business courses

**TOHEMER, MOHAMMAD\***

Ph.D. Healthcare Administration, Capella University, Minneapolis, MN  
Teaching Area: Healthcare Management

**VELOVICI, SILVIU\***

M.S. Financial Engineering, Claremont Graduate University, California  
MBA Pepperdine University, California  
Teaching Area: MBA courses

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Ed.D. Organizational Leadership, Pepperdine University, California  
Master of Education in Human Relations, Northern Arizona University, Flagstaff, Arizona  
Teaching Area: MBA courses

**WILSON-AUS, AILEEN\***

MBA Azusa Pacific University, California  
B.A. Business Administration, Loyola Marymount University, California  
Teaching Area: MBA courses

**ZAMBORI, ISTVAN\***

M.S. Economics, California State Polytechnic University Pomona, California  
B.S. Economics, California State Polytechnic University Pomona, California  
Teaching Area: Economics courses



## LOCATION AND MAP



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E-mail : [info@calums.edu](mailto:info@calums.edu)







**CALUMS**  
CALIFORNIA UNIVERSITY OF  
MANAGEMENT AND SCIENCES



**CALUMS**

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CALIFORNIA UNIVERSITY OF  
MANAGEMENT AND SCIENCES

CATALOG 2021-2022  
UNDERGRADUATE PROGRAMS



## Welcome to California University of Management and Sciences!



Greetings! It is my privilege to welcome you to the California University of Management and Sciences (CALUMS). As you know, there are many different schools to choose from. Therefore, on behalf of the faculty, staff and students, we are grateful and excited that you have chosen our University!

CALUMS strives to provide to you a quality education at an affordable price. Our university was founded on the following principles: Value, Versatility and Technology. We offer Value in the price of our tuition; Versatility in all the various courses that we offer; and we are ever so conscious of Technology and how it impacts the world we live in.

We are dedicated to preparing you to be a part of the next generation of leaders in our world. Through our undergraduate and graduate programs, the faculty members will teach challenging yet practical courses to stimulate your mind and prepare you for the workforce.

I invite you to fully apply yourself to each and every class. Take full advantage of this education. We will be walking with you every step of the way!

Sincerely,

A handwritten signature in blue ink, appearing to read "Dr. Jessica Mertz". The signature is fluid and stylized, with a large loop at the end.

Dr. Jessica Mertz,  
President

## **ABOUT THIS CATALOG**

This document, the California University of Management and Sciences (CALUMS) School Catalog 2019-2020 (Undergraduate Programs), is published to help the prospective and enrolled students make decisions toward fulfillment of their academic goals. It does not constitute an unchangeable contract, but instead, serves as an announcement of current policies. CALUMS reserves the right to repeal, change, or amend the rules, regulations, and provisions contained within and may withdraw, or add to, or modify the courses listed herein.

Implicit in each student's matriculation at CALUMS is an agreement to comply with University rules and regulations which the University may modify to properly exercise its educational responsibility. Thus, although every effort has been made to assure the accuracy of the information in this catalog, students are advised that this information is subject to change without notice, and the appropriate instructional departments or administrative offices should be consulted for updates, including catalog supplements.

It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program he/she is pursuing. Regulations will not be waived nor exceptions granted because a student pleads ignorance of these policies or procedures. While academic advisors will assist students in every way possible, the responsibility for following all policies and meeting all requirements and deadlines rests with the student. A student is expected to satisfy the requirements of the catalog in effect at the time he or she is admitted to, and begins course work in, a degree program. However, a student may elect to graduate under the catalog in force at the time of his/her graduation provided the student complies with all requirements of the later catalog.

The Catalog Committee is responsible for the contents of the catalog. It may be amended, changed, or supplemented after the effective date has started. Such modifications will be typed, dated and posted by the Administration Office at the school's bulletin boards; and attached to the school catalog in effect until such time that a new school catalog is published.

This catalog is published annually.

This catalog is available at the CALUMS library for reference and can also be viewed at the school's website ([www.calums.edu](http://www.calums.edu)).

Upon request of a prospective student or the general public, the Admissions Director shall provide either: an available hard copy of the current school catalog, or the link in the school's website where the catalog can be viewed and downloaded, i.e., [www.calums.edu](http://www.calums.edu).

This catalog is effective as of July 1, 2020 up to June 30, 2021.

## **CATALOG OF RECORDS**

Because of ongoing modifications and changes in courses and program requirements, it is the policy of CALUMS to clear each student for graduation, insofar as possible, under the program requirements stated in the Catalog of Records, i.e., the catalog in effect when the student enrolled and under which the student maintained continuous residence. The program must, however, reflect at least the total number of units required in the catalog under which the student petitions to graduate. If this latter requirement necessitates further course work, it will be kept to a minimum. Academic advisors will use the best balance of subject matter consistent with required credits and availability of specific courses to formulate an acceptable program within the pertinent total unit guidelines.

## **CUSTODIAN OF RECORDS**

CALUMS maintains student records in accordance with governing laws. The Registrar acts as the Custodian of Records and maintains student personal information, financial records, and transcripts in locked, fire-rated cabinets. Academic records are kept for an indefinite period of time. Financial aid records are maintained according to the guidelines established by the funding source. Other files may be purged after a minimum of five (5) years.

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# 2021 ACADEMIC CALENDAR

Winter quarter	January							February							March						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
						1	2		1	2	3	4	5	6		1	2	3	4	5	6
	3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
	17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
	24	25	26	27	28	29	30	28							28	29	30	31			
	31																				
	Classes Begin: Jan. 4							Last day to Add & Drop: Jan. 11													
	Registration: Feb. 16 - Mar. 12							Quarter Break: Mar. 16 - Apr. 4													
	Final Exams Week: Mar. 9 - 15							Academic Holiday: Jan. 18: Martin Luther King Jr. Day							Feb. 15: President's Day						

Spring quarter	April							May							June							
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
						1	2	3							1			1	2	3	4	5
	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
	25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				
								30	31													
	Classes Begin: Apr. 5							Last day to Add & Drop: Apr. 12														
	Registration: May 17 - Jun. 11							Quarter Break: Jun. 15 - Jul. 5														
	Final Exams Week: Jun. 8 - 14							Academic Holiday: May 31: Memorial Day														

Summer quarter	July							August							September													
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT							
						1	2	3							1	2	3	4							1	2	3	4
	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11							
	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18							
	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25							
	25	26	27	28	29	30	31	29	30	31					26	27	28	29	30									
	Classes Begin: Jul. 6							Last day to Add & Drop: Jul. 13																				
	Registration: Aug. 16 - Sep. 11							Quarter Break: Sep. 14 - Oct. 3																				
	Final Exams Week: Sep. 7 - 13							Academic Holiday: Jul. 4 & 5: Independence Day							Sep. 6: Labor Day													

Fall quarter	October							November							December												
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT						
						1	2							1	2	3	4							1	2	3	4
	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11						
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18						
	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25						
	24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31							
	31																										
	Classes Begin: Oct. 4							Last day to Add & Drop: Oct. 11																			
	Registration: Nov. 15 - Dec. 10							Quarter Break: Dec. 15 - Jan. 2, 2022																			
	Final Exams Week: Dec. 6 - 14							Academic Holiday: Nov. 25 & 26: Thanksgiving							Dec. 24, 25: X-mas Break												
															Dec 31 & Jan. 1: New Year's Break												

# 2022 ACADEMIC CALENDAR

## Winter quarter

### January

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Classes Begin: Jan. 3  
 Registration: Feb. 14 - Mar. 11  
 Final Exams Week: Mar. 8 - 14

### February

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Last day to Add & Drop: Jan. 10  
 Quarter Break: Mar. 15 - Apr. 3  
 Academic Holiday: Jan. 17: Martin Luther King Jr. Day  
 Feb. 21: President's Day

### March

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## Spring quarter

### April

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Classes Begin: Apr. 4  
 Registration: May 16 - Jun. 10  
 Final Exams Week: Jun. 7 - 13

### May

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Last day to Add & Drop: Apr. 11  
 Quarter Break: Jun. 14 - Jul. 4  
 Academic Holiday: May 30: Memorial Day

### June

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## Summer quarter

### July

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Classes Begin: Jul. 5  
 Registration: Aug. 15 - Sep. 9  
 Final Exams Week: Sep. 7 - 13

### August

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Last day to Add & Drop: Jul. 12  
 Quarter Break: Sep. 13 - Oct. 2  
 Academic Holiday: Jul. 4: Independence Day  
 Sep. 5: Labor Day

### September

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## Fall quarter

### October

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Classes Begin: Oct. 3  
 Registration: Nov. 14 - Dec. 9  
 Final Exams Week: Dec. 6 - 14

### November

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Last day to Add & Drop: Oct. 10  
 Quarter Break: Nov. 24 & 23: Thanksgiving  
 Academic Holiday: Dec. 26: X-mas Break  
 Jan. 1, 2023: New Year's Break

### December

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# GENERAL INFORMATION

## FOUNDING PHILOSOPHY

California University of Management and Sciences was founded on three principal objectives: Values, Versatility and Technology.

### Values

The University encourages each student to examine his/her values in the light of changing technology and value systems in society. The educational values of California University of Management and Sciences rest upon guiding the student to discover these values, applying them in acquisition and application of knowledge to better their own well-being, as well as their community's.

### Versatility

The University encourages students to adapt to the increasingly sophisticated world. The rapid influx of information and knowledge is affecting the ways we work and live. Thus, general education is considered as an important factor contributing to a versatile foundation to meet the future.

### Technology

The University encourages students to acquire the knowledge and skills in the business and sciences to align advanced technology with the rapidly changing global environment.

## MISSION

The mission of California University of Management and Sciences is to provide high quality and affordable education to serve the intellectual and professional needs of individuals and organizations.

CALUMS endeavors to instill in students the value of lifelong learning and ethical choices. The University also seeks to cultivate in its students the capacity for critical thinking, willingness to accept challenges, commitment to social responsibility, and ability to respond creatively to the ever dynamic global environment.

CALUMS prepares its graduates for personal and professional development and for careers in the administration and management of business, economics, technology, and healthcare organizations. Its graduates can manage problems with confidence from an informed perspective, and can utilize the theories and concepts learned in their educational experiences to create practical and innovative solutions.

CALUMS encourages the interplay of individual creativity and intellectual diversity as the source of true understanding. It cultivates an appreciation of human capabilities and cultural diversity as the pathway to individual achievement and self-esteem. Therefore, the University is committed to creating and maintaining an intellectual and educational environment that reflects diverse values. It fosters appreciation of a multi-cultural society and seeks greater involvement with an increasingly interdependent world.

## EDUCATIONAL OBJECTIVES

In order to fulfill its mission, California University of Management and Sciences is committed to the following objectives:

1. To educate students in modern techniques necessary for efficient management of organizations.
2. To provide programs with an emphasis on quality education to meet the needs of the community and the changing times.
3. To provide business students with technical and administrative skills in the field of management and technology.
4. To provide and promote timely and pertinent educational opportunities to increase the competence of those who enter into careers in their fields.
5. To prepare students to become successful working professionals.
6. To create opportunities for students to gain experience in technical and academic skills.
7. To offer students affordable and quality undergraduate programs that provide a comprehensive general education, as well as specialized career preparation for an increasingly versatile global economy.
8. To provide graduate students with a professional perspective, broad exposure to the functional areas of business, specialized instruction in the leadership aspects of business, and an opportunity to gain expertise in a specific field of business or science.
9. To help students understand the institution's academic programs, purposes, policies and procedures by disseminating information in a consistent manner.
10. To provide students with prompt, courteous, and respectful service.

## **ADDRESS WHERE CLASS SESSIONS WILL BE HELD**

All class sessions will be held at the Anaheim Campus with the following address:  
1126 N. Brookhurst St, Suite 200, Anaheim, CA 92801.

## **ACCREDITATION AND APPROVALS**

CALUMS is a private institution and is licensed to operate by the Bureau for Private Postsecondary Education (BPPE) of the State of California. An approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education, Act 2009.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

### ***Bureau for Private Postsecondary Education***

*Physical Address: 1747 North Market, Suite 225, Sacramento, CA 95834*

*Mailing Address: P.O. Box 980818, W. Sacramento, CA 95798-0818*

*Web: [www.bppe.ca.gov](http://www.bppe.ca.gov), Tel: (916) 574-8900 or (888) 370-7589, Fax: (916) 263-1897*

CALUMS is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Bachelor's degree and Master's degrees. The Accrediting Council for Independent Colleges and Schools (ACICS) is recognized as a national accrediting agency by the United States Department of Education (USDE), and ACICS address is 1350 Eye Street, NW, Suite 560, Washington, DC 20005; phone: (202) 336-6780; website: <http://www.acics.org>.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589, 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).

## **USDHS / SEVIS Approval**

This school is authorized under Federal law to enroll nonimmigrant alien students.

## **OFFICE HOURS**

Monday through Friday, from 9:00 am to 6:00 pm.

## **FINANCIAL AID PROGRAM**

CALUMS does not participate in any federal and state financial aid programs.

## **STATEMENT OF OWNERSHIP**

California University of Management and Sciences was incorporated as a non-profit, public-benefit corporation under the laws of the State of California in May of 1998.

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

## UNIVERSITY BACKGROUND

In 1998, California University of Management and Sciences (CALUMS) was organized as a non-profit, public benefit corporation chartered in the State of California. It is licensed to operate by the Bureau for Private Postsecondary Education (BPPE).

In 2006, CALUMS was awarded with an initial grant of accreditation from the Accrediting Council of Independent Colleges and Schools (ACICS). In recognition of the school's quality education at the time of evaluation, CALUMS was awarded with an eight-year grant of accreditation from 2009 through 2017. In 2010, ACICS recognized CALUMS as an Honor Roll Institution "with distinction for exhibiting a thorough understanding of the Accreditation Criteria and effectively implementing the standards in its daily operations as evidenced during its application for a new grant of accreditation."

CALUMS is a private institution of higher education which offers bachelor's degrees in business management and master's degrees in business administration, economics, international business, computer information systems, and healthcare management.

## BOARD OF TRUSTEES

California University of Management and Sciences was incorporated as a 501 (c) (3) non-profit, public-benefit corporation under the laws of State of California in May of 2000. The Board of Trustees of CALUMS, under Section 43800 of Title V of the California Administrative Code, reserves the right to add, amend, or repeal any of its regulations, rules, resolutions, standing orders and rules of procedures, in whole or in part, at its discretion.

Mohammad Safarzadeh	Chairperson
Anne Ahn	Treasurer/ Secretary
Lynn Kim	Member
Julie Park	Member
Alex Son	Member
Jessica M. Mertz	Ex-Officio (President of CALUMS)

The Board of Trustees acts as the legal agent or owner of the University and holds the authority and responsibilities to ensure the fulfillment of the University's mission.

## NON-DISCRIMINATION POLICY

California University of Management and Sciences does not discriminate on the basis of race, color, age, gender, creed, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status in the administration of its educational programs, admission policies, or any University-administered programs and activities.

## STATEMENT OF ACADEMIC FREEDOM

California University of Management and Sciences is fully committed to the protection of academic freedom to inquire and express truth in whatever forms it is found. A diversity of opinion, course content, and teaching methods are welcome and seen as contributing to the growth of the University and the professionalism of its faculty.

## ACADEMIC GOVERNANCE

Academic governance is the system through which the Board of Trustees, school administrators, and faculty members participate in developing policy on academic matters. Faculty members of California University of Management and Sciences are the proponents in academic governance in conjunction with academic research and professional development. To carry out this policy, the following guidelines are implemented:

1. Faculty members shall be given the responsibility to continuously provide advisement and assistance in the development of educational programs of the institution, including participation as content experts in the Program Advisory Committee.
2. The school shall conduct faculty meetings at the beginning of each quarter, whereby faculty members are consulted on planning for institutional effectiveness.
3. The Academic Office shall evaluate and revise the curriculum yearly based upon consultation with faculty members, at which point learning objectives for each course are assessed.

4. To enhance classroom learning, faculty members shall evaluate their instructional equipment and other educational resources, and make any recommendations to the Academic Dean and/or Academic Committee for approval each quarter. Selection of course material is at the discretion of the faculty member, given that they cover the learning objectives of the course.
5. Faculty members shall be elected on a regular basis to partake in Academic Committee meetings to discuss academic policies and regulations.

#### **DRUG-FREE CAMPUS**

It is the objective of California University of Management and Sciences to establish and maintain a drug-free workplace and campus. Employees and students are forbidden to unlawfully manufacture, distribute, dispense, possess or use a controlled substance on campus grounds and in any of the University's offices. Violations of this policy are grounds for disciplinary action as described in the student, faculty, and employee handbooks. Detailed information regarding this policy may be obtained from the Administration Office of California University of Management and Sciences.

#### **CAMPUS FACILITIES**

CALUMS is located in Anaheim, California. The campus facilities include classrooms, administrative offices, student and faculty lounges, the University library, computer lab and cafeteria. The adjacent parking area accommodates approximately 200 vehicles.

The maximum number of students in typical classroom or laboratory settings of instruction is thirty (30).

#### **PROGRAM ADVISORY COMMITTEE**

The Program Advisory Committee (PAC) is responsible in ensuring that the school's programs are strategically aligned with current and future careers in business administration, computer information systems, economics, international business, and healthcare management. This oversight committee is composed of the academic dean, student representatives, faculty members, employers, and selected professional/experts in the programs of study being offered at CALUMS. With the academic dean as committee chair, the PAC holds meetings twice each calendar year to review existing programs for enhancement and as necessary to evaluate new programs. Inputs and recommendations from the PAC are forwarded to the academic committee for further study or action.

#### **TRANSFER OF CREDIT ARTICULATION AGREEMENT**

California University of Management and Sciences has not entered into any articulation agreement regarding transfer of credits with any institution.

# ADMISSIONS INFORMATION

## ADMISSION POLICIES

California University of Management and Sciences welcomes all qualified applicants regardless of age, color, gender, sex, sexual orientation, national origin, nationality, citizenship, creed, disability, race, religion, or ethnic origin. The University recruits and admits only those students who have the potential to complete the programs successfully. The prospective student's motivation and interest in succeeding in the student's chosen field are important factors for admission consideration, as well as the student's academic qualification.

## UNDERGRADUATE ADMISSIONS

### Admission Requirements

An applicant to the Undergraduate programs (Bachelor Degree Level) must have completed at least a high school education from an institution accredited by an agency recognized by the U.S. Department of Education, or from an institution evaluated by a member of Association of International Credential Evaluators (AICE), or National Association of Credential Evaluation Services (NACES) recommending U.S. bachelor's degree equivalency. CALUMS does not admit Ability-To-Benefit (ABT) students.

### Admission Procedures

Applicants applying for the undergraduate Program must submit the following:

1. Completed CALUMS application form. The application form is available at the Admissions Office and can also be downloaded online at <https://calums.edu/admissions/download-application/>.
2. Proof of graduation from an accredited high school or its equivalent: copy of a high school diploma, a recognized equivalent of a high school diploma such as a General Education Development (GED) certificate, or college official transcript indicating that the applicant fulfilled the requirements for graduation from an accredited high school
3. Proof of English Language Proficiency if applicable
4. Responses to the CALUMS Pre-Admissions Questions
5. Photo Identification (valid passport or state issued identification, driver's license with photo and date of birth)
6. Application fee of \$100 (Application fee is non-refundable)

### Admission Evaluation

In addition to the admissions policy stated above, admission to the program is based on the combination of strength of educational curriculum attempted and cumulative grade point average. Prospective students' applications will be reviewed and decided for admission on an individual basis, and the student may be asked to provide additional evidence of academic proficiency.

### Post-Admission Procedures

Once a student is admitted to a program, the Academic Office will advise the student with academic planning. Orientation for new students will be held during the two weeks prior to the start of the following quarter. All students will receive information regarding student services, student expectations, student rights and responsibilities, student conduct policies, library services, and learning resource services.

## ENGLISH PROFICIENCY REQUIREMENTS

In order to be admitted to the graduate programs in CALUMS, applicants must pass the English proficiency examination of CALUMS. The following applicants may be exempted from the English proficiency requirement: (a) those who completed their high school education in the United States from an institution accredited by an agency recognized by the U.S. Department of Education; (b) those who completed at least one (1) year of college level education in the United States from an institution accredited by an agency recognized by the U.S. Department of Education; (c) those who completed their bachelor's, master's, or doctoral degrees from an accredited university in the United States, Canada (except Quebec), Commonwealth Caribbean (Antigua, Barbuda, Belize, Cayman Islands, Dominica, Guyana, Jamaica, St. Kitts and Vis, St. Lucia, St. Vincent and Grenadines, and Trinidad and Tobago), Nigeria, United Kingdom, Ireland, Australia, and New Zealand; (d) those who completed their post-secondary education from an institution located in a country where English is the main language of instruction as evaluated and determined by the CALUMS Admissions Office; and (e) those with current (not older than 2 years) TOEFL iBT score of at least 45, or its IELTS, ITEP or Duolingo equivalents.

## TRANSFER CREDIT POLICY

Upon admission, academic credits earned at other educational institutions will be assessed by the Academic Office and transfer credit will be granted based on course content and instructional hours equivalency to the courses offered at CALUMS. CALUMS does not award credit for prior experiential learning.

Transfer credit is generally granted for courses comparable to those offered by California University of Management and Sciences that were successfully completed with a grade of "C" or above for Bachelor's degree at another accredited institution or equivalent.



The University will evaluate all hours submitted by the transfer applicant and reserves the right to accept or deny any of the credits for transfer. Transcripts will be officially assessed by the Academic Office after a transfer student has been formally admitted and has declared a major.

A qualified transferring course of three (3) units can be transferred into a four (4)-unit equivalent course at the University with a condition that the student is required to perform additional academic work to fulfill the one (1) outstanding or missing unit and to pay the appropriate tuition. A form for satisfying this requirement shall be filled out by the student, approved by the Academic Dean, and submitted to the appropriate faculty for completion of this additional academic requirement. Upon completion, the faculty shall record a Passed (P) or Not Passed (NP) grade of the student's work on the form and submit it to the Registrar no later than the Add/Drop deadline of the following quarter. The Registrar shall place "TC" for the appropriate course on the student's transcript only upon receiving a pass grade for this one (1) unit requirement.

The Registrar will advise students of any award of transfer credits in writing. The Registrar will also maintain records of transfer credits granted in individual student's transcript and academic file.

Transfer credit evaluation shall be completed within the quarter that the official transcript and TC evaluation request form was received.

Transferring students must comply with the Satisfactory Academic Progress (SAP) requirement. Transfer credits will be counted towards the maximal length of study at the University. Twelve (12) quarter units for Bachelor's degree shall constitute one (1) quarter to be used in the determination of time limitations for graduation.

Transfer credit appears on a student's academic record, and the hours are included in the student's cumulative earned hours. Up to one hundred twenty four (124) quarter units are accepted in transfer from another institution in Bachelor's degree programs. Transfer credit is not calculated in the student's cumulative grade point average.

#### *NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CALUMS*

The transferability of credits you earn at the California University of Management and Sciences is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, or diploma you earn in any of the CALUMS programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CALUMS to determine if your credits, degree or diploma will transfer.

## **INTERNATIONAL STUDENT ADMISSIONS**

### Application Procedures

In addition to the admissions requirements and procedures previously mentioned, international students must submit the following documents and fees:

1. Foreign transcript evaluation of official transcript issued by an evaluation agency recognized and approved by CALUMS. Foreign Transcript Evaluation fee of \$100 (non-refundable) for general evaluation, or \$200 (non-refundable) for course by course evaluation.
2. Financial Statement that shows adequate funds to support tuition, living expenses, and other fees for completion of the program for the student's first year study.
3. Photocopy of Valid Passport (photo and date of birth)
4. Mailing fee \$70-90 (non-refundable, fee of some countries may vary) depending on the student's country of origin. This fee is required for international students being issued new I-20s only. It is not required for F-1 transfer-in students or students with existing I-20s from other originating schools.

Once an application and all supporting documents have been received by the office of admissions, approximately three to four (3-4) weeks should be allowed for processing. If an applicant of foreign nationality is accepted, an I-20 will be issued to assist the student in obtaining an F-1 student visa. No fee is charged for issuing the I-20 for the first time.

The Office of Admissions will issue the letter of acceptance with I-20 Form to applicants who have been accepted to CALUMS. CALUMS will not issue an I-20 Form (Certificate of Eligibility) until the student has been admitted and his/her financial status has been verified by the University. Students who have been issued a new I-20 Form by CALUMS must report to the Admissions Office within seven (7) days after arriving in the U.S. or the I-20 will be reported for cancellation.

F-1 transfer-in students, or students with existing I-20s from other originating schools, must report to the Admissions Office on or before the first day of the quarter or term enrolled.

# FINANCIAL INFORMATION

## TUITION AND FEES

Students are required to pay their tuition and fees during every registration period. Cash, money orders, credit cards, and personal local checks are acceptable modes of payment.

Tuition rates may be adjusted in accordance with academic policies and regulations approved by the school.

### TOTAL CHARGES

<b>CHARGES UPON ENROLLMENT</b>		
Application Fee, One-Time (Non-Refundable)		\$100
Student ID, One-Time (Non-Refundable)		\$10
<b>TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>		<b>\$110</b>
<b>CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>		
Tuition for First Term, Based on Minimum Academic Load: 12 units @\$170/unit		\$2,040
Registration Fee @ \$70/quarter (Non-Refundable)		\$70
Student Tuition Recovery Fund for 180 Units, One-Time (Non-Refundable)*		\$16*
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>		<b>\$2,126*</b>
<b>CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>		
Tuition, Total Didactic/Lecture Units Required: 180 @\$170/unit		\$30,600
Registration Fee, Based on 15 Quarter Terms @70/quarter (Non-Refundable)		\$1,050
Student Tuition Recovery Fund for 180 Units, One-Time (Non-Refundable)*		\$16*
Graduation Fee (Non-Refundable)		\$300
Estimated Cost of Textbooks (The purchase and/or acquisition of the textbooks are the student's sole responsibility.)		\$6,000
Equipment		\$0
Lab Supplies or Kits		\$0
Other Learning Media		\$0
Uniforms or Other Special Protective Clothing – Not Required		\$0
In-Resident Housing – Not Offered		\$0
Tutoring		\$0
Assessment Fees for Transfer of Credits		\$0
Fees to Transfer Credits		\$0
<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>		<b>\$37,966*</b>
<b>INCIDENTAL CHARGES</b>		
Foreign Transcript Evaluation, One-Time, (Non-Refundable)	General	\$100
	Course-by-Course	\$200
Catalog Fee per extra hardcopy print if application (Non-Refundable)		\$10
Comprehensive Exam Fee		\$325
Course Auditing Fee, 50 % of Course Tuition, Registration Fee and Materials		\$410
Late Registration Fee per quarter if applicable (Non-Refundable)		\$200
Postage	Domestic Shipping	\$8.50 - \$50
	International Shipping	\$50 - \$100
Processing Fee for Installment Tuition Payment Plan if eligible		\$200
Readmission Fee, One-time, if applicable (Non-Refundable)		\$100
Returned Checks Fee per check, if applicable (Non-Refundable)		\$30
Transcript Fee per copy, if applicable (Non-Refundable)		\$7
Wire Transfer Fee		\$10

*\*For students with no program prerequisite courses or transfer credits. Based on an assessment of fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars. Specific student's STRF fee will vary based on the student's program prerequisite courses and transfer credit.*

## PAYMENT POLICY

Students must pay the full amount of the tuition and fees due during the registration period.

## DEFERMENT OF TUITION PAYMENT

Application for deferment of tuition payment will be considered on the basis of financial need and assurance of ability to make the payments as required. No tuition is to be deferred for students enrolled in less than four (4) units. The tuition payment plan is not applicable to the students enrolled in the first and last quarter. The school does not allow any installment payments beyond graduation.

## STUDENT'S RIGHT TO CANCEL

Applicants who have not attended class have the right to cancel the enrollment agreement at any time. Applicants who have attended class retain the right to cancel the enrollment agreement through attendance at the first class session or midnight of the seventh calendar day after enrollment, whichever is later. "Attended" is defined as attendance in the classroom. "Enrollment" is defined as execution of an enrollment agreement.

If a Notice of Cancellation is submitted through attendance at the first class session or midnight of the seventh calendar day after enrollment, whichever is later, the applicant will receive a refund of all monies paid, less the non-refundable application fee or registration or administration fee, not to exceed \$250. The school will pay or credit refunds within forty-five (45) days of the date the written notification of cancellation is received by the Registrar's office if hand delivered, or the date post-marked if mailed.

The Notice of Cancellation must be submitted in writing and signed by the applicant. The signed Notice must be delivered to California University of Management of Sciences, Office of Registrar, 1126 N. Brookhurst St, Suite 200, Anaheim, CA 92801. The Notice of Cancellation may be mailed or hand-delivered. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation does not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Verbal cancellations or failure to attend class after the first class session are not acceptable notices of cancellation. The cancellation will be effective the date it is received in the Registrar's office if hand delivered, or the date post-marked if mailed.

## CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

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. Students who have completed 60% or less of the ten (10) week quarter will receive refunds on a pro-rata basis.

The refund will be the amount of tuition paid multiplied by a fraction, with the numerator as the number of class hours the student has not attended but paid for, and the denominator as the total number of class hours (credit units x 10) for which the student has paid.

For example, if the student completes only 20 hours of a 4 credit unit (40 hours) course and paid \$1,000.00 tuition, the student would receive a refund of \$500 as shown below:

$$\text{Amount of Refund} = \$1,000 \times \frac{\text{Number of Class Hours Not Attended by Student but Paid (20 hours)}}{\text{Number of Class Hours Student Paid (40 hours)}} = \$500$$

The student will not get a refund after more than 60% of the instruction of a course has been conducted. Except for tuition, all other charges and fees paid at the time of enrollment are non-refundable. Books, textbooks, and other materials purchased by the student are property of the student. The school will neither accept return of purchased materials nor make refunds for services.

### Procedures to Cancel Enrollment

1. Student must complete and submit a signed and dated 'Notice of Cancellation (Withdrawal Form)' to the Registrar.
2. Verbal, email, or telephone cancellations or withdrawals will not be accepted.
3. The refund formula above shall be based on the date the school's office receives by hand the completed 'Notice of Cancellation (Withdrawal Form)' or date postmarked if submitted by mail.

4. No refunds may be disbursed to the student until the Financial Aid Program has been repaid, if applicable.
5. The school is obligated to repay the following funds:
  - a. Title IV Sources
  - b. Unsubsidized Federal Direct Stafford Loans
  - c. Subsidized Federal Direct Stafford Loans
  - d. Scholarships

Refunds will be determined by the percentage of tuition contributed by that source.

#### Tuition Refund policy

The refund does not apply to fees identified "non-refundable", and it will be issued within 45 days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from the course when any of the following occurs:

1. The student notifies the school of the student's withdrawal or the actual date of withdrawal, whichever is later.
2. The school terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the school, unexcused absences in excess of maximum set forth by the school, and/or failure to meet financial obligations to the school.
3. The student has failed to attend class for three (3) consecutive weeks.
4. The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining when the refund must be paid, the date of the institution's determination that the student withdrew should be no later than 14 days after the student's last day of attendance, as determined from the school's attendance records.

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

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 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.

## **STUDENT AWARDS AND SCHOLARSHIP OPPORTUNITIES**

### Policy

In order to further expand gateways for academic excellence and thereto serve to inspire high achievers within the studentry, awards and scholarship opportunities shall be accorded to qualified and deserving students as far as practicable. Programs directed towards this goal shall be aligned and implemented in light of the founding philosophy and institutional mission of California University of Management and Sciences.

### A. STUDENT AWARDS

#### **1. Quarterly Academic Dean's List Award**

The Quarterly Academic Dean's List Award is given to students who have earned a Quarter Grade Point Average (QGPA) of 4.0. To be eligible for this award, the student must have completed at least two (2) quarter terms in CALUMS and earned credits for a full academic load excluding program prerequisite courses. Full academic load means at least twelve (12) quarter units for undergraduate students, at least eight (8) quarter units for graduate students. A student may receive this award for as many times as possible during his or her program of study in CALUMS. The Academic Dean's List Certificate is given to the student and his or her name will be included in the prestigious Quarterly Academic Dean's List to be posted at the bulletin boards and the CALUMS Pipeline.

#### **2. Board of Trustee's Award**

The Board of Trustee's Award is given to an honor student with a Cumulative GPA of 4.0 and found to have professed extraordinary commitment to the University as determined by the Graduation Committee. A special plaque is given to the student during the school's annual Award Ceremony.

#### **3. President's Award**

The President's Award is given to a student who by his or her participation and/or excellent performance in a community activity has privileged CALUMS with honorable recognition in the society. Such activities may include academic competitions, business forums, socio-political and cultural events, sports tournaments, national and international nominations or awards, and other activities of similar nature. Any member of the faculty or school staff may recommend candidates for this award through the Student Services Advisor for approval of the President. A special plaque is given to the student during the school's annual Award Ceremony.

#### **4. Academic Dean's Award**

The Academic Dean's Award is given to the student(s) in their graduating class who have completed with the highest GPA in their program. The Academic Dean will recommend candidates for this award to the Graduation Committee. A special plaque is given to the student during the school's annual Award Ceremony.

#### **5. Student Services Award**

The Student Services Award is given to the student who demonstrated exemplary performance of his or her assigned duties and responsibilities while assisting in student services within the campus. The award will highlight the student's major contributions impacting on academics or student life. The Student Services Advisor will recommend candidates for this award to the Graduation Committee. A special plaque is given to the student during the school's annual Award Ceremony.

#### **6. Alumni Award**

The Alumni Award is given to a CALUMS Alumni in recognition of outstanding leadership or achievements in the society. The awardee Alumni is chosen among students who graduated from 3 to 5 years from the current year. The Student Services Advisor will recommend candidates for this award to the Graduation Committee. One (1) awardee is selected as the recipient of Alumni Award each year.

## B. SCHOLARSHIP OPPORTUNITIES

### **1. CALUMS Quarterly Scholarship**

The CALUMS Quarterly Scholarship is given to students who excel in their academics and need financial assistance.

#### Policy:

- a. This scholarship is provided to a maximum of five (5) students each quarter.
- b. The Scholarship Committee may, however, choose to increase the number of scholarship recipients at any time.
- c. The scholarship amount to be given to each recipient per quarter term is Seven Hundred Dollars (\$700.00).
- d. A student may receive this scholarship only once during the student's program of study in CALUMS.

#### To be eligible for this scholarship, the student must:

- a. Be currently enrolled in CALUMS.
- b. Have completed at least three (3) quarter terms in CALUMS with full academic load each quarter. Full academic load means at least twelve (12) quarter units for undergraduate students, at least eight (8) quarter units for graduate students.
- c. Have earned a Grade Point Average (GPA) of at least a 3.0 for undergraduate level or at least a 3.5 for graduate level during the most recent quarter term.

Students who are on On-Campus Employment may be eligible to apply for this scholarship. However, those who are already receiving other forms of financial assistance are not eligible to apply.

#### Application Procedures:

- a. Student must submit a written essay to the Office of Student Services on or before the close of business hours of the Friday of the fifth (5th) week of each quarter term.
- b. The required format for the written essay is as follows: one-sided, letter-sized, double-spaced, 1 inch margins on all sides. Do not staple.
- c. With a maximum of 2 pages, the written essay must include the following:
  - i. An identification of the student - name, program currently enrolled in, and expected graduation date.
  - ii. A brief introduction – student's background, interests, past work experience, prior education, experience in CALUMS, and future plans; altogether relevant to the scholarship application.
  - iii. An explanation how this scholarship would help the student succeed in CALUMS. Describe or narrate prior or current specific event/s or elements of financial hardship/s that are relative to the scholarship application.

The Office of Student Services will review all applications and schedule the Scholarship Committee meeting. The Scholarship Committee will deliberate on each of the applications and determine the student recipients for the quarter. The committee's determination of student recipients will be final. The list of award recipients signed by each committee member will be given to the Finance Office to prepare and issue the individual checks for the students. The awarding ceremony will be scheduled and arranged by the Office of Student Services.

### **2. CALUMS Founder's Scholarship**

The CALUMS Founder's Scholarship is aimed to encourage student participation in the appreciation and preponderance of the school's founding philosophy as it impacts student life and personal development.

#### Policy:

- a. This scholarship is provided to a maximum of five (5) recipients each quarter.
- b. All commentaries submitted by the student in consideration of the award shall become the property of CALUMS notwithstanding copyright, intellectual property right, and such other related laws.
- c. The scholarship amount to be awarded to each recipient per quarter term is Seven Hundred Dollars (\$700.00).
- d. A student may receive this scholarship once every quarter for the entire duration of the student's program of study in CALUMS.

#### To be eligible for this scholarship, the student must:

- a. Be currently enrolled in a degree program at CALUMS.
- b. Must have completed at least one (1) quarter term with full academic load. Full academic load means at least twelve (12) quarter units for undergraduate students, at least eight (8) quarter units for graduate students.
- c. Have a cumulative GPA of at least a 2.0 for undergraduate level or at least a 3.0 for graduate level.

Students who are already receiving other types of financial aid or university assistance may be eligible to apply for this scholarship.

#### Application Procedures:

- a. Students interested to apply for the CALUMS Founder's Scholarship Award shall study the CALUMS Founding Philosophy as stated below:

California University of Management and Sciences was founded on three principal objectives: Values, Versatility, and Technology.

**Values**

The University encourages each student to examine his/her values in the light of changing technology and value systems in the society. The educational values of California University of Management and Sciences rest upon guiding the student to discover acceptable and desirable values applying them in acquisition and application of knowledge to better their own well-being, as well as their community's.

**Versatility**

The University encourages students to adapt to the increasingly sophisticated world. The rapid influx of information and knowledge is affecting the ways we work and live. Thus, general education is considered an important factor contributing to a versatile foundation to meet the future.

**Technology**

The University encourages students to acquire the knowledge and skills in business and sciences to align advanced technology with the rapidly changing global environment.

- b. Given the above literature, student shall develop a commentary that would:
  - i. Expound on the underlying principles of any or all of the above principal objectives. The proposed commentary should primarily build on the ideas and concepts already stipulated in the philosophy. It should remain in context and not contrary to any of the objectives in principle.
  - ii. Cite significant publications, events, or previous scholarly work (optional) and explain how it relates to the CALUMS Founding Philosophy.
  - iii. Narrate a particular and personal experience as a CALUMS student evidencing benefits gained from ascribing to the CALUMS Founding Philosophy.
  - iv. Recommend learning enrichment activities such as periodic themes, student programs, group dynamics, and other supporting components or activities.
- c. Using Microsoft Word, the required page layout for the commentary is as follows: 12-point Times New Roman, one-sided, letter-size (8-1/2" x 11"), double-spaced, 1-inch margins on all sides.
- d. On the cover page, the following information must be shown:
  - i. Identification of the Student – full name, student ID number, program currently enrolled in, expected graduation date, and date of submission.
  - ii. Brief Introduction – student's background, personal or professional/career interests, past work experience, and prior education.
- e. Student may use a title for the commentary although optional and will not have any impact on its evaluation. The entire body of the commentary including the title and citations should not exceed a total of 700 words.
- f. Commentaries must be sent via email to the Office of Student Services at [ssa@calums.edu](mailto:ssa@calums.edu) on or before the close of business hours of the Friday of the fifth (5th) week of each quarter term.
- g. In addition to the main criteria as itemized under Sub-sections 2(a) to (d) of Section C Procedures, the commentaries will be reviewed and rated by evaluators assigned by the Dean of Administration based on creativity, relevance, scope and depth of ideas presented, practicability, and adaptability.
- h. The top 5 commentaries with a minimum overall score each of 70 points as rated by the evaluators will be endorsed by the Dean of Administration to the President for final approval.
  - i. Recipients of the CALUMS Founder's Scholarship will be awarded during the Quarterly Awards Ceremony.
  - j. The top 5 commentaries will be individually posted at the Wall of Excellence for the duration of the current quarter until a new set of winning commentaries for the ensuing quarter is awarded. The names of the students and excerpts of their commentaries will also be featured in the next issue of the CALUMS Pipeline.

# STUDENT RIGHTS

## STUDENT RIGHTS

California University of Management and Sciences (CALUMS) maintains fair and reasonable practices in all matters affecting students: the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of grievances. In addition, the University endorses the basic principles of the code of ethics issued by the American Association of Collegiate Registrars and Admissions Officers. Student understanding and cooperation are essential to the successful implementation of this legal structure.

## FREEDOM OF ACCESS

California University of Management and Sciences is open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, each student has access to all CALUMS services and facilities for which he or she is qualified. Access will be denied to persons who are not CALUMS students.

## CLASSROOM RIGHTS AND PRIVILEGES

Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course and should make judgment on matters of informed opinion. Students' views, political associations, and beliefs which are confided to instructors and advisors during the performance of their duties are confidential.

## RIGHT TO APPEAL

The University has created and implemented procedures for appeals by students with the intent of assuring fairness and objectivity.

Students have the right to appeal any academic policy or requirement if either of the following conditions are present:

- Extenuating circumstances make it impossible to comply with the policy or requirement
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

Please note, however, that extenuating circumstances must be beyond your control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration.

If you appeal an academic policy or requirement, that appeal will be reviewed by the Academic Dean.

The purpose of appeal procedures is to provide a system that will represent "fairness and the absence of arbitrariness". The University makes every effort to assure that the appeal procedures are clear to students and are not burdensome.

## STUDENT RECORDS POLICY

Under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, and California Education Code 67-100ff, all students have the right to inspect and review their official University records in accordance with provisions of the aforementioned act and within the University guidelines. Educational institutions shall not release educational records without written consent of the student, subject to exceptions provided by law.

### **Right to Access**

With a few exceptions provided by law, students at CALUMS may see any of their educational records upon request. Access must be granted no later than 15 working days after written request. Students also have the right to challenge the contents of their educational records and to enter their viewpoints in the records under established procedures.

### **Disclosure of Student Records**

With several exceptions provided by law, the University cannot release information concerning students to third persons without the written consent of the student. Permission must be given by the student for information in their file to be used as reference checks for credit or employment evaluation by third parties and the student must file a declaration to this effect, which will be kept in the student's file. The declaration can be all-inclusive or on a case-by-case access basis. (The provision of financial data to authorized agencies is not a violation of the Buckley Amendment). The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal tax purposes. Parents requesting information may generally be granted access upon submission of a signed statement to the University or other evidence of federal income tax dependency.

At the discretion of CALUMS officials, the following directory information will be provided: student's name, e-mail address, major field of study, dates of attendance, degrees and awards received, and students participating in officially recognized activities. A student wishing to withhold this directory information must complete the Privacy Request Form at CALUMS's Registrar's Office. This must be done within the first ten working days of enrollment of a quarter. The privacy request will be valid for one calendar year.

Inquiries regarding the Family Educational Rights and Privacy Act should be directed to the Registrar.





## **For All Grievances**

### **Step 1**

- 1.1 The student shall give written notification to the person he/she alleges has aggrieved him/ her within an academic quarter. The time limit to file a formal grievance expires at the close of business of the last day of instruction of the quarter following the one in which the alleged incident occurred or of the time the student should have become aware of the alleged violation. If the party cannot be contacted through reasonable efforts because he/she is no longer in residence or is on leave, an additional notification period of one quarter shall be provided.
- 1.2 The notice of grievance must include specific allegation(s), date(s) of incident(s), and necessary details regarding the complaint. The notice must also include the remedy requested.
- 1.3 Within 30 days, the party against whom the grievance is filed must respond in writing to the student denying the allegations with accompanying explanations or:
  - a. Agreeing to grant the remedy(ies) requested in full,
  - b. Agreeing to grant the remedy(ies) requested in part with an explanation, or
  - c. Agreeing to negotiate an appropriate remedy with an explanation, stating suggested alternatives.
- 1.4 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 2 provided they have complied with Section 1.2 of Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

### **Step 2**

- 2.1 Within 30 days of receipt of the response in Step 1 or, in the absence of a written response, after 30 days but not more than 45 days has elapsed, the student may in writing either accept or reject the proposed remedy and appeal the results of the grievance to the next level.
- 2.2 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 3 provided they have complied with Section 1.2 of Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

### **Step 3**

First Appeal Level

#### **A. Student V. Student**

1. If the grievant is not satisfied with the results of Step 1 and 2, he/she can appeal the grievance to the Student Services Advisor within 30 days of receiving the written notification from the other party or in the absence of a written response, after 30 days but not more than 45 days has elapsed.
2. The Student Services Advisor shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendation to the Student Services Advisor.
  - a. The Committee shall be appointed by the Student Services Advisor within 10 calendar days after receiving the written notice of grievance or notice of appeal.
  - b. The committee shall forward its recommendations to the Student Services Advisor within 30 days of its appointment.
  - c. The committee shall include one (1) student member with voting privileges.
  - d. No member of the committee shall be a student, faculty, staff, or administrator from the same department or service area as the grievant or the person(s) against whom the grievance is filed.
3. The Student Services Advisor shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

#### **B. Student V. Staff**

1. Step 1 and 2 of the grievance procedure are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the Dean of Administration.
2. Appeals must be in writing and made within 30 days of written notification from the other party or, in the absence of a written response, after 30 days but not more than 45 days had elapsed.
3. The Dean shall follow the procedures outlined in Step 3, A, 2 (a-d), and 3 above.

#### **C. Student V. Faculty**

1. Steps 1 and 2 of the grievance procedure are to be followed, if the grievant is not satisfied with the results at this level, he/she can appeal to the Academic Dean.
2. The Dean shall promptly review all allegations and provide a written response to the student within 30 days of receiving the written notification. The response shall contain the findings on the complaint, action(s) to be taken, and the justification(s) for the action.
3. If the grievant is not satisfied with the results at Dean's level, he/she can appeal to the President within 30 days of receiving the written response from the Dean or, in the absence of a written response, after 30 days but not more than 45 days has elapsed.
4. The President shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the President.

- a. The committee shall be appointed by the President within 10 calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges.
- b. The committee shall forward its recommendation to the President within 30 calendar days of its appointment.
5. The President shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

#### **D. Student V. Dean/Director and Staff V. Staff**

1. Steps 1 and 2 of the grievance procedure are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the President within 30 days of receiving a written response from the Dean/Director or, in the absence of a written response, 30 days but not more than 45 days has elapsed.
2. The President shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the President.
  - a. The committee shall be appointed by the President within 10 calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges.
  - b. The committee shall forward its recommendation to the President within 30 calendar days of its appointment.
3. The President shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

#### **STUDENT EVALUATION PROCEDURES**

Students at CALUMS are expected to evaluate each class in which they are enrolled to sustain a high quality of instruction. Student evaluations are conducted in person or online, toward the end of each quarter. The evaluation results are analyzed by the Academic Dean. Overall summaries of student evaluations are also provided to faculty.

#### **SEXUAL HARASSMENT POLICY**

California University of Management and Sciences strives to provide an environment in which the dignity and worth of the members of the school community are based on mutual respect. Sexual harassment and unacceptable behavior of employees and students will not be tolerated.

California University of Management and Sciences is committed to a work and academic environment that encourages excellence. This environment includes freedom from all forms of harassment for students, faculty, staff, and applicants who seek to join the school in any capacity. Sexual harassment violates the University's policy as well as local, state, and federal laws.

It is a violation of University policy for anyone to retaliate against an employee, student, or applicant who makes a claim of sexual harassment.

Any person violating University policy on sexual harassment is subject to appropriate disciplinary action, such as reprimand, suspension, or termination of employment or enrollment. Disciplinary action imposed depends on the severity of the offense.

#### **GENERAL DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment is an unwelcome sexual advance, requests for sexual favors, verbal or physical conduct of a sexual nature directed towards a student, employee, or applicant seeking to join California University of Management and Sciences. When an individual is in a position to influence the education, employment, or participation in a University activity of another person, even apparent consensual sexual relationships often constitute sexual harassment. Sexual harassment occurs when any of the following circumstances exist:

1. Submission to such conduct is made a term or condition, either explicitly or implicitly, of a person's status in a program, academic decision, employment, or admission.
2. Submission to or rejection of such conduct is used as the basis for academic decisions or employment decisions.
3. Such conduct has the purpose or effect of "unreasonable interfering" with an employee's work or student's academic performance or creating an intimidating, hostile, coercive or offensive work or educational environment. For purposes of this policy, "unreasonable interfering" is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.
4. Sexual harassment is not limited to action by a supervisor but can include conduct by a co-worker and a student.

# STUDENT RESPONSIBILITIES

## PERSONAL CONDUCT

Each student is expected to be an example of proper conduct. This includes the student's attitudes, actions, appearance, and attire. The University's administration has the authority to take appropriate action or administrative disciplinary measures if this code of conduct is not adhered to. It is the policy of the University to prohibit smoking except in designated areas and prohibits unlawful possession or use of controlled substances or alcoholic beverages. Firearms possession anywhere on campus is STRICTLY PROHIBITED.

## CODE OF CONDUCT

The disciplinary standards outlined in this catalog include rules and enforcement measures. These are the basic guidelines for conduct on the premises of the University, at any school sponsored activity and, under certain circumstances, behavior in the outside community.

At any time, the University reserves the right to exclude students whose conduct is deemed undesirable or contrary to the University's best interests.

These standards are subject to amendment at any time with notices being posted on the campus bulletin boards. All amendments of the standards must be approved by the Academic Dean in conjunction with the Board of Trustees.

The disciplinary standards described herein afford procedural fairness to the accused student and flexibility for the administration to exercise sanctions based on the individual circumstances of each case. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- Possession of alcoholic beverages on campus or at any school activities at any time or, for all
- Intoxication of the student
- Threatening another student, faculty, staff or administrator
- Falsification of University documents, records, or identification
- Removal of library materials without permission
- Usage of abusive language to another student, faculty, staff, or administrator
- Theft or damage of University property or fellow student's property
- Illegal intoxication with controlled substances, including drug and/or alcohol abuse
- Physical assault for any reason except clear self-defense
- Vandalism of University property
- Conviction for a crime beyond normal traffic violations
- Aiding and/or abetting in any of the above situations
- Possession of firearms or illegal weapons as defined by state and federal guidelines
- Violation of any state policies or regulations governing student's relationship with the University

Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial appeals committee. Written notice of specific charge(s) made against a student shall be given at least 15 (fifteen) days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the University community. Hearings are private; the accused student is afforded the opportunity to rebut all charges. The University establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary actions to the Academic Dean, but on the grounds that fair procedure was not followed by the committee or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken, and the basis for this decision. The disciplinary action taken may be reflected on the student's permanent record, as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed as follows:

### **Dismissal:**

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

### **Suspension:**

Separation of the student from the University for a specific length of time.

### **Probation:**

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

University policy stipulates that a student dismissed by disciplinary action, from either the University or a course, may still receive a refund of tuition or other fees subject to the tuition refund policy of the University. Students dismissed from the University for

disciplinary reasons must exclude themselves from the University classes, activities, facilities, and buildings. Any exception must be approved by the President.

Students who have not fulfilled their financial obligations to the University are in violation of the Enrollment Agreement. Said students may be denied the right to graduate, take examinations, receive degrees, or obtain/request transcripts of their grades.

## **STUDENT OBLIGATIONS**

In order for students to remain in good standing at the University, they must:

- attend classes, academic standards, and meet all financial obligations;
- be respectful in dealing with faculty, administrators, staff, and fellow students; and
- comply with the federal, state, and municipal laws of the United States as well as the rules and regulations of the University.
- maintain Satisfactory Academic Progress (SAP)

Additionally, international students must:

- Enroll in a minimum of eight (8) units per quarter in the undergraduate program, and
- Complete three consecutive quarters before being entitled to an Annual Vacation.

Graduate students in the master's program must complete twenty four (24) units per year.

## **CLASS ATTENDANCE**

Regular and prompt attendance at all University classes is required. The instructor may assign extra work, require special examinations, or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course. Students must attend the first class meeting or they may be unofficially dropped by the instructor, resulting in a failing grade. Only registered students, University faculty and administrators, and guests invited by the instructor may attend classes. All others will be asked to leave.

## **CLASSROOM CONDUCT**

Instructors are responsible for presenting appropriate material for courses, and students are responsible for learning this material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Enrollment in a class may be terminated by an instructor due to disruption of class or academic activities, unsatisfactory student conduct, disrespect toward an instructor, student or administrator, or academic dishonesty. Furthermore, upon the instructor's assessment of misconduct, the instructor may recommend dismissal, probation, or suspension upon review of the Academic Dean and/or the Academic Committee. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.

## **CHEATING AND PLAGIARISM POLICIES**

### **Cheating**

Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. Cheating at CALUMS includes but is not limited to:

1. Copying, in part or whole, from another's examination, paper, mathematical analysis, research or creative project, or the like;
2. Submitting as one's own work an examination, paper, mathematical analysis, research or creative project, or the like which has been purchased, borrowed, or stolen, or fabricated data;
3. Consulting notes, sources, or materials, including use of electronic devices, not specifically authorized by the instructor during an examination;
4. Employing a surrogate to take an examination, write a paper, do mathematical analysis, or complete, in part or wholly, an evaluation instrument;
5. Falsification of or misrepresentation of class attendance or role sheets; and
6. Aiding or abetting any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

### **Plagiarism**

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment to the writer or composer. More specifically, plagiarism is:

The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and the act of representing another's intellectual work such as a musical composition, computer program, photograph, painting, drawing, sculpture, or research or the like as one's own.

One or more academic sanctions may be imposed for cheating or plagiarism. The choice of action taken is guided by the faculty member's assessment of the extent of the cheating or plagiarism.

Academic sanctions include:

- A redoing of the examination, paper, mathematical analysis, research or creative project, or the like;
- A failing grade on the examination, paper, mathematical analysis, research or creative project, or the like;
- A specified reduction in the course grade;
- A failing grade in the course; or
- Dismissal, probation, or suspension upon review of the Academic Dean and/or the Academic Committee

Students accused of cheating or plagiarism are entitled to and may petition for due process. Regulations in their entirety are published in the Faculty Handbook and the Student Handbook.

#### **DRUG, ALCOHOL AND SMOKING POLICIES**

It is the policy of the Board of Trustees that the learning environment be free of prohibited or controlled substances. Specifically, all members of the University community, which include administration, faculty, staff, students, and guests, abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on University property and on any field trip sponsored as part of the instructional program. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the Student Services Office for referrals to agencies providing assistance with alcohol or drug related problems.

It is the policy of CALUMS that smoking is prohibited in all University buildings. At the discretion of the administration, outside areas may be set aside on University property to accommodate students, staff members, and faculty who smoke.

Violation of the smoking policy may result in suspension or termination of academic status or employment.

#### **SEARCH AND VIDEO SURVEILLANCE DISCLOSURE**

In order to enforce CALUMS policies and regulations on drug and alcohol abuse and avert and/or prevent cases of theft and robbery, campus violence, harassment and otherwise protect the institutional integrity of the University, its students, faculty and staff, CALUMS utilizes searches and video surveillance in accordance to the right to privacy as provided by applicable laws and mandates in the State of California.

It is in your best interest not to bring items within campus premises that you do not wish someone else to discover. CALUMS reserves the right to make an unannounced search of school property or of personal property that you bring onto campus premises. School property may include, but is not limited to, desks, file cabinets, computer files, work e-mail, lockers, work areas, equipment, toolboxes and work vehicles. Personal property that you bring onto school premises may include, but is not limited to, jackets, briefcases, purses, lunch boxes, packages and personal vehicles.

To the best extent possible, searches and video surveillance conducted by the school shall be done in a manner that respects your dignity and privacy. The school will not force you to consent to a search; however, not consenting to a search may result in disciplinary action up to and including dismissal. Students who have concerns about the manner in which a search or video surveillance was conducted should immediately contact the school's administration office.

# STUDENT SERVICES

## STUDENT ADVISING

Several advising options are available to students at California University of Management and Sciences.

First, full-time faculty members are available for academic advising. Faculty members are available during scheduled hours for academic advising with regard to academic and career planning. Faculty offices are located on the second floor, Suite 200. In addition, the Academic Dean provides academic advising to students.

The scope of this activity includes:

1. Analyzing interests related to academic and career planning
2. Determining the best educational program for achieving a chosen career or goal
3. Selecting courses and student activities that maximize potential and opportunities
4. Developing an academic plan that encompasses both the course work and the supplemental needs of the student

Second, the Office of Student Services provides assistance in finding part-time employment while at the University. This Office also provides confidential and personal discussion/s concerning life situations which may affect the student's learning or personal development.

## NEW STUDENT ORIENTATION

The New Student Orientation program is designed for newly-enrolled students of CALUMS in order to familiarize them with campus facilities, policies and regulations, faculty, administrators, and staff. The student's attendance to the new student orientation is mandatory. It is usually scheduled about 1 week prior to the start of the school term.

## LIBRARY ORIENTATION

Library orientation is designed to help new and current students learn more about library services and resources. This orientation is held in conjunction with new student orientation. The University also offers this orientation, by appointment, at any time.

The library also now offers complimentary 10 minute information literacy instruction in the first 2 weeks of any quarter, on an optional case-by-case basis.

## JOB PLACEMENT ASSISTANCE

The Office of Student Services assists students in looking for jobs by way of offering professional guidance in writing resumes and preparing for job interviews. In addition, a bulletin board is updated with current job announcements and career opportunities within the community. Resumes are also maintained for alumni at their request. All of these are provided at no cost to the student. CALUMS however does not guarantee any form of employment or a specific level of income as a consequence of taking credits or completing a program.

## TUTORING SERVICES

California University of Management and Sciences provides tutoring assistance to students who indicate a need for such service. Course instructors are the primary source for this assistance. The purpose is to permit in-depth discussions regarding class presentations and materials presented in class. The service is provided at no cost to the student. The University encourages students to take advantage of the free tutoring services.

## STUDENT HOUSING

The University does not provide student housing. However, there are many private apartments and boarding houses around the University. The Student Services Office helps students find appropriate housing, and provides current information on the approximate cost or range of cost of housing. The current estimation of the approximate cost of housing located near the University is \$10,800 per academic year.

## STUDENT HANDBOOK

Students are strongly encouraged to familiarize themselves with this handbook as it offers current and pertinent information. It describes various student activities available on campus, as well as the rules and regulations affecting the students.

## EXTRA CURRICULAR ACTIVITIES

Each quarter, the Office of Student Services conducts extra-curricular activities for students aimed to further enhance their learning experience in CALUMS. These activities include educational activities related to academic holidays, sports and health awareness, attendance and memberships to external clubs or organizations, benefit program and/or tournament sponsorships, academic symposia, pep-talks, event show hosting, and student/faculty community services.

**REFUSAL OF SERVICE**

The University may refuse any type of service to students who have an unpaid tuition and/or fees balance. The University may refuse a student who has left matriculation with financial obligations uncleared.

**LIBRARY**

The CALUMS library supports and enriches the programs of study in the University. The library maintains a collection of resources devoted to the areas of Business Administration, Economics, International Business, Management, Computer Information Systems, Healthcare and the University's curriculum for general education as well as variety of books, journals, periodicals, audio and video resources and reference materials. The library collection is updated as necessary to reflect current research, discovery, and practice. Access to the Internet is available for library users, as well as pamphlets, brochures, and career information resources. Library resource cataloging is done online and can be retrieved through the library open source database system located here: <https://app.CALUMS.net/library/>. The library also offers the following services to students, faculty, and staff:

- Circulation Service
- Printing and Copying Resources
- Computers
- Reference and Research Services

**Library Hours**

Library is open from 3:00 pm to 7:00 pm Monday through Friday, from 9:00 am to 2:00 pm on Saturday, and closed on Sunday during the quarters. Library hours may vary during the summer, between quarters, and on holidays. Unless otherwise notified, hours during break are from 9:00 am to 5:00 pm Monday through Friday and closed on Saturdays and Sundays.

Hours will be posted in the library and on a link at the CALUMS Library home page. See <https://calums.edu/library/>

**COMPUTER LABORATORY**

The computer laboratory helps students learn and practice their computer and research skills. It is equipped with desktop computers and a network laser printer. All desktop computers in the computer laboratory have been installed with software that includes business applications (e.g., word processing, electronic spreadsheet, database management, R Studio, and presentation software), programming languages, and tutorials. In addition, these multimedia computers provide an opportunity for students to prepare reports, assignments, presentations and research by using the software programs installed for this purpose.



# ACADEMIC POLICIES

## NEW POLICIES AND PROCEDURES OF BPPE

California University of Management and Sciences makes every effort to inform its students of the changes in the policies and procedures that have been implemented by the Bureau for Private Postsecondary Education (BPPE). In instances where these policies and procedures have been implemented before the publication of a new catalog, the Administration Office will bring these to the attention of the students, faculty, and staff through any of the following:

- Posting of print announcements on designated bulletin boards within the campus as well as in student and faculty lounges, and staff rooms.
- Availability of flyers in the Administration Office, or inserts in the most recent issue of the CALUMS Newsletter - Pipeline.
- Announcement and reading by faculty in their respective classes.
- Posting at the CALUMS website.

## REGISTRATION AND ENROLLMENT

California University of Management and Sciences admits new students every quarter. All students must register for certain courses in keeping with their academic plans and for which they meet the stated prerequisites. All course instruction is conducted in English. All students are required to consult their academic advisors before enrollment and at least once each quarter. Registration forms are available online and registration is completed online via the CALUMS portal.

## ENROLLMENT AGREEMENT

Any written contract or agreement signed by a prospective student will not become operative until the student makes an initial visit to the institution or attends the first class of instruction. The University encourages all prospective students to visit the University prior to the first day of class for a tour of the campus facilities and to ask questions about the programs, the University's performance, and other information that may affect student's decision to enroll.

## ADD AND DROP POLICY

During the first week of the quarter, one or two courses, but no more than two, may be dropped and an equivalent number of courses may be added without penalty (financial or attendance). No other Adds are allowed after the first week except under the same kind of emergency circumstances that would apply in the case of incomplete grades.

A student who wishes to **ADD** a class must:

1. Make a request to add by completing an official Add/Drop Request Form.
2. Obtain the Academic Office's approval to add a class.
3. Submit the completed Add/Drop Request Form to the Registrar's Office on or before the last day to add and drop.

A student who wishes to **DROP** a class must:

1. Make a request to drop by completing an official Add/Drop Request Form.
2. Notify the instructor that he/she is dropping the class.
3. Obtain the Academic Office's approval to drop the class/es.
4. Submit the completed Add/Drop Request Form to the Registrar's Office on or before the last day to add and drop.

## STUDY LOADS

A minimum study load for a full-time student is twelve (12) units per quarter.

## LATE REGISTRATION

Students who have not completed registration by the last day of the registration period may enroll in courses during the first week after classes begin upon paying a late registration fee of \$200. Students are not allowed to register after the end of the first week of each quarter. No enrollment or addition of any course is permitted after the first week of the quarter have passed without permission from the instructor involved and authorization from the Academic Dean.

## MINIMUM UNITS REQUIRED FOR GRADUATION

Program	Units
Bachelor of Science in Business Management	180

## ATTENDANCE POLICY

Regular attendance is necessary to achieve satisfactory academic progress. If the student is absent, he/she may be required to make up all work missed. It is the student's responsibility to check on all assignments. Students enrolled in any course are expected to attend classes regularly and comply with class requirements to the satisfaction of their instructor. In case of severe illness, or a death in the immediate family, the instructor of the course may "excuse" the student from attending class. However, it is the responsibility of the student to make up any academic work assigned during his absence. Cutting of classes will be considered as unexcused absences. Students who miss more than twelve hours of class time or three consecutive classes during any regular quarter may be withdrawn from that class. Students who wish to be allowed to continue attendance in the class must notify the instructor. If the work missed is completed to the instructor's satisfaction within a reasonable period of time, the student may continue with the class.

Any student missing more than twelve hours of class time or three consecutive classes during the quarter will be reported to the Academic Dean by the Instructor. The Academic Dean will then initiate the process of counseling or withdrawing that student from the class.

**MAXIMUM CLASS SIZE**

There shall be no more than thirty (30) students registered in any class offered in any given quarter term.

**ASSIGNMENTS/HOMEWORK**

In general, students are expected to spend at least two (2) hours of out-of-class coursework for every one (1) lecture or didactic hour in each course. This policy is in compliance to clock-to-credit hour conversion policies and regulations of the federal government.

**AUDITING A CLASS**

An applicant wanting to audit a course or courses must apply for admission. For an upper level class, the applicant must demonstrate sufficient knowledge so he/she can benefit from auditing the class. No more than two auditing students will be accepted for any one class. The application fee is waived, but the applicant is required to pay 50% of the course tuition and a registration fee and materials fee (if applicable). Audit Grades are recorded in the official transcript.

**CLASS SCHEDULES**

Prior to the beginning of the registration period of each quarter, a class schedule is issued by the Academic Office and disseminated to the students through bulletin boards and in the school’s website. The class schedule may still be revised after the term has begun but not later than the Add and Drop deadline. All class schedule revisions are monitored by the Academic Office and approved by the Academic Dean.

**UNIT OF CREDIT**

CALUMS academic work is established by quarters. A quarter credit hour earned is defined as the satisfactory completion of: at least ten (10) clock hours of didactic work (lecture hours) and at least 20 hours of out-of-class assignments; or at least twenty (20) clock hours of laboratory or supervised work; or at least thirty (30) clock hours of practicum, as determined by the University. One (1) clock hour equals 50-60 minutes.

**GRADING SYSTEM**

Standard letter grades are used for degree programs. Only these letters are recorded on transcripts and in computing grade point averages (GPA). The conversion equivalents of the student grades are shown in the following table:

Grade	Grade Point (Remarks)	Grade	Grade Point (Remarks)	Grade	Grade Point (Remarks)
A	4.0	C	2.0	TC	0.0 (Transfer Credit)
A-	3.7	C-	1.7	W	0.0 (Withdrawal)
B+	3.3	D	1.0	R	0.0 (Repeated Course)
B	3.0	F	0.0	IP	0.0 (In Progress)
B-	2.7	P	0.0 (Passed)	AU	0.0 (Audit)
C+	2.3	NP	0.0 (Not Passed)	I	0.0 (Incomplete)

NOTE: P, NP, TC, W, R, IP, AU and I grades are not included in the calculation of the student’s GPA.

**Incomplete (I)**

Incomplete (I) is given to students who, in the judgment of the instructor, are unable to complete the requirements of a course before the end of the quarter because of unforeseen circumstances and justifiable reasons. This grade is recorded on the student’s transcript. An Incomplete (I) grade is not included in the calculation of the student’s cumulative GPA. However, an (I) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with an (I) grade will be added to Total Units Attempted.

To receive credit for the course, work must be finished within two quarters after receiving the Incomplete (I) grade. If the instructor who issued the “I” grade is no longer teaching, the Academic Dean will determine the work needed to complete the course and assign it to an instructor who is currently teaching the same course. If the work was finished on time, the instructor must fill-out and sign the Grade Change Request Form and submit it to the Academic Dean within two quarters after the quarter when the Incomplete (I) grade was recorded. If however the work was not finished on time, an “F” grade will be posted on the student’s transcript. Multiple Incomplete grades may lead to academic probation or dismissal from the University.

**Repeated Course (R)**

Students can repeat any course only once. If a higher grade is earned in the repeated course, the lower grade will be recorded as “R” in the official transcript. Only the higher grade will be included in the GPA. A student who is required to repeat a course must complete it within the maximum time frame and is charged tuition at the regular published rate. All course repetitions count as courses attempted for purposes of determining Satisfactory Academic Progress.

A Repeated Course (R) grade is not included in the calculation of the student’s cumulative GPA. However, an (R) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with a (R) grade will be added to Total Units Attempted.

### **Audit (AU)**

The grade of AU is awarded for courses taken for audit. Audit grades are not awarded unless the student is registered for audit. (AU) grades are not included in the calculation of the student's cumulative GPA. However, an (AU) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with an (AU) grade will be added to Total Units Attempted.

### **Withdrawal (W)**

Students may withdraw from courses during the first week of classes without affecting their grade point average. Students thereafter are required to obtain a permit from the Academic Dean to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if any, will be made in accordance with the Refund of Tuition and Fees regulation.

### **Transfer Credit (TC)**

Courses with a Transfer Credit (TC) grade are not included in the calculation of the student's cumulative GPA. However, transfer credits are included in the calculations of the Minimum Completion Ratio, and the Maximum Time Frame (MTF). Eight (8) quarter units shall constitute one (1) quarter term to be used in the determination of time limitations for graduation, i.e., MTF.

### **In Progress (IP)**

A grade of IP on the academic record means that the student is currently registered in the course. An IP grade cannot remain in the student's in the academic record later than the Wednesday following the date when all the grades from the instructors are due in any given quarter term. An (IP) grade is not included in the calculation of the student's cumulative GPA. However, an (IP) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with an (IP) grade will be added to Total Units Attempted.

### **Passed (P)**

A grade of Passed (P) on the academic record means that the student successfully passed the course. A (P) grade is not included in the calculation of the student's cumulative GPA. However, a (P) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with a (P) grade will be added to Total Units Attempted.

### **Not Passed (NP)**

A grade of Not Passed (NP) on the academic record means that the student did not pass the course. An (NP) grade is not included in the calculation of the student's cumulative GPA. However, an (NP) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with a (NP) grade will be added to Total Units Attempted.

## **GRADE POINT AVERAGE (GPA)**

A student's grade point average (GPA) is computed by the following formula:

$$\text{GPA} = \text{Total Grade Points Earned} \div \text{Total Units Attempted with Letter Grade}$$

## **GRADE CHANGES**

All grades submitted by the instructor and entered in the student records are final and will remain as reported in the student's transcript. Exceptions shall only be allowed in the case of: (a) those recorded through mechanical error, or (b) through an error in the calculation of the grade by the instructor. In the latter case (b), the instructor must complete the Grade Change Request Form and submit it to the Academic Dean within the first week of the following quarter.

## **GRADE APPEAL PROCESS**

Most grade appeals can and should be resolved by the student's direct discussion and communication with the faculty member involved. A student appeal of a final grade must be formally initiated within three (3) months following the posting of the grade. If the three (3) month deadline has lapsed, the grade becomes permanent on the student's transcripts.

The following due process must be followed by students who wish to file a grade appeal:

**Step 1.** The student shall meet with the faculty member involved in an attempt to resolve the complaint.

**Step 2.** If the matter is not resolved at Step 1, the student shall submit a written appeal to the Academic Dean. The written appeal must specify the nature of the complaint and the relief the student is seeking. The Academic Dean will then schedule a meeting with the student and the faculty member involved in an attempt to resolve the complaint. The Academic Dean and faculty member involved will then communicate a decision in writing to the student.

**Step 3.** If the matter is not resolved at Step 2, the student shall submit a written appeal outlining the nature of the complaint and the relief sought to the Academic Dean. The Academic Dean will then schedule a meeting with the student to hear the student's complaint. The Academic Dean shall schedule a meeting with the student and the Hearing Committee consisting of the Academic Dean and three randomly selected full-time faculty members in order to hear the student's complaint. The composition of the Hearing Committee shall be randomly determined by the Academic Dean on the basis of each individual student complaint; the committee will not function as a standing committee. The Academic Dean will communicate the decision of the Hearing Committee in writing to the student. The decision of the Hearing Committee is final.

The above 3-step process will be accomplished in a reasonable period of time not to extend beyond six (6) months from the occurrence of the incident. A student's failure to comply with the steps above will nullify the complaint.

**CREDIT EXAMINATION (CHALLENGE EXAMINATION)**

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

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

Credit earned by challenge examinations may be applied toward the minimum course requirements for the undergraduate. The passing grade for credit by examination at the undergraduate level is C. Credits earned by challenge examinations will be recorded as "CR" in the transcript. If a student does not pass the challenge examination, "NC" will be entered in the transcript. Student will be charged the current challenge exam fee. Credit Examinations cannot be taken for 500 level courses and above. Students wishing to earn credit by taking a challenge exam must consult the Academic Dean.

**CREDIT BY ADVANCED PLACEMENT (AP)**

An applicant may receive credit for up to forty-four (44) credits earned in high school Advanced Placement courses. Completed courses are accepted credit-for-credit for equivalent courses at CALUMS if the student has earned a score of three (3) out of possible five(5). Evaluation and approval of credits shall be done by the Academic Dean.

**GRADE REPORT**

Final grades will be issued by the instructor at the end of each quarter. The Registrar shall prepare a final grade report. In the absence of mistake, fraud or bad faith, the grades assigned by the instructor shall be final once they have been filed in the Office of the Registrar. Questions regarding final grades should be brought to the attention of the Registrar's Office during the quarter immediately following the grade assignment.

**PROGRAM PREREQUISITE COURSES (\*)**

Program prerequisite courses are required courses for those students with insufficient background in the chosen degree. The asterisk symbol (\*) beside the letter grade indicates that the course is a program prerequisite course. Grades obtained from program prerequisite courses are not included in the calculation of the student's cumulative GPA. However, the grades from program prerequisite courses are included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of program prerequisite courses will not be added to Total Units Attempted.

**STUDENT RECORDS**

Under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, and California Education Code 67-100ff, all students have the right to inspect and review their educational records in accordance with provisions of the aforementioned act and within the University guidelines. Educational institutions shall not release educational records without written consent of the student, subject to exceptions provided by law.

The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal tax purposes. Parents requesting information may generally be granted access upon submission of a signed statement to the University or other evidence of federal income tax dependency.

At the discretion of CALUMS officials, the following directory information will be provided: student's name, e-mail address, major field of study, dates of attendance, degrees and awards received, and students participating in officially recognized activities. A student wishing to withhold this directory information must complete the Privacy Request Form at CALUMS's Registrar's Office. This must be done within the first ten working days of the enrollment period of a quarter. The privacy request will be valid for one calendar year.

**RETENTION OF STUDENT RECORDS POLICY**

Student records are kept for an indefinite period of time. Financial aid records are maintained according to the guidelines established by the funding source. Other files may be purged after a minimum of five (5) years.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

California University of Management and Sciences requires that all courses be successfully completed in order to graduate from the program A student must meet the following standards of academic achievement and successful course completion while enrolled at California University of Management and Sciences.

**MAXIMUM PROGRAM LENGTH**

Students must progress through the program at a pace that will ensure successful completion within one-and a-half (1.5) times the program length as measured in academic years. If a student cannot complete the program within the Maximum Time Frame (MTF), the student will be dismissed. The Maximum Time Frame for Degree programs is shown in the following table:

<b>Program</b>	<b>Units Required for Graduation</b>	<b>Maximum Time Frame (MTF)</b>
Bachelor of Science in Business Management	180	6 years

## EVALUATION

CALUMS conducts evaluations of student progress quarterly, taking into consideration the following factors: a) the minimum cumulative GPA; b) the percentage of minimum courses successfully completed of courses attempted; c) the maximum time frame allowable. The following tables can be used as reference for evaluation.

## SAP TABLE

Percentage of Maximum Time Frame Attempted	Minimum Cumulative GPA	Percentage of Minimum Courses Successfully Completed of Courses Attempted	Maximum Time Frame (MTF) (1.5 times the standard program length)
33% - 65%	1.50	55%	6 years
66% - 100%	2.00	67%	6 years

## MINIMUM ACADEMIC ACHIEVEMENT

Students must achieve a minimum cumulative grade point average (CGPA) of the following: 1.50 between 33% and 65% of the maximum time frame; and 2.00 between 66% and 100% of the maximum time frame.

## ACADEMIC SAP STATUSES

A student may be placed on the following academic SAP statuses and must take the required action associated with each status. A student who is placed on academic SAP status, but meets the requirements in the subsequent quarter will return to good standing status. A student who does not meet the requirements in the subsequent quarter will be placed on the next status.

**Good Standing:** Students are in good standing when the minimum CGPA and completion percentage of the SAP table is met or exceeded. Students in good standing are eligible to register for courses.

**First Warning:** Students are placed on First Warning status following the first quarter the CGPA and/or completion percentage falls below the minimum of the SAP table. This status requires students to have their course schedules approved by the academic advisor and meet an academic advisor at least once within the quarter.

**Second Warning:** Students are placed on Second Warning status following the second consecutive quarter the CGPA and/or completion percentage falls below the minimum of the SAP table. This status requires students to have their course schedules approved by the Academic Dean and meet an academic advisor at least two times within the quarter. Students who are on Second Warning status and still did not meet the minimum CGPA and/or completion percentage of the SAP table will be issued a Notice of Dismissal.

**Dismissal:** Students who were on Second Warning status and failed to meet the stated minimum CGPA and/or completion percentage of the SAP table are subject to dismissal. Dismissed students are not active students. Students may however appeal their dismissal in writing to the SAP Appeals Committee. If the SAP Appeals Committee finds merit in the student's appeal, the student will be placed on Academic Probation status. If by the close of the academic probation period the student was able to meet the stated minimum CGPA and/or completion percentage requirements of the SAP table, the student will be reinstated in good standing. No further appeals are accorded to the student after the academic probation period.

**Academic Probation:** Students who have successfully appealed their dismissal are placed on Academic Probation status. This status requires students to have their course schedules approved by the Academic Dean and meet an academic advisor at least three times within the quarter.

## APPEAL PROCEDURES

Students have the right to appeal dismissal status where exceptional circumstances can be demonstrated. Appeals must be submitted in writing to the Academic Dean, describe any mitigating circumstances the student feels deserve further consideration, and be submitted at least five (5) days before the beginning of the quarter in which the student requests re-admission. After the appeal is received, the student will be notified within seven (7) business days on whether the appeal is granted or denied. The appeal is forwarded to the SAP Appeals Committee, to review the written records, collect other information as necessary, and issue the final determination. It is in the student's interest to submit an appeal to the SAP Appeals Committee as soon as the student receives a written notice of academic suspension.

## SAP APPEALS COMMITTEE

The SAP Appeals Committee consists of members of the University chosen by the Academic Dean. Exceptional or mitigating circumstances may include extended illness of an immediate family member, extended illness or personal injury of the student, or death of an immediate family member. If a student warrants subsequent dismissal statuses, each successive appeal should cite a different reason for re-entry. A student may not use the same reason for re-entry more than once. Students will be required to indicate why their enrollment should not be terminated and provide reasons for failing to meet the SAP requirements. Students are also required to supply documented evidence in support of their appeal. This may include:

- Copy of death certificate.
- Medical certificate from a registered physician.
- Statement from tutor, faculty member, or other University official.
- Bank statements or financial accounts.
- Other relevant evidence specific to the appeal.

## **MITIGATING CIRCUMSTANCES**

The Academic Dean may waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside of the student's control. These circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student's satisfactory progress in the academic program.

When an appeal is granted, the student will be placed on probation for a period of one quarter and will be considered making satisfactory academic progress during that period. No waivers will be provided for graduation requirements.

## **READMISSION**

Students who have been dismissed from the University must wait at least two quarters before applying for re-admission and must submit a Petition for Re-admission to the Academic Dean. In order to be considered, the student must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be submitted to the Academic Dean at least ten (10) days before the beginning of the quarter in which the student requests readmission. The Academic Dean will determine if the student has demonstrated the likelihood of future success in the program of study. The Academic Dean will notify the student in writing concerning readmission. If readmission is granted, a student may resume course work at CALUMS.

## **PROGRAM CHANGE**

A program change occurs when a student moves programs at the same academic level without graduating. Only courses applicable to the second program are applied and subject to CGPA, QGPA, and the Minimum Completion Percentage calculations. This includes transfer credits and failed courses. Qualitative and quantitative measurements are based on the second program requirements. Students may change programs twice, i.e. enroll into three programs without graduating. A student who changes a program for a second time, into a third program, must have completed 67% of the program prior to changing.

Students changing programs must follow the procedures below:

- a. Submit the Request for Change of Program to the Registrar.
- b. Consult with Academic Dean.
- c. Request a review of transfer credits if needed.

## **PROGRAM UPGRADE**

A program upgrade occurs when a student moves from a lower-level to higher-level program without completing the lower-level program. For instance, a qualified student moves from an Bachelor's program to a Master's program. Only courses applicable to the second program are applied and subject to CGPA, QGPA, and the Minimum Completion Percentage calculations. This includes transfer credits and failed courses. In cases where a student downgrades from a higher-level to lower level program, the same process is followed.

## **TRANSFER OF CREDIT POLICY**

Transfer credit is generally granted for courses comparable to those offered by California University of Management and Sciences that were successfully completed with a grade of "B" or above for Master's degree at another accredited institution or equivalent. The University will evaluate all hours submitted by the transfer applicant and reserves the right to accept or deny any of the credits for transfer. Transcripts will be officially assessed by the Academic Office after a transfer student has been formally admitted and has declared a major.

## **ADDITION OF AN ACADEMIC PROGRAM**

A student applying for a new program after successful completion of a program in CALUMS should undertake the same application procedures for the program as new students do. In addition, the applicant should attach a statement of purpose to the application, describing the reason for the application. Once the student is admitted to the new program, the student can only receive transfer credits for all major courses in the student's new program. The student will be required to take elective courses different than those taken in his/her previous program.

## **MAINTAINING FULL-TIME STATUS**

In order to maintain full-time status, a student must attempt at least twelve (12) quarter credits each quarter for academic credits.

## **LEAVE OF ABSENCE (LOA)**

A leave of absence may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. Students taking a leave of absence must submit a signed leave of absence form to the Registrar's office prior to taking the leave. If a leave of absence is unavoidable, it is best to finish the current quarter before starting a leave. Students who begin a leave of absence during a quarter will be assigned a grade of "W" for any coursework that cannot be assigned a final grade. Leave of absences may not be granted during a student's first quarter. Normally, only one Leave of Absence may be granted in any one academic year. However, with approval of the Academic Dean, there is no limit on a medical Leave of Absence if reasonable grounds are given. Also, leave of absence has no effect on satisfactory academic progress if no credits are attempted during the leave period. A student who wishes to take a leave of absence must make the 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 as a continuing student without persuasive reason(s) and evidence to substantiate such reason(s).

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

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

#### Non-Medical (Personal) Reasons

The student requesting a Leave of Absence from the University who wishes to maintain his enrollment status may do so under the following conditions:

1. File a 'Request for Leave of Absence' form, with the period of leave not to exceed 90 days per academic year, or to the conclusion of any given quarter term of an academic year if the request is filed after the formal beginning of registration for the quarter.
2. Receive approval for the Leave of Absence request from the Academic Dean.

#### Medical Reasons

The student requesting a Leave of Absence for medical reasons who wishes to maintain his enrollment status may do so under the following conditions:

1. File a 'Request for Leave of Absence' form, with the period of leave not to exceed the estimated/required length of absence as confirmed by the attending Physician/Practitioner in a written statement filed with the Academic Office. If this length of time must be extended due to further medical reasons, the student in question and his/her physician/ practitioner must file a new Request for Leave of Absence, indicating in the appropriate place that this is an extension. There is no limit on a medical Leave of Absence if reasonable grounds are given. Also, Leave of Absence time for medical reasons will not be counted against the student's expected "time of completion" requirement.
2. Receive approval for the Leave of Absence request from the Academic Dean.

### **CLASSIFICATION OF STUDENTS**

Based on the number of units successfully completed, a student will be classified as Freshman, Sophomore, Junior, or Senior for the bachelor's degree. Additionally, based on the number of units a student is carrying at any given time, he/she may be considered as a part-time or full-time student.

The following standards are applied in this regard:

#### **Bachelor Degree Program**

**Graduate** - A student who has been awarded the Bachelor's degree or a higher degree by a recognized Institute.

**Senior** - A student who has completed 135 units or more units.

**Junior** - A student who has completed less than 135 units and more than 90 units.

**Sophomore** - A student who has completed less than 90 units and more than 45 units.

**Freshman** - A student who has completed less than 45 units.

**Full-time** - A student carrying 12 or more units.

**Part-time** - A student carrying less than 12 units.

### **AUTHORITY OF INSTRUCTORS**

Students are expected to regularly attend all classes they are enrolled in and to comply with all assignments to the satisfaction of their instructor. Any instructor, with the approval of the Academic Dean, may at any time place on probation, or exclude from his/her course, any student guilty of unbecoming conduct toward the instructor or any member of the class, or may exclude any student who, in the instructor's judgment, has neglected the work of the course. A student thus excluded will receive a grade of "F" (Failure) in the course. The student may contest such an action by filing a student grievance petition through the Office of Student Services.

### **PROGRAM LENGTH**

The normal program length to complete the Bachelor of Science in Business Management (B.S.B.M) is four (4) years. Students must progress through the program at a pace that will ensure successful completion within one-and-a-half (1.5) times the normal program length as measured in academic years. The maximum program length is six (6) years. If a student cannot complete the program within the maximum time frame, the student will be dismissed.

### **FINAL EXAMINATIONS**

Student achievement will be evaluated in all courses. Students shall be fully informed as to the manner of evaluation (testing/term report), requirements, and assignments at the start of each quarter. CALUMS requires all instructors to give a final exam in each course during the last class period of each quarter.

Any student who finds it impossible to take a final examination on the date scheduled must make arrangements in advance with the instructor either to take the examination at another time before the deadline for reporting grades, or request that a grade of "Incomplete" be assigned, and then follow the regulations for the removal of the "Incomplete" grade. No exceptions will be made to these regulations without the written approval of the instructor and the Academic Dean. All make-up finals will receive a letter grade corresponding to the score which is ten points lower than the numerical score achieved on the final.



## **INDEPENDENT STUDY**

Independent Study is offered only to students during the last two (2) quarters of study. The Academic Dean must authorize a student seeking Independent Study only if a particular course is needed for the student's timely graduation and that course is not being offered in time for the student to graduate, or there will be a time conflict in the class schedule for the needed course with another course taken by the student.

To apply for Independent Study, students must plan at least three (3) quarters before graduation and must meet with the Registrar to determine graduation requirements. One quarter before graduation and, if justified, a student may apply for Independent Study for a maximum of two (2) courses. The Independent Study requirements must be followed and completed by the faculty and student, and then submitted to the Academic Dean for Approval. Meeting dates between faculty and student and assigned work must be planned ahead of time and recorded prior to submission of the Form.

## **INDEPENDENT STUDY ATTENDANCE POLICY**

Independent studies are a directed study, whereby the instructor assigns a student specific research work and material to learn. For this reason, an instructor has the ability to determine the frequency of student contact as the student progresses in his/her research path. Typically, an independent study will involve between six to eight faculty to student meetings. Faculty is to assess the student's academic progress during these sessions. As such, attendance for independent studies are calculated as follows.

Students must complete their assigned work in the time-frame that the instructor assigned. If the student successfully completed the assigned work during that period of time, the student is awarded attendance for the week(s) in which the work was assigned for. If the student does not successfully complete the assigned work during that period of time, the student will be marked absent for the week(s) the work was assigned for.

## **WITHDRAWAL FROM CLASSES**

Students may withdraw from courses (see Add and Drop) during the first two weeks after classes begin without affecting their grade point average. Students thereafter are required to obtain a permit from the Academic Dean to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. A student can withdraw from a class by the following procedures:

1. Make a request to withdraw by using an official 'Add & Drop' form or 'Course Withdrawal Request Form (after Add and Drop Period)';
2. Obtain the signature of instructors.
3. Submit the completed 'Add & Drop' form or 'Course Withdrawal Request Form (after Add and Drop Period)' to the Registrar's Office immediately.

No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused.

All withdrawals from classes must be requested by completing the 'Drop Form' or 'Course Withdrawal Request Form (after Add and Drop Period)'. Oral requests, whether by phone or in person, are not acceptable and will not be acted upon.

## **WITHDRAWAL FROM THE UNIVERSITY**

There are two ways to withdraw from the University:

- A. Students wishing to withdraw temporarily, but who wish to be considered as continuing students, must first obtain the approval of the Academic Dean.

The following procedures must be observed by the student:

1. Notify the Academic Dean or Registrar of intent to withdraw by completing and submitting the 'Notice of Cancellation (Withdrawal Form)' and/or 'Add & Drop' form or 'Course Withdrawal Request Form (after Add and Drop Period)' if applicable.
2. Clear all outstanding debt with the University.
3. Students who submit their completed 'Notice of Cancellation (Withdrawal Form)' and/or 'Add & Drop' form or 'Course Withdrawal Request Form (after Add and Drop Period)' shall receive their refunds within thirty (30) days from receipt of the 'Notice of Cancellation (Withdrawal Form)' and/or 'Add & Drop' form or 'Course Withdrawal Request Form (after Add and Drop Period)'. See Refund Policy for further details.

- B. Students who fail to register for a quarter, without the Academic Dean's approval, will be considered as automatically withdrawn from the University.

All withdrawals from the University must be requested by completing the 'Notice of Cancellation (Withdrawal Form)'. Oral requests, whether by phone or in person, are not acceptable and will not be acted upon.

## **CLEARANCE FOR GRADUATION**

Prospective graduates must submit an Application for Graduation to the Registrar before they can be considered for graduation. Students are advised to file the application in the quarter preceding the one in which they expect to graduate.

During each registration period, students entering their final quarter must meet with their advisors to determine if their proposed class schedule meets all graduation requirements for their degrees.

All graduating students must complete their 'Clearance Form' and 'Exit Interview Form' with appropriate administrative officers prior to their graduation, during weeks 10 and 11 of the quarter in which they expect to graduate.



# ACADEMIC PROGRAMS

## DEGREE PROGRAMS

California University of Management and Sciences, as a degree-granting institution, offers undergraduate programs leading to the following degrees as approved by the Bureau for Private Postsecondary Education (BPPE).

### Bachelor of Science in Business Management (BSBM)

## GENERAL EDUCATION REQUIREMENTS

California State public institutions, private colleges, and universities require a certain number of units of General Education (G.E.) prior to the award of undergraduate degrees.

The right table shows the classification of general education courses and the number of quarter units required for each undergraduate program:

Classification	BSBM
Communication	16
Humanities and Arts	12
Social and Behavioral Sciences	16
Sciences and Technology	24
Total	68

## GE STUDENT LEARNING OUTCOMES

Students who complete their General Education (GE) requirements will be able to:

1. Identify, analyze, and evaluate effective communication skills to elicit engagement within an organization.
2. Evaluate differences and similarities in the expression of art and culture across societies.
3. Demonstrate an understanding of how social problems impact individuals, communities and societies.
4. Apply scientific and quantitative methodologies to address real-world issues.

## GRADUATION REQUIREMENTS

### Bachelor of Science in Business Management (BSBM)

The Bachelor of Science degree is conferred upon satisfactory completion of a minimum of one hundred eighty (180) quarter units. The 180 quarter units shall be composed of 45 courses of 4 units each. A minimum grade point average of 2.0 is required. The requirements can be summarized as follows:

Up to 128 quarter units (32 courses) of coursework can be accepted for transfer credits from another institution. At least 52 quarter units (13 courses) of Major courses must be completed in residency at the California University of Management and Sciences. Deviations and substitutions for the requirements must be approved by the Academic Dean before the start of classes.

## BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT (BSBM)

### Program Objectives

The Bachelor of Science in Business Management (BSBM) provides students with an understanding of the challenges, concerns, and responsibilities that they will experience in the business world. This is accomplished through (1) academic courses which cover the functional areas of business and (2) infusion of current trends and technologies into business management courses as part of the students' learning process. The Bachelor of Science in Business Management (BSBM) graduates from CALUMS are expected to work entry to junior level administrative positions in business organizations as classified under United States Department of Labor's Standard Occupational Classification code 11-1011, 11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011.

1. Provide an intimate knowledge of, and practical skills in, modern techniques of management practice that can be implemented in organizations so that those graduates may step into positions of responsibility in any organizational setting.
2. Provide a clear understanding of ethical and behavioral concerns that managers face in the workplace to encourage respect for the individual and the environment.
3. Allow hands-on experience in using a computer as an analytical and managerial tool.

Courses	Units
General Education Courses	68
Major Courses	92
Electives	20
Total	180

**Student Learning Outcomes**

Graduates of the BSBM program will be able to:

1. Express and demonstrate the different roles of human resources in an organization.
2. Apply basic mathematical tools and techniques in evaluating the organization.
3. Identify strategies and operational plans available to the organization.
4. Demonstrate the role of information systems and technology in assisting businesses with management and operations.
5. Be educationally prepared for employment in a position of their choice and to continue their studies toward a graduate degree, if they choose.

**Description of Course Instruction**

Please see Course Description.

**BSBM Program Outline by Term**

	Course #	Course Title	Units	
Quarter 1	BM201	Principles of Management	4	12
	BM221	Business Statistics I	4	
	CE101	College English	4	
Quarter 2	BM231	Business Communications	4	12
	EC201	Principles of Economics	4	
	HA101	Introduction to Art	4	
Quarter 3	BM211	Principles of Accounting	4	12
	IB201	International Business Management	4	
	SB111	Introduction to Sociology	4	
Quarter 4	BM271	Business Law	4	12
	BM281	Mathematics for Business and Economics	4	
	ST101	General Biology	4	
Quarter 5	BM311	Principles of Accounting II	4	12
	CS211	Computer Applications in Business and Economics	4	
	CE111	Reading and Composition	4	
Quarter 6	BM321	Business Statistics II	4	12
	BM331	Financial Management	4	
	HA111	History of Western Civilization	4	
Quarter 7	BM332	Investment Theory	4	12
	BM341	Human Resources Management	4	
	SB131	Introduction to Psychology	4	
Quarter 8	BM351	Marketing Management	4	12
	BM352	Consumer Behavior	4	
	ST104	General Chemistry	4	
Quarter 9	BM361	Management Science	4	12
	CS311	Management Information Systems	4	
	CE121	Creative Writing	4	
Quarter 10	BM362	Production and Operations Control	4	12
	IT201	Introduction to E-Commerce	4	
	HA141	U.S. History	4	
Quarter 11	BM371	Strategic Management	4	12
	IT202	Introduction to Internet Marketing	4	
	SB141	U.S. Government	4	
Quarter 12	CE131	Communication and Speech	4	12
	BM342	Organizational Development	4	
	XXX	Elective Course	4	
Quarter 13	ST111	Introduction to Geology	4	12
	ST121	Introduction to Health Science	4	
	XXX	Elective Course	4	
Quarter 14	ST131	College Algebra	4	12
	SB151	Introduction to Political Science	4	
	XXX	Elective Course	4	
Quarter 15	ST141	Calculus I	4	12
	XXX	Elective Course	4	
	XXX	Elective Course	4	
			<b>Total</b>	<b>180</b>

## BSBM Program Requirements

Course #	Course Title	Units
<b>Major Courses (23 Courses, 92 Units)</b>		
BM201	Principles of Management	4
BM211	Principles of Accounting I	4
BM221	Business Statistics I	4
BM231	Business Communications	4
BM271	Business Law	4
BM281	Mathematics for Business & Economics	4
BM311	Principles of Accounting II	4
BM321	Business Statistics II	4
BM331	Financial Management	4
BM332	Investment Theory	4
BM341	Human Resources Management	4
BM342	Organizational Development	4
BM351	Marketing Management	4
BM352	Consumer Behavior	4
BM361	Management Science	4
BM362	Production & Operations Management	4
BM371	Strategic Management	4
CS201	Introduction to Computer Information Systems	4
CS211	Computer Applications in Business & Economics	4
EC201	Principles of Economics	4
IB201	International Business Management	4
IT201	Introduction to e-Commerce	4
IT202	Introduction to Internet Marketing	4
<b>Elective Courses (Choose any 5 courses below, 20 Units)</b>		
BM381	Corporate Finance	4
BM383	Risk Management	4
BM385	Auditing and Taxation	4
BM387	Business and Web Analytics	4
EC331	Economic Development	4
EC341	Money and Banking	4
EC351	Economics & Politics	4
IB321	International Market and Export Management	4
IB332	Transportation & Logistics Management	4
IB351	Global Financial Markets	4
<b>General Education Courses (17 Courses, 68 Units)</b>		
CE	Communications	16
HA	Humanities and Arts	12
SB	Social and Behavioral Sciences	16
ST	Sciences and Technology	24

## LIST OF GENERAL EDUCATION COURSES

Course #	Course Title	Units
<b>Communications</b>		
CE101	College English	4
CE111	Reading and Composition	4
CE121	Creative Writing	4
CE131	Communication & Speech	4
<b>Humanities and Arts</b>		
HA101	Introduction to Art	4
HA102	Art History	4
HA103	Art Appreciation	4
HA111	History of Western Civilization	4
HA112	History of Eastern Civilization	4
HA121	American Literature	4
HA122	World Literature	4
HA131	Introduction to Philosophy	4
HA132	Oriental Philosophy	4
HA133	Western Philosophy	4
HA141	U.S. History	4
HA142	World History	4
HA151	Religions of the World	4
HA161	Introduction to Ethics	4
HA171	Classics	4
HA181	Logic	4
<b>Social and Behavioral Science</b>		
SB111	Introduction to Sociology	4
SB112	Introduction to Social Welfare	4
SB121	Introduction to Family Issues	4
SB122	Human Nature, Drug & Society	4
SB123	New Perspectives on Aging and Health	4
SB131	Introduction to Psychology	4
SB132	Social Psychology	4
SB141	U.S. Government	4
SB142	Public Administration	4
SB143	Minority Studies	4
SB151	Introduction to Political Science	4
SB152	Introduction to International Relations	4
SB153	Introduction to Comparative Politics	4
SB161	Introduction to Geography	4
SB171	Cultural Anthropology	4
SB191	Introduction to Education	4
<b>Science and Technology (17 Courses)</b>		
ST101	General Biology	4
ST102	General Microbiology	4
ST103	General Ecology	4
ST104	General Chemistry	4
ST105	General Physics	4
ST111	Introduction to Geology	4
ST112	Introduction to Zoology	4
ST113	Introduction to Botany	4
ST121	Introduction to Health Science	4
ST122	Nutrition	4
ST131	College Algebra	4
ST141	Calculus I	4
ST142	Calculus II	4
ST151	Statistics I	4
ST152	Statistics II	4
ST161	Introduction to Scientific Research	4
ST181	Physical Education	4

# COURSE DESCRIPTIONS

## Course Numbering System

**100-299** Courses offered primarily in the freshman and sophomore years and are generally introductory in nature.

**300-399** Courses offered primarily for advanced undergraduate students, usually having prerequisites.

## Course Code Identification System

Courses offered at California University of Management and Sciences are grouped into subject codes indicating the classification in which they are presented.

<b>BM</b>	Business Management Courses
<b>CE</b>	Communications Courses
<b>CS</b>	Computer Information Systems Courses
<b>EC</b>	Economics Courses
<b>HA</b>	Humanities and Arts Courses
<b>HM</b>	Healthcare Courses
<b>IB</b>	International Business Courses
<b>IT</b>	Internet-Related Courses
<b>SB</b>	Social and Behavioral Sciences Courses
<b>ST</b>	Sciences and Technology Courses
<b>TK</b>	Taekwondo Courses

## BUSINESS MANAGEMENT COURSES

### BM201 Principles of Management

**4 units**

This course is designed to guide students through an understanding of management principles, organizational structure and function, and issues that confront managers in today's workplace. Particular emphasis will be given to elements of responsibility and authority, delegation, communication, change management, ethics, decision-making, organizational strategy and growth, teamwork, motivation, and principles of leadership.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Attendance 10%, Class Assignments 35%, Homework 35%, Midterm Exam 10%, Final Exam 10%*

### BM211 Principles of Accounting I

**4 units**

Accounting concepts and methods, transaction analysis and recording, double entry bookkeeping, adjustment and closing procedures, uses of data processing. Formation and operation of partnerships and corporations.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Tests 50%, Homework 15%, Mid-term Exam 15%, Final Exam 20%*

### BM221 Business Statistics I

**4 units**

The course covers the principles of Statistics. Topics include interpretation of statistical data with and without use of probability, random sampling, confidence limits, and hypothesis tests.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation/Attendance 10%, Statistical Project 10%, Homework Assignments 15%, Midterm Exam 30%, Final Exam 35%*

### BM231 Business Communications

**4 units**

This course introduces the students to the basic concepts in communication, particularly in the business environment.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Presentation 20%, Class work 10%, Class Participation/Attendance 10%, Midterm Exam 30%, Final Exam 30%*

### BM271 Business Law

**4 units**

This course introduces ethical concepts that are relevant to resolving legal and moral issues in business; the reasoning and analytical skills needed to apply ethical concepts to legal and business decisions; and identifying moral issues involved in specific areas in business.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%*

**BM281 Mathematics for Business & Economics****4 units**

Prerequisite: ST131

The course covers basic elements of mathematics for business and economics. Topics include the review of linear and non-linear functions and models (including cost, revenue, profit, demand and supply), solving linear and non-linear systems of equations, matrices, linear programming, and difference equations.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Attendance and Participation 10%, Homework Assignments 20%, Tests: 35%, Final Exam: 35%***BM311 Principles of Accounting II****4 units**

Prerequisite: BM211

Development of accounting theory and practice in accordance with generally accepted accounting principles (GAAP). Major topics include the accounting process, income statement, balance and statement of cash flows. Additional topics include: revenue recognition, cash and marketable securities, receivable, inventory, plant and equipment, intangible assets, and current liabilities.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Attendance and Participation 10%, Pre/Post tests 20%, Homework Assignments 20%, Midterm Exam 20%, Final Exam 30%***BM321 Business Statistics II****4 units**

Prerequisite: BM221

Application of statistical methods used for a description and analysis of business problems. The development of analytical skills is enhanced by use of one of the widely available statistical packages and a graphing calculator. Topics include continuation of hypothesis testing, multiple regression and correlation analysis, residual analysis, variable selection techniques, analysis of variance and design of experiments, goodness of fit, and tests of independence.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Homework 20%, Quizzes 20%, Midterm Exam 30%, Final Exam: 30%***BM331 Financial Management****4 units**

Prerequisite: BM211

This course provides an intelligent direction to the flow of funds for maximizing firm value and introduces techniques and concepts necessary to effectively manage the financial resources of any organization in order to achieve strategic goals. Topics include the time value of money, stock and bond valuation, risk and return, capital investment decisions, analysis of financial statements, financial forecasting, working capital management, the investment banking process, and the sources of funding for a business.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Attendance and Participation 10%, Homework 20%, Quizzes 20%, Midterm Exam 25%, Final Exam 25%***BM332 Investment Theory****4 units**

Prerequisite: BM331

This course covers risk and return, valuation of stocks and bonds, capital asset pricing model, stock and bond portfolio management, efficient capital markets, evaluation of investment performance, and introduction to options.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Attendance and Participation 10%, Quizzes 20%, Security Project 30%, Midterm Exam 20%, Final Exam 20%***BM341 Human Resources Management****4 units**

Principles, methods, and procedures in management of human resources; development and objectives of human resources management, planning, legal compliance, job analysis, recruitment, selection, training and development, compensation, and employment relations. Students develop a human resource budget, a recruiting plan, an organizational chart, and a plan for human resource development for their business plan.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Attendance and Participation 10%, Quizzes 15%, Case Study Presentation 25%, Mid-term Exam 20%, Final Exam 30%***BM342 Organizational Development****4 units**

Prerequisite: BM341

This course studies approaches to developing and maintaining coherent group functioning within organizations, and to implementing planned organization change. Techniques are examined for improving individual and group behavior within organizations on the levels of communication, attitudes, motivation, and decision making; and for coordinating the introduction and implementation of change within an organization.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0**Course Instruction: Attendance and Participation 10%, Mid-Term Exam 35%, Quizzes 20%, Final Exam 35%*

**BM351 Marketing Management****4 units**

This course introduces the student to marketing management's role in an organization's total business strategy. Intensive study of marketing management; emphasis on marketing environment; development of marketing strategies and formulation of policies; integration of marketing with other functional areas of business through case studies.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Attendance and Participation 10%, Case Assignments 30%, Midterm Exam 30%, Final Exam 30%

**BM352 Consumer Behavior****4 units**

Prerequisite: BM351

The course emphasis is upon understanding the processes that influence the acquisition, consumption, and disposition of private and public sector goods and services. A comprehensive study of behavioral models and concepts to help understand, evaluate, and predict consumer behavior in terms of marketing implications. Determinants of consumer behavior are explored to gain understanding of the complex forces as they affect the marketplace.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Case Presentation 25%, Research Project 35%, Midterm Exam 20%, Final Exam 20%

**BM361 Management Science****4 units**

The course will provide an introduction to various operations management functions; organizational structure, product selection, process design, capacity and location management, quality management, forecasting, inventory management, and job design. Survey of current topics in Production, Operations Research, and Statistics. Emphasis will be placed on current literature and computer applications.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Quizzes 20%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

**BM362 Production & Operations Management****4 units**

Prerequisite: BM361 or Approval of Academic Dean

Analysis and applications of concepts and techniques of the quantitative approach, systems analysis, and operations analysis to managerial functions, with emphasis on production. Operations management is concerned with the process of transforming inputs into higher-value outputs with maximum efficiency.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Group Case Study Presentation 35%, Quizzes 20%, Mid-Term Exam 20%, Final Exam 25%

**BM371 Strategic Management****4 units**

This course focuses on some of the important current issues in strategic management. It will concentrate on modern analytical approaches and on enduring successful strategic practices. It is consciously designed with a technological and global outlook since this orientation in many ways highlights the significant emerging trends in strategic management. The course is intended to provide the students with a pragmatic approach that will guide the formulation and implementation of corporate, business, and functional strategies.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Quizzes 20%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

**BM381 Corporate Finance****4 units**

This course serves as an introduction to corporate financial management and corporate capital budgeting. Its purpose is to develop a framework for analyzing firms' investment and financial decisions. This course will examine various financial theories including the concept of present value, the opportunity cost of capital, discounted cash flow analysis, issues in financial management, and risk and return.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class Attendance 10%, Homework 20%, Mid-Term Exam 30%, Final Exam 40%

**BM383 Risk Management****4 units**

This course serves as an introduction to risk management and examines the way in which business make an assessment of, control, and transfer risk. It is designed for the student with no previous knowledge of risk management. The goal of this course introduces the risk management principles. Students will be presented with the tools and the process of designing and implementing a risk management program.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class Attendance 10%, Homework 20%, Mid-Term Exam 30%, Final Exam 40%

**BM385 Auditing and Taxation****4 units**

This course is designed to provide a solid foundation in all aspects of tax for individuals and businesses. The course covers an introduction to audit, the need and importance of auditing, the planning of auditing, the auditing procedures. Students are trained to express an opinion whether the financial statements are prepared, in all material respects, in accordance with an identified financial reporting framework.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class Attendance 10%, Homework 20%, Mid-Term Exam 30%, Final Exam 40%

**BM387 Business and Web Analytics****4 units**

This course introduces the concepts and techniques for retrieving and analyzing social network and social media data and website usage. It develops the skills in data analysis, data interpretation, data visualization and other areas of expertise that are in growing demand in the business world. Students learn to use key metrics to identify important social actors, subgroups, and network properties in social media.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Attendance 10%, Homework 20%, Mid-Term Exam 30%, Final Exam 40%*

**GENERAL EDUCATION: COMMUNICATIONS****CE101 College English****4 units**

This course is an integrated course in reading, writing, and critical thinking. Emphasis is placed on the use of library source materials; writing includes personal and expository essays and will be presented as an integral aspect of thinking and learning. Students read and analyze narrative and expository texts to improve their abilities to recognize main ideas and supporting details. Grammar and vocabulary are interactive and covers American English grammar constructions.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Attendance and Participation 10%, Seat Work and Assignments 20%, Quizzes 20%, Term Papers 25%, Final Exam 25%*

**CE111 Reading and Composition****4 units**

Prerequisite: CE101 or Approval of Academic Dean

This course involves both literary analysis and composition. It will use literature study as a basis for improving writing and critical analysis skills. By reading narrative and expository texts, students improve their abilities to recognize main ideas and supporting details. They will explore interpretations of stories, and learn several reading strategies appropriate for different types of text. The writing process is emphasized as an integral aspect of thinking and learning and will be a pervasive activity in this class. This course is designed to improve skills through practice in writing paragraphs, essays, and reports that are clear, concise, and unified. Students also learn to conduct library reading research; focusing on methodology, students learn to generate worthwhile questions, collect primary data, locate secondary resources, and form original research insights.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Attendance 10%, Class Exercises 35%, Writing Projects 35%, Journal Summaries and Portfolio 20%*

**CE121 Creative Writing****4 units**

Prerequisite: CE101 or Approval of Academic Dean

This course covers learning style assessment, brainstorming and essay development, editing, proofreading and revision, and final draft presentation. Basic elements of creative writing forms will be discussed. It gives students an opportunity to write and develop skills in various forms of creative writing and be able to emphasize the kind of writing in which they are most interested in. Students will integrate critical thinking skills with effective written analysis and arguments, distinguish between deductive and inductive reasoning, write and critique essays using research strategies.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Attendance 10%, Assignments 15%, Quizzes 20%, Mid-Term Exam 25%, Final Exam 30%*

**CE131 Communication and Speech****4 units**

Prerequisite: CE101 or Approval of Academic Dean

This course introduces students to the principles of interpersonal communication and public speaking. It is designed to improve speaking and analytical skills through a functional approach to effective communication with practical application of the three major speech types: informative, impromptu, and persuasive speaking. Students will learn to identify and practice effective communication techniques both verbal and nonverbal; identify major barriers to effective listening and how to overcome them. These skills will be increased by developing a verbal profile and confidence in oral presentations. Students are expected to participate in class discussions, deliver a variety of speeches, and act as an audience to those delivering speeches.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%*

**COMPUTER INFORMATION SYSTEMS COURSES****CS201 Introduction to Computer Information Systems****4 units**

Overview of computer, communication, and software systems. This course covers business applications of information technology, managing the acquisition and use of application systems, and working with the information systems organization.

*Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0*

*Course Instruction: Class Attendance & Participation 10%, Chapter Quizzes 45%, Case Study Paper 15%, Case Study Presentation 30%*

**CS211 Computer Applications in Business and Economics****4 units**

An introduction to the uses of computers in business. Topics include concepts, components, and operations of computer systems. It also covers hardware, software, procedures, systems and their integration into business applications.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Attendance and Participation 10%, Assignments 25%, Midterm Exam 30%, Final Exam 35%

**CS221 Introduction to Data Structure & Algorithms****4 units**

Prerequisite: Approval of Academic Dean

This course is an introduction to the design, analysis, and variety of algorithms. This course covers the specification of computational tasks, varieties of algorithms for tasks, demonstrating that algorithms perform given tasks, the structure of algorithms and measures for comparing the performance of algorithms. Also this course considers the implementation of algorithms and relevant data and program structures, and principles of program design.

Hours: Lecture: 30, Lab: 20, Practicum/Internship: 0

Course Instruction: Assignments 20%, Quizzes 20%, Project 20%, Midterm Exam 20%, Final Exam 20%

**CS311 Management Information Systems****4 units**

Integrates topics of management and organization theory, information and communication theory, and systems theory relevant to managing an organizations information resources. Includes computer hardware and software, telecommunications, and database concepts.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Attendance and Participation 10%, Assignments 20%, Quizzes 20%, Midterm Exam 25%, Final Exam 25%

## ECONOMICS COURSES

**EC201 Principles of Economics****4 units**

This course presents the basic interactions of individuals, firms and government in a market-oriented economy. It includes analysis of market prices, interest rates, international trade and the role of monetary and fiscal policies in promoting economic growth and stability. Also it covers markets, demand, consumer behavior, nature of firms, measuring economic activity, inflation unemployment, money and banking, and the role of the government.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class Attendance 10%, Homework 15%, Presentation 15%, Midterm Exam 25%, Final Exam 35%

**EC331 Economic Development****4 units**

The course examines areas in the economic analysis of development where there have been recent analytical or empirical advances. Emphasis is given to the formulation of theoretical models and economic analysis and testing. Topics covered include models of household/firm behavior, savings behavior, equity and efficiency in pricing policy, project evaluation, measurement of poverty and inequality, and the analysis of commodity prices.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class Attendance 10%, Homework 15%, Presentation 15%, Midterm Exam 25%, Final Exam 35%

**EC341 Money and Banking****4 units**

This course covers classical and contemporary issues in the theory of money, banking, and financial institutions. Topics covered include: the gold standard, the structure of central banks and the Federal Reserve system, theories of money demand and moneys supply, the relationship between money supply and overall economic activity, the theoretical and practical aspects of monetary policies and money creation, the efficacy of fiscal policy versus monetary policies, and the role the Federal Reserve plays in economic stabilization.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class Attendance 10%, Homework 20%, Midterm Exam 30%, Final Exam 40%

**EC351 Economics and Politics****4 units**

The course develops critiques and extensions of economic theory, taking into account the political and social moorings of economic activity and equilibria. The formation and persistence of social norms; the meaning and emergence of property rights; the role of policy advice in influencing economic outcomes; and the effect of political power and ideology on economic variables are studied.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Class Attendance 10%, Homework 20%, Midterm Exam 30%, Final Exam 40%



## GENERAL EDUCATION: HUMANITIES AND ARTS

### HA101 Introduction to Art

4 units

A study of the visual arts in relation to both personal and cultural expressions. Fundamentals of visual organization, color theory, terminology, art movements and concepts will be studied.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

### HA102 Art History

4 units

Art History is a survey of architecture, painting, sculpture, and related art forms created by early western cultures and civilizations. The visual arts of prehistoric times, Mesopotamia, ancient Egypt, Greece and Rome and the development of Christian art from its origins through the medieval era are discussed. Emphasis is placed on integrating the development of art forms with the geographic, social, political, philosophical, and religious characteristics of these cultures.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

### HA103 Art Appreciation

4 units

This course provides a comparative historical overview of western art and music from the prehistoric era to the present. This introductory course presents influential figures in each period and analyzes important influences on their work. The relationship between music and art is explored, along with changing trends in thought and techniques.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

### HA111 History of Western Civilization

4 units

This course is a survey of the origins of western civilization and its development from ancient times to the Renaissance and Reformation. Emphasis will be placed upon: the reasons for the rise and fall of the civilizations of antiquity; their cultural legacy; the changing role of religion in human society from the earliest societies through the Reformation; the development of western political institutions; the major technological changes that helped to drive western civilization; and the "Age of Discovery."

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

### HA112 History of Eastern Civilization

4 units

This course is an introductory survey of the history of India, China, Japan, and related regions from the period of prehistory to the arrival of the Europeans in the 17th century. This course concentrates on examining such topics as the area's cultural, political, religious, economic, and social development.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

### HA121 American Literature

4 units

This course is an introduction to representative literature after World War II, focusing on fiction, drama and poetry. The course explores recent advances in technology, multicultural diversity and gender equity plus other artistic, political, and cultural developments and how these changes have affected contemporary literature; emphasis is on American authors, including recent immigrants.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

### HA122 World Literature

4 units

This course will focus on studying some of the popular myths and archetypes of the ancient cultures. These early cultures strived to attain order in their societies. They accomplished this by using a series of metaphors and myths that explained the arrangements and structures of their surroundings. Since each of these cultures influenced their neighbors, we can gain a better understanding of their similar outlooks and beliefs by comparing and contrasting their local metaphors.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

### HA131 Introduction to Philosophy

4 units

This course is an overview of the classical and modern problems of philosophy. A consideration of the nature of knowledge, views of the cosmos or world and the problems of truth, beauty, ethics, and theology.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

**HA132 Oriental Philosophy****4 units**

Introduction of the basic concepts of Oriental Philosophy will enable students for tangible understanding of roots of Oriental culture and thoughts. General comprehension for an empirical approach to Oriental Philosophy. Scientific actualization of historical background of Oriental Philosophy. Comparison of Oriental Philosophy phenomena with that of Western Philosophy.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**HA133 Western Philosophy****4 units**

This course provides an introduction of the fundamental picture of western philosophy in order for the students to understand the basic roots of western culture and thoughts.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Evaluation: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**HA141 U.S. History****4 units**

This course is designed as an introduction to U.S. History from pre-contact to the present day. It will encourage students not only to gain a familiarity with the events, ideas, and developments that have most shaped the American past but to reflect upon why that past might matter, and upon why the interpretation of its meaning can become such a source of conflict.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**HA142 World History****4 units**

This course will provide a better understanding of the civilization from cradle to the present times in general, as well as the people and societies. A broader understanding of our power struggles in societies and the mechanism of human survivorship will help us to overcome barriers and achieve our goals.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**HA151 Religions of the World****4 units**

A philosophical overview of the world's great religions. Includes historical origin and growth of each religion, major doctrines, and influence. Religions dealt with include Primitive, Hinduism, Jainism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**HA161 Introduction to Ethics****4 units**

This course is to achieve an understanding of fundamental moral concepts such as the bases and limitations of human conduct, good and evil actions, norms of morality, law, freedom, and responsibility. It will investigate the relation between thought and action in light of the influential ethical theories of classical, medieval, and modern writers.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**HA171 Classics****4 units**

This course deals with the art and architecture of ancient Greece from the Minoan and Mycenaean periods until the beginning of the Roman Empire in the first century B.C. Students will study this entire time span in chronological order, with some emphasis on the monuments of the Classical and Hellenistic periods.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**HA181 Logic****4 units**

Logic is a study of the structure and function of language, inductive and deductive forms of reasoning and argumentation. Includes the study of formal argumentation, the methods of experimental inquiry, the nature of scientific hypothesis, and probability theory.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

## INTERNATIONAL BUSINESS COURSES

### **IB201 International Business Management**

**4 units**

The purpose is to develop skills in identifying, analyzing and developing solutions for current management issues in the international environment. This course explores the issues of marketing, finance, and management as they exist in the international business environment from both a multinational corporate perspective and single business person orientation.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Attendance 10%, Homework 15%, Presentation 15%, Midterm Exam 25%, Final Exam 35%*

### **IB321 International Import and Export Management**

**4 units**

This course examines managing the export/import department; government regulations affecting imports; financing, insuring, transporting, and marketing of exported or imported raw materials and finished products; methods of purchasing foreign products and selling domestic goods abroad; joint marketing; licensing; distributor relations.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Attendance 10%, Homework 15%, Presentation 15%, Mid-term Exam 25%, Final Exam 35%*

### **IB332 Transportation & Logistics Management**

**4 units**

This course focuses on the importance of water, railway, highway, air and pipeline transport modes in modern economy; carrier management, government participation, and use of energy in transportation system.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Attendance 10%, Homework 15%, Presentation 15%, Mid-term Exam 25%, Final Exam 35%*

### **IB351 Global Financial Markets**

**4 units**

This course examines strategies and mechanics of investing in stocks, bonds, and derivatives. Topics include investment selection, portfolio management, financial markets and institutions.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Attendance 10%, Homework 15%, Presentation 15%, Mid-term Exam 25%, Final Exam 35%*

## INTERNET RELATED COURSES

### **IT201 Introduction to e-Commerce**

**4 units**

Prerequisite: Approval of Academic Dean

This course is designed to familiarize individuals with current and emerging electronic commerce technologies using the Internet. Topics include Internet technology for business advantage, managing electronic commerce funds transfer, reinventing the future of business through electronic commerce, business opportunities in electronic commerce, social, political and ethical issues associated with electronic commerce, and business plans for technology ventures.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 20%, Presentation 10%, Mid-Term Exam 30%, Final Exam 40%*

### **IT202 Introduction to Internet Marketing**

**4 units**

This course introduces the students on how organizations can use the Internet to support their marketing activities. Building on traditional marketing theory and concepts together with emerging academic literature, the course details a structured approach to applying the Internet for marketing.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Class Participation 20%, Presentation 10%, Mid-Term Exam 30%, Final Exam 40%*

## GENERAL EDUCATION: SOCIAL & BEHAVIORAL SCIENCE

### **SB111 Introduction to Sociology**

**4 units**

The scientific study of human societies and behavior, emphasizing the sociological perspective, methods of investigating society and theories of social foundations of culture and socialization, social interaction among individuals, groups and organizations, dynamics of social inequality, and the role of social institutions in shaping the lives of individuals and society.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**SB112 Introduction to Social Welfare****4 units**

This is an introductory to social work course in which students learn about the profession of social work and the populations and issues that concern social workers. Students learn about social work practice and methodology, various fields of social work practice, and client populations. This course also includes an agency-related field experience.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**SB121 Introduction to Family Issues****4 units**

This course traces the conception of systemic theory and how it continues to be adapted by various theorists and therapists in the treatment of families. It seeks to encourage students to consider themselves as part of the systems with which they work, and to respect their own strengths and personalities even as they encourage clients to do the same. This course points out that although each theory that it discusses has its own value for working with families, some are more or less effective for specific populations, cultures, and issues.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**SB122 Human Nature, Drug & Society****4 units**

This course provides an introduction to the principles and assessment of physical growth, development and maturation that are the basis for monitoring the health of populations, of individuals, and of children from conception through adolescence. Societal norms and influences are discussed in detail.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**SB131 Introduction to Psychology****4 units**

This course addresses principles of research, perception, development, learning, motivation, emotion and abnormal behavior. Emphasizes application of psychological principles to personal adjustment.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**SB132 Social Psychology****4 units**

Social Psychology is the scientific study of the ways individuals affect, and are affected by their interactions with others. Internal processes such as social cognition, self-concept, person perception, the development of beliefs and attitudes will also be covered. Students will learn classic theories of social psychological thought and will be exposed to current research in the field.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**SB141 U.S. Government****4 units**

This course provides an understanding of the foundations of the United States Government; provides an understanding of inalienable rights, civil rights, and civil liberties of an American; outlines the duties and responsibilities of the citizen in the United States political process; provides a knowledge base of the three branches of United States government; and relates the study of the United States government to current issues.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Evaluation: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**SB142 Public Administration****4 units**

This course is designed to assist students to develop an understanding of public administration as a field of academic study and an area of professional practice. Specifically, it focuses on the evolution of public administration as an academic discipline, the context in which public administration takes place, the meaning of public service in a democratic society, and the importance of personal and professional ethics. Students must be prepared to discuss reading assignments and participate in analysis of case studies.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**SB143 Minority Studies****4 units**

This course explores the moral, social, legal, and phenomenological correlates of diversity from a philosophical point of view, focusing on disability and the "double differences" where disability intersects with race and gender. The complex interplay between conceptualizations of disability rights and the construction of disability identity and culture is a theme throughout the course. These are examined in the context of modern, post-modern, and feminist approaches to questions of justice.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**SB151 Introduction to Political Science****4 units**

The purpose of this course is to train students in how to analyze political phenomena in a rigorous and scientific manner. This knowledge requires an understanding of two different components: research design and statistics. In the first component, students will learn how to discriminate between theories, pose proper research questions, and in the second component, student construct a relevant hypothesis, make valid causal inferences, formulize concepts, and test their hypotheses

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**SB152 Introduction to International Relations****4 units**

A study of contemporary relations among states, including an analysis of basic concepts and issues such as power, sovereignty, nationalism, security, diplomacy, war and peace, international law and organization, trans-nationalism, and independence. Attention is also given to different approaches to the study of international relations.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**SB153 Introduction to Comparative Politics****4 units**

This course teaches students how to compare political systems in a variety of countries. The course analyzes elections, parties, parliaments, presidents, protest movements, and other aspects of national politics across countries. Students will learn how to make meaningful comparisons across countries, assessing the efficiency and effectiveness of political systems.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**SB161 Introduction to Geography****4 units**

This course presents study and unification of a number of earth sciences that give general insight into the nature of the environment focuses on concepts of geographic thought, tools of geography, map structure, population patterns, space relationships, and modern problems of geography.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**SB171 Cultural Anthropology****4 units**

This course is an introduction to the study which aims to demonstrate how the basic concepts and techniques developed by cultural anthropologists help us to understand societies of various degrees of complexity, including our own. We will consider topics such as language, kinship, gender, ethnicity, economics, politics, religion, and social change in a broad comparative framework. Major goals are an increased awareness of the social and cultural dimensions of human experience; the diversity and flexibility of human cultures; and processes of intercultural communication and conflict.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**SB191 Introduction to Education****4 units**

The course will provide students with an introduction to the field of education, focusing on the key educational issues and policies affecting education. The course will cover the changes, challenges, and strategies used in the contemporary educational system.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**GENERAL EDUCATION: SCIENCE AND TECHNOLOGY****ST101 General Biology****4 units**

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**ST102 General Microbiology****4 units**

This course is a study of pathogenic microorganisms including a description of basic cell structure, biochemistry, metabolism, nutrition, reproduction and genetics. Mechanisms of transmission, microbial entry, pathogenesis, prophylaxis, epidemiology, and microbial control of selected human pathogens will be explored. Basic body defense mechanisms and immunological responses to pathological conditions will be examined.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**ST103 General Ecology****4 units**

This course introduces students to the principles of ecology, with an emphasis on the insights that ecology can provide into the environmental impacts of human activities. Students will explore the ecological roles of individual organisms; the dynamics of populations, biotic communities, and ecosystems; energy flows and biogeochemical cycles; and the concept of sustainability.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

**ST104 General Chemistry****4 units**

Principles of chemistry and their application; atomic structure; bonding; kinetic theory; states of matter; kinetics and gas phase equilibrium; primarily inorganic chemistry. Special emphasis on the analytical approach to problem solving. Mathematics strongly recommended.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

**ST105 General Physics****4 units**

The course covers the topics of a typical general physics course with calculus, including classical mechanics and elements of thermodynamics. Also, this course offers the possibility of a more in-depth view of the subject matter, including applications such as the physics of sports and some elements of star formation/celestial mechanics. Emphasis is placed on the importance of conservation laws and on the use of simple models to describe complex phenomena.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

**ST111 Introduction to Geology****4 units**

This course is an introductory study of the Earth. A survey of the nature and structure of the materials composing the earth and the various processes that have shaped and are shaping its surface. The course includes plate tectonics, faults and earthquakes, volcanoes, land forms, minerals, rocks, and geologic maps.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

**ST112 Introduction to Zoology****4 units**

Principles of animal biology, a survey of the animal kingdom, stressing the structure function, development, classification, evolutionary, behavioral and ecological concepts of zoology. Required of majors in biology, medicine, forestry and agriculture.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

**ST113 Introduction to Botany****4 units**

Botany is an introductory course covering biological principles as they apply to the plant world. The central theme is the importance of plant structure and variation in life on earth. Topics covered include plants and human affairs, plant cells, photosynthesis, the role of plants in ecological cycles, and a survey of the earth's plant forms.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

**ST121 Introduction to Health Science****4 units**

This course covers current issues in health and their effect upon the quality of human life. The course emphasizes the holistic approach to health and wellness; and explores the latest concepts in nutrition, disease prevention, mental health and stress management, sexual relationship and lifestyles, drug use and abuse, and consumer and environmental health issues. Instruction focuses on individual responsibility for wellness, cultural diversity, and effective interpersonal communication.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

**ST122 Nutrition****4 units**

Scientific concepts of nutrition relating to the functioning of nutrients in the basic life process. Emphasis is on individual needs, food sources of nutrients, current nutrition issues, and diet analysis.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

**ST131 College Algebra****4 units**

An overview of the fundamental concepts of algebra. Topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing; using a graphing utility; functions; graphs and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities, and matrices.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%

**ST141 Calculus I****4 units**

Review of limits and derivatives of elementary functions. Inverse trigonometric functions and their derivatives. L'Hospital's rules. The definite integral. Fundamental theorem of Calculus. Simple substitution. Applications including areas of regions and volumes of solids of revolution.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**ST142 Calculus II****4 units**

Prerequisite: ST141

Students who intend to pursue a degree in actuarial science, applied mathematics, astronomy, mathematics, physics, or statistics should take this course. Techniques of integration; The Mean Value Theorem and its consequences; series, Taylor series with applications; parametric and polar curves with applications; first order linear and separable differential equations with applications.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**ST151 Statistics I****4 units**

Students learn to use various graphical displays and measures of location and variability to describe data. The course considers elementary probability and sampling distributions, and uses the normal and t-distributions in estimation and hypotheses testing. This course includes descriptive techniques for simple linear regression and correlation.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**ST152 Statistics II****4 units**

Prerequisite: ST151

This course is a continuation of Statistics I. Confidence intervals and hypothesis testis are studied in more detail, beginning with two sample inference for means and proportions. The inferences in simple linear regression and multiple regression are presented. Analysis of variance and experimental design are introduced. Other topics include chi-square tests for goodness-of-fit and independence, and the principles of nonparametric tests. Use of statistical software, such as Minitab, SPSS, or SAS, is also required.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**ST161 Introduction to Scientific Research****4 units**

This course is intended to present the concepts and principles of scientific research. This course covers how to survey and critique the literature, formulate their hypothesis, design experiments, statistically evaluate the data, and professionally communicate results.

*Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

**ST181 Physical Education****4 units**

This course provides students with the knowledge on how to incorporate major components of physical fitness in order to improve performance. Key areas will focus on muscular strength and endurance, cardio-respiratory endurance and flexibility by using a variety of fitness regimens.

*Hours: Lecture: 10, Lab: 60, Practicum/Internship: 0*

*Course Instruction: Homework 20%, Mid-term Exam 30%, Final Exam 40%, Attendance 10%*

# UNIVERSITY PERSONNEL

## ADMINISTRATORS AND STAFF

President	Jessica M. Mertz	jessica.mertz@calums.edu
Dean of Administration	Yukari Nishioka	yukari@calums.edu
Academic Dean	Sasha Safarzadeh	sasha.zadeh@calums.edu
Program Chair, Business Programs	Silviu Velovici	silviu.velovici@calums.edu
Program Chair, Economics	Sasha Safarzadeh	sasha.zadeh@calums.edu
Program Chair, Computer Information Systems	Mitch Cochran	mitch@calums.edu
Program Chair, Healthcare Management	Belal Saadeh	belal.saadeh@calums.edu
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Finance Officer	Hongjun Ahn	finance@calums.edu
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International Student Advisor	Yukari Nishioka	isa@calums.edu
Librarian	Lionel Yamentou	library@calums.edu
Registrar	Hongjun Ahn	hjahn@calums.edu
Student Services Advisor	Lionel Yamentou	ssa@calums.edu

## FACULTY

Note: (\*) designates Part-Time Faculty Status

### **FARAH, KAREN\***

M.A. Education, California State Polytechnic University Pomona, California  
Teaching Area: General Education courses, Sociology

### **FENTRESS, AARON\***

M.F.A., Vermont College of Fine Arts  
B.S. Theatre Studies, University of Evansville, Indiana  
Teaching Area: General Education courses

### **LEWIS, SANTA\***

Master of Health Administration, University of La Verne, California  
B.A. Sociology, California State University Long Beach, California  
Teaching Area: Healthcare courses

### **MASOOMIAN, RASOOL**

Ph.D. Economics, State University of New York at Binghamton, New York  
Teaching Area: Economics courses

### **MOULIK, SANJOY\***

Ph.D. Information Systems and Technology, Claremont Graduate University, California  
M.B.A. Global Business, Pepperdine University, Malibu  
B.S. Computer Science, California State University Northridge, Northridge  
Teaching Area: Computer Information System courses

### **PANAITESCU, PHILIP A.\***

M.A. Economics, Claremont Graduate University, California  
B.A. Economics, University of Massachusetts Amherst, Massachusetts  
Teaching Area: Economics courses

### **SAADEH, BELAL\***

Ph.D. Nursing, Hahn School of Nursing, University of San Diego, California  
M.S. Nursing Management, Al-Quds University, Israel  
B.S. Nursing, School of Nursing, University of Jordan, Jordan  
Teaching Area: Healthcare Management courses



**SAFARZADEH, MOHAMMAD**

Ph.D. Economics, Claremont Graduate School, California  
M.S. Economics, California Polytechnic State University Pomona, California  
M.A. Economics, Tehran University, Iran  
B.S. Economics, Tehran University, Iran  
Teaching Area: Economics courses

**SAFARZADEH, POOYA\***

Juris. D. Law, Chapman University School of Law, California  
B.A. Political Science, University of California Berkeley, California  
Teaching Area: Business Law, General Education: Political Science courses

**SAFARZADEH, SASHA**

M.A. Economics, Claremont Graduate University, California  
B.A. Economics, University of California Irvine, California  
Teaching Area: Economics courses

**VELOVICI, SILVIU\***

M.S. Financial Engineering, Claremont Graduate University, California  
M.B.A. Pepperdine University, California  
Teaching Area: Business Management courses

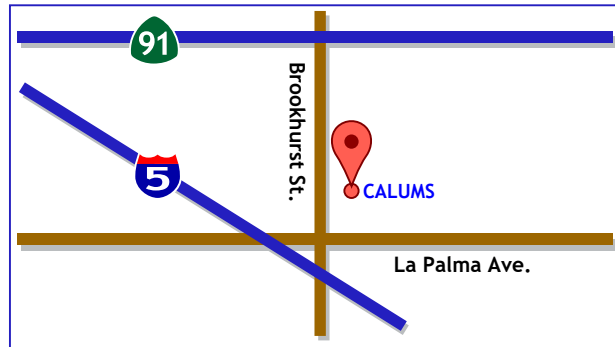
**WALKER, ANDRESS\***

D.B.A. Walden University, Minnesota  
MBA University of Phoenix, California  
B.A. Organizational Studies, Pitzer College, California  
Teaching Area: Business Management courses

**WILSON-AUS, AILEEN\***

M.B.A. Azusa Pacific University, California  
B.A. Business Administration, Loyola Marymount University, California  
Teaching Area: Business Management courses

## LOCATION AND MAP



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