

# ***Catalog***

## ***2024***



**Calstone College**

**Calstone College**  
**CATALOG**  
**Jan 2, 2024 – Dec 31, 2024**  
**(5, CCR §71810(b)(1))**

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**Los Angeles, CA 90019**  
**[www.calstonecollege.com](http://www.calstonecollege.com)**

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## **PRESIDENT'S MESSAGE**

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Calstone College is both honored and proud that you have chosen our institution to educate and guide you toward your aspirations. A question often asked is, "When is it a good time to go back to school?" I would encourage you to consider Calstone College as an investment in your future. The question might better be stated, "When is it a good time to realize my dreams and goals?" The answer is now.

In choosing Calstone, we believe you've made a smart decision. While some schools teach only abstract theory, Calstone students also learn how to tackle real-world, real-time challenges, giving them the practical experience employer's want. Through faculty well versed in the arts and business, as well as colleagues who share similar work experience, you will leave the program better prepared to anticipate and lead change at all levels.

Calstone will challenge you with a rigorous curriculum – yet delivered in a collaborative learning environment that fosters teamwork, cooperation, and the sharing of ideas. In our competitive global environment, teams and individuals must work together to achieve common goals. Calstone brings this same real-world approach into the classroom. Our small classes and highly accessible faculty help create an engaged community of learners and leaders that will inspire you throughout your experience at Calstone – and beyond.

You will also have the opportunity to build a lifelong network with the colleagues you meet in class. Calstone students come from a variety of professional, cultural, and educational backgrounds. All students have been selected based on their accomplishments and their ability to contribute to the learning of their fellow classmates.

Your skills can lead you to unlimited opportunities. Financially, your skills can increase your long-term earning potential exponentially while providing added job security in the face of an uncertain economy. Your skills may also open the door to a new career in a new industry or a new role as an entrepreneur.

Wherever it may lead you, your diplomas and certificates will be recognized as a prestigious milestone in your career and a reflection of your commitment to excellence. Welcome to Calstone College.

**Gerald Y Park  
President  
Calstone College**

## MISSION STATEMENT

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Calstone College exists to enable students to realize their educational goals and objectives. The college's first priority is to promote the intellectual progress of students. To fulfill this mission and purposes, we design programs and activities to help students develop the academic, vocational, and professional competencies to become employable and contributing members of an interdependent world in a technological age; we seek to foster a rigorous and contemporary understanding of the arts as it relates to fashion, design, jewelry, and professional disciplines as it relates to jewelry business and industry. (5, CCR §70000(q) and (r) and §71810(b)(2))

We also believe in the following values:

### VALUES

**Commitment to Teaching, Scholarship, and Active Learning.** We demonstrate excellence in teaching. We honor and reward high performance in learning, teaching, scholarship, research, service, and creative activity. Because the quality of our Calstone College academic programs is central to our mission, we encourage intellectual curiosity and protect the multiple expressions of Calstone College academic freedom.

**Commitment to Excellence.** We set the highest standards for ourselves in all of our actions and activities and support the professional development of faculty, staff and administrators. We assess our performance so that every area of college life will be continually improved and renewed.

**Respect for All People.** We aspire to behave as an inclusive, cooperative community. Our behaviors, policies, and programs affirm the worth and personal dignity of every member of the university community and contribute to a campus climate of civility, collegiality, tolerance, and reasoned debate.

**Alliances with the Community.** We seek partnerships with local schools, community colleges, businesses, government and social agencies to advance the educational, intellectual, artistic, civic, cultural and economic aspirations of our surrounding communities.

**Encouragement of Innovation, Experimentation, and Creativity.** We seek to provide an environment conducive to innovation, experimentation, and creativity. We encourage all members of our community to take intellectual and creative risks and to embrace changes that will enhance the fulfillment of the college's mission.

### VISION

Calstone College is inspired by our Mission and Values to become recognized as a premier provider of higher learning, producing graduates who are leaders in their respective fields.

#### As an institution of higher learning:

- We will create a community of shared values in which faculty, students, staff, administrators and alumni will experience personal satisfaction and pride in our collective achievements;
- We will be the first choice for college applicants who seek a rigorous, collaborative teaching/learning experience in a technologically rich environment geared toward jewelry arts;
- We will be the leader in enhancing the educational, cultural and economic resources of our region;
- We will receive local and national recognition for our distinctive achievements in teaching, learning, scholarship and service.

## HISTORY OF SCHOOL

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Calstone College was originally the Jewelry Arts and Design College, founded in 2001, with the purpose of training individuals to become master jewelers and designers of jewelry. Our founder, Gerald Park, after more than 44 years of experience as a Master Jeweler understood there was a dire need for an institution of higher learning to train future jewelers and designers. The College thrived, receiving numerous commendations and recognition by the California Senate, the State Legislature, the Governor's Office, the State Assembly and other civic and government agencies.

## APPROVAL

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Calstone College is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. The approval to operate means that the institution is in compliance with state standards as set forth in the CEC and 5, CCR. Calstone College may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. (CEC §94909(a)(2) and §94897(l)(1)(2))

The Institute is also approved by the Department of Homeland Security (DHS) in the spring of 2005 and is currently authorized under Federal law to enroll nonimmigrant students. The Calstone College is approved by California State Approving Agency for Veterans Education (CSAAVE) to assist students with their educational benefits under their GI Bill®.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

## INSTRUCTIONAL FACILITIES

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### CAMPUS

Calstone College is located at 4117 W. Pico Blvd., Los Angeles, CA 90019 (Mailing Add: 1272 S. Bronson Ave., Los Angeles, CA 90019). The College facilities include classrooms divided into lecture, studio and computer laboratories, reception areas, administrative offices, a gallery of student projects, and an extensive resource library. (CEC §94909(a)(4))

The College current website is [www.calstonecollege.com](http://www.calstonecollege.com) and our phone number is (213)738-7700, (323)840-3033. (CEC §94909 (a)(1))

All classrooms/laboratories feature state-of-the-art equipment and all the tools/materials necessary to teach and effectively train our students. Calstone College has sufficient facilities and necessary equipment to support the achievement of the educational objectives of all of the courses and educational programs in which students are enrolled. The equipment used for instruction or provided to the student shall be comparable in model type or features to equipment generally used in those occupations or job titles at the time the instruction is offered.

(5, CCR §71735 and §71810(b)(10))

### LIBRARY

Calstone College maintains a Library with relevant books, periodicals, software tutorials, and other pertinent publications to enhance the academic journey at Calstone College. Unreserved books may be checked out at no charge by students, for a maximum of 2 weeks at a time. There are no library fees when the books are returned on time in good condition. There will be a replacement charge, based on the market value of the book, if the book is lost, stolen or damaged. Reserved and reference books may not be removed from the Library. The library staff works with students on an individual basis, showing them how to take advantage of the library's specialized resources. Please see page 38 for details.

Library Hours: Monday – Friday 9:00 A.M. – 5:00 P.M.

## **STUDIO**

Just like in a real life scenario you have available to you the following machinery: polishing machines, steamer, ultrasonic, electric rolling mill, vacuum casting machine, wax injectors, kiln oven, vulcanizer, magnetic tumbler, electric smelter, melting torch, grinder and power shears.

Each student has his/her own work bench fully equipped complete with all hand tools and specialty tools, mini torch and flex-shaft motor, no workplace will be shared with other students.

In addition, a TV-Video system provides close up demonstrations in some of our topics that can be easily viewed by each student during the classes. In the metal shop students may cut, form, shape, grind, polish, and finish ferrous and nonferrous metals in sheet, tube, and plate. The shop is outfitted with oxyacetylene, and welding equipment, as well as laser cutting machines.

## **GALLERY**

Our Gallery features the work of vocational students, as well as work pieces from the president himself. Some of the works displayed in our gallery are professional masterpieces and provides the opportunity for students in experiencing their work being displayed for sale to interested individuals.

## **PARKING**

Calstone College owns its own outdoor parking garage space, enough for students and faculty. Calstone College premises are wheelchair-accessible (i.e., doorways, restrooms). Restrooms are located within the building.

## **LOCATION**

Calstone College is conveniently located in Mid-City, Los Angeles and easily accessible by bus. Nearby freeways include the 10 (Santa Monica Freeway), the 110 (Harbor Freeway) and the 101 (the Hollywood Freeway). Just minutes from campus, one can visit most major Los Angeles attractions: Hollywood, Downtown Los Angeles, The Fashion District, The Jewelry District, the Los Angeles County Museum of Art, Universal Studios, and much, much more. The diversity of Los Angeles and the surrounding community creates an enriching and rewarding learning experience for all our students. The institution does not offer distance education.

## DISCLOSURES

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Calstone College shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. (5. CCR §71810(a))

Calstone College provides our institution's school catalog to a prospective student and any interested person(s). (CEC §94909(a) and §94909(c))

Calstone College maintains an updated catalog with any changes within our policies, schedules, fees, tuition, etc. Calstone's catalog, when updated, will have the month and year of revision on the left footer and the number of times revised will be next to the year of catalog on the right footer. We maintain a high standard for our catalog, so we encourage the public to review our catalog online and will give you a hard copy if requested to the college directly by calling the CollegeRegistrar.

**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. (CEC §94909(a)(3)(B))**

While Calstone College will make every effort to offer the courses as listed in the catalog, Calstone College reserves the right to:

- Cancel any class because minimum enrollment has not been met.
- Change professor.
- Change the time and/or place of any course.

Also, Calstone College reserves the right to make program changes and/or adjustments including curriculum, equipment, teaching materials and books necessary to remain current with industry standards and advancements in technology.

All students currently enrolled at Calstone College are required to abide by the Calstone College academic and institutional policies written in the most current Calstone College catalog.

Also following the CEC §94909(a)(12) requirement, this institution does not have a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.).

## ACADEMIC CALENDAR AND SCHEDULE OF CLASSES

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### HOURS OF OPERATION

Office Hours:	9:00 a.m. – 6:00 p.m., Monday-Friday
School Hours:	9:00 a.m. – 9:00 p.m., Monday-Friday 10:00 a.m. – 4:00 p.m., Saturday

Note: \*These hours are subject to change without notice.

### INSTRUCTIONAL SCHEDULE

Calstone College operates within the Quarter system. Each Quarter consists of 10 weeks of classes followed by the Final Examination Week.

The School Office is open during recess, except on School Holidays. Evening and Saturday classes are for make-ups and for students with special needs. Since these are intense classes, students must begin their training at the beginning of any quarter with other students, unless there are unusual circumstances.

Detailed instructional schedules per course/program, course outlines, along with schedule of fees for tuition, books, equipment, laboratory fees and other costs are found in their respective sections.

### CREDIT HOURS, CLOCK HOURS

The School uses a Quarter Hour Credit System. The following ratios of clock to credit hours apply:

- 1 Quarter Credit Unit for every 10 lecture hours
- 1 Quarter Credit Unit for every 20 laboratory hours
- 1 Quarter Credit Unit for every 30 clock hours of supervised practicum.

To provide a comparison with other programs in other postsecondary schools, the course length is expressed in clock hours and number of weeks. A clock hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction, recitation, laboratory or other Calstone College related work.



## ACADEMIC AND REGISTRATION CALENDAR

Students are admitted on a rolling basis. You may, for example, be admitted in the Spring Quarter, but be enrolled in the 1<sup>st</sup> Quarter of Courses for a particular program.

<b>WINTER Quarter 2024</b>	
Orientation	January 2
Winter Quarter Begins	January 3
Add/Drop Period Ends	January 10
Martin Luther King, Jr. Day	January 15
Lunar New Year's Holiday	February 12
President's Day Holiday*	February 19
Last Day to Withdrawal with a "W,"	February 23
End of Quarter	March 15
Payment Due for Spring 2023 Quarter	March 22
<b>SPRING Quarter 2024</b>	
Orientation	April 3
Spring Quarter Begins	April 4
Add/Drop Period Ends	April 11
Armenian Genocide Remembrance	April 24
Last Day to Withdrawal with a "W,"	May 17
Memorial Day Holiday*	May 27
End of Quarter	June 14
Juneteenth Holiday	June 19
Payment Due for Summer 2023 Quarter	June 21
<b>SUMMER Quarter 2024</b>	
Orientation	July 2
Summer Quarter Begins	July 3
Add/Drop Period Ends	July 10
Last Day to Withdrawal with a "W,"	August 16
Labor Day Holiday*	September 2
End of Quarter	September 13
Payment Due for Fall 2023 Quarter	September 20
<b>FALL Quarter 2024</b>	
Orientation	October 2
Fall Quarter Begins	October 3
Add/Drop Period Ends	October 10
Columbus Day Holiday*	October 14
Veterans Day Holiday*	November 11
Last Day to Withdrawal with a "W,"	November 15
Thanksgiving Holiday*	November 28-29
End of Quarter	December 17
Payment Due for Winter 2025 Quarter	December 20

## HOLIDAY CALENDAR

Calstone College observes the following Academic and Administrative holidays:

**2024:** Jan.15, Feb. 12, Feb.19, April 24, May 27, June 19, Sept. 2, Oct. 14, Nov.11, Nov. 28-29

## ENROLLMENT & ADMISSIONS

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Calstone College operates on a rolling admissions policy. We accept applications into our programs up to the start of the program for that quarter. Please contact the admissions office for current deadlines and more information. Admissions Office: (213) 738-7700, (323) 840-3033.

### ADMISSION PROCEDURES

Potential applicants should contact Calstone College to visit the institution and meet with the Director of Admissions. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist him or her in determining the best way to meet his or her educational objectives. The applicant will also meet with a financial services representative to discuss tuition and possible financing. If inquiry is made by phone, the admissions representative will provide brief information about the programs and invite the applicant to visit the college campus.

After an Applicant applies to a program:

1. The student will receive either a Letter of Acceptance or a Letter of Rejection within two weeks of completion of admission forms and documents, or at least one week prior to the beginning of classes. Students must contact the university to verify acceptance within the timeline stated in the Letter of Acceptance.
2. Once notified of acceptance, an Intention to Register Form and a request for the tuition deposit will be issued. A non-refundable \$200 Registration Fee (\$250 for International Students) is required to confirm attendance and to reserve a place in the entering class. The deposit will apply toward credit for the first quarter tuition charges.
3. The student will begin to receive notifications of registration, orientation, tuition payment plan, and a required materials list once the deposit has been processed.

### Non-Refundable Application Fees and Registration Fee Schedules:

US Students	International Students	Veteran Students
\$25 Application Fee	\$75 Application Fee	\$10 Application Fee
\$200 Registration Fee paid upon acceptance	\$250 Registration Fee paid upon acceptance	\$200 Registration Fee paid upon acceptance (Refundable)

### STUDENTS WITH DISABILITIES

Students with disabilities are encouraged to call for an appointment prior to visiting the school.

## ADMISSION POLICY

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### CERTIFICATE & DIPLOMA PROGRAM ADMISSIONS REQUIREMENTS:

1.
  - a. Have a high school diploma, or
  - b. Have a General Education Diploma (GED) certificate,
  - c. Applicants who have graduated from foreign schools must submit a notarized, translated diploma or Certificate of Completion.
  - d. Calstone College no longer accepts challenge examinations and achievement tests, as well as, any requirements for the ability-to-benefit students.
2. Complete an Application for Admission form and pay a non-refundable Application Fee (\$25).
3. Complete an oral evaluation with the Admissions Department. Fulfill all financial arrangements to Calstone College prior to admission.
4. Complete an Enrollment Agreement.
5. Submit official transcripts, if necessary, from all institutions attended, past and present. International students should submit official, translated academic transcripts or records, as specified in the International Students section.
6. 1-2-pages essay on describing the Applicant's educational goal and the reasons for applying to Calstone College.
7. Two (2) Letters of Recommendation on official letterhead are optional and will be considered for acceptance to the college.
8. Must be able to communicate effectively in the English language. *(Non-native speakers must pass an English proficiency requirement, or have fulfilled an English course with a "C" or better at an accredited institution. \*International students please see requirements in International Students section.)*
9. Pay a non-refundable Registration Fee of \$200 (\$250 for International Students).
10. Attend the Orientation Session to complete the admissions process.

### Disclosure on articulation with other college

This institution has not entered into an articulation or transfer agreement with any other college or university. (CEC §94909(a)(8)(A), and 5, CCR §71770)

## **TRANSFER OF UNITS**

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Since Calstone College is a vocational college, focused on educating and training jewelry industry related professional skills and knowledge, we do not allow transfer of units from another institution in a similar field.

## **INTERNATIONAL STUDENTS**

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### **International Student Policy**

Calstone College is authorized under United States of America's federal law to enroll nonimmigrant students. It is the responsibility of the international student to maintain lawful immigration status. The student is responsible for fully and properly complying with all laws and regulations of the United States, California State and local governments.

Foreign students will be requested of required documents among with the proof of sufficient financial fund. After determining the completion of documents and eligibility, the school will issue an I-20 form to enable the student to apply for a student visa. Applicants for student visas should generally apply at the U.S. Embassy or Consulate with jurisdiction over their place of permanent residence.

The appropriate international student visa for Calstone College is an M1 visa. Detailed information about how to acquire the M1 student visa is provided to international students upon admission to the program. All entering international students (with the exception of those holding an associate or bachelor's degree from an US institution) must take the TOEFL Exam prior to attending Calstone College.

Hence, the Calstone College admits students from other countries. Visa services are provided and the institution will vouch for student status by issuing an I-20 form. Visa related services are provided at a charge of \$300.00 (5, CCR §71810(b)(3))

### **TOEFL Exam Requirement for Non-Degree Students:**

International students from a country where English is not the official language must take the TOEFL (Test of English as a Foreign Language) Exam. The minimum score accepted is 53 internet-based, 153 computer-based or 477 paper-based. Institutional TOEFL scores will not be accepted. All instruction will occur in English at Calstone College and therefore the above level of English proficiency is required. There are no English language services, including instruction such as ESL, are provided at Calstone College. (5, CCR §71810(b)(4))

At Calstone College, no instruction will occur in a language other than English. Hence no documentation of proficiency, such as the United States Foreign Service Language Rating System, will be required. (5, CCR §71810(b)(5))

## ORIENTATION

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Orientation is students' introduction to Calstone College and provides an opportunity for students to familiarize themselves with college facilities and policies. All new students are required to attend on-campus orientation, which is held before each respected quarter. New students should check the appropriate calendar year for the exact date.

In addition, all new students will receive more information regarding orientation through mail or email after registration.

## NON-DISCRIMINATION POLICY

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Calstone College does not discriminate in admissions, advising, training, placement, employment, or in any activity on the basis of factors including but not limited to: sex, age, race, color, national origin, creed, religion, gender, ancestry, marital status, sexual orientation, veteran status, political affiliation, religion, disability or a handicap which would not prohibit employment. This nondiscrimination policy covers admissions, access, and treatment in university programs and activities.

**Per CEC §94909(a)(3)(A)), Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at**

**Address: 1747 N. Market Blvd. Suite 225 Sacramento, California 95834**

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

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

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

**Per CEC §94909(a)(3)(C)), A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website ([www.bppe.ca.gov](http://www.bppe.ca.gov)).**



# PROGRAMS OF STUDY

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## NON-DEGREE PROGRAMS

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### Certificate and Diploma Programs

Calstone College offers Certificate and Diploma programs designed to give students practical, hands on experience in Jewelry Arts and Design. These programs are vocational in nature, and prepare the student to join the professional ranks of jewelry designers and artisans.

- Metal Arts
- Wax Techniques
- Graduate Gemologist
- Graduate Jeweler
- Jewelry Designer
- Jewelry Technology CAD/CAM

\*All instructions at Calstone College are provided in English

\*A description of each program offered and the instruction details are provided in pages 15-20. (CEC §94909(a)(5))



### Student capacity per class

The maximum capacity for each course is as follows:

Graduate Gemologist	10
Graduate Jeweler	10
Jewelry Designer	10
Jewelry Technology CAD/CAM	10
Metal Arts	10
Wax Techniques	10

Each classroom is limited to 10 students. Once that maximum capacity has reached, candidates will be assigned to the next upcoming school quarter.

# METAL ARTS

Certificate Program

300 Clock Hours, 18 Quarter Credit Units

**Program Schedule:**

Schedule	Days of the Week	Time	Clock Hours
Day Schedule	Monday-Friday	9:00am- 4:00 pm	30 Clock hours/Week

**Metal Arts Certificate Program:**

The Metal Arts Program aims to equip the designer with the fundamental and advanced techniques needed to execute metal manipulation and crafting. Metal arts courses range from history lessons in metal arts from historic periods to contemporary trends to intensive studio courses that push designers to take their conceptual ideas and execute them into metal form. Students will be challenged to develop their creative endeavors and to explore various techniques in enameling, surface design, chasing, repousses, etching, mokume gane, and more. The Metal Arts program is recommended for those who seek entry-level positions as an advanced-level jewelry designer, jewelry display professional, or jewelry business owner.

**Metal Arts Certificate Program Requirements:**

The Metal Arts Certificate program lasts 10 weeks long and contains 300 clock hours. The program can be completed in approximately one quarter. There are projects to complete, instead of any examinations.

**Program Outline:**

Course Code	Course	Lecture Hours	Lab Hours	Clock Hours
JEA 290	Metal Arts IIB	10	80	90
JEA 295	Sample Case Portfolio	10	0	10
JEA 370	History of Metal Arts	20	80	100
JEA 440	Color on Metal	10	40	50
JEA 445	Metal Arts Studio	0	50	50
	<b>Total</b>	<b>50</b>	<b>250</b>	<b>300</b>

**Graduation Requirement for Certificate Program**

- A total of 300 clock hours.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved program.



## WAX TECHNIQUES

Certificate Program

300 Clock Hours, 18 QuarterCredit Units

### Program Schedule:

Schedule	Days of the Week	Time	Clock Hours
Day Schedule	Monday-Friday	9:00am- 4:00 pm	30 Clock hours/Week

### Wax Techniques Certificate Program:

The program offers comprehensive instruction and hands-on practice in the form of wax modeling and casting. Students are instructed in the wax carving processes of creating articles of jewelry such as rings and brooches in wax and then reproducing them in casting. Students will become familiar with casting in precious and non-precious metals. Techniques in rubber molds, wax spruing, centrifugal casting, wax injection, vacuum casting, and more are introduced within the program. Students will be able to distinguish the types of waxes and applications needed for the execution of certain projects. This program is recommended for those who seek to careers in entry-level positions as a caster, jewelry model maker, manufacturing assistant or wax carver.

### Wax Techniques Certificate Program Requirements:

The Wax Techniques Certificate program lasts 10 weeks long and contains 300 clock hours. The program can be completed in approximately one quarter. There are projects to complete, instead of any examinations.

### Program Outline:

Course Code	Course	Lecture Hours	Lab Hours	Clock Hours
JEA 180	Wax Carving I	10	40	50
JEA 220	Casting	10	40	50
JEA 330	Wax Carving II	10	40	50
JEA 520	Wax Techniques Studio	20	80	100
JEA 525	Wax Showcase Portfolio	10	40	50
	<b>Total</b>	<b>60</b>	<b>240</b>	<b>300</b>

### Graduation Requirement for Certificate Program

- A total of 300 clock hours.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved program.



# GRADUATE GEMOLOGIST

Diploma Program

600 Clock Hours, 36 QuarterCredit Units

**Program Schedule:**

Schedule	Days of the Week	Time	Clock Hours
Day Schedule	Monday-Friday	9:00am- 4:00 pm	30 Clock hours/Week

**Graduate Gemologist Diploma Program:**

Students will take fundamental courses in gemology studying the full spectrum of gems from colored stones, diamonds, pearls, to their synthetic counterparts where students are trained to distinguish the cuts, weight, treatment, value, and effects of popular demand and supply. Students will learn to evaluate gems efficiently and accurately utilize up-to-date testing procedures and equipment during hands on lab testing.

A framework of gems in their history, use, and designs, is outlined in courses and seminars, where students can grow in appreciation and understanding to the various factors that affect the demand for jewelry. From the physical and chemical properties of stones to the skills needed to trade and buy will be thoroughly examined within the program, fully equipping our graduates to work in the field. Graduates can enter into entry-level positions as: Assistant buyer, assistant store manager, diamond grader, gemologist, diamond sales representative, wholesale sales representative, retail sales associate, quality control professional.

**Graduate Gemologist Diploma Program Requirements:**

The Graduate Gemologist Diploma program lasts 20 weeks long and contains 600 clock hours. The program can be completed in approximately two quarters.

**Program Outline:**

Course Code	Course	Lecture Hours	Lab Hours	Clock Hours
JEA 150	Gemology	10	40	50
JEA 190	Diamonds	10	40	50
JEA 260	Diamonds & Diamond Grading I	10	40	50
JEA 265	Diamond Grading Lab	0	60	60
JEA 280	Colored Stone Essentials	10	40	50
JEA 300	Colored Stone I	15	30	45
JEA 350	Colored Stones II	15	30	45
JEA 380	Colored Stones Lab	0	60	60
JEA 430	Gem Identification I	10	40	50
JEA 470	Gem Identification II	10	40	50
JEA 475	Gem Identification Lab	0	60	60
JEA 530	The Jewelry Profession	30	0	30
	<b>Total</b>	<b>120</b>	<b>480</b>	<b>600</b>

**Graduation Requirement for Diploma Program**

- A total of 600 clock hours.
- There are midterms, final tests and various examinations throughout the course to pass.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved program.



# GRADUATE JEWELER

Diploma Program

600 Clock Hours, 33 QuarterCredit Units

## Program Schedule:

Schedule	Days of the Week	Time	Clock Hours
Day Schedule	Monday-Friday	9:00am- 4:00 pm	30 Clock hours/Week

## Graduate Jeweler Diploma Program:

Students engage in comprehensive hands on course of studies where their skills are forged within a real shop setting. Students are instructed in metal manipulation using saw and torch techniques, soldering, setting stones in various styles, jewelry repair, treating stones, testing metals as well as knowing the physical and chemical properties of metals that they handle. Graduates will be guided in their technical skills under the instruction of experienced professionals in challenging studio settings. This course is highly recommended to individuals who plan to pursue careers as entry-level stone setters, bench jewelers and jewelry business owners, and jewelry repairer.

## Graduate Jeweler Diploma Program Requirements:

The Graduate Jeweler Diploma program lasts 20 weeks long and contains 600 clock hours. The program can be completed in approximately two quarters. There are projects to complete, instead of any examinations.

## Program Outline:

Course Code	Course	Lecture Hours	Lab Hours	Clock Hours
JEA 120	Jewelry and Metal Essentials	10	40	50
JEA 210	Metal Arts I	10	40	50
JEA 240	Metal Arts IIA	10	40	50
JEA 245	Bench Jeweler Studio	10	40	50
JEA 310	Metal Arts III	20	80	100
JEA 340	Junior Studio	0	60	60
JEA 450	Senior Studio	0	60	60
JEA 500	Graduate Jeweler I	0	120	120
JEA 510	Graduate Studio I	0	60	60
	<b>Total</b>	<b>60</b>	<b>540</b>	<b>600</b>

## Graduation Requirement for Diploma Program

- A total of 600 clock hours.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved program.



# JEWELRY DESIGNER

Certificate Program

300 Clock Hours, 18 Quarter Credit Units

## Program Schedule:

Schedule	Days of the Week	Time	Clock Hours
Day Schedule	Monday-Friday	9:00am- 4:00 pm	30 Clock hours/Week

### Jewelry Designer Certificate Program:

The aim of the program is to technically train artists to render jewelry designs in various mediums of watercolor, pencil, and colored pencils consistent to the professional standards of the jewelry industry. Students learn to capture illuminations and facets of gemstones and precious metals in five-point perspective representations. An examination of the emergence, value, purpose, and trends of jewelry from historic periods to modern times is incorporated into our curriculum to establish the jewelry designer in the vast creative resources and inspirations which to draw from. Jewelry design courses also aim to develop the designer in the skill of designing, drafting, and revising for demanding clients, so as to be technically and conceptually versatile for the marketplace. Graduates of this program can enter into entry-level positions as jewelry designers.

### Jewelry Designer Certificate Program Requirements:

The Jewelry Designer Certificate program lasts 10 weeks long and contains 300 clock hours. The program can be completed in approximately one quarter. There are projects to complete, instead of any examinations.

### Program Outline:

Course Code	Course	Lecture Hours	Lab Hours	Clock Hours
JEA 110	Rendering I	10	40	50
JEA 130	Jewelry Design I	10	40	50
JEA 140	Rendering II	10	40	50
JEA 160	Facets of Jewelry	10	40	50
JEA 170	Jewelry Design II	10	40	50
JEA 360	Counter Sketch	10	40	50
	<b>Total</b>	<b>60</b>	<b>240</b>	<b>300</b>

### Graduation Requirement for Certificate Program

- A total of 300 clock hours.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved program.

## JEWELRY TECHNOLOGY CAD/CAM

Certificate Program

300 Clock Hours, 18 Quarter Credit Units

### Program Schedule:

Schedule	Days of the Week	Time	Clock Hours
Day Schedule	Monday-Friday	9:00am- 4:00 pm	30 Clock hours/Week

### Jewelry Technology CAD/CAM Certificate Program:

This program is essential to understand how to integrate technology into manufacturing by learning how to engineer digital 3D models. The course consists of understanding principles of design, scale, specifications, proportions, and overall jewelry manufacturing concepts using Rhino, Rhino Gold, and Matrix software tools. Developing these skills is essential to fulfill the demands of this emerging market as a computer-aided designer. By the end of the course, the student should be able to present a full portfolio with all 30 projects that ranges from rings, bracelets, bangles, earrings, pendants, cufflinks, to belt buckles etc.

### Jewelry Technology Certificate Program Requirements:

The Jewelry Technology CAD/CAM Certificate program lasts 10 weeks long and contains 300 clock hours. The program can be completed in approximately one quarter. There are projects to complete, instead of any examinations.

### Program Outline:

Course Code	Course	Lecture Hours	Lab Hours	Clock Hours
JEA 250	Computer Aided Jewelry Design I	10	40	50
JEA 270	Computer Aided Jewelry Design II	10	40	50
JEA 320	Creative Digital Design I	10	40	50
JEA 390	Creative Digital Design II	10	40	50
JEA 460	Creative Digital Design III: Jewelry	10	40	50
JEA 465	Jewelry Design Show Case Portfolio	10	40	50
	<b>Total</b>	<b>60</b>	<b>240</b>	<b>300</b>

### Graduation Requirement for Certificate Program

- A total of 300 clock hours.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved program.

## JEWELRY ARTS

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As of May 2020, Calstone College no longer provides any Degree programs that are accredited by an accrediting agency recognized by the United States Department of Education. (CEC §94909(a)(16))

### List of Job Classifications determined to be considered 'Gainful Employment'

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(Compliance Policy 120, Addendum-A, As of March 2020)

- Pursuant to, 5, CCR Section 74112(m) (1) – Uniform Data – Annual Report, Performance Fact Sheet:  
“(m) Documentation supporting all data reported shall be maintained electronically by the institution for at least five years from the last time the data was included in either an Annual Report or a Performance Fact Sheet, and shall be provided to the Bureau upon request; and the data for each program shall include at a minimum: (1) the list of job classifications determined to be considered gainful employment for the educational program.”
- Pursuant to 74112(d)(3)(A)(ii) (3), “Gainfully Employed” means: (A)(i) The graduate is employed in a job classification under the United States Department of Labor’s Standard Occupational Classification (SOC) codes, using the Detailed Occupation (six-digit) level, for which the institution has identified in its catalog and in its employment positions list required by section 94910(f)(2) of the Code that the program prepares its graduates.

#### 1. Graduate Gemologist Diploma Program

- 51-9071.06: Gem and Diamond Workers, Gemologist, Diamond Cutter, Diamond Grader, Diamond, Picker, Diamond Polisher, Diamond Sawyer, Faceter, Apiarist, Quality Control Specialist
- 13-1022: Wholesale and Retail Buyers, Gold Buyer
- 13-1023: Purchasing Agents of raw or semi-finished materials for manufacturing
- 13-1050: Cost Estimators for product manufacturing
- 41-2031: Retail Salespersons
- 41-4012: Sales Representatives, wholesale and manufacturing

#### 2. Graduate Jeweler Diploma Program

- 51.9071.01: Jewelers, Precious Stone and Metal Workers, Diamond/Stone Setter
- 51-9071.07: Precious Metal Workers, Bench Jeweler, Caster, Fabricator, Goldsmith, Pewterer, Platinum Smith, Silversmith, Jewelry Repairer
- 41-2031: Retail salespersons, Jewelry Business Owner

#### 3. Jewelry Designer Certificate Program

- 27-1012: Craft Artists, Jewelry Designer, Computer-aided Designer

#### 4. Jewelry Technology CAD/CAM Certificate Program

- 27-1012: Craft Artists, Jewelry Designer, Computer-aided Designer

#### 5. Metal Arts Certificate Program

- 51-9194: Etchers and Engravers
- 51-9022: Grinding and Polishing Workers by Hand, Jewelry Polisher
- 51-4193: Plating and Coating Machine Setters, Metal
- 27-1012: Craft Artists, Jewelry Designer

#### 6. Wax Techniques Certificate Program

- 51-4061: Model Makers, Jewelry Model Maker, Model Builder, Caster
- 51-4062: Patternmakers, Wax Molder
- 51-9195.03: Stone cutters and Carvers, Manufacturing; Wax carver

## POLICIES

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### NON-DISCRIMINATION POLICY

Calstone College does not discriminate in any of its policies or practices and admits students regardless of race, color, age, sex, sexual orientation, religion, or national and ethnic origin.

Calstone College will make reasonable accommodations for qualified students with disabilities. All courses in programs do require students to perform physical and mental tasks to differing extents. Upon request, Calstone College will provide a list of examples of these tasks to allow individuals to evaluate their potential for success and their decision to apply. Students who will be requesting special accommodations are asked to do so upon admission to the college and no later than 30 days prior to the startdate.

### POLICY FOR EVALUATION OF CREDIT

Credit for previous work experience will be considered on a case-to-case basis. Prospective students who wish to avail of this must provide a documentation of the work experience related to the program being sought. If credit is warranted from evaluation of prospective student, the course/s must be re-arranged for early completion and the cost will be reduced proportionately. Calstone College no longer provides the award of credit for prior experiential learning from an institution. Hence, there are no assessments policies and procedures, provisions for appeal, or any charges that a student may be required to pay. (5, CCR §71810(b)(7) and 5, CCR §71770(c))

### ATTENDANCE POLICY

It is important that the School maintains a record of attendance for each student. Specific hours of attendance are part of the education requirements, especially to fulfill the satisfactory academic progress. Instructors will take daily attendance/roll call anytime during class hours. Each term consists of 10 weeks of instruction. Students are expected to attend all classes. **ATTENDANCE IS VERY CRITICAL.** (CEC §94909(a)(8)(D))

### TARDINESS

Tardiness is a disruption of the learning environment and is strongly discouraged. A student is considered to be tardy when arriving 10 minutes after the classes have started. An accumulation of THREE tardy occurrences is counted as ONE absence. Students who were not present in class for at least 50% of the time will be considered absent for one day.

### CUTTING CLASSES

Cutting of classes will be considered as unexcused absences. A student who misses a third of a class session will be regarded as cutting class and may be counted as absent from that session. A student who without obtaining permission from instructor, leaves class before its completion, may be marked absent by the instructor. A student who does not return to class after a break without the permission of the instructor will also be marked absent from the entire class session.

### ABSENCES

The School expects students to attend all scheduled sessions. However, the School realizes that there may be situations beyond the control of the students, in which the student must miss a session. When a student is absent, the student must fill out a Reason for Absence form, which can be obtained from the Registrar. A student who fails to submit the Reason for Absence form, or a student with a pattern of excessive absences for non-emergencies will be put on academic probation. In no case, absences of more than 20% of each program will be allowed. Any student who does not meet the minimum attendance requirement of 80% for a program will receive an incomplete grade for that course of study. Furthermore, the student will be reviewed for possible termination. If a situation arises that is beyond the control of the student and an absence of more than 20% of the program is anticipated, the student is advised to file a Leave of Absence. The College will terminate any student who is with unexcused absence for 30 hours per Quarter. For Veterans, the student will have up to 2 weeks of probationary period to make up the missing work. After 2 weeks, the benefits will discontinue and the student will be dismissed.

## **LEAVE OF ABSENCE**

A Leave of Absence is granted only once, and approved only if the School Administration can reasonably expect that the student will be able to come back to School at the end of the leave. However, more than one leave of absence, which does not exceed 30 days, may be granted for a limited, well-documented case due to the following unforeseen circumstances: jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA). The total number of leave of absence cannot exceed 2 Quarters in a twelve-month period. (CEC §94909(a)(8)(E))

The circumstances that are covered under the FMLA, as applied to students, are:

1. Birth of a son or daughter of the student and the need to care for that son or daughter (for 12 months beginning from the date of birth of the child);
2. Placement of a son or daughter with the student for adoption or foster care (For 12 months beginning on the date of the placement);
3. Need to care for the student's spouse, or a son, daughter, or parent, if the spouse, son, daughter, or parent has a serious health condition;
4. A serious health condition that makes the student unable to function as a student.

The Application for Leave of Absence can be obtained at the Registrar's Office. In some circumstances, the student cannot come to the School to apply for the leave of absence. If the School is contacted and the student's wish is conveyed, the School may put the student on the leave of absence without the student's signed application. The student should sign and return the leave of absence application at the earliest opportune time. If a student fails to return from the leave of absence, the student is deemed to be absent from the date of the scheduled return.

## **MAKE-UP WORK**

Each student is responsible for making-up school work missed due to absences. He or she should make arrangements with the instructor before the end of the program to establish the term(s) of the make-up work under the guidelines and the time period required by the satisfactory academic policy guidelines. However, hours of make-up work cannot be accepted as hours of class attendance. All make-up work arrangements are subject to approval by the Dean of academic Affairs.

## **MINIMUM GRADE PERCENTAGE**

The minimum grade percentage required for certifying completion of each program is a cumulative passing grade of 75%. Students are encouraged to strive for excellence. Instructors are available to assist students as needed. Classroom facilities are open to students both before and after the scheduled classes. Class study groups are suggested in order to achieve complete understanding of subjects taught in class.

## **EXAMINATIONS**

Students must pass all examinations with a percentage of 75% or better. A student who receives a failing grade on an examination will be put on probation. Such a student should arrange a make-up examination with the instructor within a week of the failed examination. Only one make-up is allowed for each failed examination. In order to discourage students from trying to boost their grade in a class by relying on a make-up examination, the maximum grade that can be attained on a make-up exam is 75%.

## GRADING SYSTEM

The School primarily uses the numeric grade, 4.0 scales, to measure and indicate a student's progress. Occasionally, a letter grade may be used for indication only. The following chart outlines the conversion:

Final Course Grade (in Percentages)		Final Course Grade (in Points)		Final Transcript Grade	Transcript GPA Value of
Over 93%	OR	3.71 to 4.00	=	A	4.0
90% through 93%	OR	3.31 to 3.70	=	A -	3.7
87% through 89%	OR	3.01 to 3.30	=	B+	3.3
84% through 86%	OR	2.71 to 3.00	=	B	3.0
80% through 83%	OR	2.31 to 2.70	=	B-	2.7
77% through 79%	OR	2.15 to 2.30	=	C+	2.3
74% through 76%	OR	2.00 to 2.14	=	C	2.0
70% through 73%	OR	1.70 to 1.99	=	C-	1.7
67% through 69%	OR	1.30 to 1.69	=	D+	1.3
64% through 66%	OR	1.00 to 1.29	=	D	1.0
60% through	OR	0.70 to 0.99	=	D-	0.7
Below 60%	OR	0.00 to 0.69	=	F	0.0
				P (Pass)	*
				NP (No Pass)	*
				I (Incomplete)	*
				W (Withdraw)	*

\* Not included in GPA calculation.

\*\*A passing grade is a final grade of "C" (2.0) or higher. A grade of "C-" (1.7) is not a passing grade.

\*\*\*In the case of a course repetition, both the original and the repeated course are counted as the course attempted. However, the higher grade will be used in the computation of the GPA.

\*\*\*\*In addition to the grade, the following notations may also be indicated on the transcript:

### Incomplete (I):

A student may file for an Incomplete Grade (I), under approval of the instructor, one week prior to final examination. A student may not file for an Incomplete Grade after sitting for the final examination. The request should be completed by the student and signed by the instructor. The incomplete grade should be changed to a letter grade by the end of the following program. Failure to complete the Incomplete Grade will result in a letter grade of "F".

### In Progress (IP):

Instructors may choose to submit a notation of "In Progress" (IP) for students who need to make up the final examination, laboratory assignments, quizzes or exams. The "In Progress" notation should convert to a letter grade no later than the second week after the final examination.

### Credit (CR), No Credit (NCR):

Certain classes may be taken for Credit (CR) only. Upon completion of the class, the passing student (all examinations, including the final exam were passed with a score of 75% or better) will receive the notation of CR, without the numeric grade. This mechanism is set up for students to receive credit for a class without the numeric grade. If the student fails a CR class, the student will receive a No Credit (NCR) notation for that particular class. The student must repeat a NCR class.

### Credit by Examination (CR/EX):

A student may petition to be granted approval to challenge a program. Upon the approval of the Dean of academic Affairs, the student may sit for an advanced placement examination. Upon satisfactory completion of the examination with a passing score of 80% or better, the student may advance to the next program.

### Withdrawal (W):

Students who withdraw from an enrolled program after the fifth day of the class" start date will receive a letter grade of "W". Dropped students may file for re-admission. Please see the Admissions Department for re-admission procedures.

## **SATISFACTORY ACADEMIC PROGRESS**

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Calstone College employs the following procedures for satisfactory academic Progress:

Students of Calstone College are monitored and evaluated by their instructor at:

- The completion of each program, or
- 25% completion mark point, and
- 50% completion mark point, and
- 75% completion mark point.

The student must meet the following minimum standards set forth by the Calstone College administration:

Attendance - A student may have a maximum of two unexcused absences during an evaluation period. A standard evaluation period is equal to one quarter.

Grades - A minimum passing grade of 75% is set for all examinations, laboratory exercises, quizzes and homework, except for the Gem Identification 20-stone final exam, which requires 100% accuracy.

Homework Assignments - Students must complete homework assignments on time. Failure to do so can result in academic probation.

Conduct - Students must maintain professional and ethical conduct towards classmates and instructors. Failure to do so will result in probation and/or dismissal.

Student's progress through the program/s is reported regularly to students in writing. Once a student has been placed on probation he/she must demonstrate competency by the second evaluation period. The second evaluation is defined as the assessment taken at the end of the probation period. Two options are possible after the second evaluation period:

- The probation will be cancelled, and the student's status will return to good standing.
- The student will be subject to further action, including dismissal.

Only the Dean of academic Affairs has the authority to dismiss a student from the Calstone College.

## **STUDENT ACHIEVEMENT**

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(5, CCR §71810(b)(8))

### Honor Roll (H):

Students with an accumulative GPA of 3.0 or above will be placed on the Honor Roll. The Honor Roll notation will be recorded on their transcripts.

### Dean's List (DL):

Students with a cumulative GPA of 3.5 or higher will be placed on the Dean's List. The Dean's List notation will be recorded on their transcripts.

### President's List (PL):

Students with a cumulative GPA of 3.75 or higher will be placed on the President's List. The President's List notation will be recorded on their transcripts.



### **MAXIMUM ALLOWABLE TIME FRAME TO GRADUATE**

The maximum allowable time frame is calculated as a period of time during which a student attempts 1.5 times the number of credit hours required to complete the program.

### **STUDENTS RECEIVING VETERAN'S BENEFITS**

Any student receiving veterans' benefits must maintain a 2.0 cumulative GPA. Veterans failing to meet the 2.0 GPA as evaluated at the end of each quarter will be placed on academic probation. Failure to raise the cumulative GPA to 2.0 or higher by the end of two quarter academic probation periods will result in loss of veterans benefits, loss of Title IV funding and dismissal from the school. The U.S. Department of Veterans Affairs will be notified of the veterans' failure to maintain satisfactory academic progress and any academic dismissal in compliance with C.F.R. 38.

### **ACADEMIC ONLINE PROGRESS MONITOR**

Calstone College Student Information System gives you access to a detailed look at your progress toward the completion of your program requirements.

It itemizes completed and in-progress Calstone College coursework, and test credit information and shows requirements that have been completed and those that have not yet been satisfied.

Use Calstone College Student Information System:

- To check your grades
- To check the requirements that you still need to satisfy
- To see which requirements are fulfilled by your completed, in-progress
- To prepare to see your advisor
- To see your class schedule and required textbooks and material per course
- To see your financial statement
- To print unofficial transcripts

## **ACADEMIC WARNING STATUS**

Students whose cumulative grade point average (CGPA) is less than:

- 1.5 at the end of the 2nd quarter of study
- 2.0 at the end of the 6th quarter of study

will be placed on Academic Warning Status for the duration of the following quarter.

Students whose credit completion ratio is less than:

- 67% at the end of the 2nd quarter of study
- 67% at the end of the 6th quarter of study

will be placed on Academic Warning Status for the duration of the following quarter.

All students on Academic Warning Status will need to meet with their academic advisor. See the Timely Advising Requirement. Academic Warning Status is not recorded on academic transcripts. Students who obtain a cumulative GPA of 2.0 and above, after being placed on warning status, will have the warning status removed.

## **ACADEMIC PROBATION STATUS**

Students whose cumulative grade point averages (CGPA) are less than:

- 1.8 at the end of the 1st Year of study
- 2.0 at the end of the 2nd Year of study and beyond

will be placed on Academic Probation Status for the duration of the following quarter.

Students whose credit completion ratio is less than:

- 67% at the end of the 1st Year of study
- 67% at the end of the 2nd Year of study and beyond

Will be placed on Academic Probation Status for the duration of the following quarter.

All students on Academic Probation Status will need to meet with their academic advisor. Academic Probation Status is recorded on academic transcripts for the quarter of Probation.

While in Probation status students will have opportunity to correct failed grades from the previous quarter, by submitting additional course work in agreement with their professor. Students who obtain a cumulative GPA of 2.0 and above, after being placed on probation status, will have the probation status removed and the latest passing grade will replace the failed grades on their transcript and improve their GPA, CGPA and their completion ratio.

## **ACADEMIC PROBATION AND DISMISSAL POLICIES**

The School requires students to maintain satisfactory academic progress. However, a student will be subject to academic probation due to the following:

1. If a student's cumulative grade point average falls below 2.0; and/or, If the student fails two exams in a row, or fails greater than 25% of all exams; and/or,
2. The instructor determines the student's number of absences are excessive and endangering the student's chances for a successful completion.

A student who does not remove him/herself from the academic probation by the next review or within 30 days, whichever comes first, will be subject to dismissal. Any student who is unable to satisfactorily achieve the knowledge and skills required by the occupation for which the training is intended will be subject to termination. No more than two terms on probation are permitted. (CEC §94909(a)(8)(C))

## **APPEAL PROCEDURES**

Students who wish to appeal the decision that they are not making satisfactory academic progress must submit a written request to the Satisfactory Academic Progress Review Committee. The Review Committee is composed of the Vice President and the Dean of academic Affairs. The letter should describe any circumstances related to the students' academic standing which the student believes deserve special consideration. The Review Committee shall evaluate the appeal within a reasonable time frame and notify the student of the decision in writing. The decision of the Review Committee shall be final.

## **DROP BACK PROCEDURE**

A student who may need to interrupt class attendance may choose to take drop back status. Upon completion of the appropriate forms the student will be scheduled for the next convenient class schedule. The student will re-enter the program at the time based upon the previous hours completed. A student may take only one-drop back status in any program.

## **DISCIPLINARY ACTION**

The university reserves the right to require either probation or permanent dismissal of a student when the student is charged with and guilty of a violation of the Student Code of Conduct.

## **APPEALING PROCESS**

In all disciplinary matters, the College will provide the students the right to appeal according to the following procedures:

### ***Classroom Related Problems (Non-academic):***

1. Speak with the instructor. Many problems can be dealt with successfully by communicating with the instructor involved.
2. If the student is not satisfied with the resolution, make a complaint in writing and submit it to the Vice President. Allow one week after the submission of the complaint before you make an appointment to meet with the Vice President. This will give him/her enough time to review the problem.
3. If the matter is still not resolved satisfactorily, the student may appeal to the Grievance Committee, which is composed of one faculty member, one student representative and the Vice President. This Committee will hear the testimony of both sides. Afterwards, they will submit a recommendation to the President of the college, who shall decide on the case. All decisions made by the President are final.

### ***Administrative Related Problems:***

1. Speak with the Calstone College staff involved.
2. If the problem is not solved, submit grievances in writing to the Vice President. Make an appointment to speak with the Vice President after one week to allow him/her time to review the problem.
3. If the matter still cannot be resolved, it may be brought to the President. All decisions made by the President are final.

## **COURSE REPETITION**

Both the original and the repeated classes are counted as classes attempted. In computing the grade point average, the grades of the two classes will be calculated separately. The College also offers non-credit remedial courses, based on availability. Both the repeated attempt of classes and the non-credit remedial courses require additional financial obligations. All courses for which a student received a "W" or an "F" grade/code must be repeated and completed with a passing grade before the student will be eligible for graduation (please see Graduation Requirements). A grade of "W" will be included in the maximum allowable time frame and incremental completion rate requirements in attempted hours but will not be included in cumulative GPA calculations. A grade of "F" will be included in the maximum allowable time frame, incremental completion rate requirements, and the cumulative GPA calculation. Please inquire further with College Admissions office.

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

The transferability of credits you earn at Calstone College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn in “the educational program”, are also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 Calstone College to determine if your credits will transfer. (CEC §94909(a)(15))

## **CREDIT FOR EXPERIENTIAL LEARNING**

This institution does not grant the award of credit for prior experiential learning.

## **CHANGE OF GRADE**

When a final course grade has been entered into the student record, the Registrar at the request of the instructor of record may only change it. Changes to final course grades will not be accepted beyond five weeks from the close of the block in which the contested grade was given.

## **RE- ADMISSION**

The student who has withdrawn or has been terminated by the School may submit a petition for re-admission. The School will consider re-admission only if the student can document that the conditions that led to withdrawal or termination have been resolved, and if the School can reasonably expect that the student will make satisfactory progress. If a student is terminated for being in non-compliance of financial obligations, the previous account balance must be settled first and/or payment arrangements should be made before the student is officially reinstated.

If a request for re-enrollment is granted, all applicable credits/grades from previous enrollments will be transferred to the new enrollment. Those who were dismissed due to failure to maintain satisfactory academic progress will enter under academic Probation and will have two quarters to raise their cumulative GPA to no less than 2.0. Failure to do so will result in dismissal from the school.

Students that have re-enrollment granted must re-enter the school during one of the next three start dates following acceptance for re-enrollment. Failure to re-enter within this timeframe will nullify the acceptance of the re-enrollment request. Those re-enrolling in the school will be subject to the tuition in effect at the time of re-enrollment.

## **CHANGE OF PROGRAM**

Calstone College reserves the right to make program changes and/or adjustments including curriculum, equipment, teaching materials and books necessary to remain current with industry standards and advancements in technology. Any changes in tuition will not affect those students already enrolled.

## **STUDENT GRIEVANCE POLICY**

Per 5, CCR §71810(b)(14)), Should any student have a grievance (unresolved complaint) about their status or grades, the normal recourse is for the student to consult with the instructor involved. If the student disputes the decision rendered, the Vice President for further judgment may consider the case. The normal recourse for records, faculty, or other concerns, is for the student to finally consult the President. In the event a satisfactory resolution is not achieved at this level, the student may contact BPPE at any time, as below:

Bureau for Private Postsecondary Education  
1747 N. Market Blvd. Suite 225 Sacramento, CA 95834  
P.O. Box 980818 West Sacramento, CA 95798-0818  
Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)  
Telephone: (916) 574-8900 Fax: (916) 263-1897

## STUDENT RECORDS/RIGHT TO PRIVACY

The Federal Right to Privacy Act of 1964 enables all students to review their academic records, including grades, attendance and advising reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission from the student. Records must remain onsite for 5 years, and transcripts kept permanently. Graduates can review their records during regular business hours by appointment. Copies of transcripts are made available to students at a minimal charge. Receipt of written consent from the student is required before records are released to a third party. (CEC §94900, and 5, CCR §71920)

Special Fees (USD)		
Diploma / Certification of Completion Fee	Each Course	\$35
Diploma / Certification of Completion Duplicate Fee	Each Course	\$35
Change of Program Fee	Per Occurrence	\$100
Change of Course Fee (Add/ withdraw)	Each Course	\$20
Re-admission Fee	Per Occurrence	\$50
Verification of Enrollment Fee	Per Occurrence	\$20
Transcripts and Copies of official documents from the Registrar	Per Copy	\$20
Deferred Tuition Processing Fee	Per Quarter	\$50
Return Check/ Declined Credit Card Fee		\$40
Late Payment Fee		\$45
Official Transcript Fee (First copy)	Each	\$10
Official Transcript Fee (Additional Copy)	Each	\$ 5
Other Service Fees (Official Document and Letters, Per Copy)	Each	\$12
VISA Related Service Fee	Each I-20	\$300
Studio Hour Fee	Per Hour	\$15
Studio Hour Fee (Graduate Student)	Per Hour	\$20



# FINANCES

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## TUITION POLICIES

### FINANCIAL AID

Students enrolled in an unaccredited institution are not eligible for federal financial aid. The Calstone College does not participate in federal and state financial aid programs. Hence, there are no other consumer information that is required to be disclosed to the student pursuant to federal and state financial aid programs. (CEC §94909(a)(10)). "If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds."

However, if a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. (CEC §94909(a)(11))

### SCHOLARSHIP PROGRAM

Students interested in participating in the Calstone College Scholarship Program should opt for it on their application to the school. Scholarship applicants are required to formally present their Portfolio and Essay in front of the Admissions Committee.

Successful recipients display strong professionalism in presentation, career focused vision and transcripts with a Cumulative GPA of at least 2.0.

Application deadline is four 4 weeks' prior the start of the enrollment term.

<u>Program</u>	<u>Scholarship</u>
Certification/ Diploma	\$500 - \$3,000

## FINANCIAL ASSISTANCE

If you are a U.S. Citizen, U.S. Permanent Resident, or hold a non-temporary U.S. Visa, you may apply for a limited number of School-administered scholarships. The scholarships are awarded on the basis of need and academic merits. Other financial assistance may be available. Please inquire with the Admissions Department for details. (5, CCR §71810(b)(6))

## PAYMENT OPTIONS

### Payment Plan

At registration for your program, you may choose the payment option that best fits your finances. Payment plans will allow you to pay your entire tuition for the program by monthly, quarterly or yearly installments, independently of the number of courses taken per term. The benefit of the Payment Plan option is that scholarship and credit transfer deductions are included in the calculation of the installments due. If you choose to pay monthly, a \$100 Installment and handling fee will be applied.

### Per Course Basis

You may opt to pay your term tuition per courses enrolled. Per course tuition is calculated by multiplying the number of hours of instruction taken with the current hourly rate of the program enrolled. See the Payment Schedule & Tuition and Fees section of this catalog. Students, who plan to use financial aid, must pay their tuition per course basis. Students switching from Payment Plan to Per course basis will have their entire tuition recalculated on per course basis taken and therefore may have to pay the difference before taking new courses.

### Tuition Payment for International Students

International Students are expected to pay their tuition by program, prior to the program start date. As soon as an international student receives an M-1 visa, he has 10 (ten) calendar days from the date of issuance, to wire transfer the full payment for cost of attendance to Calstone College.

## SCHEDULE OF STUDENT TUITION & FEE

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### Total Tuition: Non-Degree Programs (CEC §94870 and §94909(a)(9))

Program	Period of Attendance	Institutional charges (Tuition)	Non institutional charges (Books/Materials)	Total
Graduate Gemologist	600 Hours/20 Weeks	\$15,900	\$2,480	\$18,380
Graduate Jeweler	600 Hours/20 Weeks	\$16,200	\$1,450	\$17,650
Jewelry Designer	300 Hours/10 Weeks	\$7,650	\$750	\$8,400
Jewelry Technology CAD/CAM	300 Hours/10 Weeks	\$7,650	\$395	\$8,045
Metal Arts	300 Hours/10 Weeks	\$8,100	\$975	\$9,075
Wax Techniques	300 Hours/10 Weeks	\$8,100	\$595	\$8,695

\*Tuition and fees (Registration fee of \$200 not included) are subject to change without notice to continuing students. This Tuition chart is an estimation of costs. Costs of books and supplies may vary between programs.

\*\*Effective **April 1, 2024**, the Student Tuition Recovery Fund (STRF) assessment rate changed from two dollar and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR Section 76120)

### Fee Disclaimer

Tuition Fees shown represent the amounts currently estimated for this quarter and do not include tools, supplies and textbooks. Every effort will be made to keep fees at this level for the term. However, given continuing budget uncertainties, circumstances may require an adjustment in these amounts during the term.

### Additional Annual Academic Expenses

ePortfolio Fee	\$100
Laboratory Fee	\$150
Technology Fee	\$120

### Estimated Cost of Living (Optional)

In order to better prepare for your expenses while studying at Calstone College, we estimated the following:

Expenditure	Estimated Cost	Basis
Housing	\$18,000 / year	1 Bedroom alone
Other	\$12,000 / year	Food, transportation, etc.
Utilities	\$1,800 / year	
Total	\$31,800	

## Payment Deadlines

Students must either pay tuition and applicable fees or have other financial arrangements in place 2 weeks prior to the start of each term.

Students who anticipate difficulty adhering to these deadlines should contact the bursar's office immediately.

Payment Due	Due Date
Payment Due for Spring 2024 Quarter	March 22, 2024
Payment Due for Summer 2024 Quarter	June 21, 2024
Payment Due for Fall 2024 Quarter	September 20, 2024
Payment Due for Winter 2025 Quarter	December 20, 2024

Students who are not current on their payment plan or per course basis prior to the first day of instruction may not register for courses. Additional late fees may incur.

## Tuition Billing

Students with a valid e-mail address receive monthly courtesy e-mail reminders prior to payment deadlines.

## Methods of Payment

Students can pay their tuition by check or Credit Cards (Visa or Master Card only).

## Returned Check Policy

The returned check fee is \$40.

## Cash-Only Policy for Returned Check Writers

Any person who has more than two checks returned unpaid to the school is placed on a cash-only basis (i.e., cash, credit card, cashier's check, or money order) for all future transactions. A letter will be mailed to the current mailing/billing address on file if this threshold is met, and no future checks will be accepted. The Office of the Bursar is not responsible for delivery of mail or the accuracy of the address on file.

## Bursar Hold

After the start of a term, students who have an unpaid balance may have a hold placed on their records and course work at the sole discretion of Calstone College. At the conclusion of a term, students who have an unpaid balance may have a hold placed on their records and course work at the sole discretion of Calstone College.

Bursar hold prevents a student from registering for any future term until the outstanding balance is paid; the hold does not remove the student from current classes.

If a student with a bursar hold has withdrawn, and then seeks readmission to Calstone College, the hold must be satisfied prior to readmission.

Once the outstanding balance is paid, the hold can be removed by contacting the bursar's office. Methods of payment include all approved payment arrangements, payment plans, guaranteed financial aid, and third-party sponsorship.

Failure to settle financial obligations with Calstone College could affect registration, enrollment, financial aid, campus services, and release of Academic transcripts.

## **Financial Suspension**

Students failing to pay tuition and applicable fees greater than \$350 within 45 calendar days past the due date will be financially suspended from the program. Financial suspension results in the loss of all Academic and student services, as the student is effectively withdrawn from Calstone College.

Students who have been financially suspended and want to be reinstated in the same term must contact the bursar and arrange for payment by the last business day of the term.

Students who have been financially suspended and do not reinstate during the same term must follow the Reinstatement Policy found in the Academic section of this catalog.

## **Refund Policy for Veterans Only**

The refund of the unused portion of tuition, fees, and other charges for Veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hour of instruction completed by the student to the total number of instructional days or hours in the course.

## **CANCELLATION AND REFUND POLICY**

### **Student Right to Cancel**

The student has the right to cancel this Agreement, excluding any tools and services included in the Agreement, and receive a refund of 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration and application fee not to exceed two hundred fifty dollars (\$250), if requested in writing. 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.

Cancellation shall occur when the student gives written notice of cancellation at the address of the School shown on the top of the first page of the Enrollment Agreement. The student must give the Notice of Cancellation in writing. The cancellation will not be valid if made via telephone, fax or mail.

You are due a complete refund within 45 days after Calstone College receives a valid written Notice of Cancellation in writing.

**The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund.**

### **Withdrawal from Course**

A student has the right to cancel the enrollment agreement and obtain a refund of charges through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. If the student withdraws from the course of instruction after the period allowed for cancellation of the Agreement, which is until midnight of the first business day following the first class he/she attended, the School will remit a refund less a registration fee, if applicable, not to exceed \$250.00 within thirty days following your withdrawal. The student is obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount the student paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which he/she has not received but for which he/she has paid, and the denominator of which is the total number of hours of instruction for which he/she has paid.

**IF THE AMOUNT THE STUDENT HAS PAID IS MORE THAN THE AMOUNT THAT HE/SHE OWES FOR THE TIME HE/SHE ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY DAYS OF WITHDRAWAL. IF THE AMOUNT THAT HE/SHE OWES IS MORE THAN THE AMOUNT THAT HE/SHE HAS ALREADY PAID, THEN THE STUDENT WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.**

**Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund; therefore the Payer is the only and sole person eligible for a refund.**

### Hypothetical Refund Example

Assume that a student, upon enrollment in a 300-hour course, pays \$6,000 for tuition, \$200 for registration and \$150, documented cost to school, for equipment as specified in the Enrollment Agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$3,650 based upon the calculations stated below. If the student returns the equipment in good condition within seven [7] days following his/her withdrawal, the School shall refund the charge for the equipment paid by the student.

\$6,350 Total paid	<b>Minus</b>	\$200 registration fee (the amount the school may retain)	= \$6,150
\$6,150	<b>Divided by</b>	300 hours in the program	= \$20.50
\$6,150	<b>Minus</b>	\$150 (documented cost of returned equipment)	= \$6,000 Total refundable amount
\$20.50	<b>Multiplied by</b>	100 hours of instruction attended	= \$2,050 Owed by the student for instruction received.
\$6,000	<b>Minus</b>	\$2,050	= \$3,950 Total refund amount

\*If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$4,100 [\$3,950 + \$150].

### REFUND TABLE (Based on Actual Cost of Educational Service):

Program	Refundable Amount	10%	25%	50%	60%
Diploma	\$12,900	\$11,610	\$9,675	\$6,450	\$5,160

For the purpose of determining the amount a student owes for the time he/she attended, he/she shall be deemed to have withdrawn from the course when any of the following occurs:

- He/she notifies the School of his/her withdrawal or the actual date of withdrawal.
- The School terminates his/her enrollment.
- The student fails to attend classes for a three (3) week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of the student tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which he/she received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to the student. If there is a balance due, the student will be responsible to pay that amount.

### STUDENT'S RIGHTS UNDER THE STUDENT TUITION RECOVERY FUND (STRF)

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. Please see page 32, for the latest change in STRF fees. In addition to the statement required above, a qualifying institution shall include the following statement in its school catalog. (CEC §94909(a)(14), 5, CCR §76215(a), and §76215(b))

"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, (916) 574-8900 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 no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

### **NOTICE OF STUDENT'S RIGHT**

1. You may cancel your contract for school, 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 and whichever is later. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in this contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.
4. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education:

Bureau for Private Postsecondary Education  
1747 N. Market Blvd. Suite 225 Sacramento, CA 95834  
P.O. Box 980818 West Sacramento, CA 95798-0818  
Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)  
Telephone: (916) 574-8900 Fax: (916) 263-1897

**NOTICE OF CANCELLATION**

[Enter date of first class, date first lesson received, or date first lesson was mailed, whichever is applicable]  
You may cancel this contract for school, without any penalty of obligation by the date stated below. This date that the notice to withdraw is considered effective, shall be no later than the date received by the institution. (CEC §94909(a)(8)(B), §94919, §94920, and 5, CCR §71750)

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 45 days following the schools' receipt of your cancellation notice. But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's' fair market value. The institution shall have the burden of proof to establish the equipment's' fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

**CALSTONE COLLEGE Registrar's Office**  
**4117 W. Pico Blvd., Los Angeles, CA 90019**  
**(Mailing Add: 1272 S. Bronson Ave., Los Angeles, CA 90019)**

NOT LATER THAN \_\_\_\_\_

[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.]

I cancel the contract for school,

\_\_\_\_\_  
(Student's signature)

\_\_\_\_\_  
(Date)

**REMEMBER, YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by just telephoning the school or by not coming to class.

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

**DISCLOSURE**

**Tuition Obligations**

Calstone College will not allow any student to be graduated, nor be awarded any Certificate, grades, transcript or letter of recommendation until all unpaid financial accounts, current or delinquent, have been satisfied.

A leave of absence request will be accepted only for students in good financial standing.

Non-payment of tuition, housing fees and/or other charges due to Calstone College will result in being obligated for additional costs, collection agency costs and legal costs.

Calstone College reserves the right to report failure to pay amounts owed to one or more national credit bureau organizations.

# **LIBRARY AND MEDIA CENTER**

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## **LIBRARY MISSION STATEMENT**

The Calstone College Library is committed to providing quality service and an excellent collection of materials to support the mission, goals, educational, and research needs of students, staff, faculty, and administration, in support of the college's diverse curriculum.

The mission of the Calstone College Library is to achieve excellence in the provision and promotion of information services to meet the teaching and learning needs of the university and continue to invest in the improvement of the library facilities.

The Calstone library, available to currently enrolled students and faculty, is located within the school's campus. The library's main mission is to provide the resources that are necessary for students and faculty to obtain the best education possible at Calstone. The library provides resources that students and faculty may need for reference and assistance for the curricula offered at Calstone. Students have check-out privileges within the circulating collection and are also able to further their research by using the online resources that are available to them.

The library contains a collection of thousands of textbooks, periodicals, e-books, articles, and other related materials that provide assistance to the students and faculty. The library's collection is building up its resources in order to support Calstone's programs in jewelry arts. Certain resources including magazines, special collection books, and other rare collections cannot be checked out. However, students are free to browse through any of the resources while they are at the library and are able to photocopy any material as long as they do not conflict with copyright issues. (5, CCR §71740 and §71810(b)(10))

In addition to the library, the Media center contains the computers, online library resources, and software necessary for completing projects and assignments. Students are encouraged to use the Media center for Calstone College academic purposes including research, writing, and reading.

The library and Media center are available for use during regular school hours. Calstone College is continuously improving its library resources in order to better serve the needs of our students.

## **BOOKS AND MORE**

### **Books**

The library contains a collection of thousands of textbooks, periodicals, e-books, articles, and other related materials that provide assistance to the students and faculty. The library's collection is building up its resources in order to support Calstone's programs in jewelry arts. Certain resources including magazines, special collection books, and other rare collections cannot be checked out. However, students are free to browse through any of the resources while they are at the library and are able to photocopy any material as long as they do not conflict with copyright issues.

### **Overdue Fines**

Library materials kept past their due date are subject to the following fine schedule.

Books: \$ .10 per day up to \$5.00

Reserve Materials: \$1.00 per day up to \$60.00

### **Lost Materials**

All library users are responsible for lost library materials. The replacement policy is as follows.

Books: Replacement cost of a book, plus a \$10.00 processing fee.

Periodicals: \$10.00, plus a \$2.00 processing fee.

Reserve Textbooks: Current price of the item, plus a \$10.00 processing fee.

Reserve Materials: Current price of the item, plus a \$10.00 processing fee.

## **E-books and Internet Library**

In addition to our vast collection of textbooks and articles, we also have e-book service available for Students.

### **What are E-Books?**

E-Books are electronic versions of printed books. While E-books are NOT intended to replace our print collection, in many cases, they allow us to offer access to material we would not otherwise be able to include in our collection. Since the library has limited funds, we are not always able to maintain the most up-to-date collection of print materials. However, with E-books, we are able to provide and maintain an up-to-date collection in a wide range of subjects such as technology and computer jewelry, fashion, design, business, literature and much more.

### **Advantages of E-Books**

E-Books can be viewed online from any PC connected to the Internet. E-Books are available at your convenience – anywhere, anytime. When you “check out” an e-book, it is available to you only for the period of time you are actively reading online, and when you log off the computer, the e-book is “returned,” available for another user.

### **Links to other library websites**

Following the current trend in technology information, we offer access to sites such as Internet Public Library ([www.ipl.org](http://www.ipl.org)) and Net Library ([www.netlibray.com](http://www.netlibray.com)).

## **ABOUT THE LIBRARY**

### **Hours**

The library is open from 9:00 am to 5:00 pm Monday through Friday. Hours vary during breaks, holidays, and summer, watch the door for changes.

### **Policies and Regulations**

We continue to reserve the right to ask anyone to leave the library if they are disturbing to others. Cell phone conversations must be at a minimal disturbance to others.

To provide an environment that is welcoming and conducive to study, we ask you to keep your cell phone rings and conversations at a low level briefly.

Replacement costs, including a non-refundable billing fee, may be charged for materials lost, damaged, or not returned. Unless specifically indicated, periodicals may not be charged out of the library.

The library is not responsible for notices the borrower does not receive due to absence or change of address or personal name.

The library retains the right to revoke borrowing privileges if rules are abused or library bills are not paid. The Calstone College library has the right to recall materials when necessary.

## **INTERNET**

### **Searching the Internet**

[www.ask.com](http://www.ask.com)

One of the top two search engines

<http://www.iii.org/search/file/searchtools>

Links to the top search tools, all on one page.

[www.bing.com](http://www.bing.com)

Microsoft's web search tool (formerly Live Search).

[www.blinkx.com](http://www.blinkx.com)

Search millions of hours of video at once.

[www.clusty.com](http://www.clusty.com)

Clustering search engine -- includes blogs, Wikipedia, and jobs.

[www.dogpile.com](http://www.dogpile.com)

This meta search engine searches multiple databases simultaneously.

## **SERVICES**

### **Request Materials**

Reference assistance is available most hours the library is open. Orientations and one-to-one instruction can be scheduled by any user.

### **Copyright Information**

Calstone College offers programs in Jewelry Arts and informing students with copyright regulation is essential. We offer informative websites specifically on the subject on copyrights. [www.knowyourcopyrights.org](http://www.knowyourcopyrights.org), <http://www.utsystem.edu/ogc/IntellectualProperty/cprtindx.htm#top>

## **TECHNOLOGY CENTER**

### **Academic Computer Services**

Computing services support the computing requirements of academic programs. This center is designed for students to take full advantage of the resources the Calstone College has to offer. The open-access Computer Center is equipped with the latest Macintosh computers, Windows workstations, and color printers. Calstone College courses merge studio and computer-based techniques of illustration, typography, layout, 3D imaging, interactive design, video editing, and motion graphics. Students produce original work in various forms of output, including large format color prints, DVD"s, and rapid prototyping.

## **POLICIES AND REGULATIONS**

### **Cell phone Policy**

To provide an environment that is welcoming and conducive to study, we ask you to keep your cell phone rings and conversations brief and at a low level. Cell phone usage is allowed only on the main floor of the Library. We continue to reserve the right to ask anyone to leave the library if they are disturbing to others. Cell phone conversations must be at a minimal disturbance to others.

### **Computer Use Policy**

In accordance with the Internet/Network Use Policy issued by the Calstone College President, all users are required to abide by the rules of the policy and use the system in an ethical and lawful manner. Any abuse of these policies can result in the loss of computer and library privileges and may be subject to applicable criminal and civil penalties.

When using the computers in the Calstone College, all users (students, staff, faculty) are required to abide by the rules of this policy. Library computers are available to support and enhance the instructional goals of the library and institution. These goals include, but are not limited to, the following: Calstone College class assignments; scholarly research; teaching; lifelong learning; all other informational needs.

Computers are not to be used for games, chat rooms, or email if they do not support the instructional goals. No loading of any personal software is allowed. Only college equipment may be connected to campus networks.

Computer use time will be limited to accommodate all users.

Information may be saved to a disk or printed.

Application software is available but the primary use of these computers is for research.

Computer use in the classroom is reserved for library classes & instruction, workshops, or meetings with the approval of the librarian(s).

If a complaint of a violation of this policy is lodged against an individual, the individual by agreeing to this policy, grants permission for Calstone College administrators to access a log of the individual computer activities in order to evaluate the merit of the complaints for possible actions.

Calstone College retains the right to revoke any computer use privileges if these policies are abused.

## **STUDENT AFFAIRS**

### **CULTURAL RESOURCES**

Calstone College is located in Los Angeles, a particularly rich, creative, and cultural environment with major art museums and fashionable communities. The campus is at short distances from one of the world's most elegant shopping avenues, world renowned art galleries, architectural titans, internationally recognized museums, and television studios, radio broadcasting stations, motion picture studios, and theme parks. Los Angeles is also the city of festivities with internationally broadcasted ceremonies such as the Oscars, Emmy Awards, and the Grammy Awards.

#### **Cultural Communities and Establishments**

Downtown Los Angeles Jewelry District  
Downtown Los Angeles Fashion District  
Beverly Hills  
Hollywood  
Bel Air  
Rodeo Drive  
Melrose Avenue  
Santa Monica 3<sup>rd</sup> Street Promenade  
Malibu Beach  
Universal Studios Hollywood  
Disneyland Theme Park  
Six Flags Magic Mountain Amusement Park  
Knott's Berry Farm Theme Park  
Warner Brothers Studios  
Paramount Studios

#### **Museums and Cultural Institutions**

Museum of Contemporary Art  
Natural History Museum of Los Angeles  
Norton Simon Museum  
Los Angeles County Museum of Art  
The Getty Center Museum  
Petersen Automotive Museum  
Hammer Museum  
Heritage Square Museum  
Museum of Jurassic Technology  
Museum of the American West  
Grammy Museum  
Museum of Neon Art  
Hollywood Wax Museum  
J. Paul Getty Museum  
Museum of Tolerance  
California Science Center

## **Music, Dance, and Theater Venues and Events**

Walt Disney Concert Hall  
The Roxy Theater  
Mark Taper Forum  
The Orpheum Theater  
Million Dollar Theater  
Dorothy Chandler Pavilion  
Grumman's Chinese Theater  
Kodak Theater  
El Capitan Theater  
The House of Blues  
The Honda Center  
Alex Theater  
Downtown Palace  
Wiltern Theater  
Staples Center  
Nokia Center

## **Sports and Cultural Venues and Events**

Dodgers Stadium  
Inglewood Forum  
USC Coliseum  
Staples Center  
Angeles Stadium  
The Honda Center

## **Film Festivals**

Sundance Film Festival  
Pan-American Film Festival  
Israfest Israel Film Festival  
Waterfront Film Festival  
Silver Lake Film Festival  
Beverly Glen Film Festival  
Hollywood Film Festival  
World's Smallest Film Festival

## **STUDENT SERVICES**

Calstone College maintains a Student Services Department to assist students by providing them with access to programs and assistance outside the classroom. Locations of nearby restaurants, libraries and hospitals along with service agencies in the area are available. Additional community resources are available upon request. (5, CCR §71810(b)(12))

## **CAREER DEVELOPMENT/EMPLOYMENT ASSISTANCE**

Even if the final step before employment passes by the Career Center, the whole process to prepare you to your dream career is ongoing throughout your education and included in each subject or module. This specific instruction is designed to give you that edge in successfully gaining the employment for which you are training. Instruction may include areas such as:

- Proper Grooming for Successful Interviews,
- Resume writing,
- Successful Interviewing Techniques,
- Mock Interviews,
- Employment applications.

Instruction through Career development leads many students to eye opening approaches to job searching and ultimately, successful employment.

**CALSTONE COLLEGE CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.**

Only the employer can make that final decision. Calstone College Career Center provides direct assistance as students near their completion date and beyond graduation.

Graduating students are required to meet with their designated Placement Assistance Coordinator, submit a typed resume and perform a mock up interview with portfolio presentation

**CALSTONE COLLEGE PROVIDES CAREER PLACEMENT ASSISTANCE TO ALL PROGRAM COMPLETERS.**

Calstone College maintains a Career Center to assist completers in contacting companies in order to secure employment.

The Career Center acts as a liaison between the completer and the employment community.

Information on job search techniques is provided to soon-to-complete students and completers based on current needs of local businesses and industries.

NOTE: All completers will be considered to need placement assistance unless a signed student waiver of placement assistance, with a written explanation, is in the student file. Completers waiving placement assistance may still receive placement assistance by notifying the Placement Department that they again wish to be placed in an active, placement-seeking category. A successful career search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy. The entire staff as well as the Placement Assistance Coordinator will assist in this effort. While employment is not guaranteed, assuming cooperation on the part of the completer, the Placement Office will work diligently with each completer until he/she successfully obtains employment.

The Placement Assistance Coordinator helps completers develop and/or locate positions which best match the student's capabilities and experiences. The Placement Assistance Coordinator is always available to assist in future years when the completer is ready for placement or with Alumnus who contemplate a change in employment. Only completers of Calstone College School are eligible for placement assistance from Calstone College. (CEC §94909(a)(13))

In order to effectively utilize the services of the Career Center, the soon-to-be completer or completer must agree, at a minimum, to the following policies regarding placement assistance:

1. An initial meeting with the Placement Assistance Coordinator.
2. Completion and submission of the Employment Questionnaire to the Placement Assistance Coordinator.
3. Completion and submission of a typed resume to the Placement Assistance Coordinator in an acceptable format.
4. Weekly communication with the Placement Assistance Coordinator. If an appointment with an employer or with the Placement Assistance Coordinator cannot be kept, prior to the appointment, a call must be made to the Career Center and/or employer to reschedule.
5. In order to enhance the employment potential of each completer, the Career Center should be notified immediately of the results of each interview and when a job is offered and/or accepted.
6. Completers must have the legal right to accept employment in the United States (Completers who are not citizens must produce proof of eligibility to obtain employment, i.e. a Green Card, Work Permit, or letter from the INS showing a valid — All number.)
7. Completers must keep the Career Center advised on any changes in name (in case of marriage), address, telephone number, temporary absence from the area, and of course, employment status.
8. When meeting with the Placement Assistance Office and/or an employer, always DRESS FOR SUCCESS.
9. Completion of externship

The amount of effort put forth by the student is the most critical factor. Cooperation in the process will assure a more positive result.

Calstone College's primary objectives are to provide the student training and educate each student as well as assist them with employment in their chosen field. Calstone College does not offer employment as an incentive to enrollment.

## **HOUSING**

Calstone College has no dormitory facilities or on-campus housing. However, Calstone College staff is available to assist students with finding housing, often just as the students arrive. The College offers this service to students, whether or not they live in the area or are traveling from other parts of the country. (5, CCR §71810(b)(13)(A)(C))

## **ACADEMIC GUIDANCE**

At Calstone College, we have professional counselors who are highly trained and competent in guiding and advising students. They are extremely sensitive to the problems the students may face in their pursuit of learning these vocational skills. We also have certified, experienced, and highly qualified instructors who are genuinely interested in the students' work and are particularly receptive to their needs and concerns. They are also willing and able to assist the students in matters extraneous to the classroom.

## **STUDENT ACTIVITIES**

The industry wants people who have more than just technical skills. At Calstone College, learning doesn't just take place in the classroom. We set up a variety of activities for our students so that they can experience the whole world of jewelry design. This is a partial list of activities arranged by the Student Services Department.

## **COMPANY TOURS**

As a Job Placement activity, we have tours to a variety of companies to see the design process firsthand. Often, these tours include the opportunity to meet with the companies' Human Resources Department and to discuss possible employment opportunities.

## **ALUMNI VISITS**

Calstone College values the networking of Alumni and current students of our school. Calstone College will maintain contact with graduates and ask them to visit current students to give their past experience of their studies and how they are applying themselves in the real world.

## **SKILLS DEVELOPMENT CENTER**

The Student Success Center, under the authority of the Chief Academic Officer has set mission to facilitate the academic experience and learning outcomes of the student body by offering and organizing different academic and counseling services and activities.

### **Free Tutoring Services**

Calstone College is convinced that is by teaching the —teachers|| that students profit from the learning outcomes of the program. Teaching gives the opportunity to students to review their knowledge and structure their skills. Therefore, students are encouraged to tutor each other.

Through the Skills Development Center, senior students willing to engage in free tutoring activities, are available to meet with students in need, to help them prepare for tests and midterms, give input and feedback on projects, and aid them on their overall comprehension of the course material.

It is strictly prohibited for Calstone College students to teach active or former Calstone College students, or outsiders, techniques and knowledge learned at Calstone College without proper authorization of the Calstone College administration.

Free Tutors contacts are posted on the Calstone College ePortfolio website ([www.pandoraportfolio.com](http://www.pandoraportfolio.com)) in the group Calstone College Free Tutors.

### **Private Tutors**

Students in need of Academic help can also hire a private tutor. Private tutors are professors of Calstone College. The exact amount charged is determined by the tutor and is paid directly to the tutor by the student. Private tutoring sessions are not paid for by Calstone College.

Private Tutor's contacts are posted on the Calstone College ePortfolio website ([www.pandoraportfolio.com](http://www.pandoraportfolio.com)) in the group Calstone College Private Tutors.

## **Study Groups**

Calstone College encourages students to form study groups in order to share knowledge and achieve Academic success.

Students may contact the Skills Development Center for help in organizing a study group.

## **Academic Advising**

All Calstone College students have access to academic advisors.

Students should plan to meet with their advisor at least once a quarter, which ensures proper Academic planning over their course of study at Calstone College.

Calstone College invites students to seek academic advice from faculty members, Division Chairs and Department Chairs.

Some instances may require mandatory meetings with an advisor to review academic situations and formulate or review and revise as needed plans of study (please check the academic Probation Policy).

## **Additional Support**

Additional academic assistance, including information about Time Management, Study Skills, Test Anxiety, Note Taking Skills, and other areas that have a bearing on academic success, can be obtained by contacting the Skills Development Center.

## **Peer Mentor Program**

Peer mentoring is a voluntary program run by the Chief Academic Officer in which Professors and Senior Students provide guidance and support to incoming students who are new to the Calstone College community.

A mentor can provide answers to questions about the school, particular programs, classes, and more. If you would like to request a mentor or become one contact the chief academic officer for more information.

## **STUDENT SERVICES CENTER**

### **Orientation Services**

The Student Services Center organizes the reception and the orientation of all new students at Calstone College.

In addition, and because we believe in the importance of the uniqueness of each artist that enter our community as being a guarantor of a rich economy, students are encouraged to meet with the orientation committee at the end of each quarter to compare their observation, awareness and self-realization of their uniqueness with the ones of the Calstone College community.

In their personal orientation sections of the Calstone College ePortfolio site, students are invited to reflect on their taste and attractions, natural skills and talent and their creativity in general, while faculty members post feed backs and observations concerning student's forte.

Through this process, students understand their productivity, their products, the mission they carry, and the niche market they best fit in.

### **Guidance and Counseling**

Students are encouraged to seek help and advice from the Director of Student Services. The Office of Student Services staff can provide support and guidance for both school and non-school matters that cause stress, anxiety, or worry.

Whether it is a one-time meeting or regular check-ins, we recommend students seek out the advice and support needed to be successful.

Should students have issues or concerns with a fellow student, a staff person, or faculty member, the Office of Student Services is there to provide guidance on how to handle the matter.

For official complaints and grievances please see the Grievance Policy and the satisfactory academic Progress sections of this catalog.

In addition to one-on-one meetings, the Office of Student Services can also provide referrals and recommendations to individuals and organizations in the community who can provide additional help.

### **Housing Assistance**

**The Institution will assist students in locating adequate housing near the campus.** The available cost of housing near the facility estimate is \$1,400 - \$1,800 a month. (5, CCR §71810 (b)(13)(B))

### **Student Senate**

The purpose of the Student Senate is to coordinate and regulate activities and issues of concern to the Calstone College student.

The Student Senate represents the Calstone College students' voice as the official student government association on campus. The Senate meets monthly to discuss campus concerns, regulate campus activities, review or create procedures involving student organizations and activities, and respond to campus regulations that affect the student body as a whole.

### **Cafeteria**

The Cafeteria is the social hub of Calstone College. It is a convenient place to grab a cup of coffee or a sandwich, chat with friends, and relax between classes. School announcements, updates, and important information are often posted on the bulletin boards in the Cafeteria area. The bulletin boards also provide information on school activities, campus organizations, and community events.

### **Campus Clubs**

Students are encouraged to join an existing club or organize a new club.

To propose the creation of a new club, a student should complete a Club Proposal Form found on the Calstone College ePortfolio site ([www.pandoraportfolio.com](http://www.pandoraportfolio.com) section Calstone College Students) and submit it to a Student Services Representative. A listing of existing clubs can also be found on the same site.

### **Student Events**

The Office of Student Services arranges many events for students throughout the year. Information about upcoming events is posted throughout the campus and can be obtained from the Office of Student Services.

### **Health Services for US Resident and Citizen Students**

Although Calstone College does not assume responsibility for a student's medical fees, the university does maintain a list of qualified doctors to whom students are referred. The administration is attentive to student needs and assists the student in securing appropriate medical attention when it becomes necessary. Medical facilities in Los Angeles are excellent, and hospitals and health centers are located within a few miles of the campus.

### **Health Services for International Students (Optional)**

All international students are required to have Health Insurance coverage during their stay at Calstone College.

Calstone College has contracted with International Student Organization to offer the recommended COMPASS Platinum plan allowing international students to afford excellent medical facilities in the vicinity of the school. You can enroll through [www.isoa.org](http://www.isoa.org)

### **Visa Services for International Students**

Calstone College admits students from other countries and often provides visa related services, such as vouching for student status, through Issuing I-20.

### **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

Calstone College is committed to providing a drug free environment to its students and employees.

To reach this goal, Calstone College invites each member of its community to develop awareness of the risks and consequences of drug abuse and campaign around them.

### **Self-Respect, Self Esteem and Self Confidence**

Self-respect is directly linked to self-esteem and leads to self-confidence. It is by having the opportunity to perform, produce, achieve goals, fulfill missions and make a difference in the community that one develops self-esteem and self-confidence.

Because repression is not the solution to treat addiction, the community of Calstone College encourages different activities and services nurturing mental and physical health, goal and mission achievement, self-realization and personal recognition that offer the opportunity to embrace life and find the path of productivity, enlightenment, self-respect and self-confidence. See the section Student Services Center of this catalog.

### **Health Risks**

A myriad of health risks is associated with drug and alcohol abuse.

Risks include but are not limited to: malnutrition, brain damage, heart disease, and pancreatitis, cirrhosis of the liver, mental illness, death, low birth-weight babies, and babies with drug addictions. Personal relationships, family dynamics, ability to work and study are also at risk.

For more information on drug use risk, consult:

[www.checkyourself.com](http://www.checkyourself.com)

### **Legal Sanctions**

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, offenders will be referred to a rehabilitation/education program. However, state and/or federal law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows: Substance Crime and Penalties Chemically treated/manufactured drugs Felony, up to 10 years in prison and \$4 million Marijuana Felony, up to 20 years in prison and \$4 - \$10 million Selling/Providing alcohol to minors felony or Misdemeanor, discretion of the judge.

### **Code of Conduct**

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school or as a part of any university activity is strictly prohibited.

### **College Disciplinary Actions**

The college will impose penalties against students who violate the above Code of Conduct. Violators will be subject to disciplinary actions. The sanctions include, but are not limited to, probation, suspension or expulsion from the college or probation, suspension or termination of employment.

Persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by Calstone College.

While in suspension or probation, Calstone College will require such employee or student to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.

### **Awareness and Rehabilitation Programs**

Following is a list of drug-free awareness programs that also provide detailed information regarding:

- Dangers of Drug and Alcohol Abuse
- Assistance with drug and Alcohol Abuse Counseling
- Penalties for the Abuse of Alcohol or Drugs
- Rehabilitation Programs

The following are local and national agencies that provide assistance to employees, students, and their families.

Drug Information Hot Lines:

National Institute on Drug Abuse  
(800) 662-HELP  
(800) 843-4971  
[www.nida.nih.gov](http://www.nida.nih.gov)

National Clearinghouse for Drug Information  
(800) 729-6686  
[www.ncadi.samhsa.gov](http://www.ncadi.samhsa.gov)

Narcotics Anonymous  
Main Office  
PO Box 9999  
Van Nuys, California 91409 USA  
Telephone (818) 773-9999  
Fax (818) 700-0700

Alcoholics Anonymous  
L.A. Central Office 4311 Wilshire Blvd. #104 Los Angeles, CA 90010  
Tel (323) 936-4343 Fax (323) 936-8729 email: [lacoaa@aol.com](mailto:lacoaa@aol.com)  
[www.lacoaa.org](http://www.lacoaa.org)

Focus on Recovery, Helpline  
1-800-234-0420

For further information, contact the Calstone University Student Service Center.

# CAMPUS POLICIES AND PROCEDURES

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## STUDENT'S RIGHTS

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Calstone College is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Calstone College may charge a fee for copies.

Parents or eligible students have the right to request that Calstone College correct records which they believe to be inaccurate or misleading. If Calstone College decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if Calstone College still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, Calstone College must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows Calstone College to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest; ("School officials" are Calstone College employees in administrative, supervisory, academic or support staff positions; Calstone College trustees; individuals and companies with whom Calstone College has contracted, such as attorneys, auditors, or collection agencies; and individuals assisting school officials in performing their tasks. School officials have a "legitimate educational interest" if they need to review an education record in order to fulfill their professional responsibilities.);
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena (after making a reasonable effort to notify the student in advance of compliance so that the student can take protective action, except in cases where the university is legally required not to disclose the existence of the subpoena);
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Parents of dependent students (as defined in section 152 of the Internal Revenue Service Code);
- Parents or legal guardians of students under 21 years of age (information regarding violations of university drug and alcohol policies);

Calstone College may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, Calstone College will tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that Calstone College not disclose directory information about them.

Calstone College will notify parents and eligible students annually of their rights under FERPA through the catalog. For additional information or technical assistance, you may contact the Family Policy Compliance Office following address:

### **Freedom of Association**

Students are free to organize and participate in associations or organizations of their choosing, given that the associations or organizations are not discriminatory towards any members of the university community and are not operated in a manner, which jeopardizes the academic community or the rights of others.

Freedom of association may not be forbidden because of the philosophical or political objectives of the association or organization. Campus groups, organizations or clubs may not represent the actions or views of the group, organization, or club as those of the university.

### **Recognized Campus Groups**

Recognized Campus groups are those that are organized by Calstone College students for a stated purpose and have official recognition from Calstone College. Affiliation with an external organization may not disqualify a student group from official university recognition, or use of facilities; however, Calstone College reserves the right to institute provisions deemed necessary to ensure the autonomy of campus groups.

### **Freedom of Speech and Assembly**

Students and/or campus groups may support causes in orderly and peaceful assembly, which does not infringe upon the rights of others. Student and/or campus groups shall make it known that the views expressed by the student and/or campus group are those of the Student and/or campus group and do not represent the views of the university.

Students or campus groups may hold events on campus, but are subject to the college's policies and procedures for holding events. It shall also be made known that sponsorship of events or a guest speaker does not imply endorsement or approval by the university of the views expressed.

### **Freedom in the Classroom**

While faculty members are awarded Academic Freedom in the classroom under the Academic Freedom Policy, it is also the college's philosophy that the primary focus of the classroom is for study and understanding of described subject matter for which the faculty member has professional responsibility and accountability.

Control of the classroom, order and direction of class, as well as the scope of the subject matter rests on the individual faculty member.

Faculty members should protect students in the classroom from disruption by students or others who may be in disagreement with the manner in which the faculty member demonstrates his or her responsibilities.

Students have the following rights in the classroom:

- The right to be informed at the beginning of each class about the nature of the course, the course expectations, evaluation standards, and the grading system used.
- The right to disagree with or take reasonable exception to information or views offered in the classroom.
- The right of protection against improper disclosure of information concerning grades, views, beliefs, or character that an instructor acquires through the student/teacher relationship.
- The right to appeal many decisions made by the institution.

## **Equal Protection**

Calstone College has an obligation to apply its rules and policies equally to all students who are similarly situated. If in violation of any rules or policies, the college will adhere to procedural fairness.

## **Disability Accommodations**

Calstone College is committed to providing qualified students with disabilities under Section 504 of the Rehabilitation Act of 1973 an equal opportunity to achieve success.

Students who have been diagnosed with learning, emotional, and/or physical disabilities are entitled to certain accommodations in the classroom upon submission of the appropriate documentation.

Students are not required to disclose their disabilities to the school, however disability accommodations will not be automatically provided unless the student (or his/her legal guardian) requests that such provisions be arranged. Requests for disability accommodations must be made through the Admissions Office.

In order to determine if accommodations are appropriate we require that the student provide documentation prepared by an appropriate professional, such as a medical doctor, psychologist or other qualified diagnostician.

The required documentation should include:

- A diagnosis of your current disability;
- The date of the diagnosis;
- How the diagnosis was reached;
- The credentials of the professional;
- How your disability affects a major life activity;
- A clear statement of the functional limitations emanating from the disability, which are known to impact academic performance.

The documentation should provide enough information for Calstone College to decide what an appropriate accommodation is.

Although an individualized education program (IEP) or Section 504 plan, if you have one, may help identify services that have been effective for you, it may not be sufficient documentation. This is because postsecondary education presents different demands than high school education, and what you need to meet these new demands may be different. Also in some cases, the nature of a disability may change.

Accommodations may include:

- A separate testing area with minimal distractions
- An extended exam period (1.5 times the normally allotted period)

Clarification on test items:

- The option of substituting a verbal exam for a written exam, or a written exam for a verbal exam
- The option of having exam questions presented in written or oral form

Supervised breaks:

Additional or alternative provisions may be arranged if the requested accommodations are appropriate and reasonable for the documented disability, do not jeopardize the student's learning experience, and do not provide the student with an unfair advantage over other students in the class.

In providing an academic adjustment, Calstone College is not required to lower or effect substantial modifications to essential requirements. For example, although Calstone College may be required to provide extended testing time, it is not required to change the substantive content of the test. In addition, Calstone College does not have to make modifications that would fundamentally alter the nature of a service, program or activity or would result in undue burdens. Calstone College is not required to provide personal attendants or other devices or services of a personal nature.

## **STUDENT RESPONSIBILITIES**

It is the responsibility of every student to maintain academic integrity, respect the rights and differences of others, and assume responsibility for reading, understanding and adhering to all college policies. Furthermore, it is the responsibility of every student to abide by local, state and federal laws.

Students shall at all time when on the school premises conduct themselves in an orderly and considerate manner and shall appear for classes in a sober and receptive condition

### **ID Cards**

All members of the Calstone College community are issued a non-transferable ID Card.

### **Smoking**

Calstone College provides a smoke-free environment. Smoking is permitted outside only in designated smoking areas.

### **Food and Drink**

Students are prohibited from bringing Food and/or Drink into the following areas:

- Studios
- Classrooms
- Carpeted rooms
- Hallways

The following exceptions apply:

- Bottled water is permitted in all areas of the school
- Food and Drink are allowed in the Cafeteria

### **Dress Code and Grooming**

Because Calstone College recognizes that your choice of clothing and your manner of grooming are your own prerogatives, the college does not publish dress codes or standards. However, since fashion is our world, the college does request that you dress appropriately and groom properly in a professional manner to respect our community and reflects favorably on the public image that Calstone College endeavors to maintain

### **Use of Electronic Devices in Classrooms**

While it is understood that laptops and other electronic devices may be necessary for some classroom environments, electronic devices including, but not limited to, beepers, cell phones, PDA,s, cameras, laptops, and MP3 players are allowed in class only at the discretion of the professor. If disruptive, these devices may be confiscated, until the end of class.

If used on test days or without approval from the professor, the student may be charged with cheating. Headphones are allowed in classes only at the discretion of the professor.

Additionally, students may not use electronic devices in class for purposes which disrupt the learning environment including, but not limited to surfing the internet, chatting online, and text messaging, unless given the expressed permission by the professor.

## **STUDENT CONDUCT POLICIES**

### **Jurisdiction**

As members of the Calstone College community students are expected to abide by the Standards of the Student Conduct Policies while on the main campus or any offsite classroom, and during any Calstone College sponsored field trip, special event, or convention.

### **Types of Misconduct**

Students may be disciplined for the types of misconduct set out in the section below. Discipline may be imposed whether or not such misconduct also violates the law and whether or not proceedings are, have been, or may be brought in the courts involving the same acts. Because of this, students may be involved in college disciplinary proceedings before, after, or during court proceedings.

The standards of conduct apply to students as the term —student is defined as someone who:

- is enrolled in or registered with an academic program of the college;
- has completed the immediately preceding term and is eligible for reenrollment, including the recess periods between academic terms;
- is on an approved educational leave or other approved leave status.
- for offenses committed as part of the application process, is an applicant or prospective Student;
- for offenses committed on campus and/or while participating in college-related events or activities that take place following a student's submittal of the application through his or her official enrollment, is an applicant or prospective student,

Students may be disciplined for violations or attempted violations (including aiding, abetting, or participating in the planning of an act that would be in violation of these Policies, whether or not the individual who carries out that act is a student). Violations include the following types of misconduct:

### **Academic Dishonesty**

All forms of academic misconduct, including, but not limited to: cheating, fabrication, plagiarism, multiple submissions or facilitating academic misconduct. A student may receive a —"Fail" in a course if found guilty of academic misconduct at the discretion of the instructor. For the purposes of the Calstone College Student Conduct Policies, the following definitions apply:

#### **Cheating**

Cheating includes, but is not limited to, the use of unauthorized materials, information, or study aids in any academic exercise; or the failure to observe the expressed procedures or instructions of an academic exercise (e.g., examination instructions regarding alternate seating or conversation during an examination).

#### **Fabrication**

Fabrication includes, but is not limited to, falsification or invention of any information or citation in an academic exercise.

#### **Plagiarism**

Plagiarism includes, but is not limited to, the use of another's words or ideas as if they were one's own, including, but not limited to, representing, either with the intent to deceive or by the omission of the true source, part of or an entire work produced by someone other than the student, obtained by purchase or otherwise, as the student's original work or representing the identifiable but altered ideas, data, or writing of another person as if those ideas, data, or writing were the student's original work.

#### **Multiple Submissions**

Multiple submissions include, but are not limited to, the resubmission by a student of any work which has been previously submitted for credit in identical or similar form in one course to fulfill the requirements of a second

course, without the informed permission/consent of the professor of the second course; or the submission by a student of any work submitted for credit in identical or similar form in one course to fulfill the requirements of a concurrent course, without the permission/consent of the professors of both courses.

### **Facilitating Academic Dishonesty**

Facilitating academic dishonesty includes, but is not limited to, knowingly helping another student commit an act of academic misconduct (e.g., cheating, fabrication, plagiarism, multiple submissions).

### **Coercion for Grading or Evaluation of Coursework**

Threatening personal or professional repercussions or discipline against a professor to coerce the professor to change a grade or otherwise evaluate the student's work by criteria not directly reflective of coursework.

### **Misconduct Probation**

In the event that a student is put on probation for misconduct, the student will receive a written notice showing the date of action, the type of probation, the action needed for reinstatement, the deadline for reinstatement and the consequences, if not reinstated. If the student feels that the probation was given unfairly or is in error, the student should submit a petition, before the stated deadline for reinstatement. The petition form can be obtained from the Registrar.

### **Suspension & Misconduct Termination**

A student who does not meet the requirements as explained in the Satisfactory Academic Progress section of this catalog, or who violates provisions listed under Student Code of Conduct, or who fails to pay the tuition, will be placed on probation. If during the next 30 days following being placed on probation status, the student achieves a minimum cumulative grade point average of C or better when under academic probation or maintains a cumulative attendance of 80% or better if under attendance probation, or removes the probationary violation the student will be removed from probationary status. However, students who will be on probation for more than two terms will result in suspension or dismissal/termination.

Calstone College reserves the right to dismiss any students on the grounds of the violations outlines in SAP. In the event of termination, the student will receive a written notice from the School showing the date of action, the cause and the deadline for a petition. If the student feels that the termination was unfair or in error, the student should submit a petition, which can be obtained from the Registrar, before the stated deadline. *See Student Grievance Policy.*

## **OTHER FORMS OF DISHONESTY**

Other forms of dishonesty include, but not limited to, fabricating information or knowingly furnishing false information or reporting a false emergency to the college.

### **Falsification of College Records**

Willful falsification of official records or documents, or the omission of information with the intent to deceive the college is strictly prohibited. This includes, but is not limited to, forgery, alteration, misuse or tampering of official records, any college document, ID cards, parking permits, Financial Aid forms, Admission forms, keys, electronic device, or identification.

### **Theft/Destruction/Damage of Property**

Theft of, conversion of, misappropriation of, or damage to or destruction of any property of the college or property of others while on college premises or at official college functions; or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.

### **Computers**

Theft or abuse of college computers or other college electronic resources such as computer and electronic communications facilities, systems, and services are included. Abuses include, but are not limited to, unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others or with the operation of computer or electronic communications facilities, systems, or services; or

violations of copyright laws, whether by theft, unauthorized sharing or other misuse of copyrighted materials such as songs, movies, software, photos or text.

Violation of the Term and Conditions of the Calstone College ePortfolio website (available on the Internet at <http://pandoraportfolio.com>) will also be considered a violation of Section —Computers

### **Unauthorized Use of College Resources or Name**

Unauthorized entry to, possession of, receipt of, or use of any college services, equipment, resources, or properties, including the college's name, insignia, or seal.

## **COLLEGE HOUSING AND PARKING**

### **College Housing**

Violation of policies, regulations, or rules governing college - owned, - operated, or - leased housing facilities or other housing facilities located on college property.

### **Parking**

Violation of policies, regulations, or rules governing college parking services or college - owned or college-operated parking facilities.

## **FORMS OF MISCONDUCT**

### **PHYSICAL ABUSE**

Physical abuse includes physical assault, sexual assault, sexual misconduct, sex offenses; threats of violence; or other conduct that threatens the health or safety of any person.

Sexual assault occurs when a person knowingly causes another person to engage in a sexual act by:

1. Physical force, violence, threat, intimidation, and/or coercion;
2. Ignoring the objections of the other person;
3. Causing the other's intoxication or impairment through the use of drugs or alcohol; or
4. Taking advantage of the other person's incapacitation, state of intimidation, helplessness, or other inability to consent. Situations involving physical force, violence, threat, intimidation, and/or coercion fall under the definition of Sexual Assault.

Sexual misconduct occurs when a person, having failed to take appropriate steps to gain effective consent, engages in a sexual act with another under the unreasonable belief that effective consent had been obtained.

Sex offenses include, but are not limited to, sexual assault upon a child, incest, and consensual sexual intercourse with an individual under the age of consent (18 years of age in California).

NOTE: For the purpose of this regulation, the following apply:

- "Effective consent" referenced in the terms above means words or actions that show a voluntary agreement to engage in a mutually agreed-upon sexual activity.
- "Sexual act" referenced in the terms above includes but is not limited to sexual intercourse, sodomy, oral-genital contact, or sexual penetration with a foreign object (including a finger), the touching of a person's intimate parts (defined as genitalia, groin, breast or buttocks, or clothing covering them), or compelling a person to touch his or her own or another person's intimate parts without effective consent.
- Intoxication of the accused will not diminish his or her responsibility for any violations of this Section.

### **SEXUAL HARASSMENT**

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or

creates an intimidating, hostile or offensive working or learning environment. In the interest of preventing sexual harassment, the college will respond to reports of any such conduct.

## **STALKING**

Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the college to seriously alarm, torment, or terrorize the person; and where the threat is additionally determined by the college to serve no legitimate purpose.

## **HARASSMENT**

For the purposes of this section, harassment:

1. Is the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, or physical or mental disability, that has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in college programs or activities, or use of college facilities;
2. Must target a specific person or persons; and
3. Must be addressed directly to that person or persons.

NOTE: The Office of the President has issued the following guidance on interpretation and application of this section (Harassment):

" Prior to applying this provision of policy to any student conduct, the Grievance Committee will be consulted regarding its proper interpretation and application in light of the specific circumstances."

## **HAZING**

Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person.

## **OBSTRUCTION OR DISRUPTION**

Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities.

## **LEWD, INDECENT, OR DISORDERLY CONDUCT**

Conduct including, but not limited to actions which are indecent, vulgar, obscene, profane, offensive, showing a lack of consideration for others, threatening to others, obstructive or riotous, or verbally abusive are strictly prohibited.

## **DISTURBING THE PEACE**

Participation in a disturbance of the peace or unlawful assembly.

## **FAILURE TO COMPLY**

Failure to identify oneself to, or comply with directions of, a college official or other public official acting in the performance of his or her duties while on college property or at official college functions, or resisting or obstructing such college or other public officials in the performance of or the attempt to perform their duties.

## **CONTROLLED SUBSTANCES**

Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of, controlled substances, identified in Federal or State law or regulations.

## **ALCOHOL**

Manufacture, distribution, dispensing, possession, use, or sale of alcohol which is unlawful or otherwise prohibited by, or not in compliance with, college policy or campus regulations.

## **DANGEROUS/DEADLY/WEAPONS OR DEVICES**

The possession or use of a firearm or other dangerous weapon, incendiary device, or explosive is strictly prohibited on university owned or controlled premises or property.

## **VIOLATION OF DISCIPLINARY CONDITIONS**

Violation of the conditions contained in the terms of a disciplinary action imposed under the Calstone College Student Conduct Policies.

## **UNAUTHORIZED USE OR SALE OF COLLEGE MATERIALS**

Except as provided herein, no student will give, sell, or otherwise distribute to others or publish any recording made during any course presentation without the written consent of the college and the professor/presenter. This policy is applicable to any recording in any medium, including handwritten or typed notes.

Any distribution of a recording of a course presentation at Calstone College that captures the actual sounds and/or images of that course presentation, in any medium, must consider not only the rights of the professor and the college, but also those of other parties. Examples include the privacy rights of students enrolled in the course, the rights of guest lecturers, and the copyright interests in materials authored by others that are displayed or presented during the course presentation.

In addition to the consent of the college and the professor/presenter, it may be necessary to secure permission from these other parties before any recording, distribution, publication, or communication is legally permitted.

## **SELLING COURSE NOTES**

Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the college in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of the Calstone College Student Conduct Policies whether or not it was the student or someone else who prepared the notes or recordings. This policy is applicable to any recording in any medium, including handwritten or typed notes.

## **COPYING COURSE NOTES**

Copying for any commercial purpose handouts, readers, or other course materials provided by a professor as part of an Calstone College course unless authorized by the university in advance and explicitly permitted by the course instructor and the copyright holder in writing (if the instructor is not the copyright holder).

Students currently enrolled in a course may provide a copy of their own notes or recordings to other currently enrolled students for non-commercial purposes reasonably arising from participation in the course, including individual or group study.

## **CONTENT OF ASSIGNMENTS**

While Calstone College does allow for freedom in the classroom, assignments cannot include content, which is provocative, threatening, violent, pornographic, or sexually harassing.

Assignments, which are to be published, broadcast, webcast, or otherwise displayed for the public are to meet the approval of the professor and/or the administration. Material that does not meet the approval of the professor and/or the administration will not be distributed for public display.

## **COPYRIGHT INFRINGEMENT AND SOFTWARE PIRACY**

In commitment to academic integrity and to abiding by legal requirements, Calstone College will adhere to the provisions of the United States copyright law (Title 17, United States Code).

Members of the academic community should familiarize themselves with this law and must comply with the requirements. All members of the community will respect the proprietary rights of owners of copyrights and refrain from actions that infringe upon those rights.

Individuals who willfully disregard copyright law place themselves at risk of civil and criminal legal action. Calstone College will strictly enforce copyright laws of the United States.

Please do not copy software from computers in labs or allow any person to copy software from you.

### **COMMENCEMENT TICKETS**

Selling Commencement tickets.

### **UNLAWFUL ACTIVITIES**

Organizing or carrying out unlawful activity on college properties in violation of Federal, State, or local laws.

### **REPEATED MISCONDUCT**

Repeated misconduct will not be tolerated. A second violation of the Student Conduct Policies may result in dismissal from the institution. A third infraction will result in immediate dismissal from the institution.

# TERMINATION POLICY

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## GROUND FOR DISCIPLINARY ACTION

Calstone College is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programs.

Calstone College has a commitment to ensure that within this general framework that all students are treated fairly and equitably.

Students who do not support the academic and ethical goals of the College for themselves and their fellow students may be subject to penalties, up to and including expulsion.

In general, Calstone College will attempt to resolve a situation without expulsion. Verbal warning, written warnings and suspension may precede this final and most serious of actions.

Where the integrity, safety or well-being of Calstone College students, staff, clients, visitors and other guests are in danger, then expulsion may be applied at Calstone College's discretion at any point in the process.

In conjunction with this policy, Calstone College will have to ensure that students receive and are aware of its code of conduct, its academic policy, and its attendance policy.

The following outlines the conditions under which a student may be expelled with cause:

1. Unsatisfactory academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional Behavior and/or conduct that reflects unfavorably upon the school and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Failure to meet Financial Requirements.
6. Inappropriate professional clothing worn during training.
7. Failure to abide by the Rules and Regulations of the school.
8. Failure to pay tuition (or any other charges) when due.
9. Breach of school enrollment agreement.
10. Cheating.
11. Falsifying school records.
12. Carrying any potentially dangerous weapon.
13. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
14. Instigation and/or participation in rebellious activities against the school and/or its student(s).
15. Solicitation, which reflects unfavorably upon the school and/or its students.
16. Vandalism of school property.
17. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
18. Fighting (physical or verbal)
19. Verbal confrontation with any employee and or student

Where Calstone College has specific policy in these areas, they may reference them. Where no specific policy exists, Calstone College will provide sufficient detail to allow the student to comprehend the conditions that will result in expulsion.

Prior to expulsion, depending on the severity and nature of the situation, Calstone College may take intermediate steps at its discretion including:

1. Verbal warning
2. Written warning
3. Probation
4. Suspension
5. Expulsion

## **EXPULSION NOTIFICATION**

Students who are subject to expulsion for any reason will be notified in writing, either by email with delivery and reading notification, hand delivered or by registered mail with return receipt. Calstone College is not responsible for non-delivery by registered mail if the student has not provided a valid home address where the student currently resides.

The notification will contain a description of the basis for expulsion and the effective date.

## **FEES**

A student who is expelled by Calstone College will be considered withdrawn from their program on the effective date of the expulsion. Calstone College will officially withdraw the student and settlement of the student's account will be completed under Calstone College's Fee Refund Policy.

## **RETURN OF PROPERTY**

A student who is expelled is responsible for the return of any college property in his/her own possession within 10 days and will be held financially responsible for any property not returned in good condition or as outlined in the student contract. Calstone College may deduct from a student's fee refund any amount owing by the student with respect to such property.

## **EXPULSION APPEALS**

Expelled students who dispute the facts of the expulsion must appeal the decision within five (5) days of the expulsion notification.

Students expelled for academic Failure or attendance may file an appeal through the Chief Academic Officer and follow the Satisfactory Academic Progress Appeal Process described in the academic Section of this catalog.

Appeals for all other reasons, may be filed through the Calstone College Grievance Policy and Procedures, and be made in writing using the schools appeal form, which can be obtained from the Office of the Registrar.

Students who file an appeal and are unsuccessful are considered withdrawn from Calstone College.

## **CALSTONE COLLEGE GRIEVANCE POLICY AND PROCEDURES**

Faculty, staff, and students are encouraged to, first, attempt to resolve amicably any grievance they may have, directly with the party concerned and not with a third party.

In case of no resolution, they may file a grievance against any member of the Calstone College community for violation of the Student Conduct Policies (applicable to students only) or other Calstone College policies.

Students may re-appeal a decision rendered through the satisfactory academic Progress Appeal Process.

A written grievance, addressed to the Chief Operating Officer, must be received within five (5) days after the incident occurs. A complaint form can be obtained from the Office of the Registrar.

All complaints should state the basis for the assertion being made as well as all relevant information such as date, time, contact information, a detailed summary of events, and the resolution you are seeking, although your desired resolution is not guaranteed.

All documentation must be submitted with the report, which is to be signed and dated by the complainant.

After reception of the complaint report within five (5) days of the incident occurrence, the Chief Operating Officer will verify that the complainant has made a verbal attempt to resolve the concern with the different parties involved. If the complainant has followed the above steps, the Chief Operating Officer will call a Grievance Committee Hearing and meeting within eight (8) days of receipt of this report. The Chief Operating Officer will chair a Grievance Committee hearing and meeting which will consist of not less than 3 members.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated immediately to all parties and confirmed in writing, either by email with delivery and reading notification, or by registered mail with return receipt.

In case of re-appeal from a decision rendered through the Satisfactory Academic Progress Appeal Process, the decision of the Grievance Committee is FINAL.

For all other cases, if the decision is unacceptable to the complainant, the complainant must appeal, within five (5) Days of the hearing and send copies of all documents explaining why the decision is unacceptable.

Failure to appeal in writing within the designated 5-day time frame will void the student's right to appeal.

The Chief Operating Officer will chair a new Grievance Committee hearing and meeting which will consist of not less than 3 members.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be FINAL and communicated immediately to all parties and confirmed in writing, either by email with delivery and reading notification, or by registered mail with return receipt.

All complaint decision appeals will be attempted to be resolved within 30 days from the receipt date of the original complaint report.

### **UNRESOLVED COMPLAINTS FOR VETERANS ONLY**

Complaints against this school may also be handled by the San Diego VA regional office. Please utilize the toll free VA phone number at 1-888-442-4551, or write to:

Department of Veteran Affairs  
C/O Educational Liaison Officer  
California Center for Education Services  
8810 Rio San Diego Drive  
San Diego, CA 92108-1622

### **OFFICIAL TRANSCRIPTS AND RECORDS**

#### **TRANSCRIPTS**

Official transcripts are available to students who request them from the Office of the Registrar. There is a fee per transcript. Unofficial transcripts may be requested free of charge at any time.

A transcript can only be requested by a student, previous student, graduate, or authorized parent/guardian. Parents seeking transcripts must have student authorization. Authorization for transcripts can be accommodated via a signed letter stating authorization from the student or via a signed Transcript Form available from the Office of the Registrar.

#### **Records Retention Policy**

Transcripts are maintained permanently; all other records are maintained and remain onsite for a period of five years; all records are immediately available during normal business hours for inspection and copying by the council or the Attorney General and showing all of the following:

1. The name and addresses, both local and home, of each of its students.
2. The programs of study offered by the institution

3. The names and addresses of its faculty, together with a record of the educational qualifications of each.
4. The diplomas or certificates granted, the date of granting, together with the curricula upon which the diplomas and certificates were based.

Current records also include records required by the regulations adopted by the council for students who are attending the institution, who graduated or withdrew from the institution within the preceding one year, or for whom a refund is owed.

The student records comprise a file for each student who enrolls in the institution whether or not the student completes the educational service, containing all of the following applicable information:

- 1) Written records and transcripts of any formal education or training, testing, or experience that is relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
  - a. Evidence of high school completion or equivalency or other documentation establishing the student's ability to do college levels work.
  - b. Records documenting credits earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program.
  - c. Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes.
  - d. All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit.
- 2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student.
- 3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid.
- 4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation.
- 5) A transcript showing all of the following:
  - a. The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.
  - b. The final grades or evaluations given to the student.
  - c. Credit awarded for prior experiential learning.
  - d. Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes.
  - e. Diplomas and Certificates awarded to the student.
- 6) The dissertations, theses, and other student projects submitted by graduate students if applicable.
- 7) A copy of documents relating to student financial aid required to be maintained by law or by a loan guarantee agency.
- 8) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.
- 9) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.
- 10) Copies of any official advisory notices or warnings regarding the student's progress.
- 11) Complaints received from the student.

Current records are maintained in either printed form and/or on computer disk, and are available for inspection.

Calstone College maintains a second digital copy set of all academic and financial records at a different location. The original records are maintained in a manner secure from damage or loss in fire resistant cabinets. All records required to maintain by the regulations are made immediately available by Calstone College for

inspection and copying during normal business hours by the Council and any entity authorized to conduct investigations under Section 94339 of the Code.

If Calstone College closes, the institution and its owners will arrange for the storage and safekeeping in California of all records required to be maintained by the regulations for as long as those records must be maintained. The repository of the records will make these records immediately available for inspection and copying, at a rate not to exceed ten cents (\$0.10) per page, during normal business hours by any entity authorized by law to inspect and copy records.

## **DISCLOSURES**

### **Electronic data accessing and monitoring**

Calstone College reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content.

Student, Staff and Faculty must be aware that the electronic mail messages sent and received using Calstone College equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by Calstone College officials at all times.

Calstone College has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws.

No student may access another student's computer, computer files, or electronic mail messages without prior authorization from either the student or an appropriate Calstone College official.

Email is used by Calstone College as an official means of communication regarding your academic progress, so you must check your email regularly. Copies of official academic information can be sent to your mailing address upon request.

### **Student Works Retention and Use**

Calstone College reserves the right to retain student works in any form, for the purpose of demonstrating compliance with accreditation body requirements for program courses.

Calstone College reserves the right to retain original pieces of student work for inclusion in the Calstone College Collection, and to be used for educational, promotional, and exhibition purposes.

Calstone College reserves the right to use student name, address (city and state), photograph, voice, student works in any form, performance and/or other likeness for advertising, and promotional purposes without further compensation, in all media now known or hereafter discovered, worldwide, and on the Internet and World Wide Web, in perpetuity, without notice or review or approval.

Students who do not wish to have their work or likeness released, should send a formal request in writing to the Calstone College Office of the Registrar

## GRADUATION REQUIREMENTS

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To graduate from Calstone College, a student must satisfy requirements related to credits, grade point average, program of study, and courses. The college maintains some of these requirements in concordance with expectations of academic performance and achievements. It is the college's hope that, through these, students will gain an appreciation for the value of learning as a lifelong process.

It is the student's responsibility to ensure that all requirements for graduation are fulfilled in timely fashion. To assist students in this, the Registrar's Office provides a Progress Report for each student, specifying all the college, and major requirements, and indicating whether the student has met the requirement and, if not, what the student must do to meet the requirement. The report sheet is available at the office or through the website. The Registrar's Office certifies completion of college requirements and clears students for graduation. The requirements for graduation, and the rationale for curricular requirements, are as follows:

1. Satisfy all financial obligations Calstone College
2. Must submit all forms related to graduation prior to deadline for clearance.
3. **Academic Requirements** - Overall average of "C" (2.0) or better in all college coursework (not including other colleges), a "C" average or better earned in all units taken at Calstone College.
4. Satisfactory attendance as outlined in the school policy must be met.
5. A student must fulfill all the credits required for their program of study. No more than 50% of the total required credits for graduation may be transferred from another institution or earned through proficiency credit.

## COMMENCEMENT AND ISSUANCE OF DIPLOMA

Students who anticipate completion of academic requirements for graduation are eligible to participate in commencement ceremonies. Although attendance at commencement ceremonies is optional, students who wish to attend must indicate this on the graduation application and have that application on file in the Office of the Registrar no later than 60 days prior to commencement exercises. Students who anticipate graduating at the end of the spring or summer term attend the May ceremony; students who anticipate graduating at the end of the spring quarter attend the June ceremony.

## **DEADLINE FOR FILING THE APPLICATION FOR GRADUATION**

**Month of Anticipated Completion  
of Program Requirements**

June 2025

**Filing Deadline**

March 1, 2025 – May 1, 2025

Each student anticipating graduation is totally responsible for filing the appropriate forms by the above deadline. A student who files the required forms but fails to complete all graduation requirements by the appropriate date will be dropped from the graduation list and must reapply for a later graduation date by completing a Change of Graduation Date form available at the Office of the Registrar.

Students who apply for June graduation are eligible to participate in the June Commencement ceremony.

Diplomas and final transcripts are not released to graduates until they have paid the graduation fee and all holds and/or indebtedness to the university have been resolved.

After completing the form, you must mail the form to:

ATTN: Graduation Evaluations, Office of Enrollment Services,  
Calstone College, 4117 W. Pico Blvd., Los Angeles, CA 90019  
(Mailing Add: 1272 S. Bronson Ave., Los Angeles, CA 90019)  
or submit it at the Enrollment Services Center.



# SCHOOL GOVERNING BODY & ADMINISTRATIVE OFFICIALS

## DIRECTORS

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Gerald Young U. Park  
Karen K. Kim  
T.C. Kim  
Helen H. Yi

President & Chief Executive Officer  
Vice President & Chief Financial Officer  
Director of Administration  
Director of Student Affairs

## ADVISORY BOARD OF DIRECTORS

---

Gordon Turner  
Leonard Cho  
Naren Solanki

Legal Consultant  
Curriculum Development  
Career Development

## ADMINISTRATIVE OFFICIALS

---

Sara New Bevilaqua  
Jennifer Hall  
Helen Kim  
James Heo

Registrar  
Career Services  
Librarian  
Student Services

## DEPARTMENT FACULTY

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### JEWELRY ARTS (CEC §94909(a)(7) and 5, CCR §71720)

Gerald Young Park, B.S., Mining Engineering – Inha University  
John Eyre, M.B.A., - University of California, Los Angeles  
Karen Kim, B.A., Jewelry Arts and Design College  
James Pellitteri, A.A., Fine Arts - Columbia Greene Community College  
Won Kyung Kim, M.F.A., Fine Arts – California State University, Long Beach  
Kelly Nye, M.F.A., Metals/Jewelry & Drawing/Painting - California State University, Long Beach  
Kristina Grace Moore, B.F.A., 3-D Media, Fiber, Wood, Metal – California State University, Long Beach  
Angelina C Ciulik, B.F.A., Fine Arts - California State University, Long Beach  
Sanath Denawaka, A.A.S., Auto CAD – College of Southern Nevada  
Emir Robateau, A.A., Jewelry Arts and Design College  
Joel Reardon, B.A., Visual Arts – Antioch College  
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## COURSE DESCRIPTIONS

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### JEA 100

#### Intro to Jewelry Design

3 Units; 1.5 Lecture and 3 Studio hours

Prerequisite: None

The artistry of the jewelry design world is explored and drawn upon as students' research to find sources of inspiration from cultural and global perspectives. The principles and elements of design is examined and demonstrated in class led sketches and discussions.

### JEA 110

#### Rendering I

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: None

This course will introduce the creative and technical skills to render jewelry design in drawing. Students learn to properly illustrate the form and texture of metal and also incorporate different perspectives into their sketches.

### JEA 120

#### Jewelry and Metal Essentials

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: None

This introductory course will overview the general chemical and physical properties of metal and stones for the beginning jeweler. This class will set the jeweler in knowledge of the different components of materials involved in the jewelry making process. The different means of production and factors that affect the price, aesthetics, and value of jewelry will be overviewed. The class will also explore the standardized tools and terminology involved in the jewelry industry.

### JEA 130

#### Jewelry Design I

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 100

This course emphasizes the production of jewelry pieces executed from original student designs. Fundamental techniques and skills are further performed and mastered in class projects.

### JEA 140

#### Rendering II

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 110

Students further their rendering techniques and skills emphasizing accurate expression of detail in jewelry design. Students will incorporate the use of color in the medium of marker and color pencils.

### JEA 150

#### Gemology

3 Units; 1 Lecture and 4 Lab hours

Prerequisite: None

This foundational course in gemology will survey the different aesthetic and physical properties of major gems and precious stones. Students are introduced to the various processes of commercial production, price setting, and the identification of stones that are used in the jewelry industry. This course serves as a broad overview and introduction to the various classifications within gemology. Diamond essentials will also be

introduced towards the latter half of the course. Students will learn specific aspects of diamonds with the 4 C's (cut, carat, color and clarity) being the main focus.

### JEA 160

#### Facets of Jewelry

3 Units; 1.5 Lecture and 3 Studio hours

Prerequisite: None

This course will overview the distinctive of jewelry collections ranging from costume, bridge, and fine jewelry collections. Students will examine the different functions in wear-ability and design of specific markets and learn to adapt their designs to meet the demands of a specific consumer market.

### JEA 170

#### Jewelry Design II

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 130

This class will challenge the student to expand their creative boundaries in designing by understanding jewelry as a tool in aesthetic fashion. Students will analyze existing and established fashion trends whereby students will be challenged to design to complement and enhance an existing collection of jewelry or fashion collection. The perception of jewelry as an artistic aesthetic in the fashion world will be emphasized.

### JEA 180

#### Wax Carving I

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 110 & JEA 120

Designing students will learn the basic skills to properly execute their designs into a wax mold. The classes will overview the wide range of wax carving techniques available as well as have the student produce various ring styles in wax to prepare for casting. The proper understanding and handling of wax tools will be stressed.

### JEA 190

#### Diamonds

3 Units; 1 Lectures and 4 Lab hours

Prerequisite: JEA 150

An examination of the diamond is undertaken from its physical and chemical properties, to its relevance in cut, design, rarity, and high demand in commercial markets today. The history and emergence of diamonds, how they are produced, and treated will also be analyzed. The surrounding socio-economic factors and ethical issues regarding diamonds and their use will be covered. A knowledgeable base is established to familiarize students with the 4 C's of diamond grading in cut, carat, color, and clarity.

## **JEA 200**

### **History of Adornment**

3 Units; Lecture

Prerequisite: None

This course will examine the artistic styles and functional roles of jewelry in different eras of history. This class is foundational in setting the contemporary jeweler in the rich historical context that the craft of jewelry emerges. A focus on the political and cultural factors influencing the status, symbolism, and beauty of jewelry of the time will be examined.

## **JEA 210**

### **Metal Arts I**

3Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 120

The art of creative metal crafting is the objective of this course. Students are instructed to manipulate metal with basic techniques in filing, sawing, piercing, soldering and forming. Effective tool and equipment use and safety requirements are outlined. Students begin to develop sketches and models for production in class led projects.

## **JEA 220**

### **Casting**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 180

This course outlines the basic techniques required to cast metalworking from original designs and wax molds. Techniques such as spruing, treeing, and investing will be introduced. Class projects will direct the practice of casting by centrifugal, vacuum, and chamber methods.

## **JEA 230**

### **Alternative Materials for Jewelry**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 100 & JEA 120

This course is an introduction into the alternative materials available for the jewelry-designing student. Experimental methodology as well as the proper use of non-traditional materials will be explored.

## **JEA 240**

### **Metal Arts IIA**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 210

This intermediate course in metalwork will continual to stress the skills and techniques acquired in former classes. Techniques in riveting, fusing, and soldering for jewelry repair, as well as ring resizing are overviewed. Students will also learn how to use various stones and cuts and how to use different settings such as bezel, prong, and gypsy settings. Students will create jewelry pieces that apply the processes learned in class.

## **JEA 245**

### **Bench Jeweler Studio**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 240

This course will allow students to practice their skills acquired in former courses. Students will learn the skills necessary to further their works with metal in order to manufacture jewelry. Students will be able to work with a variety of mounting styles and stone settings.

## **JEA 250**

### **Computer Aided Jewelry Design I**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: None

This course equips the designing student with the current multimedia tools needed to produce their sketches in professional presentation. Students will create and execute technical sketches as well as manipulate color stories and material concepts into their projects.

## **JEA 260**

### **Diamonds & Diamond Grading I**

3 Units; 1 Lecture and 4 Lab hours

Prerequisite: JEA 150

The 4 C's: Cut, carat, color, and clarity of diamonds are in-depth covered. Students learn how to plot and estimate the different angles in diamonds using standard gemological equipment. The effective use of equipment in lab will help students to identify properties of diamonds and the natural stones from their synthetic counterparts. The commercialized trends and fashion of diamond cuts and their demand is overviewed. Knowledge attained in this course can be effectively applied in the marketplace to buy and sell at the retail level.

## **JEA 265**

### **Diamond Grading Lab**

3 Units; 6 Lab hours

Prerequisite: JEA 260

This lab will teach students how to grade diamonds at an advanced level so that they would be able to discern the grade clarity, color, and cut quality factors of diamonds. Students will learn how to grade diamonds in an efficient and effective manner through the use of modern microscopes. Various methods on how to effectively verify common grading factors will also be taught in the lab

## **JEA 270**

### **Computer Aided Jewelry Design II**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 250

This course utilizes computer technology instructing students to convert original designs into files ready for prototyping. Class led projects will stress the standards and processes required to take an original concept and consider the costs and weights that effect production.

### **JEA 280**

#### **Colored Stones Essentials**

3 Units; 1 Lecture and 4 Lab hours

Prerequisite: None

This course gives you the basic fundamentals of the colored stones with an emphasis on "The Big Three": Ruby, sapphire, and emerald. While enabling you to understand the essential language concerning colored stones, this course is also designed to help you acquire practical knowledge concerning today's most popular gemstones and the factors that determine their value. The importance of color in determining value along with clarity, cut, and carat weight will be thoroughly covered to enable you in an up-to-date, effective sales presentation.

### **JEA 290**

#### **Metal Arts IIB**

5 Units; 1 Lecture and 8 Studio hours

Prerequisite: JEA 210

The objective of this course is to perfect the student in the fundamental techniques and skills required in metalsmithing. Skills in the surface treatment of metals in etching, mixed metals and coloration are also explored and developed. An overview of advanced surface techniques in mokume gane, reticulation, and enameling are also introduced.

### **JEA 295**

#### **Sample Case Portfolio**

1 Units; 1 Lecture

Prerequisite: JEA 240

The objective of this class is for students to display their creative works of art in a small-scale jewelry exhibition. Students examine the importance of presentation and organize their work to be critiqued by peer and designing professionals.

### **JEA 300**

#### **Colored Stones I**

3 Units; 1.5 Lecture and 3 Lab hours

Prerequisite: JEA 280

This colored stones course takes an in depth study into the different characteristics of gems in their physical, chemical, and optical properties. Discussions of popular gems today and the shifting trends of supply and value will be discussed. The commercial importance of particular trends and their correlating value in the market is reviewed. Students will train themselves in the colored stone lab to distinguish the treatment of gems, whether they are natural or synthetic. Students will have a foundational framework of gem stones to effectively sell and buy at the retail level.

### **JEA 310**

#### **Metal Arts III (A)**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 290

This advanced course in metal arts stresses the mastery of skills and techniques required in proper metal manipulation. Students will further explore the creative solutions needed to bring conceptual designs into finished pieces. Creative innovation as well as perfect craftsmanship will be highly stressed and evaluated.

### **JEA 315**

#### **Metal Arts III (B)**

3Units; 1 Lecture and 4 Studio Hours

Prerequisite: JEA 290

This advanced course in metal arts stresses the mastery of skills and techniques required in proper metal manipulation. Students will further explore the creative solutions needed to bring conceptual designs into finished pieces. Creative innovation as well as perfect craftsmanship will be highly stressed and evaluated

### **JEA 320**

#### **Creative Digital Design I**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 250

This intermediate course emphasizes proficiency in jewelry design utilizing multimedia tools. Students execute their creative ideas right on the screen and learn to modify and perfect designs with the finesse of technology. The skills to automate the process of resizing, making design adjustments and color manipulations with the aid of technology are emphasized.

### **JEA 330**

#### **Wax Carving II**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 220, JEA 180

This advanced course in wax carving will provide instruction in comprehensive techniques for making wax molds. Students learn to manipulate wax into rubber molds to successfully modifying designs as mastering the procedures of spruing and casting. Wax mold making, modification, and wax finishing are stressed in the successful translating of design to mold. Various projects utilizing the soft and hard wax carving method will be demonstrated and applied in creating the ring, earring, brooch, and bracelet link in class led projects.

### **JEA 340**

#### **Junior Studio**

3 Units; 6 Studio hours

Prerequisite: JEA 310

This course is for junior jewelers to progress their creativity and technical skills in focused class projects. Students will demonstrate their advanced skills in metal work and have the freedom to exercise their creativity. Guided instruction in developing projects will be given.

### **JEA 350**

#### **Colored Stones II**

3 Units; 1.5Lecture and 3 Lab Hours

Prerequisite: JEA 205

A continuation courses from Colored Stones I.

This colored stones course takes an in depth study into the different characteristics of gems in their physical, chemical, and optical properties. Discussions of popular gems today and the shifting trends of supply and value will be discussed. The commercial importance of particular trends and their correlating value in the market is reviewed. Students will train themselves in the colored stone lab to distinguish the treatment of gems, whether they are natural or synthetic. Students will have a foundational framework of gem stones to effectively sell and buy at the retail level.

### **JEA 360**

#### **Counter Sketch**

3 Units; 6 Studio hours

Prerequisite: None

The objective of this class is to prepare the designing student in exercising their creative concepts and technical skills to meet the satisfaction of a demanding client. Class projects will be oriented toward designing with adaptability, precision and on demand.

Techniques of how to assess a client's design and other professional practices will be overviewed and applied

### **JEA 370**

#### **History of Metal Arts & Studio**

6 Units; 2 Lecture & 8 Studio hours

Prerequisite: JEA 310

An appreciation of the emergence and changes of metal arts over the histories is explored in this course. Inspiration from historic trends and creative developments are drawn on for contemporary design. This advanced level course in metalsmithing will consider the function, non-functional, and creative pieces of hollowware and other metal constructions. Students will be encouraged to produce creative expressions drawn from the inspiration of discussed class ideas and self- exploration.

### **JEA 380**

#### **Colored Stone Grading Lab**

3 units; 6 Lab hours

Prerequisite: JEA 350

This course will allow students to develop the skills necessary for accurately grading colored stones through hours of hands-on practice. Students will learn the skills and methods in grading the cut, clarity, and color quality factors of various colored stones. Students will become confident in grading a colored stones quality factors through various techniques.

### **JEA 390**

#### **Creative Digital Design II**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 320

This intermediate course enhances understanding and proficiency in jewelry design utilizing multimedia tools. This course refines digital execution of a student's creative ideas, perfecting into designs with the finesse of technology. Digital skills are keys to automate the process of designing and making design adjustments with the aid of technology.

### **JEA 400**

#### **Jewelry/ Fashion Project**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: Concurrent enrollment in JEA 420 or FSD 405

A collaborative class of jewelry and fashion designing students. Class projects will be assigned in which each student will have the opportunity to incorporate the skills of the other designer. Students will gain the experience and appreciation of each other's industry while working to finish complimentary pieces of design. Each student will have the opportunity to lead their original design project as well as learning to accommodate the creative need of another's.

### **JEA 410**

#### **Jewelry Collections**

6 Units; 2 Lecture and 8 Studio hours

Prerequisite: JEA 160

Students learn the principles and conceptual ideas that go into creating a well-balanced jewelry collection and have the opportunity to design a small-scale collection of their own. Students design working towards a specific market in the jewelry trade. Developing an individual style is stressed.

### **JEA 420**

#### **Fashion Accessories**

3 Units; 1.5 Lecture and 3 Studio hours

Prerequisite: None

The glitz, glam, and accentuating power of the fashion accessory world is explored for the designing student. Students will examine the design and incorporation of accessories such as buttons, buckles, brooches, corsages, etc. The enhancement of design by accessories will be applied in class instructed projects.

### **JEA 430**

#### **Gem Identification I**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 150

This gem identification course trains students to recognize and distinguish the major gems in the marketplace. Students will identify stones from different species, separating natural gems from their synthetics. The utilization of effective gemological tools used in testing is covered and practiced. The latest gem treatments used to identify properties is also introduced. Students are trained in identifying gems in labs where they gain confidence using the microscope, spectroscope, refractometer, polariscope, dichroscope, and loupe.

### **JEA 440**

#### **Color on Metal**

3Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 310

The objective of this course further explores the multi-color palette of metal through the medium of enameling. Student designers will acquire skills to incorporate color, glass, metal, drawing and painting onto their two and three dimensional designs. Enameling techniques on etched surfaces, engraved surfaces, and enameling with wire will be demonstrated and applied. Students design projects in this course demonstrating an understanding of the color, light illusions and properties unique to enameling.

### **JEA 445**

#### **Metal Arts Studio**

2.5 Units; 5 Studio hours

Prerequisite: JEA 440

The objective of this course is for students to display their creative works of art in a professional manner. This course is to be taken at the end of the program and the skills taught will be at a much more advanced level than skills previously learned through the Sample Case Portfolio course. Students will learn the appropriate skills necessary to professionally present their works to both the public and professionals of the jewelry industry.

### **JEA 450**

#### **Senior Studio**

3 Units; 6 Studio hours

Prerequisite: JEA 310 and an accumulation of 160 units or more

This course is for senior students to develop a final body of work that expresses their creative ingenuity and technical demonstration of skills acquired.

Students will work to finish a balanced collection integrating a coherent theme and the display of their conceptual maturity.

Student's extensive work will be exhibited along with a submittal of a thesis and documented progress at that time. Work from this course will also be a part of the student's final showcase.

### **JEA 460**

#### **Creative Digital Design III**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 390

This advanced course deepens proficiency in jewelry design utilizing multimedia tools. Students are already able to execute their creative ideas right on the screen. This course prepares the student to engage in professional environments by offering finer skills to the jewelry design automation process.

### **JEA 465**

#### **Jewelry Design Showcase Portfolio**

3 Units; 4 Studio hours

Prerequisite: JEA 140

The objective of this course is for students to personally design and present their works. The course will encourage students to produce individual creative expressions within their designs. Students will learn the preparation and presentation skills necessary to properly present their works in a final showcase.

### **JEA 470**

#### **Gem Identification II**

3 Units; 1.5 Lecture and 4 Lab hours

Prerequisite: JEA 430

A continuation courses from Gem Identification I. This gem identification course trains students to recognize and distinguish the major gems in the marketplace. Students will identify stones from different species, separating natural gems from their synthetics. The utilization of effective gemological tools used in testing is covered and practiced. The latest gem treatments used to identify properties is also introduced. Students are trained in identifying gems in labs where they gain confidence using the microscope, spectroscope, refractometer, polariscope, dichroscope, and loupe.

### **JEA 475**

#### **Gem Identification Lab**

3 Units; 6 Lab hours

Prerequisite: JEA 470

Students will learn the methods and skills necessary to accurately identify natural, synthetic, and imitation gemstones. Various tools such as a microscope, spectroscope, and dichroscope will be used to analyze and properly identify various gemstones. Students will become adept at identifying hundreds of gemstones through both the guidance of an instructor and hands-on experience.

### **JEA 480**

#### **Creative Digital Design II/Digital Portfolio**

3 Units; 1.5 Lecture and 3 Studio hours

Prerequisite: JEA 460

This advanced course in digital jewelry design further executes the skills acquired in former classes. Students develop and master the skills required to completing their conceptual designs into finished professional presentation. Principles of presentation and layouts will be explored. Designers will demonstrate a command of their computer fluency by creating a digital portfolio of their work to be evaluated.

### **JEA 485**

#### **Studio: Alternative Materials**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 310

A creative course in the incorporation of ready-made found and/or recycled materials for sculptural, functional or wearable art. Students will experiment with rubber, glass, wood, and other alternative materials in combination with the media of metal. Students are encouraged to go beyond the formal aesthetics of traditional jewelry as they engage in innovative methodologies.

### **JEA 490**

#### **Changes and Trends in Jewelry**

3 Units; 3 Lecture hours

Prerequisite: None

An examination of cycling trends and the market of the jewelry industry. Student designers are given a broad overview of the political, social, and economic factors that contribute to predicative elements in contemporary jewelry design. Students gain valuable awareness of the different variables contributing to the fashion climate of trends today.

### **JEA 495**

#### **Portfolio: Showcase**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 430 and an accumulation of 160 units  
Students prepare a comprehensive display of their artistry skill and production in a final showcase. Students learn the skills, design, and preparation of developing their presentation as well as create a professional portfolio.

### **JEA 500**

#### **Graduate Jeweler I**

6 Units; 12 Studio hours

Prerequisite: JEA 460

This graduate jeweler course will direct students to find and explore their personal areas of interest. Class projects will give guidance and challenges to their conceptual and technical processes. Students are encouraged to do in- depth research as well as consider the critique of instructors and peers in their creative pursuits. Practical refinement in the technical mastery of metal manipulation and crafting is stressed. Students are expected to execute projects to professional quality.

## **JEA 510**

### **Graduate Studio I**

3 Units; 6 Studio hours

Prerequisite: JEA 460

This graduate studio course will focus on presenting various projects and challenges that will help designers rethink their current positions and styles. Students are required to keep current sketchbooks and expand their current subjects of interest and techniques.

## **JEA 520**

### **Wax Techniques Studio**

6 Units; 2 Lecture and 8 Studio hours

Prerequisite: JEA 330

The graduate student will continue their technical mastery in the practice of wax carving as they execute class assignments in challenging forms and designs. Students will further explore the practices they learned in former classes and utilize wax molds and techniques to accomplish their creative endeavors.

## **JEA 525**

### **Wax Showcase Portfolio**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 520

This course will allow students to utilize the wax techniques and skills they have acquired to make and present their own works. Students will have the freedom to exercise their creativity in their works under the guidance of instructors. Students will be taught the appropriate skills necessary to prepare and present their works in the final showcase.

## **JEA 530**

### **The Jewelry Profession**

3 Units; 3 Lecture hours

Prerequisite: None

This course is geared so that students learn various aspects of the jewelry business world including business practices, trends, laws, and current events. Students will be able to personally learn from visiting lecturers and gain insight into business practices and secrets that will help them once they enter the jewelry industry.

## **JEA 540**

### **Seminar I**

3 Units; 3 Lecture hours

Prerequisite: None

This course will address the contemporary and historical philosophy that has shaped the desire, design, and purpose of jewelry in society. Designers will focus on critical dialogue, analyzing issues from readings, discussions, and other issues pertinent to the jewelry world. The intersection of art, design, and contemporary emergences will be discussed.

## **JEA 550**

### **Graduate Jeweler II**

6 Units; 12 Studio hours

Prerequisite: JEA 500

The theoretical concerns of jewelry as well as the studio practices will be addressed in this class. The discipline of metal for the jeweler will be discussed as methodologies and processes are examined. Class led assignments will provide a framework in which students can explore their creative endeavors. The end objective of the course is to

have students identify and pursue independently driven projects that nurture their expertise and interest in specific disciplines.

## **JEA 560**

### **Graduate Studio II**

3 Units; 6 Studio hours

Prerequisite: JEA 510

This studio class focuses on developing the designer to think as a creative individual. While class assignments leave room for designers to pursue their creative impulses, designers will also present their finished work to the class for critiques. Designers will learn how to integrate and consider the feedback of others, and to go through the various processes of redefining or recreating their work. Students will learn the necessary tool of investigating the motivating force of their work and others.

## **JEA 570**

### **Seminar II**

3 Units; 3 Lecture hours

Prerequisite: JEA 540

This course will address the contemporary and historical philosophy that has shaped the desire, design, and purpose of jewelry in society. Designers will focus on critical dialogue, analyzing issues from readings, discussions, and other issues pertinent to the jewelry world. The intersection of art, design, and contemporary emergences will be discussed.

## **JEA 580**

### **Appraisal Theory and Practice**

3 Units; 3 Lecture hours

Prerequisite: None

The objective of this course is for students to learn the skills and methods to properly evaluate and assess the value of different gems and jewelry. Students will learn to write and understand professional appraisals so that they will be ready for the competitive jewelry industry.

## **JEA 590**

### **Graduate Studio III**

3 Units; 6 Studio hours

Prerequisite: JEA 560

Student designers continue to pursue their developed area of interest and begin to conduct research and make use of models and drawing to integrate into their presentations. Graduate students will work within deadlines and practice presenting their work in the context of classroom critiques. Active sketchbooks are required.

## **JEA 600**

### **Graduate Thesis/Project**

6 Units; 2 Lecture and 8 Studio hours

Prerequisite: Department Chair Approval

The MA student will prepare a cohesive body of work that represents their applied skills and expertise in the jewelry arts. Their student will work independently but under the guidance of an instructor to develop their thesis and focused studio work. Student work will be presented in a Graduate Exhibition whereas expectations in their thesis investigation, unique style, and technical execution will reveal the highest level of creativity and professionalism.

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*Los Angeles, CA*

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