Catalog Addenda

President Scholarship Award (Page 16)

The decision is made solely by the President. He determines the amount of the award. Once decision is made, he informs the person who is recommended for the award as to the conditions of receiving the award and amount of the award. The maximum award can not exceed the student’s quarterly tuition.

Qualification

To receive the president award scholarship, the student must meet the following qualifications:

1. A student must be currently enrolled.
2. A student must maintain the full-time status and the satisfactory academic progress.

Selection Procedures

1. A student must apply for this award at least four (4) weeks prior to the beginning of the quarter to the Director of Administration. A scholarship application form is available at the administration office.
2. The registrar checks the GPA of those who apply for this award, and submits a cumulative quarter grade point average (CGPA) and academic status to the president.
3. The president makes the final decision. The director of administration informs the applicant of the president’s decision. The amount of the award is determined by the president. The maximum award can not exceed the student’s quarterly tuition.
**Dismissal and Extended Enrollment (Page 46)**

Students who have been dismissed due to the failure to maintain the academic minimums outlined above may apply to continue their studies at CalUMS in an extended enrollment status. **The extended period will be only one quarter.** During this time, the student must attempt to improve the deficient areas that led to the dismissal by taking remedial courses, retaking courses they failed, or practicing previously learned skills in order to re-establish satisfactory progress. Students will be responsible for all cost incurred during this quarter. At the completion of this quarter, students who have established satisfactory progress according to the above tables may apply to the administration to return to a regular student status. A meeting will be scheduled between the Academic Dean and the student applying for reinstatement to determine whether the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on probation for a period of one quarter.

**All credits attempted during the extended period will count toward the maximum 150% program length.** If the attempted courses were the repeat of courses that students had taken and failed, the grades will be replaced according to grade change policy of the University, as described in the Catalog. In no case can a student exceed the 150% maximum time frame of the program length.

**Mitigating Circumstances (Page 46)**

The Academic Dean may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside of the student’s control. These circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student’s satisfactory progress in the academic program. **No waivers will be provided for graduation requirements.**

When an appeal is granted, the student will be placed on probation for a period of one quarter and will be considered making satisfactory academic progress during that period. No waivers will be provided for graduation requirements.
Change of Academic Program (Page 48)

Student requesting for a change of program should articulate his/her reason for the change in a statement submitted with request. A student requesting the change in his/her program should be in satisfactory academic standing. The failure in one program is not an acceptable reason for the change in program. The credits earned with a grade of “C” and higher in the current undergraduate program or “B” and higher in the graduate program which are relevant to the student’s new program will be transferable to the new program.

Students changing programs must follow the procedures below:
   a. Submit the Request for Change of Program to the Registrar
   b. Consult with Academic Dean or Program Director.
   c. Request a review of transfer credits if needed.
Addition of An Academic Program (Page 48)

CalUMS does not allow students to enroll in more than one program simultaneously. However, students who are seeking an additional program may do so upon satisfactory completion of the current program.

A student applying for a new program after successful completion of a program in CalUMS should undertake the same application procedures for the program as new students do. In addition, the applicant should attach a statement of purpose to the application, describing the reason for the application. Once the student is admitted to the new program, the transferable courses and units from the program attended earlier will be based on the Transfer Credit policy of the University, as described in the catalog.
Transfer of Credit Policy (Page 48)

Students may transfer credits earned from another program within CalUMS after approval of the Academic Dean.

Credits earned in any course taken at this University may be accepted for transfer to schools with existing articulation agreements with the California University of Management and Sciences. Decisions concerning the acceptability of credits earned in any course at this University shall be made at the discretion of the receiving institution. CalUMS makes no representation whatsoever concerning the transferability of any credits earned at this University to any institution other than those with existing articulation agreements with California University of Management and Sciences. It is unlikely that any credits earned at this University will be transferable to or accepted by any institution other than those with existing articulation agreements with the California University of Management and Sciences.

Students who decide to continue education at, or transfer to, any institution other than those with existing articulation agreements with CalUMS must not assume that credits earned in any course here will be accepted by the receiving institution. Students are therefore advised to contact the Registrar of the receiving institution to verify credits which may be acceptable to said institution.

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

A qualified transferring course of three (3) units can be transferred into a four (4)-unit equivalent course at the University with a condition that the student is required to perform additional academic work to fulfill the one (1) outstanding or missing unit and to pay the appropriate tuition. A form for satisfying this requirement shall be filled out by the student, approved by the Academic Dean, and submitted to the appropriate faculty for completion of this additional academic
requirement. Upon completion, the faculty shall record a pass (P) or fail (F) grade of the student's work on the form and submit it to the Registrar no later than the Add/Drop deadline of the following quarter. The Registrar shall place "TC" for the appropriate course on the student's transcript only upon receiving a pass grade for this one (1) unit requirement.

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

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

Transferring students must comply with Satisfactory Academic Progress (SAP) requirement. Transfer credits will be counted towards the maximal length of study at the University. Twelve (12) quarter units for Associate and Bachelor’s degree and eight (8) quarter units for Master’s degree shall constitute one (1) quarter to be used in the determination of time limitations for graduation.

Transfer credit appears on a student’s academic record, and the hours are included in the student's cumulative earned hours. Up to forty (40) quarter units are accepted in transfer from another institution in Associate’s degree programs. Up to one hundred twenty eight (128) quarter units are accepted in transfer from another institution in Bachelor’s degree programs. Up to sixteen (16) quarter units are accepted in transfer from another institution in Master’s degree programs. Grades are transferable and will appear on the student's record. Transfer credit is not calculated in the student's cumulative grade point average.