Welcome to California University of Management and Sciences!

_A Personal Message from the President_

On behalf of the school’s faculty, staff, administration, and student body, I welcome you to our institution with much enthusiasm and joy. It is our privilege to help you achieve your career goals and personal endeavors by offering no less than the quality of education that you deserve. As you have taken your first step in making CalUMS your “intelligent choice,” allow me to briefly convey this message in the spirit of scholarly altruism and the hope that this choice is certainly worth everything you expect it to be.

CalUMS unceasingly strives for academic excellence in the dynamic fields of business and healthcare. Deeply rooted in this quest are the three main principles on which this school was founded: Technology, Values, and Versatility. Our team of professional and highly motivated faculty is dedicated to impart knowledge and skills that are aligned with technological advancements. Our learning systems and processes also promote values for students in keeping with responsible roles in society. In this institution, two underlying values abound: Respect and Respectability. Students are respected as individuals and encouraged to be creative and active learners. Your ideas and previous experiences contribute to the intellectual vitality of the campus. Ultimately, we are committed to the development of well seasoned and versatile professionals with the innate capacity to adapt to a globally-competitive and multi-cultural environment.

We understand your concern as a student for the training and education that will lead to your success in life. Our success factors are all anchored on this same concern which, therefore, not only makes it mutual but a sincere pledge as well.

The purpose of this school catalog is to guide the students as they experience student life at CalUMS.

Congratulations on making an intelligent choice for your future. You are adding valuable learning and experience to your personal growth.

Sincerely,

Jason Shin
President
ABOUT THIS CATALOG

This document, the California University of Management and Sciences (CalUMS) Virginia Catalog 2009-2010, is published to help the prospective and enrolled students make decisions toward fulfillment of their academic goals. It does not constitute an unchangeable contract, but instead, serves as an announcement of current policies. Implicit in each student’s matriculation at CalUMS is an agreement to comply with University rules and regulations which the University may modify to properly exercise its educational responsibility. Thus, although every effort has been made to assure the accuracy of the information in this catalog, students are advised that this information is subject to change without notice, and the appropriate instructional departments or administrative offices should be consulted for updates, including catalog supplements.

This catalog is available at the CalUMS library for reference and can be purchased at the University's administrative office.

CATALOG OF RECORDS

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

CUSTODIAN OF RECORDS

The University maintains student records in accordance with Bureau of Private Postsecondary and Vocational Education (BPPVE) guidelines in the State of California and the State Council of Higher Education for Virginia (SCHEV). The Registrar acts as the Custodian of Records and maintains student personal information, financial records, and transcripts in locked, fire-proof filing cabinets. Academic records are kept for an indefinite period of time. Other files may be purged after a minimum of five (5) years.
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- **WINTER QUARTER**  
  - CLASSES BEGIN: JANUARY 04 (MON)
  - LAST DAY TO ADD & DROP: JANUARY 13
  - REGISTRATION FOR SPRING 2010
  - ACADEMIC HOLIDAY: FEBRUARY 15 (PRESIDENT’S DAY)
  - FINAL EXAMS WEEK: MARCH 08 - MARCH 14
  - WINTER QUARTER BREAK: MARCH 15 - APRIL 04

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This publication can not be construed as an irrevocable contract between the University and the student and is subject to change. It contains official information for course offerings for the years of 2009-2010. The University reserves the right to repeal, change, or amend the rules, regulations, and provisions contained within and may withdraw, or add to, or modify the courses listed herein. This publication is effective as of October 2009.
### WINTER QUARTER

**CLASSES BEGIN**

**LAST DAY TO ADD & DROP**

**REGISTRATION FOR SPRING 2011**

**ACADEMIC HOLIDAY**

**FINAL EXAMS WEEK**

**WINTER QUARTER BREAK**

**JANUARY 03 (MON)**

**JANUARY 12**

**FEBRUARY 07 - MARCH 06**

**MARCH 07 - MARCH 13**

**MARCH 14- APRIL 03**

### SPRING QUARTER

**CLASSES BEGIN**

**LAST DAY TO ADD & DROP**

**REGISTRATION FOR SUMMER 2011**

**ACADEMIC HOLIDAY**

**FINAL EXAMS WEEK**

**SPRING QUARTER BREAK**

**APRIL 04 (MON)**

**APRIL 13**

**MAY 09 - JUNE 05**

**MAY 30 (MEMORIAL DAY)**

**JUNE 06 - JUNE 12**

**JUNE 13 - JULY 03**

### SUMMER QUARTER

**CLASSES BEGIN**

**LAST DAY TO ADD & DROP**

**REGISTRATION FOR FALL 2011**

**ACADEMIC HOLIDAY**

**FINAL EXAMS WEEK**

**SUMMER QUARTER BREAK**

**JULY 05 (MON)**

**JULY 13**

**AUGUST 08 - SEPTEMBER 04**

**JULY 04 (INDEPENDENCE DAY)**

**SEPTEMBER 05 (LABOR DAY)**

**SEPTEMBER 06 - 12**

**SEPTEMBER 13 - OCTOBER 02**

### FALL QUARTER

**CLASSES BEGIN**

**LAST DAY TO ADD & DROP**

**REGISTRATION FOR WINTER 2012**

**ACADEMIC HOLIDAY**

**FINAL EXAMS WEEK**

**FALL QUARTER BREAK**

**UNIVERSITY CLOSED**

**OCTOBER 03 (MON)**

**OCTOBER 12**

**NOVEMBER 07 - DECEMBER 04**

**NOV. 24 & 25 (THANKSGIVING HOLIDAY)**

**DECEMBER 05 - DECEMBER 11**

**DECEMBER 12, 2009 - JANUARY 02, 2010**

**DECEMBER, 23 - 26 AND 31, 2010 / JANUARY 02, 2012**

This publication can not be construed as an irrevocable contract between the University and the student and is subject to change. It contains official information for course offerings for the years of 2010-2011. The University reserves the right to repeal, change, or amend the rules, regulations, and provisions contained within and may withdraw, or add to, or modify the courses listed herein. This publication is effective as of October 2010.
FOUNDING PHILOSOPHY

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

**Values**

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

**Versatility**

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

**Technology**

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

California University of Management and Sciences does not discriminate and admits all qualified applicants regardless of race, sex, creed, national origin, or disability.

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

MISSION

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

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

CalUMS prepares its graduates for personal and professional development in business and science careers. Its graduates can manage problems with confidence from an informed perspective, and can utilize the theories and concepts learned in their educational experiences to create practical and innovative solutions.

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

EDUCATIONAL OBJECTIVES

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

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

ACCREDITATION AND APPROVALS

CalUMS is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, associate’s, bachelor’s and master’s degrees. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation (CHEA). ACICS address is as follows:

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780

CalUMS is approved and authorized by the Bureau for Private Postsecondary and Vocational Education (BPPVE) of California, to provide degree and non-degree programs: Associate of Science in Healthcare Business Administration, Bachelor of Science in Business Management, Bachelor of Science in Economics, Bachelor of Science in International Business, Bachelor of Science in Computer Information Systems, Master of Business Administration, Master of Science in Economics, Master of Science in International Business, Master of Science in Computer Information Systems, and English as a Second Language. The BPPVE address is as follows:

Bureau for Private Postsecondary and Vocational Education (BPPVE)
1625 North Market Boulevard, Suite S-202
Sacramento, CA 95834-1924

The Bureau’s main phone and facsimile numbers are:

Telephone: (916) 574-7720
Fax Number: (916) 574-7796
www.bppve.ca.gov

CalUMS is certified to operate by the State Council of Higher Education for Virginia.

State Council of Higher Education for Virginia (SCHEV)
James Monroe Building
101 N Fourteenth St
Richmond, VA 23219

CalUMS is authorized under Federal Law to enroll non-immigrant alien students (F-1).
STATEMENT OF OWNERSHIP

California University of Management and Sciences (Virginia Branch), was incorporated as a non-profit, public-benefit corporation under the laws of the State of Virginia in February of 2007.

UNIVERSITY BACKGROUND

California University of Management and Sciences (CalUMS) was organized as a non-profit, public benefit corporation, charted in the State of California. CalUMS is an institution of higher education which offers an associate’s degree in Healthcare Business Administration; bachelor’s degrees in Business Management, and Economics, and International Business and Computer Information Systems; master’s degrees in Business Administration, Economics, and International Business and Computer Information Systems. CalUMS also offers a program in English as a Second Language.

In 1998, the Bureau of Private Postsecondary and Vocational Education of the State of California approved California College of Management and Sciences to grant Bachelor’s and Master’s degrees. In June 2002, the school changed its name to “California University of Management and Sciences”.

In 2007, CalUMS was certified to operate by the State Council of Higher Education for Virginia.

BOARD OF TRUSTEES

California University of Management and Sciences was incorporated as a 501 (c) (3) non-profit, public-benefit corporation under the laws of State of Virginia in February of 2007.

The Board of Trustees of CalUMS, reserves the right to add, amend, or repeal any of its regulations, rules, resolutions, standing orders and rules of procedures, in whole or in part, at its discretion. None of these shall have the effect of an abridgement of limitation of any rights, powers, or privileges of the Trustees.

NON-DISCRIMINATION POLICY

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

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

DRUG-FREE CAMPUS

It is the objective of California University of Management and Sciences to establish and maintain a drug-free workplace and campus. Employees and students are forbidden to unlawfully manufacture, distribute, dispense, possess or use a controlled substance on campus grounds and in any of University’s offices. Violations of this policy are grounds for disciplinary action as described in Student Handbook, Faculty Manual, and Personnel Manual. Detailed copies of this policy may be obtained from the Administration Office of California University of Management and Sciences.

COMPLIANCE

Statements regarding tuition and fees contained in this Catalog comply with the California Private Post-Secondary Education Act of 1977 and adopted regulations with regard to this law as mandated by the Superintendent of California Post-Secondary Education. Contents in this catalog also comply with the State Council of Higher Education for Virginia (SCHEV). Enrollment at California University of Management and Sciences, or payment of fees in advance, does not constitute a contract beyond any single quarter. The administration of California University of Management and Sciences reserves the right to alter curriculum, schedules, tuition, fees and academic requirements at any time without notice. This Catalog supersedes and replaces previously published editions or versions.

The Academic and graduation requirements and curriculum outlined herein apply to all students enrolled at California University of Management and Sciences as of the Spring Quarter 2009 and thereafter.
ADMISSIONS POLICIES

California University of Management and Sciences admits all qualified applicants regardless of sex, nationality, creed, disability, or ethnic origin. The University recruits and admits only those students who have the potential to complete the programs successfully. The prospective student’s motivation and interest in succeeding in his/her chosen field are important factors for admission consideration, as well as the student’s academic qualification.

UNDERGRADUATE ADMISSIONS

Admission Requirements

At least a high school education must be completed in order to apply for the Associate’s Degree at California University of Management and Sciences.

Application Procedures

Students applying for Undergraduate Program must observe the following procedures:

- Complete the application form (available in the Office of Admissions) and submit it together with the $100 (non-refundable) application fee to the Office of Admissions.
- Submit a copy of high school diploma and its corresponding official high school transcript evidencing completion of at least a high school education; or official transcript from former college/university attended, to the Office of Admissions.

Admission to the California University of Management and Sciences is based on the combination of strength of educational curriculum attempted and cumulative grade point average. Prospective students’ applications will be reviewed and decided for admission on an individual basis by the Admissions Director, and the student may be asked to provide additional evidence of academic proficiency.

Once a student is admitted to a program, he or she will be assigned to an Academic Advisor, who will assist the student with academic planning. Orientation for new students will be held during the first week of each quarter. All students will receive information regarding student services, student expectations, student rights and responsibilities, student conduct policies, library services, and learning resource services.
GRADUATE ADMISSIONS

Admissions requirements

An applicant to the Master’s Degree Program at California University of Management and Sciences must possess appropriate Bachelor’s Degree with a minimum GPA of 2.0 (on a 4.0 scale). Applicants for Master of Business Administration (M.B.A) must provide proof that they have completed a Bachelor’s degree in a business related area such as business administration, economics, or international business from a recognized school. Those applicants who have not completed their Bachelor’s degree in a business related area are required to meet the prerequisite courses.

Application Procedures

Students applying for admission to the Master’s Degree programs must observe the following admission procedures:

• Complete the application form (available in the Office of Admissions) and submit it together with the $100 (non-refundable) application fee to the Office of Admissions.
• Submit a copy of the Bachelor’s Degree diploma and its corresponding official transcript to the Office of Admissions. The official school transcript must be sent by the issuing institution directly to the Office of Admissions.
• Submit at least one (1) letter of recommendation.

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

Once a student is admitted to a program, he or she will be assigned to an Academic Advisor, who will advise the student with academic planning. Orientation for new students will be held each quarter. All students will receive information regarding student services, student expectations, student rights and responsibilities, student conduct policies, library services, and learning resource services.

ESL (NON-DEGREE) ADMISSIONS

CalUMS is approved by the Bureau for Private Postsecondary and Vocational Education (BPPVE) of the State of California, and also certified to operate by the
State Council of Higher Education for Virginia to offer the English as a Second Language (ESL) Program. ESL is designed for those students whose native language is not English.

**Admission Requirements**

An applicant to ESL program must have completed at least a high school education.

**Application Procedures**

Students applying for the ESL Program must submit the following documents;

- The completed Application for Admission (available in the Office of Admissions.)
- A $100 application fee (non-refundable)
- A copy of high school diploma evidencing completion of at least a high school education

**INTERNATIONAL STUDENT ADMISSIONS**

CalUMS is authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (I-20 Form) enabling students to enter the U.S. with a student visa (F-1).

**Application Procedures**

International Students applying for a Degree or Non-Degree program at CalUMS must submit the following additional documents; (see procedures for each program for complete application documents)

- Mailing Fee of $20 (non-refundable)
- Foreign Transcript Evaluation Fee of $100 (General Evaluation), or $200 (Course by Course Evaluation) (non-refundable). Transcripts from international institutions of higher education require an evaluation from a recognized evaluation service selected by the University.
- Financial Statement that shows adequate fund to support tuition and fees for completion of the course.
- Copy of Passport (photo with date of birth)
- TOEFL score of at least 450 PBT, 133 CBT, or 45 iBT for Associate’s Degree program and 500 PBT, 173 CBT, or 61 iBT for Master’s Degree program. Applicants who do not possess and meet these TOEFL score requirements must
take the school’s Assessment (English proficiency) test and obtain a passing
score. Those who did not obtain passing scores shall be required to register
and attend appropriate English remedial class until they achieve adequate
proficiency in the English language.

• International Students who have earned a secondary education diploma or at
least one year of higher education in the U.S. in which English was the major
language of instruction do not have to submit a TOEFL score and may be
exempted from taking the English assessment test.

Once an application and all supporting documents have been received by the Office
of Admissions, approximately three to four (3-4) weeks should be allowed for
processing. To receive the earliest consideration, an applicant requiring an F-1 visa
should submit an application and supporting documents according to following
academic schedule:

<table>
<thead>
<tr>
<th>Applying For:</th>
<th>Documents should be received by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>August 1st</td>
</tr>
<tr>
<td>Winter</td>
<td>November 1st</td>
</tr>
<tr>
<td>Spring</td>
<td>February 1st</td>
</tr>
<tr>
<td>Summer</td>
<td>May 1st</td>
</tr>
</tbody>
</table>

The Office of Admissions will issue the letter of acceptance with I-20 Form to
applicants who have been accepted to CalUMS.

CalUMS will not issue an I-20 Form (Certificate of Eligibility) until the student has
been admitted and has been financially certified by the University.

Students who have been issued an I-20 Form must report to the University within
seven (7) days after arriving in the U.S. or the I-20 will be voided.

ENGLISH LANGUAGE PROFICIENCY

An applicant to degree program must provide an official document showing a
TOEFL score of at least 133 CBT or 60 iBT. Any applicant who fails to meet
the above requirement must take an English remedial course until he/she achieves
adequate proficiency in the English language before registering for degree courses at
the University. California University of Management and Sciences offers a English
Language Development (ELD) program as well as ESL classes.
International Students who have earned a secondary education diploma or degree from higher education institutions in the U.S. in which English was major language of instruction do not have to present a TOEFL score and may be waived from the equivalent test.

TRANSFER STUDENT ADMISSIONS

An applicant who wishes to transfer to CalUMS from another institution of higher education must undertake the same application procedures for each program. Upon request of the applicant, credits earned from other institution/s will be evaluated and corresponding credit will be granted for equivalent courses at CalUMS.

The table below shows the Maximum Quarter Units acceptable for transfer credit, and the number of quarter units which are required to be completed in residency at CalUMS.

<table>
<thead>
<tr>
<th>Program</th>
<th>Maximum Quarter Units Acceptable for Transfer Credit</th>
<th>Major Units required to be completed in residency at CalUMS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s Degree</td>
<td>40</td>
<td>20 (in Major courses)</td>
</tr>
<tr>
<td>Masters Degree</td>
<td>16</td>
<td>24</td>
</tr>
</tbody>
</table>

READMISSION

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

ASSESSMENT TESTS

All first time matriculating students are required to be evaluated for English/Mathematics proficiency prior to registering for their first quarter at the University. Failure to take these tests will prevent students from registering. Those who do not reach satisfactory score on the Assessment test will be guided to take remedial courses until they achieve adequate proficiency to register for available courses at CalUMS.

CATALOG RIGHTS

CalUMS publishes a catalog describing its course offerings, as well as the general policies and procedures in effect at the University. This catalog is published not more frequently than once each year. The Branch Director is responsible for the content of the catalog. The catalog is made available to students for a fee of $10 prior to enrollment each quarter. It may be amended, changed, or supplemented after the quarter has started. Such modifications will be typed, dated and posted.
TUITION AND FEE SCHEDULE

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

COST SCHEDULE

<table>
<thead>
<tr>
<th>Charge</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition per unit (Associate)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Tuition per unit (Master)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Application Fee (Non-Refundable, One-Time)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Foreign Transcript Evaluation Fee / Course-by-Course Evaluation</td>
<td>$100.00/ $200.00</td>
</tr>
<tr>
<td>Make-up Examination Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Registration (Non-Refundable, per quarter)</td>
<td>$55.00</td>
</tr>
<tr>
<td>Readmission Fee (Non-Refundable)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$150.00</td>
</tr>
<tr>
<td>Catalog Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$7.00</td>
</tr>
<tr>
<td>Student’s ID Card fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>Returned checks Fee</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

TOTAL COST OF DEGREE PROGRAMS

Estimated Cost of an Associate’s Degree at California University of Management and Sciences, Based on 96 Units, 6 Quarters.

<table>
<thead>
<tr>
<th>Charge</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (one-time non-refundable)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Tuition (96 units x $150)</td>
<td>$14,400.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$330.00</td>
</tr>
<tr>
<td>Estimated cost of Textbooks</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$15,530.00</td>
</tr>
</tbody>
</table>
Estimated Cost of a Master’s Degree at California University of Management and Sciences, Based on 56 Units, 6 Quarters.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (one-time non-refundable)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Tuition (56 units x $200)</td>
<td>$11,200.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$330.00</td>
</tr>
<tr>
<td>Estimated cost of Textbooks</td>
<td>$800.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 12,630.00</strong></td>
</tr>
</tbody>
</table>

**PAYMENT POLICIES**

After registration and payment of registration fee, students must pay at least 50% of the tuition and other applicable fees prior to the beginning of instruction. The remaining 50% of the tuition and fees must be paid during the grace period ending on the Wednesday of the 2nd week of the quarter (last day to Add and Drop). Late payment of the remaining 50% tuition and fees are subjected to a penalty charge. Students, who are not able to make payments as of the above schedule, may request a payment plan with installments spread over the course of the quarter. If approved, student should fill out and sign the tuition deferment request form attached to the registration form.

**DEFERMENT OF TUITION**

Application for deferment of payment will be considered on the basis of financial need and assurance of ability to make the payments as required. No tuition is to be deferred for students enrolled in less than four (4) units.

**REFUND POLICY (BUYER’S RIGHT TO CANCEL POLICY)**

The student pays tuition and registration fee quarterly. The student may cancel an enrollment agreement at any time on or before the first day of instruction each quarter without any penalty. The student will be refunded full amount of all monies paid less $100 application fee if he/she is a new student and $55 registration fee if he/she is a continuing student.

A student who discontinues his or her studies prior to the end of a term for which he or she is obligated, will receive a refund in accordance with the following schedule:
1. If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an registration fee of $55 and an application fee of $100, if applicable.

2. If after classes have commenced and before expiration of 25% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 50% of all amounts paid or to be paid by or on behalf of the student for the period, less an registration fee of $55 and an application fee of $100, if applicable.

3. If after expiration of 25% of the period of enrollment for which he or she was charged, and before expiration of 50% of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 25% of all amounts paid or to be paid by or on behalf of the student for the period, less an registration fee of $55 and an application fee of $100, if applicable.

4. If after expiration of 50% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student will be not be entitled to a refund.

Students wishing to cancel their enrollment must notify the registrar of their intent in writing. The effective date of cancellation is the date the notice is postmarked or handed to the Registrar (or in the Registrar’s absence, to an approved University administrative officer). Students would remain responsible for all charges, including late fees, unless they follow proper procedures for officially withdrawing from the University, and do so within the published deadlines for refund.
STUDENT RIGHTS

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

FREEDOM OF ACCESS

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

CLASSROOM RIGHTS AND PRIVILEGES

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

RIGHT TO APPEAL

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

Students have the right to appeal any academic policy or requirement if either of the following conditions are present:
• Extenuating circumstances make it impossible to comply with the policy or requirement
• An undue hardship would result from a strict application or interpretation of the policy or requirement.

Please note, however, that extenuating circumstances must be beyond your control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration.
If you appeal an academic policy or requirement, that appeal will be reviewed by the Branch Director.

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

**NON-DISCRIMINATION POLICY**

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

**STUDENT RECORDS POLICY - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

**Right to Access**

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

**Disclosure of Student Records**

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

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

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

**RIGHT TO FILE A COMPLAINT POLICY**

In case a student, the parent of a student or any other individual has a complaint that an official of the University is violating FERPA, and the complaint cannot be satisfactorily resolved within the University, that person has the right to file a complaint with the Department of Education by contacting:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
400 Maryland Ave., S.W.  
Washington, D.C. 20202-5920

**DISABILITIES POLICY**

The University is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to the Program Director or Branch Director and are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities.
HEARING COMMITTEE

Academic dishonesty or acts of student conduct that violate University standards and Code of Conduct will subject the student to disciplinary action that may include dismissal from the University. However, in conformance with Due Process and prior to implementing any disciplinary action, the student is given a hearing before an impartial committee. The student is also given an opportunity to appeal any decision that he/she believes is unfavorable.

STUDENT GRIEVANCE PROCEDURE

General Information

Students who feel aggrieved in their relationships with the University, its policies, its practices and procedures, or its faculty and staff should submit their grievance in writing to the Program Director. A response will be made within five working days upon receipt of the written grievance.

Dismissal of a student will not take place without a formal hearing. Should the student(s) feel aggrieved with the Program Director, a petition should be submitted to the Branch Director, who, if necessary, will arrange a hearing with the Management Committee for the student and Program Director. Any questions or problems concerning this procedure which have not been satisfactorily answered or resolved by the University should be directed to the following:

State Council of Higher Education for Virginia (SCHEV)
James Monroe Building
101 N Fourteenth St
Richmond, VA 23219

Accrediting Council for Independent Colleges and schools (ACICs)
750 First street, ne, suite 980
Washington, DC 20002-4241
(202) 336-6780

Complaint Procedure

Some problems or disputes, such as sexual harassment and certain other incidents, because of their private and sensitive nature may be more appropriately handled through the complaint process. In these instances a complaint may be filed with the Program Director, Branch Director, or the responsible administrator requesting an
investigation into the alleged action(s).

Step 1: The student consults with one or more of the above persons as appropriate and requests a resolution of the complaint.

Step 2: The investigator will, insofar as possible, maintain the confidentiality of the dispute, gather the necessary and relevant facts, inform the student of a decision, and report the result with the recommendation(s) for corrective action, if any, to the appropriate administrator.

Step 3: The investigator has no more than 30 days from the initiation of the complaint to render a decision unless it is not reasonable to conclude the investigation and render a report within 30 days due to extenuating, or unusual circumstances.

Step 4: If the student is not satisfied with the proposed resolution, he/she may then initiate a formal grievance procedure.

Students initiating a complaint proceeding will not be subject to unfair actions.

**Formal Grievance Procedures**

The following steps shall be taken in sequence by the student who initiates a formal grievance. Failure to comply with any of the steps or time limits without agreement of all parties to the dispute may result in the termination of the grievance or other appropriate action. A student has the right to withdraw his/her grievance at any stage of the proceedings causing the proceedings to terminate immediately.

Copies of all correspondence shall be forwarded by the student and by the other party to the appropriate dean to be retained in a confidential file pending resolution of the action by either party. If the allegations involve charges of discrimination or sexual harassment, copies of all correspondence must be forwarded to the Branch Director.

**For All Grievances**

Step 1

1.1 The student shall give written notification to the person he/she alleges has aggrieved him/her within an academic quarter (The time limit to file a formal grievance expires at the close of business of the last day of instruction of the quarter following the one in which the alleged incident occurred) of the alleged incident or of the time the student should have become aware of the alleged violation. If the party cannot be contacted through reasonable efforts because he/she is no longer in residence or is on leave, an additional notification period of one quarter shall be provided.
1.2 The notice of grievance must include specific allegation(s), date(s) of incident(s), and necessary details regarding the complaint. The notice must also include the remedy requested.

1.3 Within 30 days, the party against whom the grievance is filed must respond in writing to the student denying the allegations with accompanying explanations or:
   a. Agreeing to grant the remedy(ies) requested in full or
   b. Agreeing to grant the remedy(ies) requested in part with an explanation or
   c. Agreeing to negotiate an appropriate remedy with an explanation, stating suggested alternatives.

1.4 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 2 provided they have complied with Section 1.2 of Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

Step 2
2.1 Within 30 days of receipt of the response in Step 1, or in the absence of a written response, after 30 days but not more than 45 days has elapsed, the student may in writing either accept or reject the proposed remedy and appeal the results of the grievance to the next level.

2.2 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 3 provided they have complied with Section 1.2 of Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

Step 3: First Appeal Level

A. Student vs. Student

1. If the grievant is not satisfied with the results of Step 1 and 2, he/she can appeal the grievance to the Studen Service Advisor within 30 days of receiving the written notification from the other party or in the absence of a written response, after 30 days but not more than 45 days has elapsed.

2. The Studen Service Advisor shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing if appropriate and convey its recommendation to the Studen Service Advisor.
STUDENT RIGHTS

a. The Committee shall be appointed by the Studen Service Advisor within 10 calendar days after receiving the written notice of grievance or notice of appeal.
b. The committee shall forward its recommendations, to the Studen Service Advisor within 30 days of its appointment.
c. The committee shall include the following: one(1) student member with voting privileges for each faculty, staff or administrative member with voting privileges.
d. No member of the committee shall be a student, faculty, staff, or administrator from the same department or service area as the grievant or the person(s) against whom the grievance is filed.

3. The Studen Service Advisor shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

B. Student vs. Staff

1. Step 1 and 2 of the grievance procedure are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the Branch Director.

2. Appeals must be in writing and made within 30 days of written notification from the other party or, in the absence of a written response, after 30 days but not more than 45 days had elapsed.

3. The Branch Director shall follow the procedures outlined in Step 3; A, 2 (a-d)-3 above.

C. Student vs. Faculty

1. Steps 1 and 2 of the grievance procedure are to be followed, if the grievant is not satisfied with the results at this level, he/she can appeal to the Program Director.

2. The Program Director shall promptly review all allegations and provide a written response to the student within 30 days of receiving the written notification. The response shall contain the findings on the complaint, action to be taken, and the justification for the action.
3. If the grievant is not satisfied with the results at Program Director’s level, he/she can appeal to the Branch Director within 30 days of receiving the written response from the Program Director, or, in the absence of a written response, after 30 days but not more than 45 days has elapsed.

4. The Branch Director shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the Program Director.
   
   a. The committee shall be appointed by the Branch Director within 10 calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges for each faculty, staff, or administrative member with voting privileges.
   
   b. The committee shall forward its recommendation to the Branch Director within 30 calendar days of its appointment.

5. The Branch Director shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Committee’s findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

D. Student vs. Director

1. Step 1 and 2 of the grievance procedure are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the Branch Director within 30 days of receiving a written response from the Director, or in the absence of a written response 30 days but not more than 45 days has elapsed.

2. The Branch Director shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the Branch Director.
   
   a. The committee shall be appointed by the Branch Director within 10 calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges for each faculty, staff, or administrative member with voting privileges.
   
   b. The committee shall forward its recommendation to the Branch Director within 30 day calendar days of its appointment.
STUDENT RIGHTS

STUDENT EVALUATION PROCEDURE

Students at CalUMS are expected to evaluate each class in which they are enrolled to sustain a high quality of instruction. Student Evaluation forms are distributed toward the end of each quarter. The evaluation forms, completed anonymously, are collected and returned to the Administration Office by a designated student. Student evaluations are tabulated by the University and the results are analyzed by the Branch Director and then distributed to the individual instructors. Overall summary of the student evaluations is also presented at the faculty meeting.

SEXUAL HARASSMENT POLICY

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

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

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

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

GENERAL DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is an unwelcome sexual advance, requests for sexual favors, verbal or physical conduct of a sexual nature directed towards a student, employee, or applicant seeking to join California University of Management and Sciences. When an individual is in a position to influence the education, employment, or participation in a University activity of another person, even apparent consensual sexual relationships often constitute sexual harassment. Sexual harassment occurs when any of the following circumstances exist:
1. Submission to such conduct is made a term or condition, either explicitly or implicitly, of a person’s status in a program, academic decision, employment, or admission.

2. Submission to or rejection of such conduct is used as the basis for academic decisions or employment decisions.

3. Such conduct has the purpose or effect of “unreasonable interfering” with an employee’s work or student’s academic performance or creating an intimidating, hostile, coercive and offensive work or educational environment. For purposes of this policy, “unreasonable interfering” is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.

4. Sexual harassment is not limited to action by a supervisor but can include conduct by a co-worker.
STUDENT RESPONSIBILITIES

PERSONAL CONDUCT

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

CODE OF CONDUCT

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

At any time, the University reserves the right to exclude students whose conduct is deemed undesirable or prejudicial to the University community’s best interest.

All amendments of the standards must be approved by the Branch Director in conjunction with the Board of Trustees. These standards are liable to amendment at any time with notices being posted on the campus bulletin boards and/or with the amendments prominently displayed in the quarterly CalUMS News, the campus newsletter.

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

- Possession of alcoholic beverages on campus or school activities at any time.
- Intoxication of the student.
- No student will threaten another physically.
- Falsification of University documents, records, or identification
- Dishonesty in any form, including plagiarism, illegal copying of software, knowingly furnishing false information to the University
- Cheating or Compromising test materials.
- Removal of library materials without permission.
- Disruption of class or academic activities.
• Usage of abusive language to another student, instructor, or administrator.
• Theft or damage of University property or fellow student’s property.
• Illegal use of intoxication with controlled substances.
• Physical assault for any reason except clear self-defense.
• Vandalism on University property.
• Conviction for a crime beyond normal traffic violations.
• Aiding and/or abetting in any of the above situations.
• Possession of firearms or illegal weapons as defined by state and federal guidelines.
• Violation of any state policies or regulations governing student relationship to the University.

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

**Dismissal:**
Separation of the student from the University on a permanent basis.

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

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

University policy stipulates that a student dismissed by disciplinary action, from either the University or a course, will not receive a refund of tuition or other fees. Students dismissed from the University for disciplinary reasons must exclude themselves from the University classes, activities, facilities, and buildings. Any exception must be approved by the Branch Director.

A student who is dismissed may reapply for admission after two quarter’s separation.

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

**STUDENT OBLIGATIONS**

In order for students to remain in good standing at the University, they must:
- Maintain academic standards, attend classes, and meet all financial obligations.
- Be respectful in dealing with faculty, administrators, staff, and fellow students.
- Comply with the federal, state, and municipal laws of the United States as well as the rules and regulations of the University.

Additionally, international students must:
- Enroll in a minimum of twelve (12) units per quarter in the undergraduate program.
- Complete three consecutive quarters before being entitled to a one quarter leave of absence. Undergraduate students must complete a minimum of thirty six (36) units per year.

**UNIVERSITY CATALOG**

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

**CLASS ATTENDANCE**

Regular and prompt attendance at all University classes is required. The instructor may assign extra work, require special examinations, or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course. Students must attend the first class meeting or they may be unofficially dropped by the instructor, resulting in a failing grade. Only registered students, University faculty and administrators, and guests invited by the instructor may attend classes. All others will be asked to leave.

**CLASSROOM CONDUCT**

Instructors are responsible for presenting appropriate material for courses, and students are responsible for learning this material. Although it is a student’s academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.

**CHEATING AND PLAGIARISM POLICIES**

**Cheating**

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

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

**Plagiarism**

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one’s own without the necessary and appropriate acknowledgment. More specifically, plagiarism is:
The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one’s own work; and the act of representing another’s intellectual work such as musical composition, computer program, photographs, painting, drawing, sculpture, or research or the like as one’s own.

One or more academic sanctions may be imposed for cheating or plagiarism. The choice of action taken is guided by the extent to which the faculty member considers the cheating or plagiarism reflective of the student’s lack of scholarship or lack of academic performance in the course. Academic sanctions include:

- A redoing of the examination, paper, mathematical analysis, research or creative project, or the like;
- A failing grade on the examination, paper, mathematical analysis, research or creative project, or the like;
- A specified reduction in the course grade;
- A failing grade in the course;
- Referral to the Academic Dean and/or the appropriate committee

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

**DRUG, ALCOHOL AND SMOKING POLICIES**

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

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

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

STUDENT ADVISING

Several advising options are available to California University of Management and Sciences. First, full-time faculty members are available for academic advising. These academic advisors are available during regular business hours for consultation with regard to academic and career planning.

The scope of the academic advice includes:

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

Second, the Program Advisor provides assistance in finding part-time employment while at the University. This Office also provides confidential and personal advice concerning life situations which may affect the student’s learning or personal development.

NEW STUDENT ORIENTATION

The New Student Orientation program assists first-time students and new transfer students in their transition to CalUMS, expose new students to broad-based
STUDENT SERVICES

educational opportunities on campus, and introduce students to college life. This orientation is also designed to familiarize them with campus facilities, policies and regulations, faculty, administrators, and staff. The University offers this orientation during the first week of each quarter.

LIBRARY ORIENTATION

The library orientation is designed to help new and current students learn more about library services and resources. This orientation is held at the beginning of each quarter for all students. The University also offers this orientation at any time if necessary.

JOB PLACEMENT SERVICES

In order to assist its degree students, the University provides job placement assistance within the University and through its network affiliations with computer, business, and healthcare related companies. Also, assistance in the preparation of the resume is provided upon student request. In addition, a bulletin board is maintained with job announcements and career opportunities. Students’ personal resumes are maintained for alumni at their request. These services are provided at no cost to the student. The University, however, does not guarantee employment nor a specific level of income from its placement assistance. All these services are available from the Office of Student Service Advisor.

TUTORIAL SERVICE

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

HOUSING SERVICE

The University does not provide student housing. However, there are many private apartments and boarding houses around the University. The Student Service Advisor helps students find appropriate housing.
STUDENT HANDBOOK

Students are strongly encouraged to familiarize themselves with this handbook as it offers current and pertinent information. It describes various student activities available on campus, as well as the rules and regulations affecting the students. The Student Handbook is given to each student during the New Student Orientation program conducted every quarter.

EXTRA CURRICULAR ACTIVITIES

The University provides a student lounge with lunch room, vending machines and telephone services. Every quarter the University hosts various activities for social and career opportunities.

STUDENT BODY ASSOCIATION

All students are encouraged to participate in CalUMS’s Student Body Association. This organization is recognized by the faculty and administration as important to the student’s education and cultural experience. Through their participation, students can provide information that assists both the faculty and administration in strengthening the academic program and improving college life.

REFUSAL OF SERVICE

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

LIBRARY

The CalUMS library supports and enriches the programs of study in the University. The library maintains a collection of resources devoted to the areas of business, business management, international accounting, healthcare, marketing, investment and finance, information technology, and information management as well as variety of books, journals, periodicals, audio and video tapes, disks, and reference materials. The library collection is updated as necessary to reflect current research, discovery, and practice.

Access to the Internet is available for library users. The library offers maps, on-line and interactive CD ROM, pamphlets, brochures, career and college information resources, music compact disks, and videos. Library resource cataloging is done.
online and the same can be retrieved through the library database system. The library also offers the following services to students, faculty, and staff:

- Circulation
- Copy Center
- Group Discussion Room
- Computer systems
- Reference Services

**Library Hours**

Library is open 9 am to 6 pm from Monday through Friday, closed on Saturday and Sunday. Library hours will open until 9 pm if there are evening classes.

Library hours may vary during the summer, between quarters, and on holidays. Hours will be posted in the library and on a link from the CalUMS Library home page. See http://www.calums.edu/library for most current posting.

**COMPUTER LABORATORY**

The computer laboratory helps students learn and practice their computer skills as well as language skills. It is equipped with desktop computers and a network laser printer. A computer laboratory coordinator is assigned to assist students in their use of the computers.

All desktop computers in the computer laboratory have been installed with software that includes business applications (e.g., word processing, electronic spreadsheet, database management, and presentation), programming languages, and tutorials. In addition, these multimedia computers give an opportunity for student to practice their speaking and listening skills by using the software programs installed for this purpose. By using a headset and a microphone, a student can listen, repeat, and compare the instructor’s pronunciation with their own.

**NEW POLICIES AND PROCEDURES OF BPPVE/ SCHEV**

California University of Management and Sciences makes every effort to inform its students of the changes in the policies and procedures that have been implemented by the Bureau for Private Postsecondary and Vocational Education (BPPVE) and State Council of Higher Education for Virginia (SCHEV). In instances where these policies and procedures have been implemented before the publication of a new Catalog, the University will bring these to the attention of the students in the following ways:
• Posting on the bulletin boards in the Administration office, student lounges, and
  study rooms.
• Flyers with the necessary information will be available in the Administration
  Office or through the CalUMS
• Newsletter.
• Instructors will announce the new changes to students in classes, if necessary.
• The University’s web site

REGISTRATION AND ENROLLMENT

California University of Management and Sciences admits new students every
quarter. All students must register for certain courses in keeping with their academic
plans and for which they meet the stated prerequisites. All students are strongly
encouraged to meet with their academic advisors before class enrollment and at least
once each quarter. Registration materials are available in the Registrar’s office.

Enrollment Agreement

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

Add and Drop Policy

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

A student who wishes to ADD a class must:

1. Make a request to add by completing an official Add/Drop Request Form.
2. Obtain the academic advisor’s approval to add a class.
3. Submit the completed Add/Drop Request Form to the Registrar’s Office
   immediately.
A student who wishes to DROP a class must:

1. Make a request to drop a class by completing an official Add/Drop Form.
2. Obtain the Instructor’s approval to drop any class.
3. Submit the completed Add/Drop Request Form to the Registrar’s Office immediately.

**Study Loads**

A minimum study load for a full-time undergraduate student is twelve (12) units per quarter. A minimum study load for a full-time graduate student is eight (8) units per quarter.

**Late Registration**

Students who have not completed registration by the last day of the registration period may enroll in courses during the first two weeks after classes begin upon paying a late registration fee of $150. Students are not allowed to register after the end of the second week each quarter. No enrollment or addition of any course is permitted after the first two weeks of the quarter have passed without permission from the instructor involved and authorization from the Program Director.

**Minimum Required Units for Graduation**

<table>
<thead>
<tr>
<th>Program</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Science in Healthcare Business Administration</td>
<td>96</td>
</tr>
<tr>
<td>Master of Business Administration</td>
<td>56</td>
</tr>
</tbody>
</table>

**Attendance Policy**

Regular attendance is necessary to achieve satisfactory academic progress. If the student is absent, he/she may be required to make up all work missed. It is the student’s responsibility to check on all assignments.

Students enrolled in any course are expected to attend classes regularly and comply with class requirements to the satisfaction of their instructor. In case of severe illness, or a death in the immediate family, the instructor of the course may “excuse” the student from attending class. However, it is the responsibility of the student to make up any academic work assigned during his absence. Students who miss twelve hours of class time or three consecutive classes during any regular quarter may be dropped from that class. Students who wish to be allowed to continue attendance in the class must notify the instructor. If the work missed is completed
to the instructor’s satisfaction within a reasonable period of time, the student may continue with the class. Any student missing twelve hours of class time or three consecutive classes during the quarter will be reported to the Program Director by the Instructor. The Program Director will then initiate the process of counseling or dropping that student from the class.

**Auditing a Class**

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

**Class Schedules**

Prior to the beginning of registration for each quarter, a class schedule is prepared and filed with Registrar’s Office. The class schedule may be revised after the quarter has begun before Add and Drop deadline. All revisions are filed with the Registrar’s Office. The initial class schedule and any revision thereafter must be approved by the Program Director.

**GRADING SYSTEM**

The Instructor, in conjunction with the Program Director, determines the course requirements and methods of evaluating student performance. Grades can be given for attendance, quizzes, tests, oral or written projects, reports and standardized tests. Instructors will inform students of the class requirements and the grading procedures at the beginning of the course. At the end of each quarter, the University posts students’ grades for every course undertaken.

Standard letter grades (A, B, C, D, and F) are used for undergraduate programs. Only these letters are recorded on transcripts and in computing grade point averages (GPA).

The conversion equivalents of the University grades are shown in the following table:
ACADEMIC POLICIES

<table>
<thead>
<tr>
<th>Grade</th>
<th>Achievement Description</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
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<tr>
<td>D</td>
<td>Below Average</td>
<td>1 (for Associate and Bachelor Level)</td>
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<td>F</td>
<td>Failure</td>
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</tr>
<tr>
<td>CR</td>
<td>Credit</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer credit</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>N/A</td>
</tr>
<tr>
<td>R</td>
<td>Repeated Course</td>
<td>N/A</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>N/A</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>N/A</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Unit of Credit**
CalUMS academic work is established by quarters. A quarter credit hour earned is defined as the satisfactory completion of: at least ten (10) clock hours of didactic work (lecture hours); or at least twenty (20) clock hours of laboratory or supervised work as determined by the University. One (1) clock hour equals 50-60 minutes.

**Credit (CR)**
The grade of CR is used to denote “pass with credit” when no letter grade is given. This grade is assigned to a grade of C or better for undergraduates students. The CR grade is not included in the GPA.

**Incomplete (I)**
Incomplete (I) is given to students who, in the judgment of the Instructor, are unable to complete the requirements of a course before the end of the quarter because of unforeseen circumstances and justifiable reasons. This grade is recorded on the transcript but does not affect the grade point average.

To receive credit for the course, work must be finished within two quarters from the end of the quarter in which the incomplete was assigned. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completion of the work has elapsed. If the work is not finished within two quarters, an “F” will be posted on the transcripts. For a time extension due to unusual circumstances, a student may file a petition with the Program Director.
student receiving an Incomplete (I) may re-enroll in the course with the permission of the Program Director.

**No Credit (NC)**
“NC” is used to denote “no credit” when no letter grade is given. NC grades are not included in the calculation of the GPA. No Credit grade will also be used for the University’s short-term offerings, including conferences, workshops or seminars.

**No Grade (NG)**
“NG” represents no grade and indicates that the instructor did not submit a final grade at the time grades were due. A grade of “NG” is recorded in consultation with the Office of the Registrar. An “NG” must be converted to a final grade by the end of the next quarter.

**Repeated Course (R)**
Students can repeat any course only once. If a higher grade is earned in the repeated course, the lower grade will be recorded as “R” in the official transcript. Only the higher grade is included in the GPA. A Student who is required to repeat a course must complete it within the maximum time frame and is charged tuition at the current published rate. All course repetitions count as courses attempted for purposes of determining satisfactory academic progress.

**Audit (AU)**
The grade of AU is awarded for courses taken for audit. Audit grades are not awarded unless the student is registered for audit. AU grades are not included in the calculation of the GPA.

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

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

\[
\frac{\text{Total Grade Points Earned}}{\text{Total units Attempted with Letter Grade}}
\]

GRADE CHANGES

A grade of “F” (Failure) may be remedied by repeating the course. Any course with a grade of less than “C” may be repeated. Upon the recommendation of the Program Director, a student may repeat any course. If a higher grade is earned in the repeated course, the lower grade will be removed from the record. All grades are final with the exception of those recorded through mechanical error or through an error in the calculation of a grade by an instructor. Otherwise, they will remain as reported on a student’s transcript.

All requests for grade changes must be submitted to the Registrar’s office by the instructor within two weeks following the date of issuance of the grade in question. A grade must not be changed after a degree has been awarded.

CREDIT EXAMINATION (CHALLENGE EXAMINATION)

Undergraduate students in good standing and with the appropriate background may petition to take courses for credit by challenge examinations. Eligible students must be registered in full time status.

Undergraduate students must have completed four undergraduate courses and may challenge a maximum of three undergraduate courses.

Credit earned by challenge examinations may be applied toward the minimum course requirements for the undergraduate degrees. The passing grade for credit by examination at the undergraduate level is C. Credits earned by challenge examinations will be recorded as “CR” in the transcript. If a student does not pass the challenge examination, “NC” will be entered in the transcript. The tuition for credit awarded is the same as normal tuition. University Credit Examinations cannot be taken for 500 level courses and above. Students wishing to earn credit by taking a challenge exam must consult the Program Director.
CREDIT BY ADVANCED PLACEMENT (AP)

An applicant may receive credit for up to forty-four (44) credits earned in high school Advanced Placement courses. Completed courses are accepted credit-for-credit for equivalent courses at CalUMS if the student has earned a score of three (3) out of possible five (5). Evaluation and approval of credits shall be done by Program Director.

GRADE REPORT

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

PREREQUISITE COURSES (*)

Prerequisite courses are required courses for those students with insufficient background in the chosen degree. Asterisk symbol (*) indicates the prerequisite course. The grade with * is not included in the calculation of the student’s GPA.

STUDENT RECORDS

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

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

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

STANDARDS OF SATISFACTORY PROGRESS

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

**Maximum Program Length**

Students must progress through the program at a pace that will ensure successful completion within one-and-a-half (1.5) times the program length as measured in academic years. If a student cannot complete the program within the Maximum Time Frame (MTF), the student will be dismissed. The Maximum Time Frame for Degree programs is shown in the following table:

<table>
<thead>
<tr>
<th>Program</th>
<th>Required Unit for Graduation</th>
<th>Maximum Time Frame (MTF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Science in Healthcare Business Administration</td>
<td>96</td>
<td>3 years</td>
</tr>
<tr>
<td>Master of Business Administration</td>
<td>56</td>
<td>3 years</td>
</tr>
</tbody>
</table>

**Evaluation**

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

**Associate Degree Program**

<table>
<thead>
<tr>
<th>Percentage of Maximum Time Frame Attempted</th>
<th>Minimum Cumulative GPA</th>
<th>Percentage of Minimum Courses Successfully Completed of Courses attempted.</th>
<th>Maximum Time Frame (MTF) (1.5 times the standard program length)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>1.25</td>
<td>55%</td>
<td>3 Years</td>
</tr>
<tr>
<td>50%</td>
<td>1.5</td>
<td>60%</td>
<td>3 Years</td>
</tr>
<tr>
<td>100%</td>
<td>2.0</td>
<td>---</td>
<td>3 Years</td>
</tr>
</tbody>
</table>
Master Degree Program

<table>
<thead>
<tr>
<th>Percentage of Maximum Time Frame Attempted</th>
<th>Minimum Cumulative GPA</th>
<th>Percentage of Minimum Courses Successfully Completed of Courses attempted.</th>
<th>Maximum Time Frame (MTF) (1.5 times the standard program length)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>2.25</td>
<td>55%</td>
<td>3 Years</td>
</tr>
<tr>
<td>50%</td>
<td>2.5</td>
<td>60%</td>
<td>3 Years</td>
</tr>
<tr>
<td>100%</td>
<td>3.0</td>
<td>---</td>
<td>3 Years</td>
</tr>
</tbody>
</table>

Minimum Academic Achievement

Associate’s Degree:
Students must achieve cumulative grade point average (CGPA) of the following: 1.25 at 25% of the maximum time frame; 1.5 at the midpoint of the maximum time frame; and a 2.0 at the maximum time frame. A student whose CGPA is below 1.5 at 50% of the maximum time frame will not be allowed probation and will be suspended for one quarter. Failure to maintain a grade point average (GPA) of 2.0 for any quarter will be placed on academic probation.

Master’s Degree:
Students must achieve cumulative grade point average (CGPA) of the following: 2.25 at 25% of the maximum time frame; 2.5 at the midpoint of the maximum time frame; and a 3.0 at the maximum time frame. A student whose CGPA is below 2.5 at 50% of the maximum time frame will not be allowed probation and will be suspended for one quarter. Failure to maintain a grade point average (GPA) of 3.0 for any quarter will be placed on academic probation.

Academic Probation

Students who do not maintain satisfactory progress will be placed on probation for one quarter. All students placed on probation will be counseled by their academic advisor and will be given assistance, if needed, in order to improve their GPA. At the end of the one quarter probationary period, if the academic record is not in compliance with the standards of satisfactory progress, the student will be dismissed for at least one quarter.

Dismissal and Extended Enrollment

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 Program Director 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**

The Program Director may waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside of the student’s control. These circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student’s satisfactory progress in the academic program. When an appeal is granted, the student will be placed on probation for a period of one quarter and will be considered making satisfactory academic progress during that period. No waivers will be provided for graduation requirements.

**Appeals**

Should a student disagree with the application of these standards of satisfactory progress, he/she must first discuss the problem with the appropriate instructor(s). If the student is still unsatisfied, he/she may then appeal to the Program Director. The decision of the Program Director is final and may not be further appealed.

**Readmission**

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

**Approved Leave of Absence**

A leave of absence may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. Students taking a leave of absence must submit a signed leave of absence form to the Registrar’s office prior to taking the leave. Students who begin a leave of absence during a quarter will be assigned a grade of “W” for any coursework that can not be assigned a final grade. An approved leave of absence has no effect on satisfactory academic progress if no credits are attempted during the leave period.

**Change of Academic Programs**

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 Program Director.

   c. Request a review of transfer credits if needed.

**Transfer of Credit Policy**

Transfer credit is generally granted for courses comparable to those offered by
California University of Management and Sciences that were successfully completed with a grade of “C” or above for Associate 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 Program Director, 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 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. Grades are transferable and will appear on the student’s record. Transfer credit is not calculated in the student’s cumulative grade point average.

Credits earned at California University of Management and Sciences are transferable to other institutions soley at the discretion of the accepting institution.
**Addition of an Academic Program**

A student applying for a new program after successful completion of a program in CalUMS should undertake the same application procedures for the program as new students do. In addition, the applicant should attach a statement of purpose to the application, describing the reason for the application. Once the student is admitted to the new program, the 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.

**Maintaining Full-Time Status**

In order to maintain full-time status, an undergraduate student must attempt at least twelve (12) quarter credits each quarter for academic credits.

**LEAVE OF ABSENCE**

A student who wishes to take a leave of absence must make the request prior to or on the first day of instruction by completing the Request for Leave of Absence form. The leave of absence is effective only when the Program Director has acted upon the request and granted permission. A student who has taken a leave of absence without the Director’s permission will not be considered as a continuing student without persuasive reason(s) and evidence to substantiate such reason(s).

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

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

**Non-Medical (Personal) Reasons**

The student requesting a Leave of Absence from the University who wishes to maintain his enrollment status may do so under the following conditions:
1. File a “Request for Leave of Absence” form, with the period of leave not to exceed 60 days per academic year, or to the conclusion of any given quarter term of an academic year if the request is filed after the formal beginning of registration for the quarter.

2. Receive approval for the Leave of Absence request from the Program Director

**Medical Reasons**

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

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

2. Receive approval for the Leave of Absence request from the Program Director.

**CLASSIFICATION OF STUDENTS**

**Associate Degree Program**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
<td>A student who has been awarded the Associate’s degree or a higher degree by a recognized Institute.</td>
</tr>
<tr>
<td>Second Year</td>
<td>A student who has completed 48 units or more units.</td>
</tr>
<tr>
<td>First Year</td>
<td>A student who has completed less than 48 units.</td>
</tr>
<tr>
<td>Full-time</td>
<td>A student carrying 12 or more units.</td>
</tr>
<tr>
<td>Part-time</td>
<td>A student carrying less than 12 units.</td>
</tr>
</tbody>
</table>
Master’s Degree Program

<table>
<thead>
<tr>
<th>Degree</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
<td>A student who has been awarded the Master’s degree or a higher degree by a recognized Institute.</td>
</tr>
<tr>
<td>Second Year</td>
<td>A student who has completed 28 units or more units.</td>
</tr>
<tr>
<td>First Year</td>
<td>A student who has completed less than 28 units.</td>
</tr>
<tr>
<td>Full-time</td>
<td>A student carrying 8 or more units.</td>
</tr>
<tr>
<td>Part-time</td>
<td>A student carrying less than 8 units.</td>
</tr>
</tbody>
</table>

AUTHORITY OF INSTRUCTORS

Students are expected to regularly attend all classes they are enrolled in and to comply with all assignments to the satisfaction of their instructor. Any instructor, with the approval of the Branch Director, may at any time place on probation, or exclude from his/her course, any student guilty of unbecoming conduct toward the instructor or any member of the class, or may exclude any student who, in the instructor’s judgment, has neglected the work of the course. A student thus excluded will receive a grade of “NG” (No Grade), in the course. The student may contest such an action by filing a student grievance petition through the Program Advisor.

PROGRAM LENGTH

The normal length of the Associate’s and Master’s degree programs at California University of Management and Sciences is 6 quarters (two academic years).

FINAL EXAMINATIONS

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

Any student who finds it impossible to take a final examination on the date scheduled must make arrangements in advance with the instructor either to take the examination at another time before the deadline for reporting grades, or request that a grade of “Incomplete” be assigned, and then follow the regulations for the removal of the “Incomplete” grade. The student also has to go to the Administration Office to fill out the make-up examination form and pay $50.00 fee. No exceptions will be made to these regulations without the written approval of the instructor and
the Program Director. All make-up finals will receive a letter grade corresponding to the score which is ten points lower than the numerical score achieved on the final.

INDEPENDENT STUDY

Independent Study is offered only to students during the last quarter of study. The Program Director must authorize a student seeking Independent Study only if a particular course is needed for the student’s timely graduation and that course is not being offered in time for the student to graduate, or there will be a time conflict in the class schedule for the needed course with another course taken by the student.

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

WITHDRAWAL FROM CLASSES

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

1. Make a request to withdraw by using an official Withdrawal Request Form.
2. Obtain the signature of instructors.
3. Submit the completed Withdrawal Request Form to the Registrar’s Office immediately.

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

All withdrawals must be requested by completing the Drop Form. Oral requests, whether by phone or in person, are not acceptable and will not be acted upon.
WITHDRAWAL FROM THE UNIVERSITY

There are two ways to withdraw from the University:

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

   The following procedures must be observed by the student:
   1. Notify the Program Director or Registrar of intent to withdraw by completing and submitting the Withdrawal Notice Form.
   2. Clear all outstanding debt/s with the University.
   3. Students who submitted their Withdrawal Notice Form shall receive their refunds within thirty (30) days from receipt of the Withdrawal Notice Form.

B. Students who fail to register two consecutive quarters, without the Program Director’s approval, will be considered as automatically withdrawn from the University.

If a student fails to file his/her withdrawal notice within the two consecutive quarters period, the University will mail the refund check to the student at the address indicated in the student’s registration record, within thirty (30) days from the last day of the second quarter.

A student may withdraw from the University on or before the first day of instruction without any penalty. The student will be refunded the full amount of monies paid less $100 application fee if he/she is a new student and $55 registration fee if he/she is a continuing student. For students who have completed 50% or less of the 10 week instruction period, the refund shall be made based on the refund policy. This policy is binding whether or not the student filed his or her withdrawal notice to the University.

CLEARANCE FOR GRADUATION

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

During each registration period, graduating students meet with the Program Advisors to determine if their proposed class registration meets all graduation requirements for their degrees.

All fees and tuition debts must be paid in full sixty (60) days prior to graduation, and all graduating students must pay the graduation fees.
ACADEMIC PROGRAMS

DEGREE PROGRAMS

California University of Management and Sciences (Virginia), as a degree-granting institution, offers undergraduate and graduate programs leading to the following degrees as approved by the Bureau for Private Postsecondary and Vocational Education (BPPVE), and the State Council of High Education for Virginia (SCHEV).

1) Associate of Science in Healthcare Business Administration
2) Associate of Science in Bodyworks
3) Bachelor of Science in Business Management
4) Master of Business Administration

GENERAL EDUCATION REQUIREMENTS

State public institutions and private colleges and universities require a certain number of units of General Education (G.E.) prior to the award of undergraduate degrees.

The following courses are included in the G.E. requirements for Associate’s Degree:

<table>
<thead>
<tr>
<th>Area</th>
<th>G.E. Requirements for Associate’s Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>8 units</td>
</tr>
<tr>
<td>Humanities and Arts</td>
<td>8 units</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>8 units</td>
</tr>
<tr>
<td>Sciences and Technology</td>
<td>20 units</td>
</tr>
<tr>
<td><strong>Total G.E. units required</strong></td>
<td><strong>44 units</strong></td>
</tr>
</tbody>
</table>

LIST OF GENERAL EDUCATION COURSES

Communications (4 Courses)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE 101</td>
<td>College English</td>
<td>4</td>
</tr>
<tr>
<td>CE 111</td>
<td>Reading and Composition</td>
<td>4</td>
</tr>
<tr>
<td>CE 121</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>CE 131</td>
<td>Communication &amp; Speech</td>
<td>4</td>
</tr>
</tbody>
</table>
### Humanities and Arts (22 Courses)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA 101</td>
<td>Introduction to Art</td>
<td>4</td>
</tr>
<tr>
<td>HA 102</td>
<td>Art History</td>
<td>4</td>
</tr>
<tr>
<td>HA 103</td>
<td>Art Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>HA 111</td>
<td>History of Western Civilization</td>
<td>4</td>
</tr>
<tr>
<td>HA 112</td>
<td>History of Eastern Civilization</td>
<td>4</td>
</tr>
<tr>
<td>HA 121</td>
<td>American Literature</td>
<td>4</td>
</tr>
<tr>
<td>HA 122</td>
<td>World Literature</td>
<td>4</td>
</tr>
<tr>
<td>HA 131</td>
<td>Introduction to Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>HA 132</td>
<td>Oriental Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>HA 133</td>
<td>Western Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>HA 141</td>
<td>U.S. History</td>
<td>4</td>
</tr>
<tr>
<td>HA 142</td>
<td>World History</td>
<td>4</td>
</tr>
<tr>
<td>HA 151</td>
<td>Religions of the World</td>
<td>4</td>
</tr>
<tr>
<td>HA 161</td>
<td>Introduction to Ethics</td>
<td>4</td>
</tr>
<tr>
<td>HA 171</td>
<td>Classics</td>
<td>4</td>
</tr>
<tr>
<td>HA 181</td>
<td>Logic</td>
<td>4</td>
</tr>
<tr>
<td>HA 191</td>
<td>Foreign Language (Spanish)</td>
<td>4</td>
</tr>
<tr>
<td>HA 192</td>
<td>Foreign Language (French)</td>
<td>4</td>
</tr>
<tr>
<td>HA 193</td>
<td>Foreign Language (German)</td>
<td>4</td>
</tr>
<tr>
<td>HA 194</td>
<td>Foreign Language (Russian)</td>
<td>4</td>
</tr>
<tr>
<td>HA 195</td>
<td>Foreign Language (Japanese)</td>
<td>4</td>
</tr>
<tr>
<td>HA 196</td>
<td>Foreign Language (Chinese)</td>
<td>4</td>
</tr>
</tbody>
</table>

### Social and Behavioral Science (18 Courses)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB 101</td>
<td>Introduction to Economics</td>
<td>4</td>
</tr>
<tr>
<td>SB 102</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>SB 103</td>
<td>Consumerism</td>
<td>4</td>
</tr>
<tr>
<td>SB 111</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>SB 112</td>
<td>Introduction to Social Welfare</td>
<td>4</td>
</tr>
<tr>
<td>SB 121</td>
<td>Introduction to Family Issues</td>
<td>4</td>
</tr>
<tr>
<td>SB 122</td>
<td>Human Nature, Drug &amp; Society</td>
<td>4</td>
</tr>
<tr>
<td>SB 123</td>
<td>New Perspectives on Aging and Health</td>
<td>4</td>
</tr>
<tr>
<td>SB 131</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SB 132</td>
<td>Social Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SB 141</td>
<td>U.S. Government</td>
<td>4</td>
</tr>
<tr>
<td>SB 142</td>
<td>Public Administration</td>
<td>4</td>
</tr>
<tr>
<td>SB 143</td>
<td>Minority Studies</td>
<td>4</td>
</tr>
<tr>
<td>SB 151</td>
<td>Introduction to Political Science</td>
<td>4</td>
</tr>
<tr>
<td>SB 152</td>
<td>Introduction to International Relations</td>
<td>4</td>
</tr>
<tr>
<td>SB 161</td>
<td>Introduction to Geography</td>
<td>4</td>
</tr>
<tr>
<td>SB 171</td>
<td>Cultural Anthropology</td>
<td>4</td>
</tr>
<tr>
<td>SB 181</td>
<td>Mental Health/Mental Hygiene</td>
<td>4</td>
</tr>
</tbody>
</table>
Science and Technology (17 Courses)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST 101</td>
<td>General Biology</td>
<td>4</td>
</tr>
<tr>
<td>ST 102</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>ST 103</td>
<td>General Ecology</td>
<td>4</td>
</tr>
<tr>
<td>ST 104</td>
<td>General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>ST 105</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>ST 111</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td>ST 112</td>
<td>Introduction to Zoology</td>
<td>4</td>
</tr>
<tr>
<td>ST 113</td>
<td>Introduction to Botany</td>
<td>4</td>
</tr>
<tr>
<td>ST 121</td>
<td>Introduction to Health Science</td>
<td>4</td>
</tr>
<tr>
<td>ST 122</td>
<td>Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>ST 131</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>ST 141</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>ST 142</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>ST 151</td>
<td>Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>ST 152</td>
<td>Statistics II</td>
<td>4</td>
</tr>
<tr>
<td>ST 161</td>
<td>Introduction to Scientific Research</td>
<td>4</td>
</tr>
</tbody>
</table>

GRADUATION REQUIREMENTS

Associate of Science in Healthcare Business Administration (A.S.H.B.A.) Degree.

The A.S.H.B.A. degree is conferred upon satisfactory completion of a minimum of ninety six (96) quarter units. The 96 quarter units shall be composed of 24 courses of 4 units each. A minimum grade point average of 2.0 is required. The requirements can be summarized as follows:

<table>
<thead>
<tr>
<th>Courses</th>
<th>General Education Courses</th>
<th>Major Courses</th>
<th>Electives</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>44</td>
<td>48</td>
<td>4</td>
<td>96</td>
</tr>
</tbody>
</table>

Up to 40 quarter units (10 courses) of coursework can be accepted for transfer credits from another institution. At least 20 quarter units (5 courses) of Major Courses must be completed in residency at the California University of Management and Sciences. Deviations and substitutions for the requirements must be approved by the Program Director.
### Master Program with Prerequisite Courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>With Thesis</th>
<th>With Project</th>
<th>With Comprehensive Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Courses</td>
<td>16 Units</td>
<td>16 Units</td>
<td>16 Units</td>
</tr>
<tr>
<td>Major Courses</td>
<td>44 Units</td>
<td>44 Units</td>
<td>44 Units</td>
</tr>
<tr>
<td>Electives</td>
<td>4 Units</td>
<td>8 Units</td>
<td>12 Units</td>
</tr>
<tr>
<td>Thesis/Project/Comprehensive Exam</td>
<td>8 Units</td>
<td>4 Units</td>
<td>1 Units</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>72 Units</strong></td>
<td><strong>72 Units</strong></td>
<td><strong>73 Units</strong></td>
</tr>
</tbody>
</table>

### Master Program without Prerequisite Courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>With Thesis</th>
<th>With Project</th>
<th>With Comprehensive Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Courses</td>
<td>0 Units</td>
<td>0 Units</td>
<td>0 Units</td>
</tr>
<tr>
<td>Major Courses</td>
<td>44 Units</td>
<td>44 Units</td>
<td>44 Units</td>
</tr>
<tr>
<td>Electives</td>
<td>4 Units</td>
<td>8 Units</td>
<td>12 Units</td>
</tr>
<tr>
<td>Thesis/Project/Comprehensive Exam</td>
<td>8 Units</td>
<td>4 Units</td>
<td>1 Units</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>56 Units</strong></td>
<td><strong>56 Units</strong></td>
<td><strong>57 Units</strong></td>
</tr>
</tbody>
</table>

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

### ASSOCIATE OF SCIENCE IN HEALTHCARE BUSINESS ADMINISTRATION (A.S.H.B.A.)

#### Program Objective

The purpose of the Associate of Science in Healthcare Business Administration Program is to prepare students for entry-level positions in healthcare-related professions with the basic knowledge of business administration in addition to basic healthcare concepts. Given its short time frame, this program also aims to help students earn their degrees and start their healthcare professions early, as well as those who wish to pursue higher degrees in healthcare-related professional institutions.
ACADEMIC PROGRAMES

- Graduates will be able to understand the functional areas of business and economics, and apply its principles especially in the healthcare environment.
- Graduates will be able to understand and appreciate basic knowledge of healthcare concepts and practices including terminology, insurance, health law, data systems, office management, and current public health issues.
- Graduates will acquire hands-on experience in using a computer as an analytical and statistical tool.

A.S.H.B.A. Course Requirements

General Education Courses (11 Courses, 44 Units)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>8</td>
</tr>
<tr>
<td>Humanities and Arts</td>
<td>8</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>8</td>
</tr>
<tr>
<td>Sciences and Technology</td>
<td>20</td>
</tr>
</tbody>
</table>

Major Courses (12 Courses, 48 Units)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 201</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>BM 221</td>
<td>Business Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>BM 231</td>
<td>Business Communications</td>
<td>4</td>
</tr>
<tr>
<td>EC 201</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>HM 201</td>
<td>Healthcare Concepts</td>
<td>4</td>
</tr>
<tr>
<td>HM 202</td>
<td>Healthcare Terminology</td>
<td>4</td>
</tr>
<tr>
<td>HM 251</td>
<td>Introduction to Healthcare Industry</td>
<td>4</td>
</tr>
<tr>
<td>HM 252</td>
<td>Principles of Insurance and Practice</td>
<td>4</td>
</tr>
<tr>
<td>HM 261</td>
<td>Healthcare Office Management</td>
<td>4</td>
</tr>
<tr>
<td>HM 271</td>
<td>Public Health Issues</td>
<td>4</td>
</tr>
<tr>
<td>HM 281</td>
<td>Business and Health Law</td>
<td>4</td>
</tr>
<tr>
<td>HM 291</td>
<td>Healthcare Data Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

Elective Courses (Choose any one (1) course below)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM 241</td>
<td>Healthcare Marketing</td>
<td>4</td>
</tr>
<tr>
<td>HM 262</td>
<td>Workplace Behaviors in Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>HM 272</td>
<td>Healthcare Careers</td>
<td>4</td>
</tr>
<tr>
<td>HM 292</td>
<td>Healthcare Information Technology</td>
<td>4</td>
</tr>
</tbody>
</table>
MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

Program Objective

The Master of Business Administration (MBA) Program is designed to develop strategic, behavioral, and technical competencies that enable individuals to be superior performers in their business environment.

• To develop an executive level perspective on economic systems and on the relationship between business and society.

• To develop a global perspective on business operations.

• To provide a foundation in concepts and applications of quantitative methods and information technology in the business setting.

• To stimulate the students’ intellectual curiosity, develop their creativity and logic, and encourage an appreciation of demographic diversity and ethical principles.

M.B.A. Course requirements

Prerequisite Courses (4 courses, 16 units)
Students who completed their bachelor’s degrees in a non-business field or students with insufficient background in accounting, economics, and business management are required to complete the following prerequisite courses.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 201</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>EC 201</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>BM 221</td>
<td>Choose one(1) course below</td>
<td>4</td>
</tr>
<tr>
<td>BM 371</td>
<td>BM 221 Business Statistics I (4 units)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Strategic Management (4 units)</td>
<td></td>
</tr>
<tr>
<td>BM 211</td>
<td>Choose one(1) course below</td>
<td>4</td>
</tr>
<tr>
<td>BM 361</td>
<td>BM 221 Principles of Accounting I (4 units)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Management Science (4 units)</td>
<td></td>
</tr>
</tbody>
</table>
## Major Courses (11 courses, 44 units)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 511</td>
<td>Business Statistics and Analysis</td>
<td>4</td>
</tr>
<tr>
<td>BA 512</td>
<td>Advanced Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td>BA 521</td>
<td>Leadership and Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>BA 531</td>
<td>Operations Planning and Control</td>
<td>4</td>
</tr>
<tr>
<td>BA 532</td>
<td>Advanced Management Science</td>
<td>4</td>
</tr>
<tr>
<td>BA 541</td>
<td>Financial Management &amp; Analysis</td>
<td>4</td>
</tr>
<tr>
<td>BA 551</td>
<td>Marketing Management Theory</td>
<td>4</td>
</tr>
<tr>
<td>BA 573</td>
<td>Project Planning and Management Seminar</td>
<td>4</td>
</tr>
<tr>
<td>CS 521</td>
<td>Management Information System</td>
<td>4</td>
</tr>
<tr>
<td>EC 521</td>
<td>Business and Economic Forecasting</td>
<td>4</td>
</tr>
<tr>
<td>IB 521</td>
<td>International Management Theory</td>
<td>4</td>
</tr>
</tbody>
</table>

## Elective Courses

With Thesis, choose any one (1) course below.
With Project, choose any two (2) courses below.
With Comprehensive Exam, choose any three (3) courses below.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 542</td>
<td>Investment Theory &amp; Portfolio Management</td>
<td>4</td>
</tr>
<tr>
<td>BA 552</td>
<td>Consumer Behavior Theory</td>
<td>4</td>
</tr>
<tr>
<td>BA 561</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BA 562</td>
<td>Auditing Seminar</td>
<td>4</td>
</tr>
<tr>
<td>BA 571</td>
<td>Decision Making Theory</td>
<td>4</td>
</tr>
<tr>
<td>BA 572</td>
<td>Environmental and Risk Management</td>
<td>4</td>
</tr>
<tr>
<td>CS 562</td>
<td>Data Communication &amp; Computer networks</td>
<td>4</td>
</tr>
<tr>
<td>CS 591</td>
<td>Managing electronic Commerce</td>
<td>4</td>
</tr>
<tr>
<td>EC 591</td>
<td>Economic Analysis and Public Policy</td>
<td>4</td>
</tr>
<tr>
<td>IB 591</td>
<td>International Development Strategy</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose any one(1) course below.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS 601</td>
<td>Thesis</td>
<td>8</td>
</tr>
<tr>
<td>MS 611</td>
<td>Project</td>
<td>4</td>
</tr>
<tr>
<td>MS 621</td>
<td>Comprehensive Exam</td>
<td>1</td>
</tr>
</tbody>
</table>
NON-DEGREE PROGRAM

English as a Second Language (ESL)

The ESL program is offered to students whose native language is not English, and explores the English language as it is used in the United States of America. The course is divided into three (3) levels in the order of student proficiency and progression: Level 1 (Basic), Level 2 (Intermediate), and Level 3 (Advanced).

At the first class period, an assessment test is given to evaluate the needs of the students. The focus of the class is then based on the language needs of the students, such as reading comprehension and listening comprehension, as well as idioms, street terms, and phrases that are used frequently in general conversation.

The full course of study is six quarters, two quarters at each level. Students who achieve the higher level through testing will require less time. Since ESL is a non-degree program, students do not need to complete the full course of study to move on to university level work. All students are given a final TOEFL exam at the end of each quarter to evaluate their progress.

Levels of Study

<table>
<thead>
<tr>
<th>Level/Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES 100 Basic Level 1</td>
<td>This course is designed for the student who is a non-native speaker of English. It explores the English Language as it is used in America through multi-media and field trips, as well as class work. The introductory level covers basic grammar and structure of conversational English. The focus is on pronunciation of words and the introduction of useful terms and concepts such as greetings, time, and dates. Various materials are used including audio tapes, videos, cartoons, and newspapers. Small classes insure access to assistance and the opportunity to progress individually.</td>
</tr>
<tr>
<td>ES 200 Intermediate Level 2</td>
<td>This course is designed for the student who is a non-native speaker of English, but has some command of the language. This level of study increases the student’s knowledge through field trips and the media, as well as reading, writing, and conversation. The focus of Level 2 is on structural patterns, vocabulary building (including “street talk”), and intermediate complex sentences. Students are encouraged to experience only English during class as current events and cross-culture issues are explored. Various teaching materials are used such as: videos, newspaper, audio tapes, and computer programs.</td>
</tr>
</tbody>
</table>
ES 300 Advanced Level 3

This course is designed for the student who is a non-native speaker of English that has moderate command of the language but wants to increase communications skills and articulation. This level of study brings the student into the areas of business, politics, and current world events. The student’s knowledge and skill is expanded through conversation, reading, and writing. Small classes afford the student the opportunity to explore cross culture issues, to promote understanding, and to increase fluency through field excursions and interactive exercises.

Satisfactory Progress

Students are considered for advancement to the next level only after satisfactorily completing all instructional materials over the period of two quarters. The instructor will give written permission for the student to advance based on their speaking, listening, reading, writing, and grammar competency.

In certain cases, the instructor may also decide to give the student the assessment test conducted at entrance into the program as well as an oral interview based on standardized criteria. The results are documented on the assessment form and Language Evaluation Form. Documentation for each student’s assessment is recorded on the Progress Report Form.

Grade

Students are given a certificate of completion at the end of each quarter based on a number of criteria including class attendance, homework, final, and other evaluation tools. Since ESL students take one intensive course each quarter, no averaging of cumulative grade points (GPA) from prior quarters is considered.

Probation

Students who do not maintain satisfactory progress by failing to earn a Certificate of Completion will be placed on probation for one quarter, during which they will be counseled and given assistance to improve their progress. If students do not meet the minimum for satisfactory progress by the end of the quarter, they will be dismissed.

Other English Course

CalUMS also offers one non-credit course, 6 hours per week on quarterly basis (10 weeks).

EL101 English Language Development

This course focuses on American-English as it is used in the college classroom. It covers grammar, critical reading, vocabulary, and expository writing; it does not
apply toward a University degree. It is offered for entering students with low scores on the English reading and writing placement tests and is designed to enable students to meet University-level expectations in reading and writing. Scores on the initial placement test determine which course an entering student will be required to take. At the end of every quarter, the school offers an Institutional TOEFL test. The score on this test determines which course that students are eligible to register for the following quarter. Students may need to spend more than one quarter strengthening English skills.

COURSE DESCRIPTIONS

Course Numbering System

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-299</td>
<td>Courses offered primarily in the freshman and sophomore years and are generally introductory in nature.</td>
</tr>
<tr>
<td>300-399</td>
<td>Courses offered primarily for advanced undergraduates, who usually have prerequisites, bearing graduate degree credit upon the approval of the Advisory Committee.</td>
</tr>
<tr>
<td>500-599</td>
<td>Courses open only to graduate and post baccalaureate students or seniors with prior approval of the Advisory Committee.</td>
</tr>
<tr>
<td>600-699</td>
<td>Courses for specialized workshops, seminars, directed studies, independent studies, thesis, and other similar coursework designed to provide professional and occupational improvement.</td>
</tr>
</tbody>
</table>

Course Code Identification System

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM</td>
<td>Business Management Courses</td>
</tr>
<tr>
<td>CE</td>
<td>Communications Courses</td>
</tr>
<tr>
<td>EC</td>
<td>Economics Courses</td>
</tr>
<tr>
<td>HA</td>
<td>Humanities and Arts Courses</td>
</tr>
<tr>
<td>HM</td>
<td>Healthcare Courses</td>
</tr>
<tr>
<td>SB</td>
<td>Social and Behavioral Sciences Courses</td>
</tr>
<tr>
<td>ST</td>
<td>Sciences and Technology Courses</td>
</tr>
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GENERAL EDUCATION: COMMUNICATIONS

CE 101 College English 4 units
This course is an integrated course in reading, writing, and critical thinking. Emphasis is placed on the use of library source materials; writing includes personal and expository essays and will be presented as an integral aspect of thinking and learning. Students read and analyze narrative and expository texts to improve their abilities to recognize main ideas and supporting details. Grammar and vocabulary are interactive and covers American English grammar constructions.

CE 111 Reading and Composition 4 units
Prerequisite: CE 101
This course involves both literary analysis and composition. It will use literature study as a basis for improving writing and critical analysis skills. By reading narrative and expository texts, students improve their abilities to recognize main ideas and supporting details. They will explore interpretations of stories, and learn several reading strategies appropriate for different types of text. The writing process is emphasized as an integral aspect of thinking and learning and will be a pervasive activity in this class. This course is designed to improve skills through practice in writing paragraphs, essays, and reports that are clear, concise, and unified. Students also learn to conduct library reading research; focusing on methodology, students learn to generate worthwhile questions, collect primary data, locate secondary resources, and form original research insights.

CE 121 Creative Writing 4 units
Prerequisite: CE 101
This course covers learning style assessment, brainstorming and essay development, editing, proofreading and revision, and final draft presentation. Basic elements of creative writing forms will be discussed. It gives students an opportunity to write and develop skills in various forms of creative writing and be able to emphasize the kind of writing in which they are most interested in. Students will integrate critical thinking skills with effective written analysis and arguments, distinguish between deductive and inductive reasoning, write and critique essays using research strategies.

CE 131 Communication and Speech 4 units
Prerequisite: CE 101
This course introduces students to the principles of interpersonal communication and public speaking. It is designed to improve speaking and analytical skills through a functional approach to effective communication with practical application of the three major speech types: informative, impromptu, and persuasive speaking. Students will learn to identify and practice effective communication techniques.
both verbal and nonverbal; identify major barriers to effective listening and how to overcome them. These skills will be increased by developing a verbal profile and confidence in oral presentations. Students are expected to participate in class discussions, deliver a variety of speeches, and act as an audience to those delivering speeches.

GENERAL EDUCATION: HUMANITIES AND ARTS

HA 101 Introduction to Arts 4 units
A study of the visual arts in relation to both personal and cultural expressions. Fundamentals of visual organization, color theory, terminology, art movements and concepts will be studied.

HA 102 Art History 4 units
Art History is a survey of architecture, painting, sculpture, and related art forms created by early western cultures and civilizations. The visual arts of prehistoric times, Mesopotamia, ancient Egypt, Greece and Rome and the development of Christian art from its origins through the medieval era are discussed. Emphasis is placed on integrating the development of art forms with the geographic, social, political, philosophical, and religious characteristics of these cultures.

HA 103 Art Appreciation 4 units
This course provides a comparative historical overview of western art and music from the prehistoric era to the present. This introductory course presents influential figures in each period and analyzes important influences on their work. The relationship between music and art is explored, along with changing trends in thought and techniques.

HA 111 History of Western Civilization 4 units
This course is a survey of the origins of western civilization and its development from ancient times to the Renaissance and Reformation. Emphasis will be placed upon: the reasons for the rise and fall of the civilizations of antiquity; their cultural legacy; the changing role of religion in human society from the earliest societies through the Reformation; the development of western political institutions; the major technological changes that helped to drive western civilization; and the “Age of Discovery.”

HA 112 History of Eastern Civilization 4 units
This course is an introductory survey of the history of India, China, and Japan and related regions from the period of prehistory to the arrival of the Europeans in the 17th century. This course concentrates on examining such topics as the area’s cultural, political, religious, economic, and social development.
HA 121 American Literature 4 units
This course is an introduction to representative literature after World War II, focusing on fiction, drama and poetry. The course explores recent advances in technology, multicultural diversity and gender equity plus other artistic, political and cultural developments and how these changes have affected contemporary literature; emphasis is on American authors, including recent immigrants.

HA 122 World Literature 4 units
This course will focus on studying some of the popular myths and archetypes of the ancient cultures. These early cultures strived to attain order in their societies. They accomplished this by using a series of metaphors and myths that explained the arrangements and structures of their surroundings. Since each of these cultures influenced their neighbors, we can gain a better understanding of their similar outlooks and beliefs by comparing and contrasting their local metaphors.

HA 131 Introduction to Philosophy 4 units
This course is an overview of the classical and modern problems of philosophy. A consideration of the nature of knowledge, views of the cosmos or world and the problems of truth, beauty, ethics and theology.

HA 132 Oriental Philosophy 4 units

HA 133 Western Philosophy 4 units
This course provides an introduction of the fundamental picture of western philosophy in order for the students to understand the basic roots of western culture and thoughts.

HA 141 U.S. History 4 units
This course is designed as an introduction to U.S. History from pre-contact to the present day. It will encourage students not only to gain a familiarity with the events, ideas, and developments that have most shaped the American past but to reflect upon why that past might matter, and upon why the interpretation of its meaning can become such a source of conflict.

HA 142 World History 4 units
This course will provide a better understanding of the civilization from cradle to the present times in general, as well as the people and societies. A broader understanding
of our power struggles in societies and the mechanism of human survivorship will help us to overcome barriers and achieve our goals.

HA 151 Religions of the World 4 units
A philosophical overview of the world’s great religions. Includes historical origin and growth of each religion, major doctrines, and influence. Religions dealt with include Primitive, Hinduism, Jainism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam.

HA 161 Introduction to Ethics 4 units
This course is to achieve an understanding of fundamental moral concepts such as the bases and limitations of human conduct, good and evil actions, norms of morality, law, freedom, and responsibility. It will investigate the relation between thought and action in light of the influential ethical theories of classical, medieval, and modern writers.

HA 171 Classics 4 units
This course deals with the art and architecture of ancient Greece from the Minoan and Mycenaean periods until the beginning of the Roman Empire in the first century B.C. Students will study this entire time span in chronological order, with some emphasis on the monuments of the Classical and Hellenistic periods.

HA 181 Logic 4 units
Logic is a study of the structure and function of language, inductive and deductive forms of reasoning and argumentation. Includes the study of formal argumentation, the methods of experimental inquiry, the nature of scientific hypothesis, and probability theory.

HA 191 Foreign Language (Spanish) 4 units
This is a college level Spanish class focusing on pronunciation, grammar essentials, basic vocabulary including common idioms, listening, speaking, reading, and writing techniques to provide avenues for the expression of ideas orally and in writing. Introduction to Hispanic culture. Designated sections focus on skills for the native Spanish speaker.

HA 192 Foreign Language (French) 4 units
Fundamentals of pronunciation and grammar, basic vocabulary (including common idioms), simple conversation and composition is covered. Supplementary cultural readings are required.

HA 193 Foreign Language (German) 4 units
Fundamentals of pronunciation and grammar, basic vocabulary (including common
idioms), simple conversation and composition is covered. Supplementary cultural readings are required.

**HA 194 Foreign Language (Russian)** 4 units  
This course aims to provide the students with basic grammar and vocabulary in the Russian language including some basic business and cultural insights being observed in the Russian community.

**HA 195 Foreign Language (Japanese)** 4 units  
A study of the fundamentals of the Japanese language with emphasis on pronunciation and aural comprehension includes oral and written work, cultural material, and selected readings.

**HA 196 Foreign Language (Chinese)** 4 units  
This course covers the fundamentals of Chinese grammar. Students are trained to pronounce Chinese (Mandarin) correctly, to acquire a small working vocabulary which they use in conversation and phonetic writing, to read and write in phonetic transcription and to read and write approximately 150 Chinese characters.

**GENERAL EDUCATION: SOCIAL & BEHAVIORAL SCIENCE**

**SB 101 Introduction to Economics** 4 units  
This is a course that introduces the methods and techniques for analyzing economic activities in a capitalist economy. In the first part of the course, we examine microeconomics factors that enter the decisions calculus of the individual economic units-consumers and producers-- as they interact in various market settings. In the second part of the course, we introduce techniques to measure and analyze the operation of the entire economy--- all markets simultaneously. For this purpose, we introduce the role of government and policies to create solutions for the basic problems of capitalist economies--- unemployment, inflation, and the business cycle.

**SB 102 Introduction to Business** 4 units  
This course surveys the functions, characteristics, organization, and problems of business. The course serves as a foundation for later specialized study and directs the thinking of students to possible careers.

**SB 103 Consumerism** 4 units  
This course will focus on tracing both the development of consumer culture and the history of critical interpretation of that culture. Through the analytic lenses of theorists from both the political left and right, the class will investigate the social
origins of such notions as taste and style while exploring the relationships between consumerism and other aspects of culture including gender and class.

**SB 111 Introduction to Sociology**

4 units

The scientific study of human societies and behavior, emphasizing the sociological perspective, methods of investigating society and theories of social foundations of culture and socialization, social interaction among individuals, groups and organizations, dynamics of social inequality, and the role of social institutions in shaping the lives of individuals and society.

**SB 112 Introduction to Social Welfare**

4 units

This is an introductory to social work course in which students learn about the profession of social work and the populations and issues that concern social workers. Students learn about social work practice and methodology, various fields of social work practice, and client populations. This course also includes an agency-related field experience.

**SB 121 Introduction to Family Issues**

4 units

This course traces the conception of systemic theory and how it continues to be adapted by various theorists and therapists in the treatment of families. It seeks to encourage students to consider themselves as part of the systems with which they work, and to respect their own strengths and personalities even as they encourage clients to do the same. This course points out that although each theory that it discusses has its own value for working with families, some are more or less effective for specific populations, cultures, and issues.

**SB 122 Human Nature, Drug & Society**

4 units

This course provides an introduction to the principles and assessment of physical growth, development and maturation that are the basis for monitoring the health of populations, of individuals, and of children from conception through adolescence. Societal norms and influences are discussed in detail.

**SB 123 New Perspectives on Aging and Health**

4 units

This course deals with the nature and experience of adult development from adulthood until the end of life. Emphasis will be placed on personal/individual issues, health issues in aging from a mind-body-spirit perspective.

**SB 131 Introduction to Psychology**

4 units

This course addresses principles of research, perception, development, learning, motivation, emotion and abnormal behavior. Emphasizes application of psychological principles to personal adjustment.
Sb 132 Social Psychology 4 units
Social Psychology is the scientific study of the ways individuals affect, and are affected by their interactions with others. Internal processes such as social cognition, self-concept, person perception, the development of beliefs and attitudes will also be covered. Students will learn classic theories of social psychological thought and will be exposed to current research in the field.

Sb 141 U.S. Government 4 units
This course provides an understanding of the foundations of the United States Government; provides an understanding of inalienable rights, civil rights, and civil liberties of an American; outlines the duties and responsibilities of the citizen in the United States political process; provides a knowledge base of the three branches of United States government; and relates the study of the United States government to current issues.

Sb 142 Public Administration 4 units
This course is designed to assist students to develop an understanding of public administration as a field of academic study and an area of professional practice. Specifically, it focuses on the evolution of public administration as an academic discipline, the context in which public administration takes place, the meaning of public service in a democratic society, and the importance of personal and professional ethics. Students must be prepared to discuss reading assignments and participate in analysis of case studies.

Sb 143 Minority Studies 4 units
This course explores the moral, social, legal, and phenomenological correlates of diversity from a philosophical point of view, focusing on disability and the “double differences” where disability intersects with race and gender. The complex interplay between conceptualizations of disability rights and the construction of disability identity and culture is a theme throughout the course. These are examined in the context of modern, post-modern, and feminist approaches to questions of justice.

Sb 151 Introduction to Political Science 4 units
The purpose of this course is to train students in how to analyze political phenomena in a rigorous and scientific manner. This knowledge requires an understanding of two different components: research design and statistics. In the first component, students will learn how to discriminate between theories, pose proper research questions, and in the second component, student construct a relevant hypothesis, make valid causal inferences, formulize concepts, and test their hypotheses.

Sb 152 Introduction to International Relations 4 units
A study of contemporary relations among states, including an analysis of basic
concepts and issues such as power, sovereignty, nationalism, security, diplomacy, war and peace, international law and organization, trans-nationalism, and independence. Attention is also given to different approaches to the study of international relations.

SB 161 Introduction to Geography 4 units
This course presents study and unification of a number of earth sciences that give general insight into the nature of the environment focuses on concepts of geographic thought, tools of geography, map structure, population patterns, space relationships, and modern problems of geography.

SB 171 Cultural Anthropology 4 units
This course is an introduction to the study which aims to demonstrate how the basic concepts and techniques developed by cultural anthropologists help us to understand societies of various degrees of complexity, including our own. We will consider topics such as language, kinship, gender, ethnicity, economics, politics, religion, and social change in a broad comparative framework. Major goals are an increased awareness of the social and cultural dimensions of human experience; the diversity and flexibility of human cultures; and processes of intercultural communication and conflict.

SB 181 Mental Health/Mental Hygiene 4 units
This course will enable students to understand the basic aspects of human mentality and to analyze its nature and treatment. General comprehension for an empirical approach to mental hygiene. Practical actualization of historical background of mental hygiene. Comparison of western mental hygiene with that of Oriental.

GENERAL EDUCATION: SCIENCE AND TECHNOLOGY

ST 101 General Biology 4 units
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.

ST 102 General Microbiology 4 units
This course is a study of pathogenic microorganisms including a description of basic cell structure, biochemistry, metabolism, nutrition, reproduction and genetics. Mechanisms of transmission, microbial entry, pathogenesis, prophylaxis,
epidemiology, and microbial control of selected human pathogens will be explored. Basic body defense mechanisms and immunological responses to pathological conditions will be examined.

**ST 103 General Ecology** 4 units
This course introduces students to the principles of ecology, with an emphasis on the insights that ecology can provide into the environmental impacts of human activities. Students will explore the ecological roles of individual organisms; the dynamics of populations, biotic communities, and ecosystems; energy flows and biogeochemical cycles; and the concept of sustainability.

**ST 104 General Chemistry** 4 units
Principles of chemistry and their application; atomic structure; bonding; kinetic theory; states of matter; kinetics and gas phase equilibrium; primarily inorganic chemistry. Special emphasis on the analytical approach to problem solving. Mathematics strongly recommended.

**ST 105 General Physics** 4 units
The course covers the topics of a typical general physics course with calculus, including classical mechanics and elements of thermodynamics. Also, this course offers the possibility of a more in-depth view of the subject matter, including applications such as the physics of sports and some elements of star formation/celestial mechanics. Emphasis is placed on the importance of conservation laws and on the use of simple models to describe complex phenomena.

**ST 111 Introduction to Geology** 4 units
This course is an introductory study of the Earth. A survey of the nature and structure of the materials composing the earth and the various processes that have shaped and are shaping its surface. The course includes plate tectonics, faults and earthquakes, volcanoes, land forms, minerals, rocks, and geologic maps.

**ST 112 Introduction to Zoology** 4 units
Principles of animal biology, a survey of the animal kingdom, stressing the structure function, development, classification, evolutionary, behavioral and ecological concepts of zoology. Required of majors in biology, medicine, forestry and agriculture.

**ST 113 Introduction to Botany** 4 units
Botany is an introductory course covering biological principles as they apply to the plant world. The central theme is the importance of plant structure and variation in life on earth. Topics covered include plants and human affairs, plant cells, photosynthesis, the role of plants in ecological cycles, and a survey of the earth’s
plant forms.

**ST 121 Introduction to Health Science**  
4 units  
This course covers current issues in health and their effect upon the quality of human life. The course emphasizes the holistic approach to health and wellness; and explores the latest concepts in nutrition, disease prevention, mental health and stress management, sexual relationship and lifestyles, drug use and abuse, and consumer and environmental health issues. Instruction focuses on individual responsibility for wellness, cultural diversity, and effective interpersonal communication.

**ST 122 Nutrition**  
4 units  
Scientific concepts of nutrition relating to the functioning of nutrients in the basic life process. Emphasis is on individual needs, food sources of nutrients, current nutrition issues, and diet analysis.

**ST 131 College Algebra**  
4 units  
An overview of the fundamental concepts of algebra. Topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing; using a graphing utility; functions; graphs and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities, and matrices.

**ST 141 Calculus I**  
4 units  

**ST 142 Calculus II**  
4 units  
*Prerequisite: ST 141*  
Students who intend to pursue a degree in actuarial science, applied mathematics, astronomy, mathematics, physics, or statistics should take this course. Techniques of integration; The Mean Value Theorem and its consequences; series, Taylor series with applications; parametric and polar curves with applications; first order linear and separable differential equations with applications.

**ST 151 Statistics I**  
4 units  
Students learn to use various graphical displays and measures of location and variability to describe data. The course considers elementary probability and sampling distributions, and uses the normal and t- distributions in estimation and hypotheses testing. This course includes descriptive techniques for simple linear regression and correlation.
ST 152 Statistics II  
4 units  
Prerequisite: ST 151
This course is a continuation of Statistics I. Confidence intervals and hypothesis tests are studied in more detail, beginning with two sample inference for means and proportions. The inferences in simple linear regression and multiple regression are presented. Analysis of variance and experimental design are introduced. Other topics include chi-square tests for goodness-of-fit and independence, and the principles of nonparametric tests. Use of statistical software, such as Minitab, SPSS, or SAS, is also required.

ST 161 Introduction to Scientific Research  
4 units
This course is intended to present the concepts and principles of scientific research. This course covers how to survey and critique the literature, formulize their hypothesis, design experiments, statistically evaluate the data, and professionally communicate results.

BUSINESS COURSES

BA 511 Business statistics and Analysis  
4 units
The course covers the application of Statistics. Derivation of basic statistical concepts used in business. Topics include probability distributions, moment generating functions, sampling theory, statistical inference, regression, and correlation. Throughout the course, applications are drawn from business and industry.

BA 512 Advanced strategic Management  
4 units
The course focuses on the application of conceptual models that clarify the interactions between external competition, firm positioning, patterns of technological and market change, and the nature and development of internal firm capabilities. We will develop a set of tools which are crucial for the formulation and management of a winning technology strategy.
BA 521 leadership and organizational Behavior 4 units
This course will review how managers can become effective leaders by drawing on a knowledge of contemporary concepts in the areas of organizational behavior, change and leadership. In addition to developing diagnostic and problem solving skills, a major focus of this course will be helping students develop a professional competency in the interpersonal skills that numerous studies have shown to be critical for being a successful leader in an organization. Case studies, self-assessments, and experiential exercises will be used to develop skills that are at a professional level of competence and to explore practical applications of the concepts covered in this course.

BA 531 operations Planning and Control 4 units
Planning and control systems for the management of short and intermediate range decisions encountered in production and operations. Forecasting, production planning and scheduling, inventory management, MRP, capacity planning, just-in-time, and other current topics are covered.

BA 532 Advanced Management science 4 units
Prerequisite: BA 531 or Approval of Program Director
This course focuses on understanding levels for structuring, managing, and improving recurring business processes to achieve competitive advantage in customer responsiveness, price, quality, and variety of products and services. The fundamental principles are explored so that students learn to critically evaluate these and other operational improvement programs.

BA 541 Financial Management & Analysis 4 units
This course examines the role of financial statement analysis in the evaluation of the firm and the prediction of its future condition. The major emphasis is on using financial statements for performance evaluation, equity valuation, credit analysis, and business decision-making.

BA 542 Investment Theory & Portfolio Management 4 units
Prerequisite: BA 541 or Approval of Program Director
A survey of investments including corporate and government securities, real property, and financial intermediaries. A survey of investment theory emphasizing security analysis, valuation, and portfolio management.

BA 551 Marketing Management Theory 4 units
This course introduces the student to marketing management’s role in an organization’s total business strategy. Intensive study of marketing management; emphasis on marketing environment; development of marketing strategies and formulation of policies; integration of marketing with other functional areas of business through case studies.
BA 552 Consumer Behavior Theory  
4 units  
Prerequisite: BA 551 or Approval of Program Director  
The course emphasis is on understanding the processes that influence the acquisition, consumption, and disposition of private and public sector goods and services. A comprehensive study of behavioral models and concepts to help understand, evaluate, and predict consumer behavior in terms of marketing implications. Determinants of consumer behavior are explored to gain understanding of the complex forces as they affect the marketplace.

BA 561 Financial Accounting  
4 units  
Financial accounting and reporting related to development of accounting standards, financial statements, income measurement, cash receivables, inventory, property, plant, and equipment, intangibles, and investments

BA 562 Auditing seminar  
4 units  
Prerequisite: BA 561 or Approval of Program Director  
A study of advanced auditing and attestation issues, with an emphasis on operational auditing. Topics include professional ethics, risk analysis, internal control, fraud detection, analytical procedures, determining and assessing operational objectives, and reporting and implementing audit findings.

BA 571 Decision Making Theory  
4 units  
An integrated approach to decision analysis in terms of theory and practice with the objective of gaining insights to both individual utilities, subjective probabilities, risk attitudes, use of decision models in decision support systems. Actual cases are discussed and the course culminates with individual student decision projects.

BA 572 Environmental and Risk Management  
4 units  
This course is designed to introduce students to the complexities of making decisions about threats to human health and the environment when people's perceptions of risks and their decision-making processes differ from expert views. Recognizing the limitations of individuals in processing information the course explores the role of techniques such as decision analysis, cost-benefit analysis, risk assessment and risk perception in structuring risk management decisions.

BA 573 Project Planning and Management seminar  
4 units  
Selected and individualized methodology related to identifying, planning, conducting, analyzing, and reporting research related to the culminating special project.

BM 201 Principles of Management  
4 units  
This course is designed to guide students through an understanding of management principles, organizational structure and function, and issues that confront managers
in today’s workplace. Particular emphasis will be given to elements of responsibility and authority, delegation, communication, change management, ethics, decision-making, organizational strategy and growth, teamwork, motivation, and principles of leadership.

**BM 211 Principles of Accounting I** 4 units
Accounting concepts and methods, transaction analysis and recording, double entry bookkeeping, adjustment and closing procedures, uses of data processing. Formation and operation of partnerships and corporations.

**BM 221 Business Statistics I** 4 units
*Prerequisite: ST 151 or Approval of Program Director*
The course covers the principles of Statistics. Topics include interpretation of statistical data with and without use of probability, random sampling, confidence limits, and hypothesis tests.

**BM 231 Business Communications** 4 units
This course introduces the students to the basic concepts in communication, particularly in the business environment.

**BM 271 Business law and ethics** 4 units
This course introduces ethical concepts that are relevant to resolving legal and moral issues in business; the reasoning and analytical skills needed to apply ethical concepts to legal and business decisions; and identifying moral issues involved in specific areas in business.

**BM 281 Mathematics for Business & economics** 4 units
The course covers basic elements of statistics for business and economics. Topics to be covered include: descriptive statistics, elements of probability, probability distributions, and sampling distributions. Calculus will be used to explain and illustrate in business and economics.

**BM 361 Management science** 4 units
The course will provide an introduction to various operations management functions; organizational structure, product selection, process design, capacity and location management, quality management, forecasting, inventory management, and job design. Survey of current topics in Production, Operations Research, and Statistics. Emphasis will be placed on current literature and computer applications.

**BM 371 Strategic Management** 4 units
This course focuses on some of the important current issues in strategic management. It will concentrate on modern analytical approaches and on enduring successful strategic
practices. It is consciously designed with a technological and global outlook since this orientation in many ways highlights the significant emerging trends in strategic management. The course is intended to provide the students with a pragmatic approach that will guide the formulation and implementation of corporate, business, and functional strategies.

COMPUTER INFORMATION SYSTEM COURSES

CS 521 Management Information system 4 units
Prerequisite: Approval of Program Director
Analyses information systems from a management control perspective, emphasizing organization environment, technology, decision models and performance evaluation as determinants of information processing requirements. Cases and design projects explore the management of information processing systems, major functional applications, and the impact of information technology on individuals and society.

CS 562 Data Communication & Computer networks 4 units
Prerequisite: Approval of Program Director
The course emphasizes basic principles and topics of computer communications. The first part of the course provides an overview of interfaces that interconnect hardware and software components, describes the procedures and rules involved in the communication process and most importantly the software which controls computers communication. The second part of the course discusses network architectures and design principles, and describes the basic protocol suites. The third part of the course introduces the concept of internet working, a powerful abstraction that deals with the complexity of multiple underlying communication technologies.

CS 591 Managing electronic Commerce 4 units
Importance of e-commerce and the role of Internet, strategic planning of e-commerce systems, value chain models, customer relationship thinking, supply chain management and industry analyses. The goal of the course is to initiate students into evaluation and preliminary study of data structures of electronic commerce and services from the point of view of companies and organizations, and evaluation of the development in chosen fields from the point of view of electronic commerce.

ECONOMICS COURSES

EC 201 Principles of economics 4 units
This course presents the basic interactions of individuals, firms and government in a market-oriented economy. It includes analysis of market prices, interest rates, international
trade and the role of monetary and fiscal policies in promoting economic growth and stability. Also it covers markets, demand, consumer behavior, nature of firms, measuring economic activity, inflation unemployment, money and banking, and the role of the government.

**EC 521 Business and economic Forecasting**  
4 units  
This course covers training for forecasting economic trends with major proprietary computer software used by professionals, main concepts and modeling techniques in forecasting, diagnostic checking, model selection, and forecast evaluation and reporting.

**EC 591 Economic Analysis and Public Policy**  
4 units  
Prerequisite: Approval of Program Director  
Presents and develops the tools of microeconomic analysis and illustrates their use via applications to current issues. Students also explore the methods of microeconomic analysis of government growth and stabilization policies.

**HEALTHCARE COURSES**

**HM 201 Healthcare Concepts**  
4 units  
The study of origins, uses, content and format of healthcare data and data sets across the continuum of healthcare. Accreditation, certification, and licensure standards applicable to healthcare system are examined. Qualitative and quantitative analysis of healthcare data, forms and screen design and control will be discussed.

**HM 202 Healthcare Terminology**  
4 units  
This course introduces the students to medical terminology utilizing word building methodologies. The students will study various root words, prefixes, suffices, and connectors and develop their skills in analyzing, synthesizing, writing, and communicating terminology pertinent to all health science related disciplines.

**HM 241 Healthcare Marketing**  
4 units  
This course is designed to provide students with an understanding of the key principles underlying strategic marketing and how these principles are applied to the healthcare field. The course will first expose students to marketing fundamentals, then show how the application of these fundamental principles can facilitate the resolution of complex marketing challenges.

**HM 251 Introduction to Healthcare Industry**  
4 units  
This course deals with aggregate supply of healthcare and aggregate demand for healthcare. It also deals with supply of and demand for particular healthcare services and products. Cost-benefit analysis will also be discussed.
HM 252 Principles of Insurance and Practice  4 units
Students will be introduced to the principles of insurance and how the principles are applied in practice. Emphasis will be placed on the problems of health insurance.

HM 261 Healthcare Office Management  4 units
Prerequisite: ST 171 or Approval of Program Director
This course involves office management procedures including appointment scheduling, office records creation and maintenance, phone communication, transcription, coding, billing third party reimbursement, credit arrangement, and computer data processing.

HM 262 Workplace Behaviors in Healthcare  4 units
Healthcare and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities.

HM 271 Public Health Issues  4 units
This course surveys the public health policies and evaluates the efficacy of such policies, as the society undergoes significant changes in terms of illness and diseases which would demand different modalities of treatment.

HM 272 Healthcare Careers  4 units
This course discusses emerging career paths in the healthcare industry; the future of healthcare professions and its impact in the society. An in-depth analysis of the growing labor market involving healthcare workers and its correlation with global trends in healthcare services.

HM 281 Business and Health Law  4 units
This course focuses on the local, state, and federal laws which impact business operation of healthcare delivery. Special emphasis will be given to those laws that directly affect the development of healthcare businesses and the laws which affect health care delivery such as legislation concerning disabilities, self determination for treatment, and informed consent for physician intervention. Additional emphasis will be given to the general areas which impact business.

HM 291 Healthcare Data Systems  4 units
Prerequisite: ST 171 or Approval of Program Director
The study of the methods to access and retrieve health data and patient records. These methods include numbering, filing, indexing systems, record retention policies and procedures, requirements and organization of the various healthcare indexes and registers, and data abstracting and retrieval techniques. The methods range from paper to electronic systems, including the latest advances in healthcare data management and healthcare informatics.
HM 292 Healthcare Information Technology 4 units
This introductory course explores the role of the healthcare administrator in relation to information technology in the healthcare setting, and how computers and information technology can be applied to enhance healthcare practice.

INTERNATIONAL BUSINESS COURSES

IB 521 International Management Theory 4 units
Analysis of the strategic and operational issues that arise from the international nature of multinational corporations’ activities. Issues covered include alternative internationalization strategies, interaction between firms and governments, dealing with global competitors, and staffing and organizational implications of crossborder operations.

IB 591 International Development strategy 4 units
This course covers the fundamentals of strategic management from the perspective of both large and small organizations operating internationally. It thus builds directly on prior studies in international business and focuses on corporate and business level strategies, rather than functional strategies.
**UNIVERSITY PERSONNEL**

**ADMINISTRATORS AND STAFF**

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<thead>
<tr>
<th>Position</th>
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<tbody>
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**BOARD OF TRUSTEES**

- David J. Park: Chairman of the Board
- Jason Shin: Board Member
- David Kwon: Board Member
- Keum Ran Lee: Board Member
- Kyung Mi Lee: Board Member

**FACULTY**

Note: (*) designates Part-Time Faculty Status

- **CHIRIBAO, CARLOS A.*
  M.B.A. Candidate, Marymount University
  B.A., Strayer University - Business Administration

- **HAWKE, GARY L.*
  M.B.A., Benedictine College
  B.A., California State University Long Beach - Speech Communications

- **KAMMERMAN, BECKY E.*
  M.Ed., Lesley University – Education
  B.A., New Mexico State University – Sociology

- **KANEVA, MAYA*
  M.A., Sofia University – English Philology (Major)
  Psychology (Minor)

- **KANG, PHIL HEE**
  Ph.D., M.S., Kyung Hee University – Mathematics
  M.S., University of Northern Virginia – Computer Science
  B.S., Hannam University - Mathematics
KAPOOR, SHELLY*
M.B.A., Long Island University
B.A., George Mason University - Psychology

KIM, CHANG HEE*
Ph.D., Yuin University - Oriental Medicine
M.S., Dongguk-Royal University - Oriental Medicine

KIM, SUNG WOOK (KENNETH)*
Ph.D., Dong-A University – Political Science
M.S., B.S., Busan University – Foreign Studies

MADDRON, CRAIG
Ph.D., Capella University – Organizational Leadership
M.B.A., Southeastern University – Financial Management
B.S., Park College - Management

NIPHATTHANAPHAN, ARIYA*
M.A., Pacific Lutheran University – Marriage and Family Therapy
B.A., Thammasat University – Social Work

PAK, DAVID*
Doctor of Ministry, Master of Theology, Southwestern Baptist Theological Seminary
Ph.D. (Hon.), Huree University of Information and Communication Technology – Information Technology
M. Engineering, Kyung Hee University – Engineering
B. Engineering, Kwang Woon University - Engineering

PARK, KEE HONG
Ph.D., Changwon National University – Marketing
M.B.A., The Catholic University of America – Accounting/Marketing
M.A., Chung Ang University – Finance/Marketing

RUDD, NICOLAS KAROL*
B.A., University of Maryland – Arts and Humanities

SAMMONS, DWAYNE*
M.A., American University – International Training and Education
B.S., Chicago State University – Economics

SAFI, ASILA*
D.M., Colorado Technical University – Organizational Leadership
M.S., National-Louis University – Management and Organizational Leadership
B.S., National-Louis University - Management

SHNERSON, ALAN*
Ph.D., Northern Illinois University - Psychology
M.S., Strayer University - Information Systems
M.A., Guelph University - Comparative Psychology

WEIBLEY, STACY M.*
Ph.D. Candidate, Johns Hopkins University - Healthcare Administration
M.A., American University - Public Administration
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