



**CALUMS**

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CALIFORNIA UNIVERSITY OF  
MANAGEMENT AND SCIENCES

**CATALOG  
2024-2025**

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## PRESIDENT'S MESSAGE



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

As a Christian-based institution of higher education, our mission is to provide high-quality and affordable education while instilling Christian values to serve the intellectual, professional, and spiritual needs of individuals and organizations. CALUMS aims to foster an educational and intellectual environment that aligns with Christian values and ethics. By providing a Christian learning experience, CALUMS equips its graduates with the skills and knowledge needed for personal and professional growth and careers in business and technology administration and management.

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

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

Sincerely,

Dr. Jessica Mertz,  
President

## **ABOUT THIS CATALOG**

This document, the California University of Management and Sciences (CALUMS) School Catalog 2023 (Graduate Programs), is published to help the prospective and enrolled students make decisions toward fulfillment of their academic goals. It does not constitute an unchangeable contract, but instead, serves as an announcement of current policies. CALUMS reserves the right to repeal, change, or amend the rules, regulations, and provisions contained within and may withdraw, or add to, or modify the courses listed herein.

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

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

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

This catalog is published annually.

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

This catalog is effective as of July 1, 2024, up to June 30, 2025.

## **CATALOG OF RECORDS**

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

## **CUSTODIAN OF RECORDS**

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

# TABLE OF CONTENTS

PRESIDENT’S MESSAGE.....	1
ABOUT THIS CATALOG.....	2
CATALOG OF RECORDS.....	2
CUSTODIAN OF RECORDS .....	2
ACADEMIC CALENDAR 2024-2026.....	8
GENERAL INFORMATION .....	9
MISSION .....	9
PURPOSE .....	9
INSTITUTIONAL OBJECTIVES.....	9
PHILOSOPHY OF EDUCATION .....	9
STATEMENT OF FAITH .....	9
INSTITUTIONAL INTEGRITY POLICY.....	10
ADDRESS WHERE CLASS SESSIONS WILL BE HELD.....	10
ACCREDITATION AND APPROVALS .....	10
USDHS / SEVIS APPROVAL .....	11
OFFICE HOURS .....	11
FINANCIAL AID PROGRAM .....	11
STATEMENT OF OWNERSHIP.....	12
UNIVERSITY BACKGROUND.....	12
BOARD OF TRUSTEES.....	12
NON-DISCRIMINATION POLICY .....	12
STATEMENT OF ACADEMIC FREEDOM.....	13
ACADEMIC GOVERNANCE.....	13
DRUG-FREE CAMPUS.....	13
CAMPUS FACILITIES .....	13
CAMPUS SAFETY AND SECURITY .....	14
WEAPONS POLICY .....	14
PROGRAM ADVISORY COMMITTEE.....	15
TRANSFER OF CREDIT ARTICULATION AGREEMENT .....	15
LICENSURE EXAMINATIONS .....	15
NOTIFCATION OF NEW POLICIES AND PROCEDURES OF BPPE.....	15
ADMISSION INFORMATION.....	16

ADMISSION POLICIES .....	16
GRADUATE ADMISSIONS .....	16
ENGLISH PROFICIENCY REQUIREMENTS.....	17
TRANSFER CREDIT POLICY .....	17
INTERNATIONAL STUDENT ADMISSIONS.....	18
OFFICE OF STUDENT ASSISTANCE AND RELIEF .....	19
<b>FINANCIAL INFORMATION .....</b>	<b>20</b>
TUITION AND FEES.....	20
PAYMENT POLICY .....	21
DEFERMENT OF TUITION PAYMENT .....	21
STUDENT’S RIGHT TO CANCEL.....	21
CANCELLATION, WITHDRAWAL, AND REFUND POLICIES .....	21
FINANCIAL AID AND LOAN POLICIES .....	23
STUDENT TUITION RECOVERY FUND (STRF) POLICY .....	23
STUDENT AWARDS AND SCHOLARSHIP OPPORTUNITIES .....	24
<b>STUDENT RIGHTS .....</b>	<b>28</b>
STUDENT RIGHTS .....	28
FREEDOM OF ACCESS .....	28
CLASSROOM RIGHTS AND PRIVILEGES .....	28
RIGHT TO APPEAL .....	28
STUDENT RECORDS POLICY .....	28
RIGHT TO FILE A COMPLAINT POLICY .....	29
HEARING COMMITTEE .....	30
STUDENT GRIEVANCE PROCEDURES.....	30
STUDENT EVALUATION PROCEDURES.....	33
SEXUAL HARASSMENT POLICY.....	33
GENERAL DEFINITION OF SEXUAL HARASSMENT .....	33
<b>STUDENT RESPONSIBILITIES .....</b>	<b>34</b>
PERSONAL CONDUCT.....	34
CODE OF CONDUCT.....	34
STUDENT OBLIGATIONS.....	35
CLASS ATTENDANCE POLICY .....	35
CLASSROOM CONDUCT .....	36
CHEATING AND PLAGIARISM POLICIES.....	36

DRUG, ALCOHOL AND SMOKING POLICIES .....	37
SEARCH AND VIDEO SURVEILLANCE DISCLOSURE .....	37
<b>STUDENT SERVICES .....</b>	<b>39</b>
STUDENT ADVISING .....	39
ACADEMIC ADVISING .....	39
NEW STUDENT ORIENTATION .....	39
LIBRARY ORIENTATION .....	39
STUDENT ASSOCIATION.....	40
CHAPEL .....	40
JOB PLACEMENT ASSISTANCE.....	40
TUTORING SERVICES.....	40
STUDENT HOUSING.....	40
CHILD CARE.....	41
STUDENT HANDBOOK.....	41
EXTRA CURRICULAR ACTIVITIES.....	41
LIBRARY SERVICE.....	41
COMPUTER LABORATORY.....	41
SPIRITUAL ENRICHMENT .....	42
SMALL GROUPS .....	42
DEVOTIONAL LIFE .....	42
HEALTH SERVICES.....	42
REFUSAL OF SERVICE .....	42
<b>ACADEMIC POLICIES.....</b>	<b>43</b>
REGISTRATION AND ENROLLMENT .....	43
ENROLLMENT AGREEMENT .....	43
ADD AND DROP POLICY .....	43
MAXIMUM ACADEMIC COURSE LOAD.....	43
LATE REGISTRATION.....	43
MINIMUM UNITS REQUIRED FOR GRADUATION .....	44
MAXIMUM CLASS SIZE .....	44
ASSIGNMENTS/HOMEWORK.....	44
AUDITING A CLASS .....	44
CLASS SCHEDULES .....	44
UNIT OF CREDIT.....	44

GRADING SYSTEM.....	44
GRADE POINT AVERAGE (GPA).....	46
GRADE CHANGES .....	46
GRADE APPEAL PROCESS.....	46
GRADE REPORT.....	47
PROGRAM PREREQUISITE COURSES (*) .....	47
STUDENT RECORDS .....	47
RETENTION OF STUDENT RECORDS POLICY .....	48
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) .....	48
MAXIMUM PROGRAM LENGTH .....	48
EVALUATION.....	48
SAP TABLE.....	48
MINIMUM ACADEMIC ACHIEVEMENT .....	48
ACADEMIC SAP STATUSES .....	49
APPEAL PROCEDURES.....	49
SAP APPEALS COMMITTEE .....	50
MITIGATING CIRCUMSTANCES .....	50
READMISSION.....	50
PROGRAM CHANGE .....	50
TRANSFER OF CREDIT POLICY .....	51
ADDITION OF AN ACADEMIC PROGRAM .....	51
MAINTAINING FULL-TIME STATUS .....	51
LEAVE OF ABSENCE (LOA) .....	51
CLASSIFICATION OF STUDENTS.....	52
AUTHORITY OF INSTRUCTORS .....	52
PROGRAM LENGTH .....	52
FINAL EXAMINATIONS .....	53
INDEPENDENT STUDY.....	53
INDEPENDENT STUDY ATTENDANCE POLICY .....	53
WITHDRAWAL FROM CLASSES .....	53
WITHDRAWAL FROM THE UNIVERSITY.....	54
CLEARANCE FOR GRADUATION .....	54
ACADEMIC PROGRAMS .....	55
DEGREE PROGRAMS .....	55



MASTER OF BUSINESS ADMINISTRATION (MBA).....	55
MASTER OF SCIENCE IN COMPUTER INFORMATION SYSTEMS (MSCIS).....	57
COURSE DESCRIPTIONS .....	61
PROGRAM PREREQUISITE COURSES .....	61
BUSINESS ADMINISTRATION COURSES .....	62
COMPUTER INFORMATION SYSTEMS COURSES .....	64
PROGRAM COMPLETION COURSES .....	65
UNIVERSITY PERSONNEL .....	66
ADMINISTRATORS AND STAFF .....	66
FACULTY .....	66
LOCATION AND MAP.....	68

## ACADEMIC CALENDAR 2024-2026

### WINTER QUARTER

Events	2024	2025	2026
Classes begin	Jan 02	Jan 06	Jan 05
Student Orientation	Jan 04	Jan 08	Jan 07
Last Day to Add and Drop	Jan 13	Jan 18	Jan 16
Registration for Spring quarter	Feb 12 – Mar 09	Feb 17 – Mar 15	Feb 16 – Mar 13
Presidents' Day Holiday	Feb 19	Feb 17	Feb 16
Final Exam Week	Mar 08 – Mar 12	Mar 10 – Mar 15	Mar 09 – Mar 14
Last day of Class	Mar 12	Mar 15	Mar 14
Spring Break	Mar 13 – Apr 01	Mar 16 – Apr 06	Mar 15 – Apr 03

### SPRING QUARTER

Events	2024	2025	2026
Classes begin	Apr 01	Apr 07	Apr 06
Student Orientation	Apr 03	Apr 09	Apr 08
Last Day to Add and Drop	Apr 12	Apr 19	Apr 18
Registration for Summer quarter	May 13 – Jun 07	May 19 – Jun 14	May 18 – Jun 12
Memorial Day Holiday	May 27	May 26	May 25
Final Exam Week	June 04 – Jun 10	June 09 – Jun 14	June 08 – Jun 13
Last day of Class	Jun 10	Jun 14	Jun 13
Summer Break	Jun 11– Jun 30	Jun 15– Jul 06	Jun 14– Jul 03

### SUMMER QUARTER

Events	2024	2025	2026
Classes begin	Jul 01	Jul 07	Jul 06
Student Orientation	Jul 03	Jul 09	Jul 08
Last Day to Add and Drop	Jul 13	Jul 19	Jul 17
Registration for Fall quarter	Aug 14– Sep 09	Aug 18– Sep 13	Aug 17– Sep 11
Independence Day Holiday	Jul 04	Jul 04	Jul 04
Labor Day Holiday	Sep 02	Sep 01	Sep 07
Final Exam Week	Sep 03 – Sep 10	Sep 08 – Sep 13	Sep 08 – Sep 14
Last day of Class	Sep 10	Sep 13	Sep 14
Fall Break	Sep 11– Sep 30	Sep 14– Oct 05	Sep 15– Oct 02

### FALL QUARTER

Events	2024	2025	2026
Classes begin	Oct 01	Oct 06	Oct 05
Student Orientation	Oct 03	Oct 08	Oct 07
Last Day to Add and Drop	Oct 12	Oct 18	Oct 17
Registration for Winter quarter	Nov 12 - Dec 07	Nov 17 - Dec 13	Nov 16 - Dec 11
Thanksgiving Holiday	Nov 21 – Nov 24	Nov 27 – Nov 29	Nov 26 – Nov 28
Final Exam Week	Dec 02 – Dec 10	Dec 08 – Dec 13	Dec 07 – Dec 12
Last day of Class	Dec 10	Dec 13	Dec 12
Winter Break	Dec 11 – Jan 05	Dec 14 – Jan 04	Dec 13 – Jan 04
Christmas Break School Closed	Dec 24 – Dec 25	Dec 24 – Dec 25	Dec 24 – Dec 25
New Year Break School Closed	Dec 31 – Jan 01	Dec 31 – Jan 01	Dec 31 – Jan 01

#### NOTE: HOLIDAY MAKE-UP DAY

If a holiday falls on a scheduled day of classes, the university will hold make-up class hours on the following week.

## **GENERAL INFORMATION**

### **MISSION**

California University of Management and Sciences is a Christian-based institution of higher education whose mission is to provide high quality and affordable education while instilling Christian values to serve the intellectual, professional, and spiritual needs of individuals and organizations.

### **PURPOSE**

California University of Management and Sciences aims to foster an educational and intellectual environment that aligns with Christian values and ethics. By providing a Christian learning experience, CALUMS equips its graduates with the skills and knowledge needed for personal and professional growth and careers in business and technology administration and management.

### **INSTITUTIONAL OBJECTIVES**

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

1. Educate students in modern approaches necessary for efficient and responsible management of organizations and resources.
2. Prepare students for a dedication to lifelong learning, personal development, and Scripture-based spiritual growth.
3. Provide programs with an emphasis on relevant education to meet the needs of churches, businesses, and communities.
4. Prepare students to become successful working professionals and business leaders.
5. Provide students with broad exposure to various areas of management and sciences with a Christian perspective.
6. Provide opportunities for the development of Christian character, Christian Worldview, and a soul-winning spirit as the student is exposed to areas of management and sciences.

### **PHILOSOPHY OF EDUCATION**

CALUMS Philosophy of Education is based on the Biblical foundation. Therefore, CALUMS is a school founded on Values, Versatility, and Technology. Values are based on the Christian Bible. Versatility prepares students to become contributing members of society. Technology develops successful working professionals and business leaders. We believe that personal development will emerge through lifelong learning.

### **STATEMENT OF FAITH**

The CALUMS Statement of Faith is understood and respected by the institution's Board, Administration, Faculty, Staff, and Students.

CALUMS, as an institution, subscribes to the following Statement of Faith:

1. We believe that the Bible is the only infallible, authoritative Word of God and is free from error of any sort, in all matters with which it deals, scientific, historical, moral, and theological.
2. We believe in the full historicity and perspicuity of the biblical record of primeval history.
3. We believe in the special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.
4. We believe that God eternally exists in three persons: Father, Son, and Holy Spirit. God the Father is infinite, sovereign, eternal, and unchangeable in all His attributes.
5. We believe in the Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ.
6. We believe in the present ministry of the Holy Spirit, who lives within and guides humans, so they are enabled to live godly lives.
7. We believe in the substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.
8. We believe in personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.
9. We believe in personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ.

#### **INSTITUTIONAL INTEGRITY POLICY**

California University of Management and Sciences as a Christian based institution of higher education is committed to integrity as a central value of the institution and has a policy that the University and all its employees and associates should perform their educational work within the healthiest measures of good academic and administrative management. All CALUMS personnel shall ensure honest and faithful compliance with rules, laws, policies, regulations, and standards issued by the government agencies, accrediting agencies, the university administration, and the governing board. At CALUMS, we all share responsibility for preserving this value, in order to promote an environment of integrity within our university community.

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

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

#### **ACCREDITATION AND APPROVALS**

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

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

***Bureau for Private Postsecondary Education***

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

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

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

California University of Management and Sciences is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24511; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Candidate Status as a Category III institution by the TRACS Accreditation Commission on October 24, 2023. This status is effective as of July 1, 2023, and is good for a period of up to five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

#### Notice to Prospective Degree Program Students

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888- 370-7589, or by completing a complaint form, which can be obtained on the bureau's Internet Web site – [www. bppe.ca.gov](http://www.bppe.ca.gov).

#### **USDHS / SEVIS APPROVAL**

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

#### **OFFICE HOURS**

Monday through Friday, from 9:00 am to 6:00 pm. Saturday from 10:00 am – 1:00pm.

#### **FINANCIAL AID PROGRAM**

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

## STATEMENT OF OWNERSHIP

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

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

## UNIVERSITY BACKGROUND

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

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

CALUMS is a private institution of higher education which offers master's degrees in business administration and computer information systems.

In Fall of 2022, CALUMS became a Christian based institution of higher education to provide high quality and affordable education while instilling the Christian values. CALUMS currently offers the Master of Business Administration and the Master of Science in Computer Information Systems.

## BOARD OF TRUSTEES

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

Jason Shin	Chairperson
Anne Ahn	Secretary
Sebastian Han	Treasurer
Aaron Hong	Member
Jaung S. Park	Member
Jessica M. Mertz	Ex-Officio Member (President)

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

## NON-DISCRIMINATION POLICY

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

## **STATEMENT OF ACADEMIC FREEDOM**

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

## **ACADEMIC GOVERNANCE**

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

1. Faculty members shall be given the responsibility to continuously provide advisement and assistance in the development of educational programs of the institution, including participation as content experts in the Program Advisory Committee.
2. The school shall conduct faculty meetings at the beginning of each quarter, whereby faculty members are consulted on planning for institutional effectiveness.
3. The Academic Office shall evaluate and revise the curriculum yearly based upon consultation with faculty members, at which point learning objectives for each course are assessed.
4. To enhance classroom learning, faculty members shall evaluate their instructional equipment and other educational resources and make any recommendations to the Academic Dean and/or Academic Committee for approval each quarter. Selection of course material is at the discretion of the faculty member, given that they cover the learning objectives of the course.
5. Faculty members shall be elected on a regular basis to partake in Academic Committee meetings to discuss academic policies and regulations.

## **DRUG-FREE CAMPUS**

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

## **CAMPUS FACILITIES**

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

The maximum number of students in a typical classroom or laboratory settings of instruction is thirty

(30).

## **CAMPUS SAFETY AND SECURITY**

Providing safety and security to the campus community is a continuous process of reevaluating existing policies, facilities, and practices so that they conform to the changing needs of the community and reduce or eliminate hazards.

1. CALUMS has contracted campus security personnel to ensure the safety of the life and property of students, faculty, staff, and visitors.
2. Security surveillance cameras have been installed inside and outside the campus building to monitor the ingress, egress, and regress of persons or individuals and likewise to serve as evidentiary material to crimes or such other activities which would be found helpful for resolution of the case/s.
3. Since the campus is open from Mondays through Saturdays, other persons could access the buildings and grounds, and a few may engage in criminal activity. So, regardless of time, day or night, no matter where you are on campus, be alert, aware of your surroundings and use common-sense safety precautions.
4. The building, its facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Through traffic signs have been installed in the building grounds and parking area to regulate entrance, parking, and exit of vehicles within the school's area of responsibility.
5. Parking attendants are also tasked to conduct rounds to check the vehicles parked on campus grounds and report suspicious persons to campus security personnel.
6. Whenever you park, lock your vehicle, turn the auto alarm, or consider using a steering wheel locking device. For bicycles, make sure that they are locked, even if you will be gone only a few minutes, and secure it to the bike rack.
7. If you are out at night on campus or walking to campus parking lots, we strongly encourage you to have a fellow student, faculty, or staff; or you may request the campus security personnel for assistance.

In case of emergency, all students, faculty, and staff must immediately evacuate the building. First aid kit is available at the administration office. CALUMS also provides insurance through an insurance company that covers liability throughout the facilities for bodily injury and property loss related to classroom activities. In the event of a fire or medical emergency, notify any school employee and call 911 for immediate assistance.

## **WEAPONS POLICY**

The possession or use of firearms or other weapons on CALUMS premises by staff, students, faculty, or visitors is strictly prohibited.

1. The state law of California and CALUMS policies and regulations prohibit the possession or use of weapons in the campus. It is a felony punishable by up to four (4) years in prison to possess any firearm within the campus, whether in a book bag, in the car, or in an office, classroom, or apartment. Possessing a concealed weapon or automatic weapons of any kind is illegal, whether on campus or in the community. Campus policies prohibit bringing campus weapons such as knives with blades longer than 2-1/2 inches, switchblades, dirks, daggers, stun guns, BB-gun, air guns, metal knuckles, nun chaku, and other weapons of similar nature.



2. If you see a gun or other weapon in the campus, please call the Anaheim Police Department immediately at 714-765-1900 with a description of the location of the weapon and/or the individual carrying it. If you believe that the weapon is being or is about to be used, dial 9-1-1.

### **PROGRAM ADVISORY COMMITTEE**

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

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

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

### **LICENSURE EXAMINATIONS**

California University of management and Sciences and its degree programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the State of California. Graduates of the degree programs offered at CALUMS are not eligible to sit for any licensure exams in California and other states.

### **NOTIFCATION OF NEW POLICIES AND PROCEDURES OF BPPE**

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

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

# ADMISSION INFORMATION

## ADMISSION POLICIES

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

## GRADUATE ADMISSIONS

### Admission Requirements

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

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

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

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

### Admission Procedures

Applicants applying for the Graduate Programs must submit the following:

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

All documents submitted during the admissions process will be the property of the University and will not be returned.

### **Admission Evaluation**

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

### **Post-Admission Procedures**

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

## **ENGLISH PROFICIENCY REQUIREMENTS**

Applicants must pass the English proficiency examination of CALUMS to be admitted to the graduate programs at CALUMS. The following applicants may be exempted from the English proficiency requirement: (a) those who completed their high school education in the United States from an institution accredited by an agency recognized by the U.S. Department of Education; (b) those who completed at least one (1) year of college level education in the United States from an institution accredited by an agency recognized by the U.S. Department of Education; (c) those who completed their bachelor's, master's, or doctoral degrees from an accredited university in the United States, Canada (except Quebec), Commonwealth Caribbean (Antigua, Barbuda, Belize, Cayman Islands, Dominica, Guyana, Jamaica, St. Kitts and Vis, St. Lucia, St. Vincent and Grenadines, and Trinidad and Tobago), Nigeria, United Kingdom, Ireland, Australia, and New Zealand; (d) those who completed their post-secondary education from an institution located in a country where English is the main language of instruction as evaluated and determined by the CALUMS Admissions Office; and (e) those with current (not older than 2 years) TOEFL iBT score of at least 61, or its IELTS, ITEP or Duolingo equivalents; or (f) those who completed a post-secondary level ESL course; or (g) those who passed CALUMS English Proficiency Aptitude Test (EPAT) with a minimum score of 70. CALUMS does not offer an ESL courses.

## **TRANSFER CREDIT POLICY**

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

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

A qualified transferring course of three (3) quarter units can be transferred into a four (4)-unit equivalent course at CALUMS with a condition that the student is required to perform additional

academic work to fulfill the one (1) outstanding or missing unit and to pay the appropriate tuition. A form for satisfying this requirement shall be filled out by the student, approved by the Academic Dean, and submitted to the appropriate faculty for completion of this additional academic requirement. Upon completion, the faculty shall record a Passed (P) or Not Passed (NP) grade of the student's work on the form and submit it to the Registrar no later than the Add/ Drop deadline of the following quarter. The Registrar shall place "TC" for the appropriate course on the student's transcript only upon receiving a pass grade for this one (1) unit requirement.

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

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

Transfer credit appears on a student's academic record, and the hours are included in the student's cumulative earned hours. Up to sixteen (16) quarter units are accepted in transfer from another institution in Master's degree programs.

Transfer credit is not calculated in the student's cumulative grade point average.

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

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

## **INTERNATIONAL STUDENT ADMISSIONS**

### **Application Procedures**

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

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

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

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

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

#### **OFFICE OF STUDENT ASSISTANCE AND RELIEF**

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting <https://osar.bppe.ca.gov/>.

## FINANCIAL INFORMATION

### TUITION AND FEES

Students are required to pay their tuition and fees during every registration period. Cash, money orders, credit cards, and personal local checks are acceptable modes of payment. Tuition rates may be adjusted in accordance with academic policies and regulations approved by the school.

<b>CHARGES UPON ENROLLMENT</b>		
Application Fee, One-Time (Non-Refundable)	\$100	
Student ID, One-Time (Non-Refundable)	\$10	
<b>TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>	<b>\$110</b>	
<b>CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>		
Tuition for First Term, Based on Minimum Academic Load: 8 units @\$325/unit	\$2,600	
Registration Fee @ \$70/quarter (Non-Refundable)	\$70	
Student Tuition Recovery Fund for 56 Units, One-Time (Non-Refundable)	\$0*	
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>	<b>\$2,670*</b>	
<b>CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>		
Tuition, Total Didactic/Lecture Units Required: 56 @\$325/unit	\$18,200	
Registration Fee, Based on 7 Quarter Terms @70/quarter (Non-Refundable)	\$490	
Student Tuition Recovery Fund for 56 Units, One-Time (Non-Refundable)*	\$0	
Graduation Fee (Non-Refundable)	\$300	
Estimated Cost of Textbooks (The purchase and/or acquisition of the textbooks are the	\$2,000	
Equipment	\$0	
Lab Supplies or Kits	\$0	
Other Learning Media	\$0	
Uniforms or Other Special Protective Clothing – Not Required	\$0	
In-Resident Housing – Not Offered	\$0	
Tutoring	\$0	
Assessment Fees for Transfer of Credits	\$0	
Fees to Transfer Credits	\$0	
<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$20,990.00</b>	
<b>INCIDENTAL CHARGES</b>		
Foreign Transcript Evaluation, One-Time, (Non-Refundable)	\$200	
Binding Fee per MS611 Project, One-Time, if applicable (Non-Refundable)	\$55	
Catalog Fee per extra hardcopy print if application (Non-Refundable)	\$10	
Comprehensive Exam Fee	\$325	
Course Auditing Fee, One-Time, if applicable (Non-Refundable)	\$670	
Internship Administration Fee, One-Time, if applicable (Non-Refundable)	\$500	
Late Registration Fee per quarter if applicable (Non-Refundable)	\$200	
Postage (Fees may change without notice.)	Domestic	\$9 - \$50
	International	\$30 - \$100
Processing Fee for Installment Tuition Payment Plan if eligible	\$200	
Program Prerequisite Courses per unit if applicable	\$325	
Readmission Fee, One-time, if applicable (Non-Refundable)	\$100	
Returned Checks Fee per check, if applicable (Non-Refundable)	\$30	
Transcript Fee per copy, if applicable (Non-Refundable)	\$15	
Wire Transfer Fee	\$10	

## **PAYMENT POLICY**

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

## **DEFERMENT OF TUITION PAYMENT**

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

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

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

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

Each student should be advised that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

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

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Students who have completed 60% or less of the ten (10) week quarter will receive refunds on a pro-rata basis.

Cancellation or withdrawal may occur when the student notifies the Office of Registrar (1126 N. Brookhurst St, Suite 200, Anaheim, CA 92801; 7145-533-3946; registrar@calums.edu). The notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. The Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

### **Procedures to Cancel Enrollment or Withdraw from the University**

1. The student must complete and submit a signed and dated 'Notice of Cancellation' to the Registrar.
2. The refund calculation shall be based on the date the Registrar's office receives the completed 'Notice of Cancellation' if hand delivered, or on the date post-marked if mailed.
3. The refund will be issued by the Finance Office within forty-five (45) days of withdrawal, if applicable.

4. No refunds may be disbursed to the student until the Financial Aid Program has been repaid, if applicable.

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

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

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

#### Tuition Refund policy

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

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

1. The student notifies the school of the student’s withdrawal or the actual date of withdrawal, whichever is later.
2. The school terminates the student’s enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the school, unexcused absences in excess of maximum set forth by the school, and/or failure to meet financial obligations to the school.
3. The student has failed to attend class for three (3) consecutive weeks.
4. The student fails to return from a leave of absence.

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

#### Refund Calculation

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

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

$$\begin{aligned}
 \text{Amount of Refund} &= \text{Tuition Paid} - \text{Course Tuition} \times \frac{\text{Number of Hours Conducted}}{\text{Total Number of Hours}} \\
 \text{Amount of Refund} &= \$1,000 - \$1,000 \times \frac{20}{40} = \$500
 \end{aligned}$$

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



## **FINANCIAL AID AND LOAN POLICIES**

At the present time, CALUMS currently does not offer any financial aid and does not participate in any state or federal financial aid programs.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

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

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary Education.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

## **STUDENT AWARDS AND SCHOLARSHIP OPPORTUNITIES**

### **Policy**

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

### **A. Student Awards**

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

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

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

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

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

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

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

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

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

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

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

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

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

### **B. Scholarship Opportunities**

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

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

##### Policy:

- a. This scholarship is provided to a maximum of five (5) students each quarter.
- b. The Scholarship Committee may, however, choose to increase the number of scholarship recipients at any time.
- c. The scholarship amount to be given to each recipient per quarter term is Four Hundred Dollars (\$400.00).
- d. A student may receive this scholarship only once during the student's program of study in CALUMS.

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

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

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

##### Application Procedures:

- a. Student must submit a written essay to the Office of Student Services on or before the close of business hours of the Friday of the fifth (5th) week of each quarter term.

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

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

## **2. CALUMS Board of Trustee’s Scholarship**

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

### Policy:

- a. This scholarship is provided to a maximum of two (2) recipients each quarter.
- b. All commentaries submitted by the student in consideration of the award shall become the property of CALUMS notwithstanding copyright, intellectual property right, and such other related laws.
- c. The scholarship amount to be awarded to each recipient per quarter term is Five Hundred Dollars (\$500.00).
- d. A student may receive this scholarship once for the entire duration of the student’s program of study in CALUMS.

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

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

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

### Application Procedures:

- a. Students interested in applying for the CALUMS Board of Trustees’s Scholarship Award shall study the CALUMS Founding Philosophy.
- b. Given the above literature, student shall develop a commentary that would:
  - i. Expound on the underlying principles of any or all of the above principal objectives. The proposed commentary should primarily build on the ideas and concepts already stipulated in the philosophy. It should remain in context and not contrary to any of the objectives in principle.
  - ii. Cite significant publications, events, or previous scholarly work (optional) and explain how it relates to the CALUMS Founding Philosophy.
  - iii. Narrate a particular and personal experience as a CALUMS student evidencing benefits gained from ascribing to the CALUMS Founding Philosophy.

- iv. Recommend learning enrichment activities such as periodic themes, student programs, group dynamics, and other supporting components or activities.
- c. Using Microsoft Word, the required page layout for the commentary is as follows: 12-point Times New Roman, one-sided, letter-size (8-1/2" x 11"), double-spaced, 1-inch margins on all sides.
- d. On the cover page, the following information must be shown:
  - i. Identification of the Student – full name, student ID number, program currently enrolled in, expected graduation date, and date of submission.
  - ii. Brief Introduction – student's background, personal or professional/career interests, past work experience, and prior education.
- e. Student may use a title for the commentary although optional and will not have any impact on its evaluation. The entire body of the commentary including the title and citations should not exceed a total of 700 words.
- f. Commentaries must be sent via email to the Office of Student Services at [ssa@calums.edu](mailto:ssa@calums.edu) on or before the close of business hours of the Friday of the fifth (5th) week of each quarter term.
- g. In addition to the main criteria as itemized under Sub-sections 2(a) to (d) of Section C Procedures, the commentaries will be reviewed and rated by evaluators assigned by the Administration Director based on creativity, relevance, scope and depth of ideas presented, practicability, and adaptability.
- h. The top 5 commentaries with a minimum overall score each of 70 points as rated by the evaluators will be endorsed by the Administration Director to the President for final approval.
- i. Recipients of the CALUMS Founder's Scholarship will be awarded during the Quarterly Awards Ceremony.

# **STUDENT RIGHTS**

## **STUDENT RIGHTS**

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

## **FREEDOM OF ACCESS**

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

## **CLASSROOM RIGHTS AND PRIVILEGES**

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

## **RIGHT TO APPEAL**

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

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

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

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

If you appeal an academic policy or requirement, that appeal will be reviewed by the Academic Dean. The purpose of appeal procedures is to provide a system that will represent "fairness and the absence of arbitrariness". The University makes every effort to assure that the appeal procedures are clear to students and are not burdensome.

## **STUDENT RECORDS POLICY**

Under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, and California Education Code 67-100ff, all students have the right to inspect and review their official University records in accordance with provisions of the aforementioned act and within the University guidelines. Educational institutions shall not release

educational records without written consent of the student, subject to exceptions provided by law.

### **Right to Access**

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

### **Disclosure of Student Records**

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

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

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

### **Retention of Student Records Policy**

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

## **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 Phone: (202) 260-3887*

## **AMERICAN WITH DISABILITIES ACT (ADA) POLICY**

CALUMS is committed to comply with all the mandates provided in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to the Academic Dean. They 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 PROCEDURES

### 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 Academic Dean, who will act upon it or direct it to the President of the University. 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 feel aggrieved with the Academic Dean, a petition should be submitted to the President, who, if necessary, will arrange a hearing with the Management Committee for the student and the Academic Dean. Any questions or problems concerning this procedure which have not been satisfactorily answered or resolved by the University should be directed to the following:

**Bureau for Private Postsecondary Education (BPPE)**

P.O. Box 980818, W. Sacramento, CA 95798-0818  
Phone: (916) 574-8900, Fax: (916) 263-1897

*or*

**Transnational Association of Christian Colleges and Schools (TRACS)**

15935 Forest Road  
Forest, VA 24551  
Phone: (434) 525-9539,  
Email: [info@tracs.org](mailto:info@tracs.org)

### Complaint Procedures

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 Academic Dean, 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.

### 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 grievance or further action by either party. If the allegations involve charges of discrimination or sexual harassment, copies of all correspondence must be forwarded to the Dean.

### **For All Grievances** **Step 1**

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

### **Step 2**

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

### **Step 3**

#### **First Appeal Level**

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

1. If the grievant is not satisfied with the results of Step 1 and 2, he/she can appeal the grievance to the Student Services Advisor within 30 days of receiving the written notification from the other party or in the absence of a written response, after 30 days but not more than 45 days has elapsed.
2. The Student Services Advisor shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendation to the Student Services Advisor.
  - a. The Committee shall be appointed by the Student Services Advisor within 10 calendar days after receiving the written notice of grievance or notice of appeal.
  - b. The committee shall forward its recommendations to the Student Services Advisor within

30 days of its appointment.

- c. The committee shall include one (1) student member with voting privileges.
- d. No member of the committee shall be a student, faculty, staff, or administrator from the same department or service area as the grievant or the person(s) against whom the grievance is filed.

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

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

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

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

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

The response shall contain the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

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

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

3. The President shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee.

The response shall contain the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

## **STUDENT EVALUATION PROCEDURES**

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

## **SEXUAL HARASSMENT POLICY**

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

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

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

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

## **GENERAL DEFINITION OF SEXUAL HARASSMENT**

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

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

# **STUDENT RESPONSIBILITIES**

## **PERSONAL CONDUCT**

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

## **CODE OF CONDUCT**

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

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

These standards are subject to amendment at any time with notices being posted on the campus bulletin boards.

All amendments of the standards must be approved by the Academic Dean in conjunction with the Board of Trustees.

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

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

Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial appeals committee. Written notice of specific charge(s) made against a student shall be given at least 15 (fifteen) days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the University community. Hearings are

private; the accused student is afforded the opportunity to rebut all charges. The University establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary actions to the Academic Dean, but on the grounds that fair procedure was not followed by the committee or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken, and the basis for this decision. The disciplinary action taken may be reflected on the student's permanent record, as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed as follows:

**Dismissal:**

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

**Suspension:**

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

**Probation:**

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

University policy stipulates that a student dismissed by disciplinary action, from either the University or a course, may still receive a refund of tuition or other fees subject to the tuition refund policy of the University. Students dismissed from the University for disciplinary reasons must exclude themselves from the University classes, activities, facilities, and buildings. Any exception must be approved by the President.

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

## **STUDENT OBLIGATIONS**

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

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

Additionally, international students must:

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

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

## **CLASS ATTENDANCE POLICY**

Regular attendance is necessary to achieve satisfactory academic progress. Students must attend the first class meeting or they may be unofficially dropped by the instructor, resulting in a failing grade. Students registered in any course are expected to attend classes regularly and comply with class

requirements to the satisfaction of their instructor. If the student is absent, he/she may be required to make up all work missed. It is the student's responsibility to check on all assignments. The instructor may assign extra work, require special examinations, or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course.

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

## **CLASSROOM CONDUCT**

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

## **CHEATING AND PLAGIARISM POLICIES**

### **Cheating**

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

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

## **Plagiarism**

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

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

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

Academic sanctions include:

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

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

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

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

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

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

## **SEARCH AND VIDEO SURVEILLANCE DISCLOSURE**

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

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

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



## **STUDENT SERVICES**

### **STUDENT ADVISING**

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

The scope of this activity includes:

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

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

### **ACADEMIC ADVISING**

The Admissions Officer and Academic Dean are available for academic advising of the student. They are available during regular business hours for consultation regarding academic or career planning. The scope of academic advising includes analyzing personal interests and goals, determining career paths, planning course loads, and developing an overall academic plan for course work and supplemental needs of the student.

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Instructors are also available for academic advising. Enrollees are encouraged to request an appointment with their instructor immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance.

By interacting with the students and academic progress, instructors will advise students to follow certain methodology, which he/she finds most suitable. Students are encouraged to seek help or suggest any new ideas to the school.

### **NEW STUDENT ORIENTATION**

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

### **LIBRARY ORIENTATION**

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

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

## **STUDENT ASSOCIATION**

CALUMS Student association is an organization conducted by students and supervised by school. The purpose of the student association is to take the feedback from students regarding the issues they are facing today, also give students an opportunity to develop leadership by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the student association is the voice of all CALUMS students. They help share student ideas, interests, and concerns with the school wide community.

The function of the student association is based upon parliamentary procedures. Ideas are presented, voted upon, and confirmed by the student association president. Any student that is interested in leadership, organizational behavior, event planning or becoming more involved in the school activities are welcome to become involved.

## **CHAPEL**

Through the convocation, chapel, and other services, we plan to offer services as dynamic times for responding to the Holy Spirit and the truth of the Word. Passionate worship marks these strong times together. Guest speakers as well as faculty members and selected students bring messages of encouragement and challenge from God's Word. Student-led worship teams are responsible for planning and leading music and other creative arts during the chapel services. If you are musically talented, you may be asked to share a vocal or instrumental special during these services. Student-led media teams oversee audio and video equipment for chapel services and special events. If you are interested in serving in one of these areas and would like to receive training, contact the Student Services Advisor.

## **JOB PLACEMENT ASSISTANCE**

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

## **TUTORING SERVICES**

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

## **STUDENT HOUSING**

The University does not provide student housing or dormitory facilities. However, there are many private apartments and boarding houses around the University. The Student Services Office helps

students find appropriate housing and provides current information on the approximate cost or range of cost of housing. The current estimation of the approximate cost of housing located near the University is \$10,800 per academic year.

## **CHILD CARE**

CALUMS does not provide childcare services.

## **STUDENT HANDBOOK**

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

## **EXTRA CURRICULAR ACTIVITIES**

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

## **LIBRARY SERVICE**

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

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

### **Library Hours**

CALUMS library is available to students and faculty during normal school hours. Library hours may vary during the summer, between quarters, Saturdays, and on holidays. Unless otherwise notified, library on Saturdays may open depending on needs. Library is closed on Sundays. Hours will be posted in the library and on a link at the CALUMS Library home page. See <https://calums.edu/library/>.

## **COMPUTER LABORATORY**

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

to prepare reports, assignments, presentations and research by using the software programs installed for this purpose.

## **SPIRITUAL ENRICHMENT**

In the Gospel of Mark, Jesus said that the most important commandment is to love the Lord with all your heart, soul, mind, and strength and to love your neighbor as yourself. Jesus was making it clear that every aspect of who we are should reflect our passion for the Lord.

At CALUMS, we are endeavoring to live out this commandment. We intend to promote the spiritual life at CALUMS through academic advising, mentoring, career advising, chapel, bible study or any other form. We intend that prayer, worship, dialogue about God and His Word, and fellowship flow through the community of CALUMS.

## **SMALL GROUPS**

As part of his or her spiritual development, each student is expected to regularly participate in a small group. These groups provide an opportunity for Bible study, fellowship, and accountability. Many students meet in a small group provided through their church; others participate in various groups that meet on campus.

## **DEVOTIONAL LIFE**

All members of the CALUMS community (administrators, faculty members, staff, and students) are encouraged to maintain a rich, daily devotional life. Times alone with God in Bible study, meditation, prayer, fasting, and praise are invaluable in forming the character of Jesus and in receiving the empowerment of the Spirit. In addition to private devotions, it is not unusual for students to meet regularly with other members of the campus community for special times together in God's presence.

## **HEALTH SERVICES**

CALUMS recommends all students to have medical insurance. CALUMS provides medical insurance information for international students. Students have the option to get insurance from local insurance agents. If you need assistance, please contact Student Services Advisor for further information.

School personnel are usually first on the scene of a medical incident in a school setting. Staff and faculty will manage the incident until it is resolved, or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility.

A first aid kit is available at the front desk of the administration office. For any medical incident that demands immediate attention, the school will arrange for transportation to the nearest doctor, urgent care clinic, or hospital. See the Student Handbook for more details.

## **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.

# ACADEMIC POLICIES

## REGISTRATION AND ENROLLMENT

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

## ENROLLMENT AGREEMENT

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

## ADD AND DROP POLICY

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

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

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

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

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

## MAXIMUM ACADEMIC COURSE LOAD

A minimum study load for a full-time graduate student is eight (8) units per quarter. An excessive academic load can affect student learning and performance. Students in the master's degree programs may not take more than sixteen (16) credits in any given quarter term. This includes didactic hours and research/scholarly activity hours. Any exceptions must be submitted by the student to the Academic Dean and Registrar for approval.

## LATE REGISTRATION

Students who have not completed registration by the last day of the registration period may enroll in courses during the first week after classes begin upon paying a late registration fee of \$200. Students

are not allowed to register after the end of the first week of each quarter. No enrollment or addition of any course is permitted after the first week of the quarter have passed without permission from the instructor involved and authorization from the Academic Dean.

### **MINIMUM UNITS REQUIRED FOR GRADUATION**

<b>Program</b>	<b>Units</b>
Master of Business Administration	56
Master of Science in Computer Information Systems	56

### **MAXIMUM CLASS SIZE**

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

### **ASSIGNMENTS/HOMEWORK**

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

### **AUDITING A CLASS**

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

### **CLASS SCHEDULES**

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

### **UNIT OF CREDIT**

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

### **GRADING SYSTEM**

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

Grade	Grade Point (Remarks)
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3

Grade	Grade Point (Remarks)
C	2.0
C-	1.7
D	1.0
F	0.0
P	0.0 (Passed)
NP	0.0(Not Passed)

Grade	Grade Point (Remarks)
TC	0.0 (Transfer Credit)
W	0.0 (Withdrawal)
R	0.0 (Repeated Course)
IP	0.0 (In Progress)
AU	0.0 (Audit)
I	0.0 (Incomplete)

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

### **Incomplete (I)**

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

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

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

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

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

### **Audit (AU)**

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

### **Withdrawal (W)**

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

### **Transfer Credit (TC)**

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

### **In Progress (IP)**

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

### **Passed (P)**

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

### **Not Passed (NP)**

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

## **GRADE POINT AVERAGE (GPA)**

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

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

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

## **GRADE CHANGES**

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

## **GRADE APPEAL PROCESS**

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

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

- Step 1.** The student shall meet with the faculty member involved in an attempt to resolve the complaint.
- Step 2.** If the matter is not resolved at Step 1, the student shall submit a written appeal to the Academic Dean. The written appeal must specify the nature of the complaint and the relief



the student is seeking. The Academic Dean will then schedule a meeting with the student and the faculty member involved in an attempt to resolve the complaint. The Academic Dean and faculty member involved will then communicate a decision in writing to the student.

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

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

## **GRADE REPORT**

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

## **PROGRAM PREREQUISITE COURSES (\*)**

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

## **STUDENT RECORDS**

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

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

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

be valid for one calendar year.

**RETENTION OF STUDENT RECORDS POLICY**

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

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

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

**MAXIMUM PROGRAM LENGTH**

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

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

**EVALUATION**

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

**SAP TABLE**

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

**MINIMUM ACADEMIC ACHIEVEMENT**

Students must achieve a minimum cumulative grade point average (CGPA) of the following: 2.50

between 33% and 65% of the maximum time frame; and 3.00 between 66% and 100% of the maximum time frame.

## ACADEMIC SAP STATUSES

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

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

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

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

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

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

## APPEAL PROCEDURES

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

## **SAP APPEALS COMMITTEE**

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

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

## **MITIGATING CIRCUMSTANCES**

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

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

## **READMISSION**

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

## **PROGRAM CHANGE**

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

Students changing programs must follow the procedures below:

- a. Submit the Request for Change of Program to the Registrar.
- b. Consult with Academic Dean.

- c. Request a review of transfer credits if needed.

## **TRANSFER OF CREDIT POLICY**

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

## **ADDITION OF AN ACADEMIC PROGRAM**

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

## **MAINTAINING FULL-TIME STATUS**

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

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

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

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

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

### Non-Medical (Personal) Reasons

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

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

### Medical Reasons

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

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

## **CLASSIFICATION OF STUDENTS**

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

The following standards are applied in this regard:

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

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

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

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

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

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

## **AUTHORITY OF INSTRUCTORS**

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

## **PROGRAM LENGTH**

The normal program length to complete any graduate level program is two (2) years. Students must progress through the program at a pace that will ensure successful completion within one-and-a-half

(1.5) times the normal program length as measured in academic years. The maximum program length is three (3) years. If a student cannot complete the program within the maximum time frame, the student will be dismissed.

## **FINAL EXAMINATIONS**

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

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

## **INDEPENDENT STUDY**

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

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

## **INDEPENDENT STUDY ATTENDANCE POLICY**

Independent studies are a directed study, whereby the instructor assigns a student specific research work and material to learn. For this reason, an instructor has the ability to determine the frequency of student contact as the student progresses in his/her research path. Typically, an independent study will involve between six to eight faculty to student meetings. Faculty is to assess the student’s academic progress during these sessions. As such, attendance for independent studies are calculated as follows. Students must complete their assigned work in the time-frame that the instructor assigned. If the student successfully completed the assigned work during that period of time, the student is awarded attendance for the week(s) in which the work was assigned for. If the student does not successfully complete the assigned work during that period of time, the student will be marked absent for the week(s) the work was assigned for.

## **WITHDRAWAL FROM CLASSES**

Students may withdraw from courses (see Add and Drop) during the first two weeks after classes begin without affecting their grade point average. Students thereafter are required to obtain a permit from the

Academic Dean to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a “W” grade recorded in the official transcript. A student can withdraw from a class by the following procedures:

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

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

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

## **WITHDRAWAL FROM THE UNIVERSITY**

There are two ways to withdraw from the University:

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

The following procedures must be observed by the student:

1. Notify the Academic Dean or Registrar of intent to withdraw by completing and submitting the ‘Notice of Cancellation (Withdrawal Form)’ and/or ‘Add & Drop’ form or ‘Course Withdrawal Request Form (after Add and Drop Period)’ if applicable.
2. Clear all outstanding debt with the University.
3. Students who submit their completed ‘Notice of Cancellation (Withdrawal Form)’ and/or ‘Add & Drop’ form or ‘Course Withdrawal Request Form (after Add and Drop Period)’ shall receive their refunds within forty-five (45) days from receipt of the ‘Notice of Cancellation (Withdrawal Form)’ and/or ‘Add & Drop’ form or ‘Course Withdrawal Request Form (after Add and Drop Period)’. See Cancellation, Withdrawal, and Refund Policy for further details.

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

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

## **CLEARANCE FOR GRADUATION**

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

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

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



## **ACADEMIC PROGRAMS**

### **DEGREE PROGRAMS**

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

Master of Business Administration (MBA)

Master of Science in Computer Information Systems (MSCIS)

### **MASTER OF BUSINESS ADMINISTRATION (MBA)**

#### **Program Description**

The Master of Business Administration (MBA) program aims to provide students with the advanced skills to manage organizations effectively. This program focuses on developing advanced competencies in strategic, behavioral, and applied management, with an emphasis on critical thinking and ethical principles. Graduates are expected to have a clear understanding of Christian ethics and values, allowing them to manage and lead a business organization. Upon graduation, MBA students are expected to pursue managerial positions ranging from junior to executive levels in various business enterprises, as classified by the United States Department of Labor's Standard Occupational Classification codes 11-1011, 11-1021, 13-111, 15-2031, 15-2051, and 25-1011.

#### **MBA Program Learning Outcomes**

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

1. Evaluate the role of management and leadership in developing and implementing effective strategic processes in organizations.
2. Incorporate Christian principles into organizational leadership to make strategic, tactical, and operational decisions in business organizations.
3. Formulate quantitative and qualitative methods to appraise organizational performance through critical and strategic thinking.
4. Develop advanced project management skills, teamwork methodologies, and organizational structures to facilitate effective strategic planning, utilizing industry best practices and innovative techniques to achieve project goals and objectives.
5. Develop the ability to manage and administer a business organization with a clear understanding of Christian ethics and values.

#### **Description of Course Instruction**

Please see Course Description.

## **Classification of Instruction Program**

CIP Code: 52.1301

Title: Management Science, General

## **MBA Program Requirements**

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

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

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

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

BA501	Management Communication	4
BA510	Managerial Christian Ethics and Values	4
BA512	Advanced Strategic Management	4
BA521	Leadership and Organizational Behavior	4
BA531	Operations Planning and Control	4
BA532	Advanced Management Science	4
BA541	Financial Management and Analysis	4
BA551	Marketing Management Theory	4
BA573	Project Planning and Management Seminar	4
BA575	Business Analytics Programming	4
EC521	Business and Economic Forecasting	4

### **Elective Courses**

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

## **MBA Program Outline by Term**

	Course	Course Title	Unit	Sub-
Quarter	BA501	Management Communication	4	8
	BA510	Managerial Christian Ethics and Values	4	
Quarter	BA512	Advanced Strategic Management	4	8
	BA521	Leadership and Organizational Behavior	4	
Quarter	BA531	Operations Planning and Control	4	8
	BA541	Financial Management and Analysis	4	

Quarter	BA532	Advanced Management Science	4	8
	BA551	Marketing Management Theory	4	
Quarter	BA575	Business Analytics Programming	4	8
	EC521	Business and Economic Forecasting	4	
Quarter	BA573	Project Planning and Management Seminar	4	8
	X	MS611 Project or Elective Course +	4	
Quarter	X	Elective Course	4	8
	X	Elective Course	4	
			<b>Total</b>	<b>56</b>

### **Graduation Requirements**

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

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

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

### **MASTER OF SCIENCE IN COMPUTER INFORMATION SYSTEMS (MSCIS)**

#### **Program Description**

The Master of Science in Computer Information Systems (MSCIS) program aims to provide students with advanced competencies in technical and managerial skills in the areas of computer systems, networks, communications, and data analysis. This program also emphasizes use of critical thinking and ethical principles, as well as effective use of information systems and data to develop organizations and optimize business processes with

a clear understanding of Christian ethics and values. Upon graduation, MSCIS graduates are expected to pursue junior to executive level managerial positions in business and IT enterprises classified under United States Department of Labor’s Standard Occupational Classification codes 111-3021, 15-1212, 15- 1231, 15-1241, 15-1244.

**MSCIS Program Learning Outcomes**

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

1. Examine the effective use of information systems and data to develop organizations and enhance business processes.
2. Incorporate Christian principles into organizational leadership to make strategic, tactical, and operational decisions in business organizations.
3. Evaluate and manage various components of database systems within organizations of varying needs.
4. Develop advanced project management skills, teamwork methodologies, and organizational structures to facilitate effective strategic planning, utilizing industry best practices and innovative techniques to achieve project goals and objectives.
5. Develop the ability to manage and administer a business organization with a clear understanding of Christian ethics and values.

**Description of Course Instruction**

Please see Course Description.

**Classification of Instruction Program**

CIP Code: 11.0101 Title: Computer and Information Sciences, General

**MSCIS Program Requirements**

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

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

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

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

BA501	Management Communication	4
BA510	Managerial Christian Ethics and Values	4

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

### **Elective Courses**

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

### **MSCIS Program Outline by Term**

	Course #	Course Title	Units	Sub-Total
Quarter 1	BA501	Management Communication	4	8
	CS521	Management Information Systems	4	
Quarter 2	BA510	Managerial Christian Ethics and Values	4	8
	CS552	Comparative Systems Development	4	
Quarter 3	BA521	Leadership and Organizational Behavior	4	8
	CS561	Data Modeling and Database Administration	4	
Quarter 4	BA512	Advanced Strategic Management	4	8
	CS571	Network Planning and Administration	4	
Quarter 5	CS568	Advanced SQL	4	8
	CS582	Information Systems Security	4	
Quarter 6	BA573	Project Planning and Management Seminar	4	8
	XXX	MS611 Project or Elective Course +	4	
Quarter 7	XXX	Elective Course	4	8
	XXX	Elective Course	4	
			Total	56

### **Graduation Requirements**

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

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

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

# COURSE DESCRIPTIONS

## Course Numbering System

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

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

## Course Code Identification System

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

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

## PROGRAM PREREQUISITE COURSES

### **BM201 Principles of Management** **4 units**

Prerequisite: None

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.

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

Prerequisite: None

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.

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

Prerequisite: None

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

### **CS201 Introduction to Computer Information Systems** **4 units**

Prerequisite: None

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

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

Prerequisite: None

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

**EC201 Principles of Economics** **4 units**

Prerequisite: None

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.

**BUSINESS ADMINISTRATION COURSES**

**BA501 Management Communication** **4 units**

Prerequisite: None

The course aims to equip students with the skills to write business messages in accordance with Christian ethics, deliver effective presentations in both business and ministry settings, and excel in job interviews. Additionally, students will learn how to maintain strong communication practices to foster teamwork in the workplace while applying Christian values.

**BA510 Managerial Christian Ethics and Values** **4 units**

Prerequisite: None

This course is designed to explore the intersection of Christian ethics and values with the field of management and business. Students will gain an understanding of the importance of ethics and values in management and business, and the ability to apply Christian principles to real-world scenarios. The course will Christian ethical theories and examine their relevance to modern business and management practices. Students will be able to explain the decision-making processes used by individuals and organizations in ethical dilemmas and how Christian ethics and values can inform these decisions.

**BA512 Advanced Strategic Management** **4 units**

Prerequisite: None

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

**BA521 Leadership and Organizational Behavior** **4 units**

Prerequisite: None

This course is designed to help managers become effective Christian leaders by integrating



contemporary concepts with biblical standards in the areas of organizational behavior, change, and leadership. Along with developing diagnostic and problem-solving skills, this course places a major emphasis on helping students enhance their interpersonal skills, which numerous studies have shown to be critical for successful leadership in organizations. Through the use of case studies, self-assessments, and experiential exercises, students will develop a professional level of competency and explore practical applications of the concepts covered in this course.

**BA531 Operations Planning and Control**

**4 units**

Prerequisite: None

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.

**BA532 Advanced Management Science**

**4 units**

Prerequisite: None

This course is centered around the understanding and management of recurring business processes, with a focus on achieving a competitive advantage in areas such as customer responsiveness, price, quality, and variety of products and services. Students will explore the fundamental principles of process improvement and learn how to critically evaluate various operational improvement programs. The course provides an introduction to the principles and concepts used in managing a Christian business enterprise, approached from both theoretical and practical perspectives.

**BA541 Financial Management & Analysis**

**4 units**

Prerequisite: None

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.

**BA551 Marketing Management Theory**

**4 units**

Prerequisite: None

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

**BA573 Project Planning and Management Seminar**

**4 units**

Prerequisite: None

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

**BA575 Business Analytics Programming**

**4 Units**

Prerequisite: None

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

**EC521 Business and Economic Forecasting**

**4 Units**

Prerequisite: None

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

**COMPUTER INFORMATION SYSTEMS COURSES**

**CS521 Management Information Systems**

**4 units**

Prerequisite: None

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

**CS552 Comparative System Development Methodologies**

**4 units**

Prerequisite: None

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

**CS561 Data Modeling and Database Administration**

**4 units**

Prerequisite: None

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

**CS568 Advanced SQL**

**4 units**

Prerequisite: None

This course provides students with the theory and application of Structured Query Language (SQL) for those who develop database applications. Students will gain a solid working

knowledge of this powerful and universal database programming language used in today's business environment. Database theory and database design will be covered. Microsoft (MS) Access will be used for demonstrations throughout this course. Differences between MS Access and MySQL, MSSQL, Oracle, or IBM DB2 will be highlighted where significant.

**CS571 Network Planning and Administration**

**4 units**

Prerequisite: None

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

**CS582 Information Systems Security**

**4 units**

Prerequisite: None

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

**PROGRAM COMPLETION COURSES**

**MS611 Project**

**4 units**

Prerequisite: Approval of Academic Dean

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

## UNIVERSITY PERSONNEL

### ADMINISTRATORS AND STAFF

President	Jessica M. Mertz	jessica.mertz@calums.edu
Academic Dean	Robert Mancuso	rmancuso@calums.edu
Administration Director	James Koo	jameskoo@calums.edu
Finance Director	Hoon Kim	hkim@calums.edu
Program Chair, Business Programs	Istvan Zambori	Istvan.zambori@calums.edu
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Registrar	Hongjun Ahn	registrar@calums.edu
Student Services Advisor	Chinazo Johns	ssa@calums.edu
Finance Officer	Hongjun Ahn	finance@calums.edu
Librarian	Natalie De Anda	library@calums.edu

### FACULTY

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

#### **ALADI, CLEMENT\***

Ph.D. Information Systems & Technology, Claremont Graduate University, Claremont, California

M.S. Systems Engineering, Loyola Marymount University Las Angeles, California

Masters in Theology, Pontifical Urban University, Rome, Italy

Teaching Area: MSCIS courses

#### **AMAYA, PAUL\***

Ph.D. Education, University of California, Riverside, California

Master of Business Administration, California State University, San Bernardino, California

Teaching Area: MBA courses and MSCIS courses

#### **CHAUDHRY AHMAD\***

Doctor of Business Administration, California Southern University, Costa Mesa, California

M.B.A., California Coast University, Santa Ana, California

**Teaching Area:** MBA Courses and MSCIS courses

#### **HAN, BYUNGRIN\***

Ph.D. Mechanical Engineering, University of Southern California, Los Angeles, California

M.S. Mechanical Engineering, University of Southern California, Los Angeles, California

Teaching Area: MSCIS courses

#### **MANCUSO, ROBERT \***

Ed.D. Organizational Leadership, University of Massachusetts, Amherst, MA

M.B.A., Rutgers University, Newark, NJ

Teaching Area: MBA courses and MSCIS courses

**MIKANOVIC, PREDRAG FRED\***

Doctor of Business Administration, California Intercontinental University, Irvine, CA  
Master of Business Administration, California State University, Northridge, CA  
Teaching Area: MBA courses and MSCIS Courses

**OGWO, CHRISTIAN**

Ph.D. Information Systems and Technology/Political Science, Claremont Graduate University, California  
M.S. Information Systems and Technology, Claremont Graduate University, California  
Teaching Area: MSCIS courses

**SHINICHI, HIROKAWA\***

Doctor of Business Administration, Argosy University, Orange County, CA  
Master of Business Administration, Keller Graduate School of Management, Long Beach, California  
Teaching Area: MBA courses and MSCIS courses

**ZAMBORI, ISTVAN**

Ph.D. Economics, Claremont Graduate University, California  
M.S. Economics, California State Polytechnic University Pomona, California  
B.S. Economics, California State Polytechnic University Pomona, California Teaching  
Teaching Area: MBA courses and MSCIS courses

## LOCATION AND MAP



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