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Faculty Handbook

2023



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GENERAL INFORMATION

This faculty handbook is updated annually. Annual updates may be made using supplements or inserts accompanying the handbook. If changes in educational programs, educational services, procedures, or policies required to be included in the handbook by statute or regulation are implemented before the issuance of the annually updated handbook, those changes shall be reflected at the time they are made in supplements or inserts accompanying the handbook

This faculty handbook is available in print at the library and the academic office. An electronic copy may be obtained by request or can be downloaded from the CALUMS website: www.calums.edu.

This faculty handbook is revised in January 2023.

If you have any questions regarding this handbook, please feel free to contact the university.

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TABLE OF CONTENTS

GENERAL INFORMATION	1
ACADEMIC CALENDAR 2022-2024.....	5
MISSION.....	6
PURPOSE	6
INSTITUTIONAL OBJECTIVES	6
PHILOSOPHY OF EDUCATION	6
STATEMENT OF FAITH	6
INSTITUTIONAL INTEGRITY POLICY	7
ACCREDITATION AND APPROVALS	7
INSTITUTIONAL AFFAIRS	9
Academic Committee	9
Program Advisory Committee.....	9
School Administration.....	9
Degree-Granting Authority	9
School Logo	9
University Name – Used by Faculty or Staff in Advertising.....	9
Diversity Policy	10
Printing of Business Cards	10
Faculty Development.....	10
Faculty Meeting	10
Statement of Academic Freedom	10
Faculty.....	10
Academic Governance.....	11
Academic Integrity.....	11
Compliance.....	11
Adjudication (0360.00 P)	11
Faculty Credentials	11
Copyright and Fair Use Policy.....	12
Reproduction of Copyrighted Materials	12
Honesty and Integrity (Employees).....	12
Academic Year.....	13
EMPLOYMENT AFFAIRS	14
Employment Eligibility	14
Employment Verifications	14
Workday.....	14
Time Clock	14
Work Week.....	15
Pay Period for Salaried Employees.....	15
Pay Period for Part-Time (Hourly) Employees	15
Working Schedules for Hourly Employees.....	15
Worker’s Compensation: Coverage.....	15

Payroll Deductions	16
Paid Sick Leave.....	16
Accrument of Sick Leave Earned.....	16
Reporting Sick Leave	16
Paid Holidays.....	16
Paid Vacations for Full-time Employees	17
Accrument of Vacation Time earned.....	17
Leave of Absence.....	17
Personal Leave of Absence	17
Absence From Work	18
Absence From Teaching Assignment	18
Jury Duty.....	18
Parental Leave	19
Introductory (Probation) Period.....	19
Grievance Procedures	19
Termination of Employment	19
Termination of Employment – Voluntary	19
Termination of Employment – Involuntary	20
Procedure for Employee Termination	20
Progressive Discipline	20
Rules of Conduct.....	20
Employee Suspension	21
Wage Garnishment	21
Job description of Academic Dean.....	22
Job description of the Program Chair	23
Job description of the Librarian.....	24
Job description of the Library Assistant	24
ADMINISTRATIVE AFFAIRS	25
Drug, Alcohol and Smoking Policies.....	25
Sexual Harassment Policy	25
General Definition of Sexual Harassment	25
Search and Video Surveillance Disclosure	26
Campus Safety and Security.....	26
Weapons Policy.....	27
Annual Security Report.....	27
Security Measures.....	27
Emergency Plan	28
FACULTY AFFAIRS	29
Faculty Rights.....	29
Faculty Duties and Responsibilities	29

Specific Responsibilities of Faculty during the term.....	30
Faculty Performance Evaluation	30
Faculty Professional Conduct.....	31
Full-time Faculty.....	31
Part-time Faculty	31
Faculty Contract	31
Teaching Load for Full-Time Faculty with Administrative Duties	31
Workload of Faculty	32
Workload Restrictions	32
Sufficient Number of Faculty Employment Policy	32
Faculty Recruitment	32
ACADEMIC AFFAIRS.....	33
First Day of Classes.....	33
Instructional Hours.....	33
Course Syllabi and Class Schedules.....	33
Minimal Academic Integrity.....	33
Academic Advising.....	34
Independent Study	34
Attendance.....	35
Tardiness	35
Classroom Attendance	36
Classroom Announcements	36
Textbooks	36
Textbook Selection Procedures.....	36
Tutoring.....	37
Unit of Credit.....	37
Grade System.....	38
Posting of Grades	39
Maximum Academic Course Load	39
Grade Report.....	39
Make-Up Exams	39
Withdrawal from the Courses	39
Handicapped Students	40
Conflict of Interest	40
Student in Possession of Violated Copy Materials	40
Equipment and Supplies.....	41
Use of Library Resources	41
ADMINISTRATORS AND STAFF	42
LOCATION AND MAP.....	42
EMERGENCY CONTACT LIST	43

ACADEMIC CALENDAR 2022-2024

WINTER QUARTER

Events	2022	2023	2024
Classes begin	Jan 03	Jan 03	Jan 02
Student Orientation	Jan 05	Jan 05	Jan 04
Last Day to Add and Drop	Jan 15	Jan 14	Jan 13
Registration for Spring quarter	Feb 14 – Mar 11	Feb 13 – Mar 10	Feb 12 – Mar 09
Presidents' Day Holiday	Feb 21	Feb 20	Feb 19
Final Exam Week	Mar 08 – Mar 14	Mar 07 – Mar 13	Mar 08 – Mar 12
Last day of Class	Mar 14	Mar 13	Mar 12
Winter Break	Mar 15 – Apr 03	Mar 14 – Apr 02	Mar 13 – Apr 01

SPRING QUARTER

Events	2022	2023	2024
Classes begin	Apr 04	Apr 03	Apr 01
Student Orientation	Apr 06	Apr 05	Apr 03
Last Day to Add and Drop	Apr 16	Apr 15	Apr 12
Registration for Spring quarter	May 16 – Jun 10	May 15 – Jun 09	May 13 – Jun 07
Memorial Day Holiday	May 30	May 29	May 27
Final Exam Week	June 07 – Jun 13	June 06 – Jun 12	June 04 – Jun 10
Last day of Class	Jun 13	Jun 12	Jun 10
Winter Break	Jun 14 – Jul 04	Jun 13– Jul 02	Jun 11– Jul 01

SUMMER QUARTER

Events	2022	2023	2024
Classes begin	Jul 05	Jul 03	Jul 01
Student Orientation	Jul 07	Jul 05	Jul 03
Last Day to Add and Drop	Jul 15	Jul 15	Jul 13
Registration for Spring quarter	Aug 15 – Sep 09	Aug 16 – Sep 11	Aug 14– Sep 09
Independence Day Holiday	Jul 04	Jul 04	Jul 04
Labor Day Holiday	Sep 05	Sep 04	Sep 02
Final Exam Week	Sep 07 – Sep 13	Sep 05 – Sep 11	Sep 03 – Sep 10
Last day of Class	Sep 13	Sep 11	Sep 10
Winter Break	Sep 14 – Oct 02	Sep 12– Oct 01	Sep 11– Oct 06

FALL QUARTER

Events	2022	2023	2024
Classes begin	Oct 03	Oct 02	Oct 01
Student Orientation	Oct 05	Oct 04	Oct 03
Last Day to Add and Drop	Oct 15	Oct 14	Oct 12
Registration for Spring quarter	Nov 14 - Dec 09	Nov 13 - Dec 08	Nov 12 - Dec 07
Thanksgiving Holiday	Nov 24 – Nov 27	Nov 24 – Nov 26	Nov 21 – Nov 24
Final Exam Week	Dec 05 – Dec 12	Dec 04 – Dec 11	Dec 02 – Dec 10
Last day of Class	Dec 12	Dec 11	Dec 10
Winter Break	Dec 13 – Jan 02	Dec 12 – Jan 02	Dec 11 – Jan 05
Christmas Break School Closed	Dec 24 – Dec 26	Dec 24 – Dec 25	Dec 24 – Dec 25
New Year Break School Closed	Dec 31 – Jan 02	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.

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

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.

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 the 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 higher education is committed to integrity as a central value of the institution and has a policy that the institution and all its employees and associates should carry out management of 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 different government agencies, accrediting agencies, the university, 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.

ACCREDITATION AND APPROVALS

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

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

Bureau for Private Postsecondary Education

Physical Address:

1747 North Market, Suite 225, Sacramento, CA 95834

Mailing Address:

P.O. Box 980818, W. Sacramento, CA 95798-0818

Web: www.bppe.ca.gov,

Tel: (916) 574-8900 or (888) 370-7589,

Fax: (916) 263-1897

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

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

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

INSTITUTIONAL AFFAIRS

Academic Committee

The Academic Committee shall be responsible for the development, continuous review and evaluation of the educational programs of the CALUMS. This Committee shall ensure and maintain quality of instructional programs. The Committee shall consist of the President, Academic Dean, Admissions Officer, Registrar, Student Services Advisor, Librarian, and at least one instructor.

The Academic Committee shall receive, review, and recommend action on such important policies, proposals (including recommendation from the Program Advisory Committee, and procedures that come before it). In addition, it shall decide upon and execute other matters related to various ceremonial activities, hearings on disciplinary matters, and perform other duties as may be prescribed from time to time by the President or authorized by the Board of Trustees.

Program Advisory Committee

The Program Advisory Committee (PAC) has the primary responsibility in ensuring that the school's curricula are strategically aligned with current and future careers in business, healthcare, and information technology. This committee shall consist of the Academic Dean, outside professional and experts, employees, students, and faculty.

School Administration

The School Administration consists of key officers who are central to the internal decision making body of the campus. This includes the President, Academic Dean, Director of Administration, Finance Director.

Degree-Granting Authority

CALUMS is a private institution and is licensed to operate by the Bureau for Private Postsecondary Education (BPPE) to grant bachelor's and master's degrees.

School Logo

CALUMS has an official logo which shall be used on letterheads, envelopes, brochures, publications, transcripts, business cards, etc. Every entity which in any way officially represents the University must use the official logo. The official logo and the name "CALUMS" are the properties of the University and may only be used by authorization by the administration. The official logo and the name of the University cannot be used for private purpose without the written consent and approval by the administration. The following is the official logo of the University.



University Name – Used by Faculty or Staff in Advertising

The use of the University's name (California University of Management and Sciences) or its official logo in related and/or private business advertisements shall be a privilege extended and limited to current full-time faculty members or staff. Written permission from the President of the University must be obtained prior to the use of the University's name or official logo in any non-related University advertisement. Once a faculty member is no longer a full-time

employee of the university, this privilege is no longer in effect and the faculty member is expected to remove all references to the University from business communications including advertisements.

Diversity Policy

The Governing board of the CALUMS recognizes its role and responsibility in meeting the needs of a highly diverse population marked by significant differences in ethnic social and economic backgrounds. CALUMS will maintain and continuously review programs designed to contribute to the refinement and enrichment of a culturally diverse society dedicated to democratic principles. The University's management, organizational, instructional and guidance functions will be designed, conducted, and evaluated in concert with these purposes.

Printing of Business Cards

The President shall have the responsibility for checking the wordings, degree(s), position, and title of any CALUMS employee who requested new business cards printing. Each business card shall reflect the correct position, title and academic degree(s) of the employee as contained in the personnel file.

Faculty Development

The Academic Dean shall direct the overall supervision of faculty development. Faculty development shall involve attendance and completion of in-service training and professional development activities by faculty members of CALUMS.

Faculty Meeting

CALUMS schedules faculty meetings at least once each quarter. All faculty, as defined elsewhere in this manual, are invited, and expected to attend these meetings. An agenda prepared by the Academic Dean is distributed in advance of the meetings. Any faculty member may submit items for discussion. Items for the agenda include a range of matters of interest and importance to the campus, including proposed curricular and other academic policy changes, academic standards, assessment and evaluation, professional development, course schedule, student recruitment, and planning, among others.

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.

Faculty

The campus administration shall encourage talented and qualified men and women to pursue professional careers to achieve their full potential as mentors, teachers and scholars. In pursuit of this objective, the campus shall offer faculty employment on the basis of experience, competence and ability to offer students a diversified education. A sound plan for employment security and retirement shall be adopted and periodically reviewed by the Board of Trustees upon the recommendation of the President.

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 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.

Academic Integrity

The educational process shall be a multifaceted enterprise which enlists the cooperative efforts of administration, faculty and students. The integrity of the process shall be dependent upon the sincere effort in fairness and impartial evaluation on the part of faculty and the honest academic conduct of all students. The faculty and administration shall jointly assure the availability of academic resources for student use and shall make clear those standards by which students will be evaluated. Students shall be expected to conduct themselves responsibly in the fulfillment of their courses of study.

Compliance

In compliance with federal, state and local government requirements and the Civil Rights Act of 1964 as amended, the campus shall not discriminate against any individual on the basis of age, color, gender, sex, sexual orientation, national origin, nationality, citizenship, creed, disability, race, religion, ethnic origin, or handicap, in the administration of its educational programs, admissions policies, scholarship and loan programs and school administered programs and publications.

Adjudication (0360.00 P)

The legal and personal rights of all individuals shall be considered and protected. No student or faculty member shall be subject to an adverse finding that he/she has committed an offense related to academic integrity and no such sanction shall be imposed without proper grievance procedures having been followed by the appropriate institutional committees. If an adverse decision is found, the published standards of enforcement shall be followed. Appeal procedures shall be in keeping with the standard operating procedures of the campus.

Faculty Credentials

Faculties employed by CALUMS must demonstrate substantial competence and have valid official credentials in their areas of teaching responsibilities. Those assigned to teach certain

courses must strictly adhere to accreditation standards. A personnel file will be established for each faculty member and kept in the Office of the Dean of Administration.

Copyright and Fair Use Policy

California University of Management and Sciences acknowledges and encourages the appropriate use (i.e., reproduction, distribution, performance, and display) of copyrighted works and materials for teaching, scholarship, and research purposes consistent with federal copyright law and the standards for fair use.

Reproduction of Copyrighted Materials

A single copy of a published article or chart, graph or diagram, or a chapter of a book may be duplicated by a faculty member for scholarly activity, research or use in teaching.

Multiple copies for classroom use (not to exceed one copy per student) may be made by a faculty member provided that such use:

1. Is for non-profit educational purposes
2. Does not constitute a substantial portion in relation to the work as a whole
3. Has no effect on the potential market for a value of the copyrighted work
4. Includes a notice of copyright on each copy

Reproduction other than for “fair use” by educational institutions entitles the copyright owner to actually and/or statutory damages for copyright infringement.

Documented copyright infringement constitutes grounds for administrative dismissal of the violating faculty member, staff or student.

Honesty and Integrity (Employees)

Upon employment at CALUMS, each employee (full-time or part-time) shall have the responsibility and obligation to always exhibit honesty and integrity while under employment. An employee in violation of any of the following shall be subject to redress.

1. Presentation of the ideas, representations, or words of other as one’s own, or permitting another to present one’s work without the customary and proper acknowledgment of the sources.
2. Referral to or use of, during work, unauthorized materials, sources, or devices. Examples include, but are not limited to:
 - a. Book, manuals, written materials, Internet materials, etc.
 - b. Falsification of the campus records or documents, alteration of his/her educational degrees, titles, job positions, etc.
 - c. Inappropriate comments to other employees, visitors, faculty, staff, students, etc.
3. Possession, purchase, sale or use of a copy of confidential internal materials intended for use by the administration. Providing confidential materials or operational materials of the campus to outsiders without the written approval of the President.
4. Dependence on the aid of others or providing such aid in a manner prohibited by the administration in research, preparation, creation, writing performance, or publication of work submitted for publication or submission to out-side agencies.
5. Attempts to change one’s personnel record, attendance record and academic record, to access the campus computers without proper authorization, break-in offices for reasons not in keeping with professional probity.

6. Attempt to submit inflated travel expenses, to tamper with the time-clock machine, to claim false sickness or injuries at work, etc.
7. Disruptive activities, which infringe upon the rights of other individuals or the rights of other employees during work.
8. Making verbal or written threats, or any act of physical abuse towards students, faculty, or staff or the University.
9. Willful violation or abuse of the code of ethics of the campus or the Profession.

Academic Year

For internal use, CALUMS defines its Academic Year to coincide with the Fiscal Year. The Academic Year shall begin with the Summer Quarter (early July) and shall end with the Spring Quarter (end of June). The Academic Year shall be divided into four (4) quarters, each of ten (10) weeks in length. The University shall publish a calendar which shall designate the beginning and ending dates of each quarter, the break periods, the legal holidays observed, and the dates for midterm and final examination. Other important dates can also be included in the published calendar.

For academic purpose, an Academic Year shall include any consecutive three (3) quarters of a given calendar year.

EMPLOYMENT AFFAIRS

Employment Eligibility

To be eligible for employment with CALUMS, a prospective employee must submit documents that establish and employment eligibility as follows:

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (DHS Form N-560 or N-561)
3. Certificate of Naturalization (DHS Form N-550 or N-570)
4. Unexpired foreign Passport with Form I-551 stamp or attached DHS Form I-94 indicating unexpired employment authorization
5. Alien Registration Receipt Card with Photograph (DHS Form I-151-or I551)
6. Unexpired Temporary Resident Card (DHS Form-688)
7. Unexpired Employment Authorization Card (DHS Form I-688A)
8. Unexpired Reentry Permit (DHS Form I-327)
9. Unexpired Refugee Travel Document (DHS Form I-571)
10. Unexpired Employment Authorization Document issued by the DHS which contains a photograph (DHS Form I-327)
11. U.S. Social security Card issued by the Social Security Administration
12. Original or certified copy of a birth certificate issued by a state, county municipal authority or outlying possession of the U.S. bearing an official seal.

Documents that establish Identity can be numerous, however the most common documents are

1. Driver's license or ID card issued by a state (or federal agency) or outlying possession of the U.S. provided. It contains a photograph, or information such as name, date of birth, sex, height, eye color, and address.
2. Voter's Registration card

Employment Verifications

CALUMS reserves the right to perform a background check of all new employees and to verify the information submitted by the new employee.

Workday

Full-time employees of CALUMS shall begin their workday from 9:00 a.m. to 6:00 p.m. with one (1) hour dedicated for lunch time. Other working schedule may be granted in writing for specific individuals (faculty with evening teaching schedule, etc.). A workday is defined as any day of the week that the campus is open for business.

Time Clock

All part-time employees (including part-time faculty members) are required to clock-in and clock-out for each working day so that the Personnel Office can maintain appropriate working records of each employee.

Any full-time employee with consistent tardiness or leaving work early behavior will be subjected to administrative action. The missing working hours will be deducted first from Vacation Time earned and then from Sick Leave time. Tardiness or leaving work early by any part-time employee shall result in hourly pay deduction.

Work Week

Work week means any seven (7) consecutive days, starting with the same calendar day each week. Work week is a fixed and regularly recurrent period of 168 consecutive hours or seven (7) consecutive 24-hour periods. The University's work week shall begin on Monday, 12:01 a.m., (0001 military time) and end on Sunday, 12:00 midnight (2400 hours military time).

Pay Period for Salaried Employees

The pay period for salaried employees will be on a semi-monthly basis. Therefore, there shall be a total of twenty-four (24) pay periods during each calendar year. Based upon current Labor Law, exempt CALUMS full-time employees (Managers, Directors, Administrators or Executives) and non-exempt full-time employees must be paid semi-monthly. Employees who are on the job between the 1st and the last day of calendar month will be paid on the last day of the month. If the last of a month is on a Saturday, or Sunday or Holiday, the pay date shall be the following workday.

Pay Period for Part-Time (Hourly) Employees

Pay period for hourly employees shall be on a semi-monthly basis and therefore, there will be a total of twenty-four (24) paychecks during each calendar year. All time sheets for hourly employees must be signed by the employee and their immediate supervisor. Time sheets for academic faculty must be signed by the faculty member and Academic Dean. Time sheets must be submitted to the Personnel Office by 4:00 p.m. on the last working day prior to pay period. In order for paychecks to be processed, it is the responsibility of the employee to complete time sheets, sign and submit to their supervisor by the end of a pay period.

CALUMS part-time faculty are paid five times each quarter based upon the total number of instruction hours as assigned by the Academic Dean for the quarter. Payday for each pay period will be the 1st and the 16th of the month. However, when a University holiday falls on a payday, the payday will automatically be moved back to the last business day prior to the holiday.

Working Hours for Hourly Employees

Hourly employees cannot work more than the allowed hours as indicated in their appointment letters. When working more than the allowed hours, an hourly employee must request and receive advanced approval, in writing, for the increased working hours. Such approval shall be processed by the immediate Supervisor for budgetary consideration and, if approved shall be filed in the administration office. Under no circumstances, can an hourly employee work more than the specified allowed hours without the above process.

Working Schedules for Hourly Employees

In compliance with California Labor laws, CALUMS hourly employees cannot change or alter their working schedule as originally established at employment date without a prior written approval from the immediate supervisor. The written approval must be filed with the administration office so that the new correct working hours can be recorded accordingly.

Worker's Compensation: Coverage

All campus employees, while at work on the premises are covered by Worker's Compensation. The campus may change insurance carriers from time to time; however, the employee's protection shall be liable to force continuously without interruption. The campus or its insurance carries out of an employee's voluntary participation in any off-duty recreational, social, or

athletic activity which is not a part of the employee's work-related duties

Payroll Deductions

Social Security/FICA deduction shall be taken from each paycheck and deposited to the employee's credit with the Federal Government under the terms of the Federal Insurance Contribution Act. The University shall contribute an equal amount to the CALUMS Security Fund.

State and Federal income taxes shall be withheld from each paycheck in accordance with tax laws and deposited to the employee's credit with the State of California and United States Director of Internal Revenue. Employees shall be required to file withholding form W-4 at the time of employment and at any time that there is a change in the number of dependents.

Disability benefits shall accrue to the employee through mandatory participation in the California State Plan.

Paid Sick Leave

All full-time employees shall be eligible for up to forty eight (48) working hours of sick leave per-calendar year with pay. Up to forty-eight (48) working hours per year may be taken at any time during the calendar year. In the event that the employee leaves during the year without having used all the paid sick hours taken, all unused sick leave is forfeited upon termination of employment with the University. Paid sick leave will be granted only for personal illness, immediate family member illness, and injury or doctor appointments. University shall require employees to provide verification of the absence such as a medical doctor's note from the second (2) day of consecutive absence.

Employees become eligible for twenty four (24) hours of sick leave upon initial employment at the university.

The unearned portion of sick leave will be pro-rated and deducted from the employee's final paycheck and will be due to the University. In the event that the employee's sick leave used exceeds the amount of hours allowed, the exceeded sick hours will be deducted from the employee's paycheck on the month sick leave was taken.

All unused sick leave is forfeited upon termination of employment with the University. Employees will not be allowed to borrow sick hours from the next calendar year

Accrument of Sick Leave Earned

No hours of sick leave can be accrued from the previous year. There will be no pay out at the time of termination or laid-off of employment.

Reporting Sick Leave

In order to get paid for earned sick leave, the employee must call the University no later than half an hour after the scheduled work hour. Teaching staff must call the Academic Dean's Office. All other employees must call their immediate supervisor or whomever designated by the immediate supervisor to receive such calls. For the purpose of reporting within the stipulated time limits, the day will be deducted as an unexcused absence. The Academic Dean or the supervisor shall immediately fill out an absence report and forward to the administration office.

Paid Holidays

All full time employees except full time holiday employees will receive the following paid holidays each year: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas day, Part-time employee will not be paid for the holidays.

If a paid holiday falls on a Saturday, the preceding Friday will normally be observed as the holiday. If a paid holiday falls on a Sunday, the following Monday will normally be observed as the holiday or otherwise notified.

To be eligible for holiday pay, non-exempt employees must work on the last scheduled workday preceding the holiday and must also work their scheduled workday following the holiday, with the exception of excused absence pre-approved by supervisor, vacation, or illness/injury verified by a doctor in writing, otherwise the normally paid holiday will be deducted. Exempt employees are not subject to these requirements.

Paid Vacations for Full-time Employees

Full-time employees shall be entitled to five (5) working days approved paid vacation, each calendar year after one year of full-time employment.

After two (2) years of full-time continuous employment with the University, a full-time employee shall be entitled to one (1) more working day approved paid vacation shall be entitled to full-time employees after each year of full-time employment following the second year of employment. The maximum amount of approved paid vacation full-time employees are entitled to is two (2) weeks or ten (10) working days. If a full-time employee, for any reason, fails to complete one year of continuous work after the first year of employment, the paid vacation taken will be computed on a pro rata basis and the un-accrued portion will be due to the University.

Any full-time employee can request for a vacation period at any time and must submit an "Absence Request" Form to the immediate supervisor for approval from the supervisor and Personnel Office. The requested vacation will be considered on a first-come-first-serve basis to maintain normal business operations of the University.

Accrual of Vacation Time earned

Vacation time can be accrued from previous years to a maximum amount of 14 working days. Any vacation time accrued beyond the 14 working days shall be forfeit.

Leave of Absence

CALUMS may grant an employee a leave of absence in certain circumstances. The University makes available the following leaves of absence on a non-discriminatory basis: Family and Medical Leave, Personal Leave, Pregnancy Leave, and Military Leave. Each is defined in separate University regulations. Leave of absence regulations may be subject to revision with changes in applications. Leave of absence regulations may be subject to necessity. Any questions regarding University leaves of absence should be referred to the administration office.

Personal Leave of Absence

An employee may be granted at a Leave of Absence without pay for personal reasons by written request indicating the reason and ideas of absence, for a maximum of one (1) month, with the approval of their supervisor, or President. However, a Leave of Absence may be refused if it is determined that the employee's absence would be detrimental to the University and/or a replacement is determined that the employee's absence would be detrimental to the University and/or a replacement is necessary, but unavailable. In the event the position must be filled during the employee's absence, the University will not guarantee placement in the original position but will make every effort to assist the employee in being placed in a similar position if available. An employee should use all available vacation leave before requesting a Leave of Absence but the leave will not be granted for the purpose of extending a vacation. A leave of absence under this

policy will run concurrently with a family and medical care leave if the employee is eligible for a family and medical care leave.

Continued payment of insurance premiums by the University, vacation and sick leave accrual will cease during a Leave of Absence.

If an employee wishes to continue insurance coverage during their sick leave, arrangements for payment of the premiums must be made prior to the last day of work in the administration office. Failure to return from an approved Leave of Absence will be considered a voluntary resignation.

Absence From Work

Any full-time employee who must be absent from work at CALUMS for one (1) day or more must complete and "Absence from Work" Form at least 2 working days prior to the absence. The Form must be approved by the immediate Supervisor and filed with the administration office. Expenses associated with the Absence from work, if applicable, may be reimbursed to the employee according to CALUMS established regulations for mileage and per diem expenses.

Failure to file an "Absence from Work" form may result in salary deduction and/or non-reimbursed travels costs.

Absence From Teaching Assignment

Faculty members with teaching assignment who are compelled to miss one or more assigned classes shall make every effort to provide for an able substitute as approved by the Academic Dean and, if unsuccessful, shall arrange to have an advance notice posted for class students. All full-time and part-time faculty members who find an unexpected absence will interfere with the fulfillment of their teaching obligation and duties shall immediately notify the Academic Dean by telephone or by email.

All absence from teaching assignment by part-time faculty members on an hourly rate shall be deducted accordingly from their pay checks, unless special written arrangement can be made with and approved by the Academic Dean.

Jury Duty

Jury will be considered a leave of absence with pay, which can be extended to a maximum of fifteen (15) days. An official letter or notice from the appropriate court authorities will be required to grant the leave; a similar procedure will be followed by employees who are subpoena as witnesses. In accepting jury duty, each employee must discuss with the immediate supervisor the impact onto the University daily activities so that the work of the absent employee can be covered without much detrimental effect.

If the work of the involved employee is determined to be necessary for the University to normally conduct its daily activities, the supervisor and/or the President may write to the court authorities a letter on behalf of the employee for postponement or excuse from the jury duty.

Since jury duty is a leave of absence with pay, any compensation (per diem) received by the employee from the Court will be turned over to the University.

Parental Leave

CALUMS will grant an unpaid leave up to a maximum of four (4) months to employees on account of childbirth or related medical conditions. An employee must utilize all accrued sick leave and may also use accrued vacation time during the leave. Any employee who desires to take a parental leave must submit a written request to the Personnel Office, indicating the date on which the leave will commence and the estimated duration of the leave.

During the approved leave, the University shall continue to provide medical coverage under its group health plan. The employee will remain responsible for paying the employee's portion of insurance premium, including dependent coverage, if any.

Any employee returning from an approved parental leave which should not exceed four (4) months will be reinstated to the original position unless that position no longer exists because of legitimate business reasons. The employee will be notified in writing if the University intends to replace the position for business reasons. The employee will have the opportunity to respond by offering alternatives to replacement or to modify the leave of absence duration.

An employee who does not return to work at the end of the authorized parental leave period and does not obtain an approved extension of the leave will be considered to have voluntarily resigned.

Introductory (Probation) Period

The Introductory (probationary) Period for all California University of Management and Sciences employees is six (6) month consecutive months of uninterrupted work following initial employment. During this period, employees will have the opportunity to learn about the objectives, history and nature of the University as well as the requirements of the work they will perform or be responsible for. During this period the direct Supervisor of the new employee will have an opportunity to observe the employee's skills, abilities, attitudes and potential for contributing to the University's welfare.

An employee may be terminated at any time during this Introductory Period without recourse to the grievance procedure. Near the successful completion of the Introductory Period, the employee's direct Supervisor or the President will prepare a performance evaluation and, if appropriate, will send to employee a written notice of Introductory Period termination or of continued employment with the University.

Grievance Procedures

CALUMS supports the concept that each employee should have the opportunity and a means to air grievances, which they cannot reconcile. Should an employee have a grievance, other than of a discriminatory nature, it should be discussed with their immediate Supervisor. If results prove unsatisfactory, it may then be taken, in writing, if necessary, through the chain of command by means of a brief and complete memo setting forth the nature of the grievance has been discussed, in the event a grievance cannot be resolved to the employee's satisfaction through these channels, the decision of the President shall stand final.

Termination of Employment

Termination of employment with CALUMS can be either voluntary or involuntary.

Termination of Employment – Voluntary

When an employee voluntarily terminates, the University will reasonably attempt to conduct an exit interview to discuss the reasons for such termination. The employee will submit in writing a letter of resignation to his/her supervisor and the administration office. The administration

office will contact the employee on check-out procedures and final pay arrangements. If an employee voluntarily terminates without informing his/her immediate supervisor or the administration office, the President will call the employee to inquire about the termination and to request for a written letter of resignation. If this is not feasible, the President will send the employee a letter of voluntary termination by certified mail with a copy filed in his/her personnel file.

Termination of Employment – Involuntary

An involuntary termination may occur when the CALUMS believes that just cause or reasonable business reasons exist concerning such termination. An introductory employee or an employee on probationary period may be terminated with or without just cause.

Procedure for Employee Termination

CALUMS is bound by Federal and State Employment related Statutes and Regulations. In order to ensure compliance with these laws, no position may be eliminated; no employee may be discharged or laid off without the prior authorization of the University President.

The employee's supervisor will make a recommendation for discharge for just cause to the Personnel Office. The Personnel Officer will review the facts and the employee's work record with the President and other employee(s) deemed appropriate to aid in this review. The president will strive for a consensus of these individuals for appropriate action to ensure compliance with all CALUMS policies and applicable labor laws. In any case, the President's decision is final.

For employee termination due to position elimination or layoff, refer to 3510.00 R. Employees will receive all final wages at Termination.

Progressive Discipline

CALUMS maintains a progressive discipline procedure to ensure a fair method of disciplining employees. The progressive discipline system is intended to give employees advance notice, whenever possible, of problems with their conduct or performance in order to provide employees an opportunity to correct any problems. Normally, progressive is terminated, warning, one or more written warnings, and suspension before an employee is terminated. However, exceptions or deviations from the normal procedure may occur whenever serious offenses occur or whenever the University deems that circumstances warrant that one or more steps in the process be skipped. Accordingly, circumstances may warrant immediate termination. It should be remembered that employment is at the mutual consent of the employee and the University. Either the employee or the University can terminate the employment relationship at will.

Rules of Conduct

Grounds for disciplinary action and/or dismissal include, but are not limited to, the following:

1. Destruction, damage, or unauthorized removal or use of the University's property, including scrap.
2. Inefficient or careless performance of job responsibilities or inability to perform duties satisfactorily.
3. Failure to promptly report to your supervisor an on-the-job injury or accident involving an employee, a student or a visitor.
4. Falsely stating or making claims of injury.
5. Falsification of records in the transaction of the University's business.

6. Unauthorized signing of another employee's time card or recording the time of another employee (both employees will be subject to disciplinary action)
 7. Irregular attendance: repeated tardiness; unreported, unexcused, or excessive absence; abuse of sick leave, abuse of an approved leave of absence, or failure to request and obtain an approved leave of absence or an extension in a timely manner.
 8. Insubordination, including refusal or failure to perform assigned work.
 9. Selling, possessing or being under the influence of alcohol, marijuana, narcotics, or non-prescribed behavior modifying or hallucinogenic drugs while on the job.
 10. Gambling on the job.
 11. Sleeping while on duty.
 12. Fighting or provoking a fight while on the job, or interfering with others in the performance of their job.
 13. Making malicious, false, or derogatory statements that may damage the integrity or reputation of the University or its employees.
 14. Misrepresentation or withholding of pertinent facts in securing employment.
 15. Violation of appearance standards.
 16. Refusal to follow instructions of supervisory or authorized personnel, rude or discourteous conduct toward as supervisor, fellow employees, or visitors, or any action, which endangers the health or safety of others.
 17. Two or more unrelated writs or garnishments. 18. Improper use of CALUMS's telephones. 19. Abuse of break times and lunch periods.
 20. Possession, firearms, the job, display, or use of explosives, or other dangerous materials while on the job. 21. Engaging in any activity which is in conflict with the best interests of CALUMS.
 22. Leaving the job without prior authorization.
 23. Transacting other than the University's business during working hours.
 24. Failure or refusal to follow policies, rules and procedures of the University including Safety Rules and Regulations. 25. Disclosing or discussing confidential matters to outsiders.
 26. Receiving, accepting or storing of cash or equivalent when prohibited by CALUMS practice, Policies, Regulations, Guidelines, Standards or Procedures.
 27. Engaging in behavior, which is in conflict with University policies, regulations and procedures or in unlawful conduct, which adversely affects an employee's relationship to work, fellow employees, supervisors, property, reputation or goodwill in the community.
- It is impossible to define rules for every conceivable situation that might arise. Activities, which are not expressly covered in these rules, will be handled on a case-by-case basis. All employees are expected to act with good common sense and in a totally professional manner.

Employee Suspension

An employee may be suspended with or without pay to allow CALUMS to undertake an effective, thorough and objective investigation before an involuntary "just cause" termination occurs. The University may suspend an employee for a violation of the conduct as an appropriate step in the progressive discipline process, if circumstances make attendance at work dangerous to the employee or others, or when circumstances seriously impair the employee's effectiveness on the job.

Wage Garnishment

Outside financial difficulties may result in garnishment of an employee's wage. CALUMS

strongly recommends avoidance of situation, which leads to wage garnishments. Repeated garnishments, as a result of more than one judgment, may be considered as a cause for termination.

Job description of Academic Dean

The Academic Dean shall serve as Chief Academic Officer (CAO) of CALUMS and has overall responsibility for coordinating all aspects of the University's academic programs. The Academic Dean maintains regular communication among the Program Advisory Committee, Program Directors, Faculty, and the Librarian. The Academic Dean is responsible for providing leadership, supervision, guidance, and direction of the Program Directors, registrar, faculty, and librarian. If the Academic Dean holds an academic position at the school in addition to administrative duties, the teaching load must be limited to no more than three (3) courses in any given quarter. The Academic Dean reports directly to the President.

The duties and responsibilities of the Academic Dean are summarized as follows:

1. Academic Leadership and Services

- a) Provides leadership for review, development, and implementation of academic programs and policies.
- b) Coordinates the CALUMS academic and instructional programs and curriculum.
- c) Supervises the development of the University's academic calendar and monitoring its implementation.
- d) Advises students regarding specific academic programs and course selections.
- e) Obtains input/feedback from students and faculty regarding perceived problems with the curriculum, schedules, faculty, and instructional quality.
- f) Prepares and assures approval of textbook selections.
- g) Provides supervisions regarding the acquisition of resources for the library.
- h) Coordinates and supervises the University's class schedule, teaching assignments, faculty-student advising hours, and related academic activities.
- i) Monitors the quality of instruction of the faculty.
- j) Coordinates and conducts the evaluation of instructional personnel.
- k) Supervises the preparation and maintenance of files or websites that include current syllabi and academic programs, policies, and procedures.
- l) Processes student and faculty grievances.
- m) Seeks, interviews, and recommends instructional personnel for employment.
- n) Assures all publications and websites related to academic programs are accurate, current, and relevant.

2. Organizational Planning

- a) Conducts assessment to assure the effectiveness of academic programs at course, program, and institutional level.
- b) Assists in the planning for new facilities and integrating up-to-date instructional equipment and technology in instruction
- c) Provides input in strategic planning by establishing annual and five-year operational goals and objectives designed to implement the CALUMS strategic goals.
- d) Plans and supervises the University graduation program.

- e) Prepares the academic calendar, class schedules, and the final exam schedule.
- f) Monitors class schedules and assist Program Directors to plan course offerings based on changes in student enrollment.
- g) Assures the efficient use of instructional space, classrooms, and libraries.

3. Budget Planning

- a) Prepares departmental budgets related to the educational programs.
- b) Approves reimbursement of professional development activities.
- c) Assists in library material acquisitions.
- d) Performs any other academic tasks requested by the president.

4. Faculty

- a) Schedules and conduct faculty meetings and maintains committee minutes.
- b) Coordinates, provides, and documents professional development and in-service training for faculty members.
- c) Coordinates faculty selection and recommendations for changes in faculty status.
- d) Validates and documents full-time and adjunct faculty credentials.

5. Other tasks

- a) Performs other duties and responsibilities as may be assigned by the President.

Job description of the Program Chair

The Program Chair holds the authority and responsibility for all administrative functions and supervision within the Program and serves as a liaison among students of the Program, the faculty, and other administrators. The Program Chair is responsible for organizing and supervising the courses of instruction offered by the Program, distributing the teaching and research load to the Teaching Faculty, and caring for the equipment and facilities assigned to or in the custody of the Program. As the leader of the program, the Program Chair must be a role model for collegiality, collaboration across the organization, integrity, scholarship, and professional competence. The Program Chair generates and communicates to the Academic Dean all recommendations for hiring, retention, promotion, tenure, evaluation, sabbatical leave, or discipline of faculty involved in the program. The Program Chair reports directly to the Academic Dean.

The duties and responsibilities of the Program Chair are summarized as follows:

1. Assists the Academic Dean in developing and implementing CALUMS strategic plan, especially within the Program.
2. Reviews, approves, and files course syllabi of the Program.
3. Develops current and accurate descriptions of the programs in the Academic Catalog.
4. Assesses and maintains educational equipment, supplies, and learning materials related to the Program.
5. Coordinates with and communicate to the appropriate administrators any accreditation, program review, or assessment(s) required of the Program.

6. Conducts annual performance evaluation of faculty within the Program and makes recommendations to the Academic Dean in accordance with CALUMS's policies and procedures.
7. Implements CALUMS's policies and procedures.
8. Performs other duties and responsibilities as may be assigned by the Academic Dean.

Job description of the Librarian

The Librarian is responsible for the implementation of library policies and regulations as well as the overall administration of the campus library and its resources pursuant to the mission and educational objectives of CalUMS. The Librarian reports directly to the Academic Dean.

The duties and responsibilities of the Librarian are summarized as follows:

1. Assists students, faculty, and staff in the use of library resources and equipment, including research work and access to the online library databases.
2. Maintains the library book collections and resources and its cataloguing standards in accordance to the Library of Congress Classification (LCC) system.
3. Develops library policies and procedures
4. Processes faculty requests and recommendations on new library acquisitions.
5. Conducts library orientation for new students every quarter.
6. Prepares quarterly reports to show the statistics of the library including attendance or use of library holdings.
7. Supervises and trains library assistants.
8. Maintains library supplies and equipment
9. Provides support services to the academic committee and other relevant committee.
10. Oversees the computer systems in the library.
11. Performs other duties and responsibilities as may be assigned by the Academic Dean.

Job description of the Library Assistant

The library assistant, under the guidance of the librarian, is responsible for performing routine clerical duties within the library and assisting the library users with the technical, circulation, and reference functions of the library. The library assistant shall report to the librarian.

The duties and responsibilities of the Library Assistant are summarized as follows:

1. Arranges and process library materials used by students and faculty.
2. Inputs data needed for computer circulation and catalog system and keep records of circulation and materials.
3. Assists library users in locating and using library materials and equipment.
4. Assists library users with basic reference work as trained by the Librarian.
5. Sorts books, publications, and other items according to established procedure and returns them to shelves, files, or other designated storage areas.
6. Assists the Librarian in the preparation of library materials and in the maintenance of library supplies and equipment.
7. Performs other duties and responsibilities as may be assigned by the Librarian.

ADMINISTRATIVE AFFAIRS

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.

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.

Search and Video Surveillance Disclosure

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

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

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

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.

Annual Security Report

The University shall publish an Annual Security Report as mandated in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (previously named the Student Right-to-Know and Campus Security Act of 1990).

Security Measures

The following security measures are in place to enhance safety while on the CALUMS premises:

1. All visitors must check in and out at the front desk of administration office.
2. Security cameras are operating on entry points and major areas of the facility.
3. Unnecessary entry points to the facility will remain locked.
4. All entry points other than the main entrance will be locked during non-classroom hours and quarter breaks.

Emergency Plan

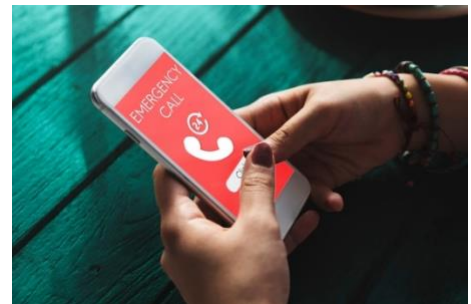
CALUMS plans and implements the procedures for the following different situations:

Evacuation: Help students and staff to move out of the building. With a simple evacuation, students and staff leave and move to a nearby pre-designated safe location and return to the school building right after the cause of evacuation is resolved. Evacuation practices are regularly conducted for fire drills and earthquake.

Relocation: Arrange students and staff to move to a pre-designated alternate site following evacuation when it is determined that returning to the school building will not take place within a reasonable period of time. Depending on the time of day and the circumstances, students may be released early or put on hold until they are able to return to the school building. Plans should also be in place for students and staff with limited mobility who may need assistance moving to the relocation site.

Shelter-in-place: Shelter students and staff in a designated place during severe weather or other environmental threats. This is a precaution aimed to keep people safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) In schools, shelter-in-place involves having all students, staff, and visitors take shelter in pre-selected rooms that have phone access and stored disaster supplies kits and preferably access to a bathroom. The room doors are then locked.

Lockdown: Enforce lockdown when there is a perceived danger inside the building. A lockdown includes securing each occupied room by locking the door(s) and directing people to move away from windows and doors. Hallways are cleared of students and school staff. Typically, local law enforcement arrives to secure the site and arrange for evacuation or return to usual building activities. Students are kept in their classrooms or other secured areas in the school until the lockdown has ended.



Lockout: Enforce lockout to secure the building from a potential threat outside the building, such as when an unauthorized person is loitering on school grounds or when there is criminal activity in the neighborhood. During a lockout, access to the building is restricted, but there may be some limited movement within the building.

FACULTY AFFAIRS

Faculty Rights

The administration of CALUMS protects and encourages the faculty in its teaching, learning, research, professional development, and public service. The authority to discipline faculty members in appropriate cases derives from the shared recognition by the faculty and the administration that the purpose of discipline is to preserve conditions hospitable to these pursuits.

Faculty rights include, for example:

- Inquire and exchange ideas freely
- Present controversial instructional material relevant to a course of instruction.
- Have constitutionally protected freedom of expression.
- Contribute to development of course content and method of instruction.
- Attend the Faculty meetings.
- Participate in the determination of the forms of academic governance.
- Involve in school committees in academic polices decision making process.

Faculty Duties and Responsibilities

All full-time and part-time personnel shall be expected to support the University's missions and the educational programs and objectives in any way possible. Each faculty member employed by the University shall have the following duties and responsibilities:

1. Call roll and to advise the administration of student's excessive absence or of student's withdrawn status from his/her class(es)
2. Evaluate the academic progress of students by scheduling adequate assessment programs or conducting adequate number of tests and/or quizzes of sufficient knowledge depth to reflect quizzes fairly and on a timely manner to provide learning feedback to the students
3. Maintain, protect, and enforce the University's academic integrity by preventing academic dishonesty in the learning environment.
4. Provide academic office with accurate grade report(s) reflecting the academic performance of the students enrolled in his/her class(es)
5. Provide students with academic advising related to class(es) before and after class(es) if needed.
6. Advise the Academic office, on a timely manner, of any potential absenteeism so that a substitute faculty can be found to cover his/her class(es)
7. Function as scholars, keeping abreast of developments in their fields of expertise.
8. Attend faculty and/or academic committee meetings, in-service training program, as scheduled by the Academic Dean's office. Provide input to the Academic Office for curricular improvement, for improved teaching effectiveness or for faculty development
9. Be subjected to student faculty evaluation as scheduled by the Academic Dean' office.
10. Attend commencement programs as scheduled by the University with the above listed responsibilities, each faculty member is encouraged to enjoy academic freedom and shall be protected from any undue harassment in carrying our his/her academic performance.

Specific Responsibilities of Faculty during the term

1. Prior to the start of classes a course outline based on the official course syllabus, provided by the University, must be submitted for approval by the Academic Dean's Office.
2. During the quarter the following must be done:
 - a) The detailed student syllabus must be issued to each student during the first class period.
 - b) Faculty must maintain attendance and grade records on the class rosters provided by the Registrar's Office.
 - c) Faculty must not permit students that are not on the roster into class. All Audits must be on your roster. Please ask any students not listed on your roster to come see the Registrar immediately.
 - d) Faculty must inform the Academic Dean's Office if a student is absent for two consecutive class meetings. Roll calls must be taken each class session.
 - e) Faculty must inform the Academic Dean's Office if a student fails a mid-term or two consecutive quizzes.
3. Instructor evaluations must be conducted during the quarter as follows:
 - a) Courses taught for the first time by an instructor at CALUMS are to be evaluated at the third week of the quarter.
 - b) Courses, which an instructor is continuing to teach at CALUMS, shall be evaluated at the ninth week of the quarter
4. The procedure for the evaluation process is as follows:
 - a) An evaluation packet will be left in your drop box.
 - b) The evaluation forms in the packet are to be handed out to each student to fill out. During this time, you must step out of the room, after asking one student to be in charge of collecting the completed evaluation forms.
 - c) That student should also be responsible for placing the evaluation forms back inside the envelope, sealing the envelope, and Bringing them to the Academic Dean's Office.
5. At the close of the quarter the following must be done:
 - a) Within one week after the final examination, the following items must be submitted to the Academic Dean's Office:
 - A copy of all examinations and any other testing materials with their respective answer keys.
 - Individual grade results recorded on your official roster, including attendance, quiz, midterm and final scores. Please indicate your method of grading and arriving at the final score and letter grade.
 - Copy of the student syllabus.
 - (Directly to the Registrar) Class Attendance record/grade report directly in a sealed envelope no later than the 12th week. If the Registrar is not available, give the envelope to the Academic Dean's Office.

Faculty Performance Evaluation

Faculty will be evaluated annually by the Academic Dean with several evaluation tools including but not limited to the student faculty evaluation, classroom visitation, peer evaluation, completion of faculty development plan, participation of faculty development, involvement of curriculum

development, and the annual faculty evaluation form.

Faculty evaluation will be conducted on an annual basis. All faculty members will be evaluated by the Academic Dean. The Academic Dean will refer to the results and feedback obtained from the following evaluation tools, as applicable: 1. Student-Faculty Evaluation 2. Classroom Visitation 3. Peer Evaluation In addition, each faculty member will be evaluated based on the following aspects: 1. Completion of Faculty Development Plan activities 2. Extent of Individual Involvement in Curriculum Development and Review 3. Complete Attendance and Active Participation in Faculty Meetings.

The Annual Faculty Evaluation Form will be used to evaluate faculty performance with supporting documents. The details of the faculty evaluation shall be thoroughly discussed by the Academic Dean with the faculty member.

Should the faculty member disagree with the evaluation, he/she will be allotted the due process as described elsewhere in this faculty handbook.

Faculty Professional Conduct

All faculty members shall maintain a professional attitude and conduct at all utilize instructional materials and equipment appropriately, demonstrate a cooperative attitude towards the students and colleagues, and regularly attend punctually all scheduled quarterly faculty or committees meetings. Faculty shall be expected to abide by standards of professional ethics and responsibility in their teaching. They shall work continually to improve their instructional abilities and effectiveness and incorporate new insights and information into the curriculum

Full-time Faculty

Full-time faculty consist of those teaching twelve to sixteen (12-16) academic hours per week and up to sixteen (16) clock hours per quarter dedicated to various committees and administrative works. All full-time faculties carrying a minimum of sixteen (16) hours per week shall be hired on a probationary basis. The probationary period shall be for one quarter. Full-time faculty members shall receive renewable contracts per quarter for a period of no more than one year, after the probationary period. Employment contract must be signed by both employee and the President.

Part-time Faculty

Part-time faculty consist of those teaching less than twelve (12) academic hours per week per quarter and up to sixteen (16) clock hours per quarter dedicated to various committees and administrative works. Part-time faculty may be assigned temporary academic rank, but they are not entitled to extended contracts.

Faculty Contract

All appointments of teaching faculty are on a quarter contract, renewable at the discretion of the CALUMS. The new contract supersedes the previous contract. In some cases, appointments for a period of less than one quarter may be as in the case of initial appointment at mid-quarter or emergency appointments.

Teaching Load for Full-Time Faculty with Administrative Duties

Full-time faculty instructors teach twelve to sixteen (12-16) hours per week, with 4 to 6 hours per

week dedicated to subject preparation. The remaining hours shall be for grading, student advisement, curriculum development, tutoring service as needed, and other work as assigned by the Academic Dean. The assignment cannot exceed two (2) fields of instruction and consist of up to three (3) subject preparations. Part-time instructors teach 4 to 12 hours per week, with 1-1/2 to 3 hours per week for students advising. The assignment cannot exceed one field of instruction and consist of up to three (3) subject preparations.

Workload of Faculty

Faculty workload is determined by the individual faculty member's contract but is understood to include development and distribution of syllabi, regular attendance in class, timely posting of student grades, holding standard office hours, academic advising, etc.

Workload Restrictions

Faculty are restricted from teaching more than 3 courses in one quarter. Any other restrictions will be determined by the individual faculty member's contract.

Sufficient Number of Faculty Employment Policy

CALUMS is committed to having a sufficient number of faculty to carry out and provide the instruction, student advisement, and learning outcome evaluation that are consistent with mission and objectives as well as each program and course objectives. CALUMS bases its faculty requirements on the factors such as educational level, number of students, number of hours needed for direct interaction between student and faculty per course per quarter, number of hours needed to be spent on evaluating assignments by students, faculty duties and responsibilities, and number of hours per week considered full-time faculty.

There must be at least one full-time, contracted, academically qualified faculty for each major/program offered, to teach and provide teaching-related duties, such as advising and curricular oversight needed for the institution, and whose job responsibilities are specifically listed in the contract and job description.

Faculty Recruitment

Upon the approval of a new faculty position, or in the event of a vacancy on the faculty, the Academic Dean recruits candidates to fill the new position or vacancy. Advertisements in the appropriate media may be used.

Upon receipt of an inquiry concerning employment for a position currently available, the Academic Dean affords all apparently qualified prospective faculty members an opportunity to submit a written resume and references.

After the Academic Dean reviews the application materials, he or she determines if an on-campus interview is appropriate. As part of the interview process, prospective faculty members will make a scholarly presentation. This process gives selected faculty, students, and administrators the opportunity to evaluate the candidate's teaching and presentation skills.

The Academic Dean, a representative member of the faculty, and the President interview all candidates for employment.

After the interviews, the Academic Dean obtains a report from each interviewer and assimilates relevant information for submission to the President.

Upon the Academic Dean's recommendation, the President determines whether to recommend appointment to the Board of Trustees in accordance with the bylaws and the policies of The Board of Trustees.

ACADEMNIC AFFAIRS

First Day of Classes

To ensure that CALUMS maintains the academic year which is divided into three (3) quarters, each ten (10) weeks in length, the University will not start the first day of classes of a quarter on a Thursday or Friday, except for conflicting holidays. The first week of the quarter will be a minimum of three (3) or more days.

Instructional Hours

An instructional hour shall be defined as fifty (50) minutes of instruction time and ten (10) minutes of break time which can be given at the end of the first fifty (50) minutes of class. An instructor may choose to give the students a twenty (20) minutes break period after 100 minute of consecutive instructional time.

Classes cannot be conducted for more than two (2) continuous instructional hours without a break period given to the students. For a four (4) hour quarter unit course, a faculty may choose to have:

1. A break period of ten (10) minutes after each instructional hour, or
2. One break period of twenty (20) minutes after the first two (2) continuous hours of instruction and may dismiss the class twenty (20) minutes prior to the end of the official scheduled teaching period as published in the University class schedule by combining the last break for the two (2) following hours of instruction with the end of the class time.

Course Syllabi and Class Schedules

A syllabus for each course shall be submitted to the Academic Dean prior to the beginning of each quarter. The Academic Dean shall approve such syllabi and determine from time to time if they are being followed. A copy of the syllabi and schedule of classes which shows the day and hour of presentation and the instructors' names shall be at be kept at the Academic Dean's office for the future reference and shall be kept up to date and posted on a bulletin board available for student inspection.

The Academic Dean's office shall maintain a permanent file of all course syllabi and class schedules. The file shall be available for inspection and comparison with the courses described in the catalogs.

Copies of the course syllabus shall be made available to enrolled students in each subject area at the beginning of the quarter and shall reflect course objectives, instructional plan, assignments, grading and testing procedures, tentative schedule, course outline, student learning objectives and required and recommended textbooks. All faculties shall follow the syllabi and outline for each course as closely as possible and approve proposed changes in advance with the Academic Dean.

Minimal Academic Integrity

To maintain quality education through the use of assessment outcomes provided by the faculty, the following minimal academic integrity shall be followed by all faculty members of CALUMS.

1. A minimum of two (2) written exams shall be given to the students for each course

presented.

2. No more than five percent (5%) of the course grade can be used for attendance.
3. No more than five percent (5%) of the course grade can be used for class participation or homework assignment.
4. Competency exercises and quizzes may be used for extra-credit which cannot be greater than five percent (5%) of the course grade.
5. In giving course grades to the students enrolled in a course, each faculty should use a grade distribution that is commonly used in Institutions of Higher Education. The faculty is strongly recommended to use a “Bell Curve” distribution for the grades given to the students to reflect the University academic integrity.
6. A copy of all the written exams along with keys (correct answers) shall be provided to the Academic Dean along with a completed Final grade Report.
7. For students missing a test or having an Incomplete Grade, the make-up exam must have a minimum of 50% new questions but of similar content than the exam provided to other students. A copy of the make-up exam must be submitted.

Violation of the Minimal Academic Integrity shall constitute ground for dismissal from the University.

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.

Independent Study

Independent Study is offered only to students during the last two quarter 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.

When a student is approved for Independent Study, an appropriate faculty member will be assigned by the Academic Dean to the student as a mentor. The faculty has the responsibility to ensure that the Independent Study assignments and student performance are as rigorous academically as the traditional course format. The faculty overseeing the Independent Study will meet with the student on a regular basis or every two weeks, and can require the student to take the mid-term and final exams along with other regular class students, if necessary. To maintain quality education, a faculty member cannot have more than three students on Independent Study during a quarter.

One unit of Independent Study is awarded based on one hour of contact per week with the assigned faculty and successful completion of the course assignments (which must equal 10 faculty/student contact hours and approximately 20 hours of at-home study for a period of one quarter or 101 weeks).

At the end of the quarter, the faculty must submit to the Academic Dean the Independent Study Guidelines Form stating the evaluation of academic achievement of the student on Independent Study by a Grade for the course. Required attachments to this Form Report are a work project report done by the student and a final exam. This Form must be approved by the Academic Dean prior to recording of the student's grade in official academic records.

Attendance

To obtain credit for a course, a student shall be required to be present at seventy (70) percent of its scheduled periods. When the student's absences in a class have exceeded thirty (30) percent, the student may be dropped from the class. If excessive absences have accumulated, the faculty and/or the Academic Dean shall inform the student of his/her status. If justifiable cause can be shown for the absenteeism, the student may be permitted to make-up a missed assignment and maintain his/her enrollment in the course.

If absenteeism exceeds thirty (30) percent, the course must be repeated, regardless of the reason for the absences. Notification of such action shall be made in writing by the Academic Dean. In exceptional circumstances, the Academic Dean shall have the authority to make a recommendation to the Academic Committee for exemption to enforcement of guidelines for repetition of the course.

Tardiness

Students are expected to be in attendance and on time to maintain the quality and quantity of his/her academic work. Excessive tardiness is a serious matter since it can disrupt the class environment and concentration of the faculty and the students. The faculty in charge of the class must report to the Academic Dean any student with excessive (more than 3) tardiness since repeated tardiness can affect the academic performance of the involved student which may also result in lower or failing grades.

Tardiness policy shall be discussed by the faculty and students during the first of class.

When a student cannot attend his/her class, he/she is advised to call the University so that the appropriate instructor can be notified.

Standard of Appearance

All employees (full-time and part-time) should reflect a professional, neat and well-groomed

appearance appropriate to the standards maintained in institutions of higher education.

Unauthorized Classroom Attendance

After the first week of each quarter, no students are allowed to sit or attend a class or classes without being registered for that class(es). Registration and official enrollment for attending a class or classes can be done by filling out the appropriate documents at the front desk. Enrollment for a class can be one of the following:

1. Enrollment for Credit: full tuition charges with grading recorded
2. Enrollment for Audit Status: 50 % discount of full tuition charges (no grade and no credit)

The official transcript of each student shall reflect each of the types of enrollment indicated above so that accurate accounting of class/ courses enrollment can be maintained.

Classroom Attendance

Attendance by non-registered students must have the approval of the faculty member teaching the class and cannot be allowed beyond the first week of a quarter.

Classroom Announcements

No person (neither administrator, staff, faculty, student nor visitor) shall be permitted to make an announcement to a lecture or laboratory class during scheduled class time without the express consent of the class instructor in charge.

Textbooks

Faculty shall present instructional courses in such a way that students are compelled to use the required textbooks. Students shall also be encouraged to refer to supplemental readings or to professional journals kept in the library. The Academic Dean is to make sure that the required textbooks are current and up-to-date.

Lecture manuals, lecture notes or other written materials may be recommended to the students for use or reading but cannot be sold directly by the instructor to the students. Educational materials must be peer-reviewed by the publication committee before being announced for student's purchase, if any.

Textbook Selection Procedures

There are two categories of book selections: required textbook and supplementary material.

1. Faculty desiring to recommend to the Academic Committee adoption of books or readings for "Required Textbook" should use the following procedure:
 - a. Faculty shall provide recommendations in writing to the Academic Dean for all textbook and material selection for scheduled courses.
 - b. The Academic Dean shall bring the recommendation to the Academic Committee for consideration. The request for approval for adoption of the change shall be made in writing to the Academic Committee indicating advantages and expected price of textbook. The written request must be submitted to the Academic Committee two (2) quarters prior to initiation of new textbook.
 - c. Textbooks considered as replacement for required texts shall be posted and available for

review by any interested faculty. Faculties who have taught the course shall be notified about the proposed change and review process. The Academic Committee shall consider comments and input from the faculty review of textbooks.

- d. The Academic Committee shall provide final decision for all textbook and material selection for scheduled courses. The Academic Committee approves or disapproves the recommendation and communicates this in writing to the faculty member requesting the change in textbook.
- e. After the textbook approval, the syllabi will be modified and submitted to the appropriate faculty and Academic Dean.
- f. Adoption of the text will then be forwarded to the Librarian.

Academic freedom shall be preserved and respected regarding textbook acquisition in the pursuit of truth unless there is overwhelming evidence that the exercise of academic freedom would clearly interfere with student access and/or student success. Such consideration is made in light of protecting the Academic Freedom of students and their pursuit and quests for truth.

2. Faculty desiring to recommend supplementary materials follow the following guideline.

Since this category is not required reading, no action is required by Academic Committee. However, if supplementary material is to be made available in the library and/or purchased by students, the Academic Dean must review to assure the general appropriateness to course content and conformance to regulations HONESTY AND INTEGRITY(EMPLOYEES), REPRODUCTION OF COPYRIGHTED MATERIALS, and to common practices as noted in the Library Copyright Notice and US Federal Copyright Laws of the 1976 Copyright Act.

Tutoring

Tutoring and/or academic counseling of students is an integral part of academic life and is a function of CALUMS. Students are permitted to receive on-campus tutoring by designated and approved student tutors, faculty members, or other instructional personnel. CALUMS faculty members (full-time or adjunct) are not permitted to tutor students for a fee on or off. All tutoring functions will be coordinated by the Academic Dean's Office and provided to requesting students at no charge to them.

Violation of this regulation may be considered as grounds for dismissal from attendance as an CALUMS students. Faculty members who violate this regulation may also be subject to disciplinary action which may include probation status or immediate dismissal.

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.

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

NOTE: 1. Letter grades followed by an asterisk symbol (*) indicate the grade obtained by the student for program prerequisite course. These grades are not included in the calculation of the student's GPA.
2. P, NP, TC, W, R, IP, AU and I grades are not included in the calculation of the student's GPA.

a) "I" Incomplete Grades

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.

b) "NG" No Grade

A "NG" for no grade indicates inadequate or failing performance on examinations; unacceptable or late assignments; inability to deal with abstract concepts; lack of mastery of related skills; persistent absence from class; non-compliance with minimum standards determined by the instructor and communicated to the student. This grade is recorded on the transcript but does not affect the grade point average; it is used in determining progress, probation and disqualification.

c) "W" Withdrawal Grade

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.

Posting of Grades

It is a violation of a student's right to privacy when grades or personal information is posted or otherwise presented in a public manner using names and complete social security numbers. This would also include circulating grade sheets in class using names or social security numbers.

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.

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.

Make-Up Exams

The opportunity to sit for a make-up exam is a privilege given to all students with valid excuses. The administration and faculty realize that certain circumstances may prevent a student from being present on the day of midterm or final exams. Students can petition for a make-up exam with the Academic Dean.

The Make-Up Exam Form must have the approval of the Academic Dean and must show that the student have paid for a Make-Up fee in the amount of \$50.00. The approved Make-Up Form must be presented to the Instructor at time of the taking of the Make-Up exam so that

The instructor can process the grade or change the "I" grade by submitting the Grade Change Request Form to the Registrar with the indicated grade change. After receipt of the Grade Change Request Form, the Registrar must check for:

1. The approval of the Academic Dean
2. The new grade as provided by the instructor
3. The signature of the instructor

After processing the Grade Change Request Form, the Registrar shall file that form in the appropriate student's file for future reference. At any given quarter, a student is not allowed to have more than (3) Make-Up exams.

Withdrawal from the Courses

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.

Handicapped Students

No visually handicapped person shall be denied admission or denied the right to take any examination or denied a diploma or certificate of graduation or a degree on the grounds that he/she is visually handicapped.

Handicapped persons shall be required to pass oral, written and practical examinations and meet all the requirements of the University in order to qualify for graduation. Special scholastic or other types of privileges shall not be granted.

Conflict of Interest

To maintain impartial, objective working relationships with all personnel (employees) and students, it is the intention of CALUMS to eliminate any potential conflict of interest that may exist. Any faculty or staff member or student who is found to demonstrate conflict of interest with the University will be dismissed from employment or reprimanded, with due process. Any of the following actions will be construed as evidence of conflict of interest:

1. Concurrent full-time employment at CALUMS and employment at another College or Institution.
2. Submission of CALUMS documents or privileged information to official members, and/or staff of another school or college Or institution, without prior written authorization of the President.
3. Holding the interest of another organization, agency, association, or employer above the interest of CALUMS, while in full-time employment at the University.
4. Conduct outside business with the University or interest or participation in any entity, which does business with the University, while in full-time employment at CALUMS.
5. Exchange of business between CALUMS and a former employee who was discharged from his/her position.
6. Receiving fees, royalties, bonuses for a company doing business with the University while in full-time employment at CALUMS.
7. Selling instructional material, books, educational tools and equipment to the students and/or staff when those items (products) are the University’s properties.

Student in Possession of Violated Copy Materials

Any student in possession of a product, a book or a manual which has been illegally reproduced

or proved to be in violation of copyright shall be referred to the Academic Office. The illegally reproduced product, book, or manual shall be confiscated and disposed. The involved student shall be disciplined according to Regulation 6510.01 – R: Rule of Conduct and Regulation 5245.00 – R: Probity.

Equipment and Supplies

Faculty members will be allowed to purchase and maintain the equipment at the academic unit's expense, but the Academic Dean needs to approve the equipment and educational tools to check for their appropriateness. Equipment may include, but is not limited to: computers, software, and telephone lines. CALUMS will not maintain or repair personal computers or other electronic equipment. Personal computers and equipment used in lieu of school equipment may be purchased at the discretion of the Academic Dean and maintained by the school by special agreement.

Use of Library Resources

The use of the CALUMS Library resources is a privilege extended only to the persons associated with the University. This includes registered students, faculty and staff of the University and CALUMS Alumni members.

APPENDIX

ADMINISTRATORS AND STAFF

President	Jessica M. Mertz	jessica.mertz@calums.edu
Academic Dean	Darcy Calvillo	darcy.calvillo@calums.edu
Administration Director	Byungrin Han	bhan@calums.edu
Finance Director	Jenny Kim	jkim@calums.edu
Personnel Director	Byungrin Han	hr@calums.edu
Program Chair, Business Programs	Istvan Zambori	izambori@calums.edu
Program Chair, Computer Information	Christian Ogwo	cogwo@calums.edu
Admissions Officer	Miryam Rose	admissions@calums.edu
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

LOCATION AND MAP



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Tel : 714-533-3946 Fax : 714-533-7778
Website: www.calums.edu Email: info@calums.edu

EMERGENCY CONTACT LIST

If you suspect an immediate threat to yourself or facilities: **DIAL 911**

Campus Security	Operational Security		714-383-3799
Police Department	Main Station 425 S. Harbor Blvd. Anaheim, CA 92805	Non-emergency Burglary Sexual Assault	714-765-1900 714-765-1942 714-765-1571
Fire Department	201 South Anaheim Blvd. Anaheim, CA 92805	Non-emergency	714-765-4000 Dial 311
Hospital	Anaheim Regional Medical Center 1111 W. La Palma Ave Anaheim, CA 92805	Non-emergency Emergency	714-774-1450 714-999-6111
Poison Control	Irvine Medical Center Regional Poison Center 101 The City Drive, South Route 78 Orange, CA 92668-3298	Orange County	800-544-4404



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