



# **POLICIES and PROCEDURES**

## **MANUAL**

### **2025-2026**

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# **INSTITUTION**

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

### **ACCREDITATION AND APPROVALS**

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

California University of Management and Sciences (CALUMS) is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)], having been awarded Accredited Status as a Category III institution by the TRACS Accreditation Commission on October 22, 2024. This status is effective as of July 1, 2024, and is good through June 30, 2029. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).).

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

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

P.O. Box 980818, W. Sacramento, CA 95798-0818  
Tel: .916.431.6959 Fax: 916.263.1897 web: [www.bppe.ca.gov](http://www.bppe.ca.gov)

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

15935 Forest Road, Forest, VA 24511

Phone: (434) 525-9539, Email: [info@tracs.org](mailto:info@tracs.org) website: [www.tracs.org](http://www.tracs.org).

As a prospective student, you are encouraged to review this handbook 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 web – [www.bppe.ca.gov](http://www.bppe.ca.gov).

**ADDRESS WHERE CLASS SESSIONS WILL BE HELD**

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

**STATEMENT OF OWNERSHIP**

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

**UNIVERSITY BACKGROUND**

California University of Management and Sciences (CALUMS) was organized as a non-profit, public benefit corporation, chartered in the State of California. CALUMS is a private institution of higher education which offers master degree programs in Business Administration (MBA) and Computer Information Systems.

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

**BOARD OF TRUSTEES**

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

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

**NON-DISCRIMINATION POLICY**

California University of Management and Sciences does not discriminate on the basis of age, color, gender, sex, sexual orientation, sexual preference, marital status, national origin, nationality, citizenship,

creed, religion, race, ethnic origin, physical disability, or any other legally protected status in the administration of its educational programs, admission policies, or any University-administered programs and activities.

### **STUDENT RECRUITMENT**

The University shall maintain equitable standards in those areas that are most likely to contribute to the selective admission of students with the greatest potential for academic and professional excellence. Academic background (prerequisites), grade point average, potential leadership abilities and some knowledge of business career success and as such can be weighted in the admission screening process.

### **FACULTY**

The University administration shall encourage talented and qualified men and women to pursue a career in the activities of Business, Management and Technology and to achieve their full potential as mentors, teachers and scholars. In pursuit of this objective, the University 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 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.

### **RIGHTS AND RESPONSIBILITIES**

CalUMS advocates and protects the right of all faculty and students to freely pursue academic endeavor by protecting the freedom of faculty to teach and engage in research and of students to learn and express their views.

The University will not advocate or defend any conduct that that violates civil or criminal law whether such unlawful conduct is committed on or off campus. Conduct that disrupts and obstructs educational activities will not be permitted. The right to protest and demonstrate peaceably shall not be impeded.

Full-time members of the faculty must:

1. Perform teaching duties in accord with established requirements or Regulations of the University.
2. Engage in professional development to enhance their knowledge and the prestige of the University through research, scholarly publications and interest in professional groups and societies.
3. Counsel students, assist in registration, maintain regular office hours, serve on the University committees and perform such other institutional tasks as may be assigned during the academic year.

Faculty may be involved with supplementary or outside activities if conducted with professional responsibility and due concern for faculty obligations. Supplementary activities should not conflict with or infringe upon the welfare of CalUMS's instructional program or CalUMS's ability to achieve its goals of excellence in Business and Management. Supplementary activity should be undertaken only after written approval of the President or the Academic Dean.

All faculty members owe a duty of responsibilities to the standards of his/her personal integrity as well as to the discipline of Business and Management education. In addition, all faculty members are responsible to their professional colleagues, students, the University, and the community at large.

Faculty members are not permitted to endorse any commercial products and commercial processors unless expressly authorized in advance in writing by the President.

Faculty and staff members of the University have the same rights and responsibilities of free speech, thought, and action as all American citizens. By virtue of their positions, faculty and staff are obligated to emphasize that their role as institutional spokesmen exercising appropriate restraint, professionalism and competence. Faculty and staff are obligated to discharge instructional and other regular duties. The performance of these duties may not be unduly influenced by or interfered with any private activity requiring unreasonable amounts of time. Faculty and staff members campaigning as political candidates or as supporters of political candidates for professional, local, state or federal offices shall do so on their own time. If necessary, a leave of absence may be arranged to permit any faculty and staff to engage in political activities requiring time away from their responsibilities as the University.

#### **DIVERSITY POLICY**

The Governing board of the California University of Management and Sciences recognizes its role and responsibility in meeting the needs of a highly diverse population marked by significant differences in ethnic social and economic backgrounds. The University 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.

#### **PUBLICATIONS POLICY**

The Publication Policy generally requires clear and honest communication, periodic evaluation and revision, consistency among publications, executive review, and Board approval. In accordance with the Publications Policy, each issuing authority periodically evaluates and revises publications under his or her authority. The process includes various quality standards, including, "currency, accuracy, and consistency with other official publications"; "using language that is accurate, supportable, clear, unambiguous, and not misleading"; and "ensure all publications are consistent with information used commonly" (i.e., in other publications). The Board approves all institutional publications.

#### **FISCAL DEVELOPMENT**

The University shall cultivate every possible means of increasing its income in order to improve its educational programs, physical facilities and support services.

#### **COMPLIANCE**

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

## **CODE OF INDIVIDUAL RIGHTS**

The administration shall maintain and implement a code of rights with regard to each individual within the organization. In accordance with this code, each individual shall be entitled to a clear understanding of the objectives of the organization and of the department of which he or she is member; resources adequate to meet objectives; the freedom to seek the most effective methods for producing results, encouragement in accepting responsibility and achieving his full potential; and sanction to seek information and assistance from any other part of, or person in, the organization, so long as organizational relationships and responsibilities are observed in decision-making and conveying instructions for operational procedures.

## **ACADEMIC PROBITY**

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.

## **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.

## **BOARD OF TRUSTEES**

### **BOARD OF TRUSTEES**

The Board of Trustees of the California University of Management and Sciences shall be comprised of dedicated individuals from the educational, professional, public and lay community who are willing to volunteer their time, work, wisdom and wealth to promote the causes, purposes and mission of the University. They shall safeguard the funds, properties and integrity of the University and guide the administration in developing goals, objectives and policies, which will make the institution increasingly effective in serving the students, society, and business and management and technology profession. All Trustees shall be thoroughly familiar with the Charter and Bylaws of the University and knowledgeable about its operation and programs.

### **CODE OF ETHICS – BOARD OF TRUSTEES**

With the understanding that the position of a Board of Trustee member is as of public and professional trust and not for private advantage or personal gain, each Trustee shall abide to the following:

1. Each Trustee pledges not to engage in any personal or professional activity, which will benefit him/her financially as a result of any of the operations of the University or its academic, administrative and support staff. Further, each Trustee shall not engage in any activity, which places the interests of another organization, agency, association or employer above the interests of the University.
2. Each Trustee is constantly aware that he/she has no authority except when he/she is acting as a member of the Board debate and, if in the minority on any decision, he/she shall abide by and support the majority decision. When a trustee is in the majority, he/she shall respect divergent opinion.
3. Each Trustee shall encourage ideas and opinions from members of the professor and endeavor to incorporate their views in the deliberation and decisions of the Board.
4. Each Trustee recognizes that the best interests of the California University of Management and Sciences require the active participation of an informed, responsible and dedicated Board of Trustee and that each Trustee responsibility on the Board is to foster and protect the welfare of the University. If at any time a Trustee is unable to fulfill these responsibilities as a member of the Board that Trustee shall voluntarily resign his/her position or abide by the decision of a majority of the members of the Board regarding his/her continued membership on the Board.
5. Each Trustee shall devote sufficient time, thought and study to proposed actions and recommendations of the President, to be able to base my decisions upon all available facts and vote his/her honest convictions unaffected by partisan bias of any kind.
6. Each Trustee shall remember that the basic function of the Board is to establish the policies by which the University can be administered and to select and appoint a President who will implement those policies.
7. Each Trustee shall recognize that the deliberation of the Board in executive Session is confidential and is not to be released or discussed in public only with the approval of the full Board.

### **INTERNAL COMMUNICATION PROCEDURES**

In all interactions, the Board of Trustees and the President shall strive to cultivate an atmosphere of mutual confidence, trust and respect and strive to avoid misunderstanding and unnecessary divisiveness.

The Chairperson of the Board of Trustees shall, at all times, be apprised of the content of all verbal and

written communication between and among all Board members and between Board members and the Administration. Board members shall communicate each other through the Chairperson; the Chairperson shall communicate with the administration through the President. In emergencies, communications with the Administration may be directed to the appropriate Vice-President or Assistant to the President. The Chairperson shall inform the President of the content of all such communications, either verbally or in writing.

Under normal circumstance, the Board of Trustees shall act only upon recommendations received through the President and shall take the President into its confidence concerning contemplated changes in policies and all future plans. Exceptions shall be taken to this policy when the matter under consideration affects the President personally.

### **RESOLUTION OF DIFFERENCES**

In the even that differences of opinion occur between the President and the Board of Trustees or between members of the Board, the final test in resolving such differences shall be the determination of that course, which is in the best interest of the University, the faculty and of the greatest possible service to the students.

### **MEMBERSHIP**

The Board's membership shall be comprised of dedicated individuals representing the profession but also with other public members selected at large. The Board's membership shall not be less than five at any given time. Continuity in the functions of the Board of Trustees shall be maintained through continuity of appointments. No Board members, except for the President of the Institution, shall serve the University in an administrative or compensated instructional or administrative capacity.

### **QUALIFICATIONS**

For a person to be considered qualified for board membership, he or she should be:

- A faithful Christian
- An active member of a local church
- A person who maintains an honorable testimony consistent with a Christian confession.
- Financially supportive of the school
- Willing to serve by being involved in school activities and projects

The following persons shall not serve the Board: i) person who has been declared of unsound mind by an order of court, ii) person who has been convicted of a felony by an order of court, ii) person who has been in violation of law in the United States and other countries, iv) person who has done unethical practice against school, v) person who has defamed or damaged the school.

### **SELECTION**

The board invites nominations of qualified persons to the board. Those wishing to nominate potential members should contact the board of directors. The board will seek testimony as to qualifications of a nominee. A delegated individual will then contact the nominee to discuss his or her interest. If this nominee is interested in supporting the school by serving on the board, the board of trustees will vote on the matter. Acceptance into membership requires a majority vote by the members of the board who are

present at an official board meeting. The board of trustees is no less than five members and no more than nine members. Members of the board of trustees will normally be appointed for a two-year term. Trustees may be reelected to any number of terms.

### **TERMS OF SERVICE**

Trustees shall be appointed for overlapping terms, which are sufficiently long to enable them to gain an adequate understanding of institutional programs and to function with continuity in policy development.

Terms of service shall be two (2) calendar years from the Annual Meeting at which the election took place. Each Trustee shall serve until the election of a successor, who will assume office at the meeting following his election. Trustee may be appointed to serve the remainder of a term if the incumbent leaves office for any reason.

At the conclusion of the term of any Trustee, voting privileges of that Trustee shall be suspended until he/she has been duly elected for a successive term. The free election of Trustees may occur at any meeting prior to the Annual Meeting.

### **DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS**

As stewards before God for the mission of California University of Management and Sciences, the duties of the board of directors are to:

1. Uphold the bylaws
2. Pray for the achievement of God's purposes through this school
3. Participate in the ministry of this school by attending meetings, serving on committees, helping carry out special projects and/or attending special school functions.
4. Oversee the financial management of this school (e.g. discuss and help develop the annual budget, review audit statements)
5. Participate in development of funds necessary for operation of the school
6. Personally contribute to the financial support of the school

### **GUARDIAN OF POLICY**

A board governs at the policy level by encouraging, protecting, defending, and strengthening the mission of the University. A board develops or approves the school's initial mission statement. From that point on, the mission statement serves as a plumb line to measure proposed goals or initiatives. A program that merely adds students or money should not be approved if it does not fit the mission. Board members are the stewards charged with assuring that the direction of the University is consistent with the mission statement. The details of how any approved goals or initiatives are to be accomplished is the work of the president and his or her administration. The president will submit an annual revision of the Five Year Plan. The board will evaluate how the plans contribute to the mission of the school.

The mission statement should be periodically reviewed and perhaps even revised. However, changing the mission statement has many implications. Changing it should not be done casually or in isolation from various stakeholders (e.g. sponsoring churches, faculty and administrators, alumni).

In addition to a school's important statements of policy (i.e., mission, goals, objectives, values ...), a board will also approve various policy documents. The board gives major attention to the constitution, bylaws

and board manual. Other policy documents to approve include:

- Catalog
- Policies and Procedures Manual
- Faculty Handbook
- Student Handbook

## **RELATING TO THE ADMINISTRATION**

Board members must not become distracted from their work by becoming involved in the daily operations of the school. The board's specific contributions are unique to its trusteeship role and necessary for proper governance and management. The president and his/her team is responsible to carry out the policies.

The board will ensure the accomplishment of policy by annually reviewing the president based upon mutually agreed to (and written) expectations. The board will not supervise other administrators or staff. The board will encourage and nurture the president and his/her staff through good policies, fair compensation, and appropriate involvement. Board members are strongly encouraged not to explore specific issues of concern with individual faculty, staff, or students, but to refer their concern to the Board as a whole, or to the president. Individual board members will have no authority to act for the University outside of the board meeting.

## **REPRESENTING THE INSTITUTION**

Outside of Board meetings, the Board will speak through the Chairman or member designated by the Chairman to represent the board.

The Board encourages open debate and dialog during the meetings with the expectation of discovering Godly wisdom in all decisions. Outside the meetings, the board speaks only through the Chairman with one voice. Individual board members should share with either the Chairman or the President significant issues raised by interested parties outside of the meetings. Issues of concern are encouraged to be brought to the board through the Chairman, through the members, or through the President. The leadership of the University will not be responsive to anonymous communications because it is an unbiblical process for resolving conflict or sharing criticism.

Using their regional, national, or global sphere of influence to leverage partnerships and friendships for the University. Advocating for the whole of the University rather than only a special interest area of personal concern and speaking with one voice as a Board of Trustees.

Help carry the responsibility to develop and help and maintain healthy relationships with key constituencies.

## **REMUNERATION**

Members of the Board of Trustees shall serve without compensation and shall receive no remuneration for their service except the repayment of actual expenses incurred in attending Board meetings and such other expenses as are mutually agreed upon. Trustees traveling in excess of twenty (20) miles for University affairs shall be compensated for actual travel costs in reimbursed amount of the University policies and regulations. If a Trustee elects to donate the University, then the donation will be

appropriately acknowledged through the Office of the President. Annual contributions by any individuals made through this process shall be included in all publications recognizing the donation or support for alumni and others to the development program of the University.

### **LIMITATIONS OF AUTHORITY**

CALUMS Board of Trustees shall act strictly as a legislative and policy-determining body. Neither the Board as a whole nor any of its committees or members shall keep authority in the Board as a whole, and in properly called and constituted meetings for which official minutes are kept and made available for inspection. Trustees shall not conduct any phases of Board business on an individual basis without explicit Board authority. Any such actions or representations shall be null and void and shall be considered a violation of this principle.

### **MEETINGS OF BOARD OF TRUSTEES**

Meetings of the Board of Trustees may be held at any place within or without the State of California, as may, from time to time, be fixed by the Board. Unless otherwise fixed, such meetings shall be held at the principal office of the University.

Making attendance at the bi-annual board meetings a high priority in their calendar. At least two per year – chairman or majority of members has power to call special meetings.

The schedule for board meetings should be set at least two weeks in advance. The board will meet at least two times each year.

### **AGENDA OF MEETING**

All materials for Board meetings agendas shall be compiled by the President or his designate or the board chair and presented to Board members one week prior to the meeting at which it is scheduled for presentation. Only in extraordinary circumstances and only with majority approval of Board members present shall an agenda topic be acted upon if it was not presented to Board members one week prior to the meeting.

### **PROTOCOL**

Roberts Rules of Order, Newly Revised, shall be strictly followed in the conduct of Board meetings. The Chairperson of the Board shall preside at all regular and special meetings of the Board. In the absence of the Chairperson, the Treasurer shall preside; in the absence of both the Chairperson and the Treasurer, the members shall elect one of those present to serve as the temporary presiding officer. The Secretary shall act as the official secretary of each meeting of the Board and shall coordinate the preparation of minutes and reports with the staff assistant assigned by the Administration.

The presence of a majority of the Board shall be necessary to constitute a quorum for the transaction of business, except to adjourn. If no quorum exists, a minority of the Board may, subject to the provisions of the Bylaws, fill vacancies on the Board. An affirmative vote of the majority of existing Trustees, when duly assembled, shall be necessary in order to constitute a valid corporate act. On the call of any member, the ayes and nays shall be taken upon any proposition and the vote shall be recorded in the minutes. The minutes shall reflect both motions passed, and motions defeated so that all actions of the Board are recorded.

## **OFFICER JOB DESCRIPTIONS**

The offices below are held for repeatable, two-year terms. The president (i.e. CEO) cannot hold any board office.

### **1. Chairman of the board of trustees**

The chairman of the Board represents the Board and shall preside over all meeting of the Board, serves as chair of the board and Executive Committee, and directs the business of the board of trustees. Review of the corporate matters relating to legal, financial, and other major aspects of the corporation shall be within the jurisdiction of the office of the chairman. The chairman may appoint interim officers including the college president if vacancies arise. The president of the school cannot serve concurrently as the chairman of the board. The chairman shall exercise and perform such other powers and duties as may be from time to time assigned to him by the Board.

### **2. Secretary**

The secretary shall keep or cause to be kept at the principal executive office or such other place as the Board may direct, a book of minutes of all meetings and actions of trustees, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice given, the names of those present at such meetings, and the proceeding of such meetings.

The secretary shall give, or cause to be given, notice of all meetings of the members of the Board required by the laws to be given and shall keep the corporate seal. He shall have such other powers and perform such other duties as may be prescribed by the Board.

### **3. Treasurer**

The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements. The books of account shall be open to inspection by any trustee at all reasonable times.

The treasurer shall deposit all money and other valuables and in the name and to the credit of the corporation with such depositories as may be designated by the Board; shall render to the president and the trustees, whenever they request it, an account of all of his transactions as chief financial officer and of the financial condition of the corporation; and shall have other powers and perform such other duties as may be prescribed by the Board of directors or the By-Laws.

## **EXECUTIVE COMMITTEE JOB DESCRIPTIONS**

This committee arranges for the execution of orders and resolutions not otherwise specifically provided for by the Board of trustees. Between meetings of the Board, and, in accordance with the general policy of the Board, it will have the care and direction of matters pertaining to the welfare of the University, and especially will discharge such duties as the Board may assign to it from time to time.

The Board shall elect trustees to serve the Executive Committee of the Board. The Committee members shall be no less than three including the Board chair. The president is an member. Any resolution passed by the unanimous vote of the Executive Committee must be approved by a majority vote of the Board later to have the same effect as if passed at a general Board meeting. The Board chair or president may call the Executive committee meetings.

## **CONFLICT OF INTEREST POLICY**

The purpose of this conflict of interest policy is to protect this tax-exempt corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or any "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations and which might result in a possible "excess benefit transaction" as defined in Section 4958(c)(1)(A) of the Internal Revenue Code and as amplified by Section 53.4958 of the IRS Regulations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **Definitions**

#### **(a) Interested Person.**

Any director, principal officer, member of a committee with governing board delegated powers, or any other person who is a "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations, who has a direct or indirect financial interest, as defined below, is an interested person.

#### **(b) Financial Interest.**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- (1) an ownership or investment interest in any entity with which the corporation has a transaction or arrangement,
- (2) a compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement, or
- (3) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3, paragraph B, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **Conflict of Interest Avoidance Procedures**

#### **(a) Duty to Disclose.**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

(b) Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

(c) Procedures for Addressing the Conflict of Interest.

An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the governing board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

(d) Violations of the Conflicts of Interest Policy.

If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

(a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **Compensation**

(a) A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

(b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

(c) No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### **Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

(a) Has received a copy of the conflicts of interest policy,

(b) Has read and understands the policy,

(c) Has agreed to comply with the policy, and

(d) Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

### **Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

(a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

(b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

### **Use of Outside Experts**

When conducting the periodic reviews as provided for in the previous section (Periodic Reviews), the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

### **POLICY PROPOSALS**

Board of Trustees members shall propose policies by preparing a statement which succinctly identifies the problem being addressed, its background and a statement of the proposed policy. The Board member making the submission shall indicate whether it is for discussion or for action. The proposal must be delivered to the President twenty (20) days prior to the scheduled meeting of the Board. By majority approval of the Board members present at a duly called meeting, the Board may also consider and act upon a proposed policy submitted by a member at the meeting.

Members of the Administration can initiate policy proposals by submitting the proposals to the President.

The President may seek input and review of the proposals by the Management Meeting of the University.

### **RESPONSIBILITIES OF BOARD OFFICE**

As the legal entity charged with the responsibility of overseeing the operation of the University, the Board of Trustees shall exercise any and all powers and authorities conferred upon it in the institution's Articles of Incorporation and shall generally do and perform, or cause to be done and performed, any and all actions which the University may lawfully participate in. Membership of the governing board requires the members to seriously assume all obligations and responsibilities assigned to their positions.

### **APPOINTMENT OF THE PRESIDENT AS CHIEF EXECUTIVE OFFICER**

The Board of Trustees shall select a well-qualified Chief Executive Officer of President and vest in him/her, authority commensurate with his/her position. It shall have the power to prescribe his/her duties; fix his/her compensation and reward him/her for effective service; require from him/her faithful performance of services; counsel him/her if he/she is in error; and dismiss him/her if he/she consistently fails to carry out the stated institutional policies or otherwise shows incompetence or unfitness for the position. The Board of Trustees shall expect adequate and accurate reports from the President on matters pertaining to all aspects of the University.

### **FINANCIAL RESPONSIBILITIES**

The Board of Trustees shall assure that adequate monies and funds are made available to meet institutional operating costs and expenses. It shall have the authority to incur indebtedness on behalf of the University and authorize the execution of promissory notes or other evidence of indebtedness of the University and agree to pay interest thereon; to sell, convey, alienate, transfer, assign, exchange and otherwise encumber the corporation's personal property; and to purchase, lease and otherwise acquire property both real and personal on behalf of the University. All transactions involving real property shall also require the Board's approval.

There shall be no disbursing of income or assets which inure to the benefit of any private party. The Board may fix the salaries of executive personnel employed by the University and will approve its Annual Budget prior to its budget year. An annual audit shall be completed by a qualified auditor selected by the President and approved by the Board.

### **FINANCIAL REPORTS AND APPROVALS**

The Board of Trustees shall be charged with the responsibility of setting policies which control and guide the officers, agents, and employees of the University. It shall formulate, but not administer, broad policies consistent with the Bylaws, nature and purpose of the University and shall support the policies it so formulates.

In all of its activities, the Board of Trustees shall base its policies upon operational principles, which pertain to its responsibilities and relationships with the Administration; responsibility for professional matters shall be delegated to the Administrative Staff and/or Faculty.

### **BUDGETARY APPROVAL**

The Board of Trustees shall give prior approval to all non-budget expenditures up to \$10,000 and/or non-

budget items and/or personnel with a total cost of not more than \$10,000. All expenditures identified in the Board-approved Annual Budget may be made by the President without further approval of the Board.

Transfer of funds from one budget category to another may be made by the President up to a maximum of \$5,000 and shall be reported to the full Board within thirty (30) days.

### **FINANCES: GIVING**

Jesus said that “where your treasure is, there your heart is also.” It is shameful for us to think we should be making decisions for an organization that we do not even care enough about to help support.

Our commitment to give inspires (or discourages) other people’s commitment to give. Grant proposals normally include a declaration that “the board is fully committed to this project and each member has contributed to it.”

All members are encouraged to be a donor of record each year. At meetings, announce number of donors and total board giving.

### **FINANCES: FUNDRAISING**

In addition to encouraging all trustees to be donors of record each year, all should volunteer the kinds of help in fund raising which they would enjoy and do well. Some trustees should be asked to help “link” with denominational leaders, community leaders, alumni groups, etc. Trustees can support the University as a donor, prayer partner, and volunteer.

There are many ways to participate – invite to a tour or special event, write a letter, call to thank donors, donate items for a silent auction, buy a table of seats at a testimony dinner and invite your colleagues to come for dinner, open your home for a traveling dinner, host a breakfast, sell tickets to a \$100/plate dinner, ask churches to let your president speak, ask businesses to help sponsor an event, and of course ask your friends for a donation. Choose a couple of methods that are most comfortable for you.

### **PRESIDENTIAL ROLES AND AUTHORITY**

While the board’s job is generally confined to establishing the broadest policies, implementation and subsidiary policy development is delegated to the President.

All board authority delegated to staff is delegated through the President, so that all authority and accountability of staff, as far as the board is concerned, are considered to be the authority and accountability of the President.

Board policies direct the President to achieve certain results; President Parameters/Limitations policies constrain the President to act within acceptable boundaries of prudence and ethics. Beyond the written board policies and executive means, the President is authorized to establish all further policies, make all decisions, take all actions, and develop all activities as long as they are consonant with any reasonable interpretation of the board’s policies.

### **BOARD EVALUATION OF PRESIDENT**

The board will conduct an annual evaluation of the president. The Board is responsible to assure Presidential performance against the Board’s written priorities and within Executive Parameters

As the board's single official link to the operating organization, the President's performance will be considered to be synonymous with organizational performance as a total. Consequently, the President's job contributions can be stated as performance in five areas: (1) Commitment to Mission and Objectives, (2) Leadership and Management Skills and Ability (3) Financial Management and Fundraising, (4) Academics, and (5) Relationship with Board.

Trustees organize and conduct their evaluation of the President's performance by using the president evaluation form. The Chairperson will have an "evaluation" meeting with the president. During the meeting with the Chairperson, the President will present a draft of his/her priorities for the coming year and the priorities will be refined to meet the satisfaction of both the President and the Chairperson. The following year's priorities will be used as the primary standard by which the President's performance is measured, along with the defined responsibilities of the President included in the University bylaws.

In addition, the Chairperson or a designated board member may choose to talk informally or formally with other University employees, students, constituents, and/or resource persons, and may at times use other mechanisms to gather information which will give them a full picture of the President's work and leadership of the University. The Chairperson will make a formal report to the full Board at the annual meeting. The Board will act on the Chairperson's report. With appropriate consultation, the Chairperson will set the President's compensation for the coming year.

### **FACULTY ROLE IN SHARED GOVERNANCE**

Be clear in the Board Standing Policies Manual how the board expects the president to involve faculty in the institution's decision-making. Usually, the faculty share specific delegated authority in matters of curriculum and degree requirements, under the ultimate accountability of the president to the board.

### **PROCEDURE FOR BOARD ORIENTATION**

The new member is not permitted to vote in board meetings until orientation is completed. The first step is for the chairperson to give the board manual to the new member. Once the new member has completed the reading of the board manual, he or she is to inform the chairperson. The chairperson will then discuss the five-year vision and highlights of the five-year plan. The next step is for the president to discuss the current state of the school. This will include highlights from the last annual institutional assessment report. The president will also give the new member a copy of the institutional assessment report. At this point, the new member is qualified to vote.

A board member should get to know the school's:

- Leading Administrators
- Foundational Statements (Mission, Institutional Objectives, Philosophy of Education, and Faith Statement)
- History
- Programs
- Resources
- Programs for Developing Funds

### **EVALUATION SYSTEM**

Without an ongoing program of board evaluation, there cannot be an effective program of ongoing board improvement. The board must have systems to both evaluate itself, as well as evaluate each member.

Sometimes it is helpful to bring in outside experts to evaluate board functioning, accounting systems, fundraising strategies, or other matters.

Considering the status of members, contributions they may make or influence they may have, and the relationships among peers, evaluating members is difficult. However, it is necessary to do so.

When members lose interest, become sporadic in attendance, contribute less and less time or money, and they help drag the board down into mediocrity, there needs to be a way to break the inertia and aspire to greatness. New blood is needed. Instead of dismissing members, this often merely requires an honest look by each individual as to whether they still have the passion and ability to help make the University great. Sometimes we do people a favor by helping them find a way out of burdensome duties of membership. Instead, put them on an honorary board.

There are many good evaluation systems. The same system does not have to be used every year, but the variety of systems will allow for the strength of different systems to strengthen the board over a period of years. A different evaluation instrument (possibly focusing on a different area) could be distributed at each meeting.

Handing in evaluation surveys to someone who is neither on the staff or board of the school can result in more candid answers and a higher response rate. The person receiving the survey could then compile the responses and submit a report to the chairperson, and/or president. Thus, the leadership learns whether certain issues are broadly felt as needing change or are only important to one or two people.

Question on agenda or instrument: "How could our board be improved?" Let members make suggestions. An extensive evaluation is especially appropriate when the chairperson or president retires.

Evaluations should not be done under tense circumstances, during a crisis, or when there is a conflict among members.

## **ADMINISTRATION POLICIES**

### **ACADEMIC COMMITTEE**

The Academic Committee shall be responsible for the development, continuous review and evaluation of the degree instructional program of the California University of Management and Sciences. This Committee shall ensure and maintain quality of instructional programs. The Committee shall consist of the Academic Dean, Admissions Officer, Registrar, 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.

### **MANAGEMENT COMMITTEE**

The Management Committee will be responsible to disseminate and receive information related to the daily operations of the University; to respond to inquiries regarding matters of importance as indicated by president; and to review and recommend proposed additions, deletions, or alterations to the University policies and regulations. Changes derived from assessment of data and information will be submitted to the President for adoption and implementation. The President can attend the management Committee meeting as non-voting member. The Management Committee shall elect among its members a chairperson so that he/she can maintain the agenda and minutes of each meeting. Members of the Management of Committee are urged to submit agenda items to the chairperson at least four (4) days prior to the meeting date. The Management Committee shall meet once a month.

### **PRESIDENT**

The California University of Management and Sciences President shall be appointed by the Board of Trustees as the Chief Executive Officer charged with the responsibility of executing and enforcing all of the Board's general mandates. In fulfilling the obligation of this position, the President shall give complete and undivided attention and best professional efforts to the affairs and business of the University; faithfully carry out all Board policies; keep the Board fully informed on all matters affecting the University; providing all the Board members with a broad overview of the educational problems, if any; and advise the Board in the formulation of institutional policies.

### **ATTENDANCE AT BOARD MEETING**

The California University of Management and Sciences President shall attend all meetings of the Board. He/She may attend all other Board committee meetings, except he/she shall not be present at any Board meeting at a time when he/she salary is being considered.

### **HOURS OF OPERATION**

Campus Administrative Office Hours

Monday through Friday: 9:00 AM to 5:00 PM

Saturday: 10:00 AM to 2:00PM, if needed.

### Instruction Days and Hours on Campus:

Monday through Saturday

Day classes	9:30 AM to 1:30 PM
Afternoon classes	1:30 PM to 5:30 PM
Evening classes (if applicable)	6:00 PM to 10:00 PM

### **CALENDAR**

California University of Management and Sciences offers its degree programs in a quarter format. Students may take up to four academic quarters in a row in a year.

### **ANNUAL BUDGET**

The California University of Management and Sciences President shall be responsible for the preparation and administrative approval of the Annual Budget, which he/she will submit for Board approval prior to the end of the current budget year.

### **ANNUAL SECURITY REPORT**

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

### **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.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Annually, California University of Management and Sciences informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or parents/legal guardians of dependent students. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The following is considered "Directory Information" at CALUMS and will be made available to the general public unless the student notifies the Office of Student Records in person or in writing before the last day to add classes. Student's name, telephone numbers, all addresses, e-mail address, photographs for University publications and web sites, place of birth, college, major, honors, awards, enrollment status, classification, dates of enrollment, degrees conferred, dates of conferral, graduation distinctions and the institution attended immediately prior to admission.
4. Institutions may disclose education records or components thereof without written consent of students to:
  - a. Authorized representatives of the following for audit and evaluations of federal and/or state programs – Comptroller General of the United States, The Attorney General of the United States, the Secretary of the Department of Education, state, and local educational authorities

(state and local officials to whom disclosure is specifically required by state statute adopted prior to November 19, 1974)

- b. Veterans Administration officials
- c. Officials of other institutions at which a student seeks or intends to enroll, on the condition that the issuing institution makes a reasonable attempt to inform the student of the disclosure, unless the student initiates the transfer.
- d. Persons or organizations providing financial aid to students or determining financial aid decisions, on the condition that the information is necessary to (1) determine eligibility for the aid, (2) determine the amount of the aid, (3) determine the conditions for the aid, or (4) enforce the terms and conditions of the aid.
- e. Accrediting organizations carrying out their accrediting functions.

### **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.

### **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.

## 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.

## PEDESTRIANS

Pedestrians have the right of way over vehicles when crossing the parking lot(s) or campus open space. The driver of a vehicle on the University property must use due care for the safety of any pedestrian at any place on the University property.

## HEALTH SERVICES

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

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

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

The contact information on nearby Emergency Room and Urgent Care are listed below:

<b>Urgent Care</b>	OC Urgent Care Anaheim 801 S Brookhurst St #4302, Anaheim, CA 92804	Non-emergency emergency	714-683-0644
<b>Hospital</b>	Anaheim Regional Medical Center 1111 W. La Palma Ave Anaheim, CA 92801	Non-emergency Emergency	714-774-1450 714-999-6111
<b>Poison Control</b>	Irvine Medical Center Regional Poison Center 101 The City Drive, South Route 78 Orange, CA 92668-3298	Orange County	800-544-4404
<b>Ambulance</b>	Lynch Ambulance Services 2950 E. La Jolla St., Anaheim, CA 92806	Orange County	714-632-0225
<b>Fire Department</b>	Anaheim Fire Department 201 S. Anaheim Blvd, CA 92805	Non-emergency	714-765-1900 Dial 311

CALUMS medical emergency procedure is as follows:

- ✓ In case of emergencies, students must contact the student service advisor immediately.
- ✓ Students needing medical attention from a doctor must inform the student service advisor before and after the visit.
- ✓ Students who take medication regularly must inform the student service advisor about the medication. All prescription medications must be stored in a secure, locked container.

- ✓ Students must inform the student service advisor concerning personal medical conditions important to the student's well-being and care. School may request for the student to verify the information in writing, especially as it relates to procedures of special care.
- ✓ Students must properly report class absences because of medical reason.

## **EMPLOYMENT POLICIES**

### **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.

### **EMPLOYMENT OF RELATIVES**

The University will permit concurrent employment of close relatives unless the employment relationship between relatives could reasonably lead, or appear to lead, to business related conflicts of interest, improper influence, favor or consideration. The following are examples of circumstances in which the University shall not permit concurrent employment of close relatives:

1. Where one relative has, or would have, the authority or practical power to supervise, appoint, remove, or discipline the other.
2. Where one relative would be responsible for auditing the work of another.
3. Where other circumstances exist that would place a relative in a situation of actual or reasonably foreseeable conflict between the University's interests and their own.
4. Where, in order to avoid the reality or appearance of improper influence or favor, or to insure confidentiality, the University must limit the employment of close relatives of policy-level officers of other organizations or individuals with which it does business.

In cases where persons related by family or marriage are employed by the University, those faculty or

staff members shall not initiate, participate in, or exercise any influence over decisions involving an individual benefit to a person related by family or marriage. Such benefits include initial appointment, retention, promotion, salary, leave of absence, and grievance adjustment. In situations where a conflict of interest might occur under normal operating procedures, the responsibility for the decision will pass to the next higher administrative level.

For the purposes of this policy, a relative shall mean husband, wife, father, father-in-law, mother, mother-in-law, grandparent, brother, sister, son, daughter, uncle, aunt, nephew, niece, cousin, or grandchild and their respective spouses, whether the relationship is established by blood, marriage, or otherwise.

## **INDEPENDENT CONTRACTOR AGREEMENTS**

Independent Contractor Agreements may be made with approval of the President when the following prerequisites are met:

1. The University controls or directs the ends to be accomplished, not the means and methods.
2. The work or project is a "one time thing" not to be periodically continued throughout the academic year.
3. The individual develops and/or performs the service on his/her own time schedule and does not spend most or all of his/her time serving the University.
4. The University does not furnish tools or normal workplace.
5. The individual holds himself/herself out as available to perform similar services to the general public or other organizations similar to CALUMS.

Services that do not meet the foregoing criteria may be arranged as temporary employment. The President must approve temporary hiring. Independent contractors are not employees of CALUMS and will not be covered by University insurance or other employee benefits. Neither social security contributions nor federal or state income taxes will be paid by CALUMS or deducted from any compensation paid by the University.

The finance officer will automatically process payments as scheduled in an executed contract unless informed of changes due to incomplete or unsatisfactory work or for any other reason. Alternatively, department managers may reserve the option to prepare check requests for each payment due according to the contract.

## **MEAL PERIODS AND REST PERIODS**

In compliance with the Industrial Welfare Commission Order No. 4-89, every employee who works more than five (5) consecutive hours per day shall receive an unpaid meal period of not less than thirty (30) minutes, however, when not more than six (6) hours will complete the days work, the meal period may be waived by mutual consent of the employee and supervisor. Employees who work more than eleven (11) consecutive hours in one day shall receive another unpaid meal period after the eighth hour.

Every employee shall be permitted to take paid rest periods, which when practicable, shall be in the middle of each work period. A rest period may not be added to a meal period, nor taken at the start or end of a shift, nor can rest periods be taken together. The rest period time shall be based on the total hours worked daily at the rate of fifteen (15) minutes rest time per four (4) hours or major fraction thereof. A rest period need not be authorized when the total work day is less than three and one-half (3.5) hours.

## **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 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. 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).

### **PAYDAY AND PAY PERIOD FOR FULL-TIME EMPLOYEES**

Payday for each pay period will be the 1st and the 16th of the month. However, when the University holiday falls on a payday, the payday will automatically be moved back to the last working day prior to the holiday.

The University reserves the right to have a minimum of three (3) working days after the end of the pay period to process the payroll if needed. The pay period for fulltime employees will be on a semi-monthly basis.

### **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

## **ACCRUEMENT OF SICK LEAVE EARNED**

Up to twenty four (24) hours of sick leave can be accrued from the previous year. Any sick leave hours accrued beyond the twenty four (24) days shall be forfeited.

## **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 of approved paid vacation, each calendar year after the completion of the probation period.

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 is 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 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 the normal business operations of the University.

### **ACCRUEMENT 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 forfeited.

### **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 subpoenaed as witnesses. In accepting jury duty, each employee must discuss with the immediate supervisor the impact onto the University's 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.

Employee may also file a complaint with the Transnational Association of Christian Colleges and Schools (TRACS). The Transnational Association of Christian Colleges and Schools (TRACS) provides complaint procedures for the filing of complaints against accredited institutions. Should such a complaint be filed, TRACS will review the matter to determine whether there may have been any violation of its criteria and/or standards and can take action if it is determined that there has been such a violation. TRACS can be contacted at 15935 Forrest Road, Forrest, VA 24551 or (434) 525-9539.

### **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 those 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.

### **FINAL PAYCHECK UPON TERMINATION**

Upon termination of an employee, the employee shall meet with the Administration Director so that the final paycheck can be provided to the employee. Prior to providing the terminated employee with the final paycheck, the Administration Director shall request the return of keys or any other University properties loaned to the employee, if any. All documents related to an employee's termination shall be kept in the employee's personnel file.

### **ANNUAL EMPLOYEE PERFORMANCE REVIEW POLICY**

Each employee is to undergo annual performance review. The President will be reviewed by the board. All other administrators will participate in a formal review each year. All faculty members are evaluated by the academic dean. Full-time faculty members participate in a formal evaluation conducted by the academic dean (See the Faculty Handbook for specific details.) Part-time faculty may choose to participate in formal evaluations. Student evaluation data will be continually reviewed by the academic dean so that he/she may consider these evaluations when assigning courses.

The Professional Development and Review Process has as its primary purpose the continual improvement and development of each employee's talents, skills, and abilities as they relate to job performance. It is a process of on-going planning, review and development involving the supervisor and the employee, who together identify common goals, which correlate to the higher goals of the department and the University.

### **MAINTENANCE OF PERSONNEL FILES**

A personnel file on each active employee will be maintained in the Office of the Personnel. Personnel files are official records belonging to the University and maintained by the University for the purpose of administering its personnel program. All personnel records maintained by the Office of the Personnel are

official University records. The Office of the Personnel is responsible for maintaining personnel records, and for adding, correcting, or removing materials from the files. The Office of the Personnel is also responsible for custody of the files and this office alone shall determine the information to be placed in the files.

It is the responsibility of each employee to keep the University advised of any changes in name, address or telephone number. Employees must also inform the Office of the Personnel when changes occur which affect tax withholding deductions, or benefits coverage (e.g. marital status, number of dependents).

Requests by an employee or his/her designated representative for copies of personnel records will be honored at a cost not to exceed the actual cost of duplication. Handwritten notes may be made, but the file or any portions thereof shall not be removed from the Office of the President. Supervisors or administrators shall have access to the personnel files of employees in their areas of responsibility on a need-to-know basis.

General personnel information is made available to governmental and accrediting agencies. Salary information about positions, but without identifying the salaries of specific employees, may be made available to appropriate governmental and accrediting agencies, as well as professional organizations. Such information is made available, however, with a restriction against publication, except in a composite report showing salary ranges or averages, but not individual salaries.

Verification of employment, title and length of service is made available to credit agencies, retail stores, insurance companies, and other institutions and agents, which extend credit or check credit standing. Salary information is not released unless the employee or former employee has given written permission for its release.

A former employee's personnel file will be maintained in the Office of the Personnel five years after termination of employment.

### **ADMINISTRATIVE FACULTY**

Faculty members with administrative responsibilities are classified as faculty. Deans and executive administrators who hold faculty rank are classified as administrative faculty. In addition to their faculty status, administrative faculty shall be offered three-year contracts renewable annually. Salary and benefits packages are considered annually.

Administrative faculty may be terminated at any time during their contract period provided the conditions of the contract are met. Dismissal from the University can only occur under the policies and procedures for dismissal of faculty members.

Administrative faculty returning to a teaching position will receive their faculty salary plus the administrative stipend they had been receiving until the end of their administrative contract period after which time they will receive their faculty salary, without the administrative stipend. No administrator has the right of continuance in any specific administrative assignment and any persons holding an administrative assignment may be reassigned to different responsibilities at any time provided the conditions of the contract are met.

### **PART-TIME AND ADJUNCT FACULTY**

Part-time faculty members are those employed to function as faculty members for a percentage of a permanent full-time faculty member load (usually not to exceed 75%).

Adjunct faculty members are employed to teach one or more specific courses. They should be available a minimum of one hour per course per week outside of class time for course-related advising. Adjuncts should receive compensation for each course contingent upon achieving the target enrollment for that course. If fewer than the targeted number of students is enrolled, compensation may be prorated on the basis of a specific amount per student credit hour, or the adjunct faculty member may choose to be relieved of his or her obligation to teach the course.

Both part-time faculty and adjunct faculty may be asked to teach courses, advise students, plan curriculum, or perform other faculty-type responsibilities.

## **JOB DESCRIPTION OF THE PRESIDENT**

The President shall serve as Chief Executive Officer (CEO) of CALUMS and will be responsible for implementing school policies and regulations under the directives of the Board of Trustees.

The CEO delegates responsibility for management and day-to-day operations to the Academic Dean and Director of Administration, and has the authority to carry out these responsibilities, in accordance with the direction and policies established by the institution. The CEO is responsible for providing strategic leadership for the institution by working with other executive officers and suggestions from the departments to establish long-range goals, strategies, plans, and policies. The CEO is also responsible for establishing organizational objectives and priorities and for reviewing and evaluating the progress for the attainment of these objectives and goals.

### **Duties and Responsibilities:**

1. Provides overall leadership to foster and maintain the mission and educational objectives of CALUMS.
2. Serves as liaison between the Board of Trustees and school personnel and its stakeholders, i.e., administration and staff, faculty, students, alumni, and external support groups.
3. Has a clear understanding of the university direction set by the Board of Trustees.
4. Represents the Board of Trustees in the implementation of academic and administrative policies and programs of CALUMS.
5. Communicates with the board chair and board members in a responsive and responsible manner.
6. Reports concerns and issues of the university to the board in timely manner.
7. Develops and implements assessment and strategic plans effectively to accomplish the mission of the university.
8. Demonstrates leadership to put a positive influence on staff morale and performance.
9. Leads the administration to ensure that the university is in full compliance with regulations and standards set forth by local, state, federal governments, and accrediting agencies.
10. Takes all responsible steps to ensure the integrity of the Institution.
11. Prepares annual budget plan in an effective and timely manner and submits to the board for its review and approval.
12. Recommends fiscal matters, personnel, campus, publications, and institutional assessment and strategic plans to the Board of Trustees.
13. Monitors and controls over the budgets of the university effectively.
14. Leads and encourages the fundraising from corporate, private sectors, churches, and public sectors.

15. Supervises and monitors academic department to ensure that programs are in full compliance with regulations and standards of an accrediting agency.
16. Directly supervises and evaluates the job performance of the Academic Dean, Director of Administration, Director of Institutional Research, and Finance Director.
17. Works with the academic dean effectively to improve and develop academic programs based on demands from community and students.
18. Maintains quality education through a Christian higher education and career demanding programs.
19. Interprets/explains and applies federal and state provisions on labor laws.
20. Oversees and implements HR policies and procedures within the school.
21. Presides over management committee and such other committees pertinent to institutional development and assessment.
22. Performs other duties and responsibilities as may be assigned by the Board of Trustees.

## **JOB DESCRIPTION OF THE 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
  - 1) Provides leadership for review, development, and implementation of academic programs and policies.
  - 2) Coordinates the CALUMS academic and instructional programs and curriculum.
  - 3) Supervises the development of the University's academic calendar and monitoring its implementation.
  - 4) Advises students regarding specific academic programs and course selections.
  - 5) Obtains input/feedback from students and faculty regarding perceived problems with the curriculum, schedules, faculty, and instructional quality.
  - 6) Prepares and assures approval of textbook selections.
  - 7) Provides supervisions regarding the acquisition of resources for the library.
  - 8) Coordinates and supervises the University's class schedule, teaching assignments, faculty-student advising hours, and related academic activities.
  - 9) Monitors the quality of instruction of the faculty.
  - 10) Coordinates and conducts the evaluation of instructional personnel.
  - 11) Supervises the preparation and maintenance of files or websites that include current syllabi and academic programs, policies, and procedures.
  - 12) Processes student and faculty grievances.
  - 13) Seeks, interviews and recommends instructional personnel for employment.
  - 14) Assures all publications and websites related to academic programs are accurate, current, and relevant.

## 2. Organizational Planning

- 1) Conducts assessment to assure the effectiveness of academic programs at course, program, and institutional level.
- 2) Assists in the planning for new facilities and integrating up-to-date instructional equipment and technology in instruction
- 3) Provides input in strategic planning by establishing annual and five-year operational goals and objectives designed to implement the CALUMS strategic goals.
- 4) Plans and supervises the University graduation program.
- 5) Prepares the academic calendar, class schedules, and the final exam schedule.
- 6) Monitors class schedules and assist Program Directors to plan course offerings based on changes in student enrollment.
- 7) Assures the efficient use of instructional space, classrooms, and libraries.

## 3. Budget Planning

- 1) Prepares departmental budgets related to the educational programs.
- 2) Approves reimbursement of professional development activities.
- 3) Assists in library material acquisitions.
- 4) Performs any other academic tasks requested by the president.

## 4. Faculty

- 1) Schedules and conduct faculty meetings and maintains committee minutes.
- 2) Coordinates, provides, and documents professional development and in-service training for faculty members.
- 3) Coordinates faculty selection and recommendations for changes in faculty status.
- 4) Validates and documents full-time and adjunct faculty credentials.

## 5. Other tasks

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

## **JOB DESCRIPTION OF THE ASSOCIATE ACADEMIC DEAN**

The Associate Academic Dean assists the Academic Dean in developing the curriculum, conducting academic assessments, and establishing academic policies and procedures. Additionally, the Associate Academic Director serves as the Institutional Research Director.

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

1. Assists the Academic Dean in the annual review of all academic programs offered at CALUMS, as well as the implementation of academic policies.
2. Collaborate with program chairs regarding new programs and proposed changes to existing programs.
3. Attends academic committee meetings and relevant steering committees to discuss issues and concerns related to academia.
4. Designs and implements an institutional assessment plan and related activities that align with the university's mission and strategic plan.
5. Provides data and analyses to support accreditation and assessment activities.

6. Develops and maintains data repositories and databases to support institutional research activities.
7. Collaborates with administrative departments to ensure that data is accurate, consistent, and timely.
8. Collects assessment data at both program and institutional levels, and then analyzes the collected data.
9. Prepares and presents reports and presentations to various university stakeholders.
10. Represents the Academic Dean in various university events, formal administrative meetings, and other functions when the Dean is unable to attend.
11. Performs any other duties and responsibilities that may be assigned by the Academic Dean or 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. Teaches courses within the program assigned by the Academic Dean.
2. Assists the Academic Dean in developing and implementing CALUMS strategic plan and academic assessment especially within the Program.
3. Develops and reviews course syllabi.
4. Provides academic advising to students.
5. Develops and reviews the program curriculum assigned.
6. Develops current and accurate descriptions of the programs in the Academic Catalog.
7. Recommends instructional materials and resources to the Academic Dean.
8. Assists the Academic Dean in drafting the quarterly course schedules and important dates.
9. Coordinates with and communicate to the appropriate administrators any accreditation, program review, or assessment(s) required of the Program.
10. Participates in academic committee and faculty senate meetings and program/curriculum development meetings.
11. Performs other duties and responsibilities as may be assigned by the Academic Dean.

### **JOB DESCRIPTION OF THE ADMINISTRATION DIRECTOR**

The Administration Director serves as the Chief On-Site Administrator of CALUMS and is responsible for the provision of administrative support in the organization including admissions, student services,

international student advising, office management and maintenance, and information technology; in line with the institutional mission and educational objectives of CALUMS. The Administration Director reports directly to the President.

The duties and responsibilities of the Director of Administration are summarized as follows:

1. Serves as principal aide to the President; supports the President in dealing with a range of faculty, staff, student, and public affairs issues; directly handles matters of institutional importance on behalf of the President, as appropriate.
2. Determines and formulates policies and provide overall direction of school within guidelines set up by the President.
3. Serves as the President's primary liaison with the university, government, and/or community leadership on strategic and operational matters pertaining to the specific area of institutional interest.
4. Provides integrated policy analysis and strategic consultation to the President and administration on major issues affecting the university.
5. Oversees the accurate implementation of admissions policies and procedures, student services, international student advising, and general office management.
6. Directs and supervises the implementation of programs under student services.
7. Oversees the development and maintenance of computer network operations and information systems including the school's web site.
8. Assists in the preparation of the administrative support budget.
9. Prepares and/or contributes to the preparation of reports, briefings, presentations, and responses on institutional and strategic issues, as appropriate.
10. Coordinates the strategic plan committee and provides administrative support for the committee and the chair.
11. Performs job analysis and classification studies and audits technical personnel-related work including but not limited to salary and wage administration, performance evaluation, and related research.
12. Reviews and processes requests for employee records and information, and provides other employment-related information following existing labor laws.
13. Participates and assists in the resolution of complaints or grievances and recommends and/or initiates corrective actions appropriate to the assignment.
14. Directly supervises and evaluates the job performance of the Admissions Officer, International Student Advisor, Student Services Advisor, IT, and Administrative Assistant.
15. Oversees the overall maintenance of physical facilities, instructional equipment and supplies, and security.
16. Oversees the procurement and maintenance of office equipment and supplies.
17. Other duties and responsibilities as may be assigned by the President.

### **JOB DESCRIPTION OF THE ADMISSIONS OFFICER**

The Admissions Officer is responsible for the accurate and timely implementation of the admission policies and regulations of CalUMS.

The duties and responsibilities of the Admissions Officer are summarized as follows:

1. Evaluates and acts upon all completed admission applications.
2. Approves and issues letters of acceptance or denial to applicants.
3. Coordinates with the Academic Dean on student enrollment documentation and other school requirements.

4. Coordinates with the International Student Advisor on the issuance of I-20s of applicants with student visas, including transfer-ins, reinstatements, and other similar cases.
5. Responsible for the accuracy and compliance of the contents shown on print and electronic media concerning admissions brochures, flyers, and online links related to admissions, recruitment, and other advertising materials.
6. Attends and participates in appropriate steering committees.
7. Directly supervises and evaluates the performance of the recruitment officer.
8. Other duties and responsibilities as may be assigned by the Administration Director.

### **JOB DESCRIPTION OF THE FINANCE DIRECTOR**

The Finance Director serves as the Chief Finance Officer (CFO) of CALUMS and assists the President in administering overall financial matters pertaining to the operations of CALUMS.

The duties and responsibilities of the Finance Director are summarized as follows:

1. Controls the budget and costs of the University's financial affairs.
2. Tracks major expenditures for fiscal stability and accountability.
3. Prepares the yearly fiscal budget and financial projection for the upcoming academic years.
4. Advises the President of any major shifts in cash flow or any financial issue that may impact the financial stability of the University.
5. Reviews and approves preparation and finalization of monthly and annual financial reporting materials.
6. Oversees budgeting, financial forecasting, and cash flow administration, existing and proposed new programs.
7. Maintains accurate financial records and accounts necessary for school operations.
8. Ensures that the Cash Reserve Fund is maintained and used only in accordance with the fund reserve policy stated in the Policies and Regulations manual.
9. Supervises the purchase of instructional materials and equipment, library resources, and collections.
10. Supervises and evaluates the performance of the finance officer.
11. Other duties and responsibilities as may be assigned by the President.

### **JOB DESCRIPTION OF THE FINANCE OFFICER**

The Finance Officer assists the Finance Director in providing financial, administrative, and clerical services to ensure effective, efficient and accurate financial and administrative operations.

The duties and responsibilities of the Finance Officer are summarized as follows:

1. Performs the day-to-day processing of financial transactions to ensure that school finances are maintained in an effective, up to date and accurate manner.
2. Receives payments for tuition and fees and issues official receipts.
3. Receives and verifies invoices and requisitions for goods and services.
4. Prepares cash and accounts receivable reports.
5. Verifies that transactions comply with financial policies and procedures.
6. Maintains accurate and timely accounts payable procedures, payroll procedures, payment schedules for payroll taxes, and insurance premiums and pension plan benefit plans (if applicable).
7. Ensures monthly reconciliation of bank accounts.
8. Disburses school funds within the budget approved by the Board of Trustees.
9. Prepares, verifies, and processes invoices and payment documents.

10. Maintains the general ledger.
11. Maintains updated finance files.
12. Provide administrative support to ensure effective and efficient office operations.
13. Performs other duties and responsibilities as may be assigned by the Finance Director from time to time.

### **JOB DESCRIPTION OF THE STUDENT SERVICES ADVISOR**

The Student Services Advisor is responsible for the accurate and timely administration of student support services in order to improve student success; and services and activities to improve retention, course completion, graduation, and/or transfer rates

The duties and responsibilities of the Student Services Advisor are summarized as follows:

1. Be in-charge of the quarterly new student orientation program and annual commencement exercises.
2. Administers the new student survey, graduate survey, employer survey; and coordinates the student-faculty evaluation survey with the Academic Office.
3. Advises students on job search related matters such as preparing resumes and preparing for job interviews.
4. Plans and schedules on-campus employment for students.
5. Serves as Chief Editor of the school newsletter – CalUMS Pipeline if applicable.
6. Coordinates all of CalUMS' social network media such as Facebook, YouTube, etc; except the school's main website.
7. Maintains contact with school alumni.
8. Disseminates school announcements and reminders through print postings and electronic media.
9. Coordinates the scholarship and awards programs of CalUMS.
10. Promotes Christian fellowship among students.
11. Other duties and responsibilities as may be assigned by the Dean of Administration.

### **JOB DESCRIPTION OF THE REGISTRAR**

The Registrar acts as the school's Custodian of Records and assists the Academic Dean in the supervision, processing, maintenance, accuracy and timely completeness of student records at CalUMS.

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

1. Serves as the Custodian of Records and safeguards student records and the school seal of CalUMS.
2. Enters, processes, and maintains student data and reports including student information, course registration, add and drop changes, grades, approved transfer credits, leave of absences, annual vacations, academic probations, withdrawals, and other matters and documentations related to student enrollment.
3. Maintains and ensures accuracy and timely completeness of student files.
4. Initiates processing of quarterly Satisfactory Academic Progress (SAP) reports of students and reports to the supervisor especially those requiring immediate action.
5. Participates in appropriate steering committees especially those relating to student records.
6. Issues official transcripts, academic records, and related certifications.
7. Prepares reports generated from the student database system for various uses within the school.
8. Coordinates with the Academic Dean regarding transfer student transcripts and eligibility.
9. Coordinates class schedules with room assignments for optimum use of buildings and equipment and may assign rooms for student activities.

10. 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.

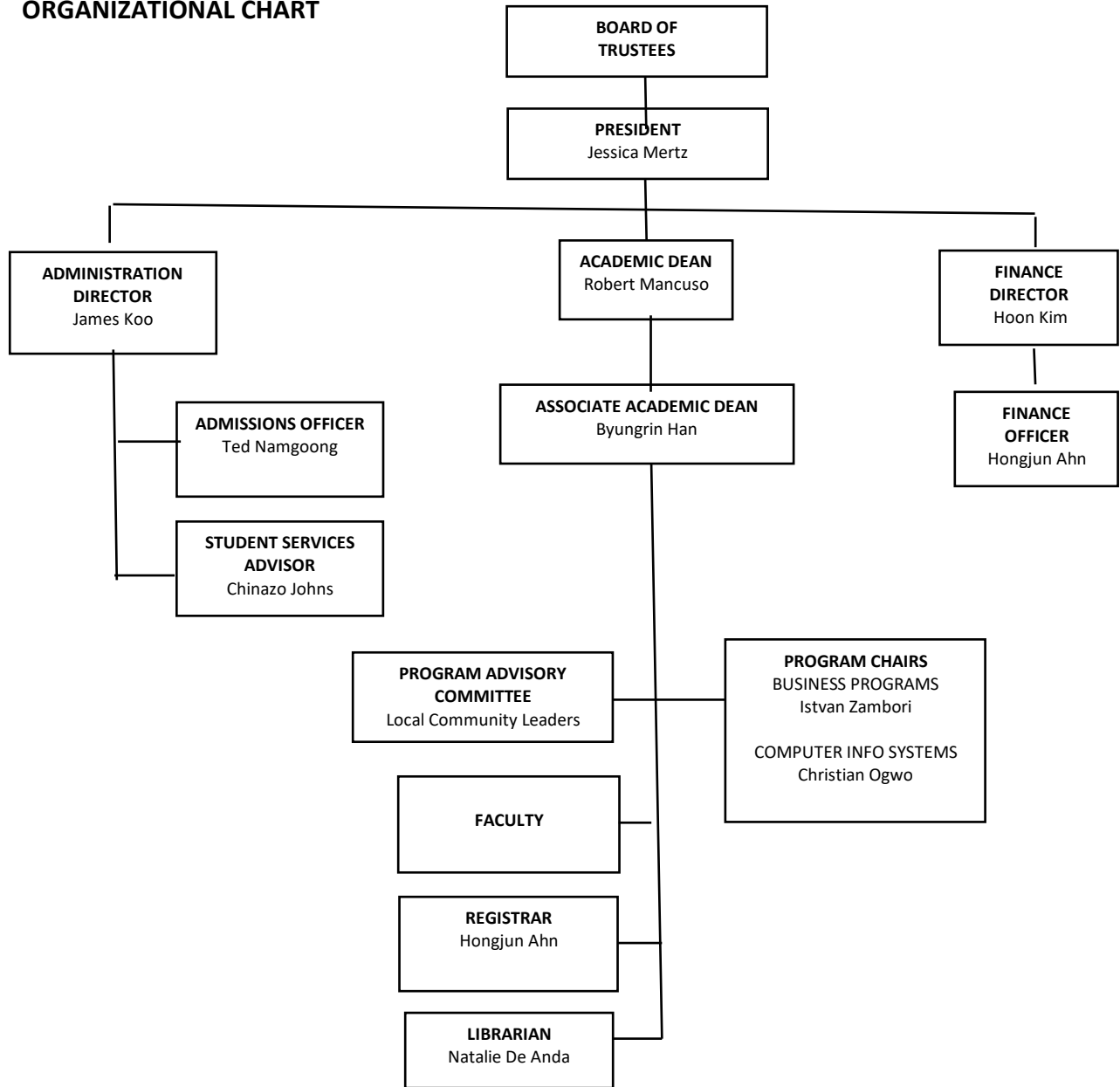
## **JOB DESCRIPTION OF THE LIBRARY ASSISTANT**

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.

## ORGANIZATIONAL CHART



## **ACADEMIC POLICIES**

### **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.

### **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.

### **ACADEMIC ACHIEVEMENT RECOGNITION**

To encourage academic excellence and progress, CALUMS offers honors to full time students who earn a grade point average of 4.0 in any one quarter. These students are recognized by being placed on the Dean's List for that quarter, and automatically become members of the Honor Society.

At graduation, awards are presented to those students who have demonstrated outstanding scholastic achievement, leadership, and service.

### **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
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3

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

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

NOTE: 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.

## **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.

### **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.

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

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

### **MAXIMUM PROGRAM LENGTH**

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

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

### **EVALUATION**

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

### **SAP TABLE**

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

### **MINIMUM ACADEMIC ACHIEVEMENT**

Students must achieve a minimum cumulative grade point average (CGPA) of the following: 2.50 between 33% and 65% of the maximum time frame; and 3.00 between 66% and 100% of the maximum time frame.

### ACADEMIC SAP STATUSES

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

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

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

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

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

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

### GRADUATION REQUIREMENTS

The Master's degree is conferred upon satisfactory completion of the required quarter units shown below. A minimum grade point average of 3.0 is required. The requirements can be summarized as follows:

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

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

The student must register for the MS611 Project by the end of the registration period of the student's third to last quarter.

## STUDENT RECORDS

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

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

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

## RETENTION OF STUDENT RECORDS POLICY

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

## 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 of

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.

## PROGRAM REQUIREMENT POLICIES

### DEGREE PROGRAMS

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

[Master of Business Administration \(MBA\)](#)

Master of Science in Computer Information Systems (MSCIS)

### GRADUATION REQUIREMENTS

The Master's degree is conferred upon satisfactory completion of the required quarter units shown below. A minimum grade point average of 3.0 is required. The requirements can be summarized as follows:

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

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

The student must register for the MS611 Project by the end of the registration period of the student's third to last quarter.

### MASTER OF BUSINESS ADMINISTRATION (MBA)

#### [Program Description](#)

The Master of Business Administration (MBA) program aims to provide students with the advanced skills to manage organizations effectively. This program focuses on developing advanced competencies in strategic, behavioral, and applied management, with an emphasis on critical thinking and ethical principles. Graduates are expected to have a clear understanding of Christian ethics and values, allowing them to manage and lead a business organization. Upon graduation, MBA students are expected to

pursue managerial positions ranging from junior to executive levels in various business enterprises, as classified by the United States Department of Labor's Standard Occupational Classification codes 11-1011, 11-1021, 13-111, 15-2031, 15-2051, and 25-1011.

### MBA Program Learning Outcomes

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

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

### MBA Program Requirements

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

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

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

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

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

#### **Elective Courses**

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

the major courses of other master programs to complete twelve (12) quarter units as elective courses, subject to the approval of the Academic Dean.

#### Graduation Requirements

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

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

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

#### Program Objectives

The Master of Science in Computer Information Systems (MSCIS) program aims to provide students with advanced competencies in technical and managerial skills in the areas of computer systems, networks, communications, and data analysis. This program also emphasizes use of critical thinking and ethical principles, as well as effective use of information systems and data to develop organizations and optimize business processes with a clear understanding of Christian ethics and values. Upon graduation, MSCIS graduates are expected to pursue junior to executive level managerial positions in business and IT enterprises classified under United States Department of Labor's Standard Occupational Classification codes 111-3021, 15-1212, 15- 1231, 15-1241, 15-1244.

#### MSCIS Program Learning Outcomes

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

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

#### MSCIS Program Requirements

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

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

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

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

BA501	Management Communication	4
BA510	Managerial Christian Ethics and Values	4
BA512	Advanced Strategic Management	4
BA521	Leadership and Organizational Behavior	4
BA573	Project Planning and Management Seminar	4
CS521	Management Information Systems	4
CS552	Comparative System Development Methodologies	4
CS561	Data Modeling and Database Administration	4
CS568	Advanced SQL	4
CS571	Network Planning and Administration	4
CS582	Information Systems Security	4

#### Elective Courses

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

#### **Graduation Requirements**

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

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

# **STUDENT RIGHTS**

## **STUDENT RIGHTS**

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

## **FREEDOM OF ACCESS**

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

## **CLASSROOM RIGHTS AND PRIVILEGES**

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

## **RIGHT TO APPEAL**

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

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

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

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

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

## **STUDENT RECORDS POLICY**

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

consent of the student, subject to exceptions provided by law.

#### Right to Access

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

#### Disclosure of Student Records

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

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

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

#### Retention of Student Records Policy

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

### **RIGHT TO FILE A COMPLAINT POLICY**

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

***Family Policy Compliance Office, U.S. Department of Education***  
***400 Maryland Ave., S.W. Washington, D.C. 20202-5920 Phone: (202) 260-3887***

### **DISABILITIES POLICY**

CALUMS is committed to comply with all the mandates provided in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to the Academic Dean. They are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities.

## HEARING COMMITTEE

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

## STUDENT GRIEVANCE PROCEDURES

### General Information

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

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

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

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

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

15935 Forest Road,  
Forest, VA 24511  
Phone: (434) 525-9539, Email: info@tracs.org

### Complaint Procedures

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

- Step 1: The student consults with one or more of the above persons as appropriate and requests a resolution of the complaint.
- Step 2: The investigator will, insofar as possible, maintain the confidentiality of the dispute, gather the necessary and relevant facts, inform the student of a decision, and report the result with the recommendation(s) for corrective action, if any, to the appropriate administrator.
- Step 3: The investigator has no more than 30 days from the initiation of the complaint to render a decision unless it is not reasonable to conclude the investigation and render a report within 30 days due to extenuating, or unusual circumstances.
- Step 4: If the student is not satisfied with the proposed resolution, he/she may then initiate a formal grievance procedure.

### Formal Grievance Procedures

The following steps shall be taken in sequence by the student who initiates a formal grievance. Failure to comply with any of the steps or time limits without agreement of all parties to the dispute may result

in the termination of the grievance or other appropriate action. A student has the right to withdraw his/her grievance at any stage of the proceedings causing the proceedings to terminate immediately.

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

#### For All Grievances

##### Step 1

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

##### Step 2

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

##### Step 3

###### First Appeal Level

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

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

recommendation to the Student Services Advisor.

- a. The Committee shall be appointed by the Student Services Advisor within 10 calendar days after receiving the written notice of grievance or notice of appeal.
  - b. The committee shall forward its recommendations to the Student Services Advisor within 30 days of its appointment.
  - c. The committee shall include one (1) student member with voting privileges.
  - d. No member of the committee shall be a student, faculty, staff, or administrator from the same department or service area as the grievant or the person(s) against whom the grievance is filed.
3. The Student Services Advisor shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Committee's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

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

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

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

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

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

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

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

- than 45 days has elapsed.
2. The President shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the President.
    - a. The committee shall be appointed by the President within 10 calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges.
    - b. The committee shall forward its recommendation to the President within 30 calendar days of its appointment.
  3. The President shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee.

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

### **STUDENT EVALUATION PROCEDURES**

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

### **SEXUAL HARASSMENT POLICY**

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

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

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

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

### **GENERAL DEFINITION OF SEXUAL HARASSMENT**

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

1. Submission to such conduct is made a term or condition, either explicitly or implicitly, of a person's status in a program, academic decision, employment, or admission.
2. Submission to or rejection of such conduct is used as the basis for academic decisions or employment decisions.
3. Such conduct has the purpose or effect of "unreasonable interfering" with an employee's work

or student's academic performance or creating an intimidating, hostile, coercive or offensive work or educational environment. For purposes of this policy, "unreasonable interfering" is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.

Sexual harassment is not limited to action by a supervisor but can include conduct by a co-worker and a student

## **STUDENT RESPONSIBILITIES**

### **PERSONAL CONDUCT**

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

### **CODE OF CONDUCT**

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

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

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

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

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

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

Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial appeals committee. Written notice of specific charge(s) made against a student shall be given at least 15 (fifteen) days before the student is to appear before the

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

**Dismissal:**

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

**Suspension:**

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

**Probation:**

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

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

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

## **STUDENT OBLIGATIONS**

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

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

Additionally, international students must:

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

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

## **CLASS ATTENDANCE POLICY**

Regular attendance is necessary to achieve satisfactory academic progress. Students must attend the first class meeting or they may be unofficially dropped by the instructor, resulting in a failing grade. Students registered in any course are expected to attend classes regularly and comply with class requirements to the satisfaction of their instructor. If the student is absent, he/she may be required to make up all work missed. It is the student's responsibility to check on all assignments. The instructor may assign extra work, require special examinations, or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course.

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

## **CLASSROOM CONDUCT**

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

## **CHEATING AND PLAGIARISM POLICIES**

### **Cheating**

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

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

evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

#### Plagiarism

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

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

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

Academic sanctions include:

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

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

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

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

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

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

### **SEARCH AND VIDEO SURVEILLANCE DISCLOSURE**

In order to enforce CALUMS policies and regulations on drug and alcohol abuse and avert and/or prevent cases of theft and robbery, campus violence, harassment and otherwise protect the institutional integrity of the University, its students, faculty and staff, CALUMS utilizes searches and video

surveillance in accordance 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.

# **STUDENT SERVICE POLICIES**

## **STUDENT ADVISING**

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

The scope of this activity includes:

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

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

## **ACADEMIC ADVISING**

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

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

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

## **NEW STUDENT ORIENTATION**

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

## **LIBRARY ORIENTATION**

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

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

### **CHAPEL**

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

### **JOB PLACEMENT ASSISTANCE**

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

### **TUTORING SERVICES**

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

### **STUDENT HOUSING**

The University does not provide student housing. However, there are many private apartments and boarding houses around the University. The Student Services Office helps students find appropriate housing, and provides current information on the approximate cost or range of cost of housing. The current estimation of the approximate cost of housing located near the University is \$10,800 per academic year.

### **CHILD CARE**

CALUMS does not provide childcare services.

### **STUDENT HANDBOOK**

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

### **EXTRA CURRICULAR ACTIVITIES**

Each quarter, the Office of Student Services conducts extra-curricular activities for students aimed to further enhance their learning experience at CALUMS. These activities include educational activities

related to academic holidays, sports and health awareness, attendance and memberships to external clubs or organizations, benefit program and/or tournament sponsorships, academic symposia, pep-talks, event show hosting, and student/faculty community services.

## **LIBRARY SERVICE**

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

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

### Library Hours

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

## **COMPUTER LABORATORY**

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

## **STUDENT GOVERNMENT**

All registered students are members of the Student Association. The purpose of the student government is to promote Christian fellowship among students, to advance the university mission, and to provide student opinions to the administration. Activities of the Association are supported through a student fee and individual gifts. The officers of the Association—President, Secretary, and Treasurer—are elected annually by the members. The Student Government consists of representatives from each class plus the student body president. These students serve as a “sounding board” for the administration regarding policies that affect the students. They are also responsible for planning certain student activities such as clubs and social events.

## **HEALTH SERVICES**

Successful progression through a program of study requires sufficient sleep, exercise and a proper diet. If the student requires medical and/or dental appointments, appointments should be made after school hours. If a student needs personnel psychological counseling, the staff or administrator of CALUMS may provide a listing of services in the community. CALUMS also strongly encourages students to carry health insurance coverage.

### **SPIRITUAL ENRICHMENT**

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

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

### **SMALL GROUPS**

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

### **DEVOTIONAL LIFE**

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

### **REFUSAL OF SERVICE**

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

## **ADMISSIONS POLICIES**

### **ADMISSION POLICIES**

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

### **ADMISSION REQUIREMENTS FOR GRADUATE PROGRAMS**

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

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

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

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

### **ADMISSION PROCEDURES**

Applicants applying for the Graduate Programs must submit the following:

1. Completed CALUMS application form. The application form is available at the Admissions Office and can also be downloaded online at <https://calums.edu/admissions/download-application/>.
2. Official transcripts of the appropriate bachelor's degree and a copy of its corresponding diploma/degree certificate
3. One (1) Letter of Recommendation from an active member of the academe or business professional with credentials
4. Proof of English Language Proficiency if applicable
5. Responses to the CALUMS Pre-Admissions Questions

6. Photo Identification (valid passport or state issued identification, driver's license with photo and date of birth)
7. Application fee of \$100 (Application fee is non-refundable)

### **ADMISSION EVALUATION**

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

### **POST-ADMISSION PROCEDURES**

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

### **ENGLISH PROFICIENCY REQUIREMENTS**

Applicants must pass the English proficiency examination of CALUMS to be admitted to the graduate programs at CALUMS. The following applicants may be exempted from the English proficiency requirement: (a) those who completed their high school education in the United States from an institution accredited by an agency recognized by the U.S. Department of Education; (b) those who completed at least one (1) year of college level education in the United States from an institution accredited by an agency recognized by the U.S. Department of Education; (c) those who completed their bachelor's, master's, or doctoral degrees from an accredited university in the United States, Canada (except Quebec), Commonwealth Caribbean (Antigua, Barbuda, Belize, Cayman Islands, Dominica, Guyana, Jamaica, St. Kitts and Vis, St. Lucia, St. Vincent and Grenadines, and Trinidad and Tobago), Nigeria, United Kingdom, Ireland, Australia, and New Zealand; (d) those who completed their post-secondary education from an institution located in a country where English is the main language of instruction as evaluated and determined by the CALUMS Admissions Office; and (e) those with current (not older than 2 years) TOEFL iBT score of at least 61, or its IELTS, ITEP or Duolingo equivalents; or (f) those who completed a post-secondary level ESL course; (g) those who passed CALUMS English Proficiency Aptitude Test (EPAT) with a minimum score of 60; (f) those who completed a post-secondary level ESL course; or (g) those who passed CALUMS English Proficiency Aptitude Test (EPAT) with a minimum score of 70.

### **TRANSFER CREDIT POLICY**

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

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

A qualified transferring course of three (3) quarter units can be transferred into a four (4)-unit equivalent course at CALUMS with a condition that the student is required to perform additional academic work to fulfill the one (1) outstanding or missing unit and to pay the appropriate tuition. A form for satisfying this requirement shall be filled out by the student, approved by the Academic Dean, and submitted to the appropriate faculty for completion of this additional academic requirement. Upon completion, the faculty shall record a Passed (P) or Not Passed (NP) grade of the student's work on the form and submit it to the Registrar no later than the Add/ Drop deadline of the following quarter. The Registrar shall place "TC" for the appropriate course on the student's transcript only upon receiving a pass grade for this one (1) unit requirement.

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

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

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

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

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

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

## **INTERNATIONAL STUDENT ADMISSIONS**

### **Application Procedures**

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

1. Foreign transcript evaluation of official transcript issued by an evaluation agency recognized and approved by CALUMS. Foreign Transcript Evaluation fee of \$100 (non-refundable) for general evaluation, or \$200 (non-refundable) for course by course evaluation.
2. Financial Statement that shows adequate funds to support tuition, living expenses, and other fees for completion of the program for the student's first year study.
3. Photocopy of Valid Passport (photo and date of birth)
4. Shipping fee \$30-100 (non-refundable, fee of some countries may vary) depending on the

student's country of origin. This fee is required for international students being issued new I-20s only. It is not required for F-1 transfer-in students or students with existing I-20s from other originating schools.

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

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

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

### **POLICY ON EVALUATION OF FOREIGN TRANSFER CREDITS**

The university conducts a complete evaluation of transcripts for foreign transfer credits submitted by the students who have received their degree at a college or university outside of the United States. All applicants must provide one official transcript (in a sealed envelope) and an official certification of degree, with date awarded. If a student has attended more than one college or university, separate transcripts must be submitted. To be official, transcripts and certificates must bear an original seal and/or signature of the school's registrar or of the appropriate school official or office. Photocopies are not acceptable.

Student records, including your transcripts and certification of degree, submitted to the university become the property of the university and cannot be returned to or copied for the student or released to a third party. Please do not send your only original copy of your transcripts/degree certificate. If you have questions about your documents prior to submission, please contact our registrar's office. Course work completed at one institution but listed on the record of a second institution is not acceptable. A separate copy of the record from the first institution is required. If these documents are written in a language other than English, a certified translation in English must be provided together with the original language records. Any translated record should be a literal and not an interpretive translation.

All students are advised to submit all required documentation as early as possible not to delay the evaluation process. In the event that the university receives documentation that is questionable, or suspicious in any way, the university will verify authenticity with the issuing institution. If an institution must be contacted for verification, the evaluation process will be placed on hold until the university has received all necessary information.

In addition to official transcripts and certification of degrees, a course-by-course credential evaluation is required of all students who have attended a college or university outside the United States. Credential evaluations are accepted from the valuation agency recognized and approved by CALUMS. All documents required by the evaluation agency must be submitted directly by the applicant. The university is not responsible for forwarding any documents received by our office to these evaluating agencies.

### **CALUMS CODE OF CONDUCT FOR ADMISSIONS OFFICERS**

The CALUMS code of conduct for Admissions Officers incorporates and integrates moral tenets of the profession from both the National Association for College Admission Counseling's (NACAC) Statement of Principles of Good Practice and the American Association of Collegiate Registrars and Admissions Officers' (AACRAO) Statement of Professional Ethics and Practice. The CALUMS Code of Conduct for Admissions Officers is also based on Robert L. Hodum's (2012) Normative Code of Conduct for Admissions Officers. The CALUMS Code of Conduct for Admissions Officers aims to ensure that fair, equitable, and ethical recruitment, admissions, and enrollment practices are observed by CALUMS Admissions Officers. The CALUMS Code of Conduct for Admissions Officers is as follows:

1. CALUMS admissions officers should accurately represent CALUMS in printed communication, in electronic communication, and in personal conversation.
2. CALUMS admissions officers should ensure that others who are representing CALUMS at recruitment events are properly trained and informed with regard to institutional information and ethical behavior.
3. CALUMS admissions officers should apply CALUMS admissions requirements in a fair and equitable way, regardless of students' ability to pay.
4. CALUMS admissions officers is compensated solely on the basis of salary, not on commissions for recruiting, without any portion being derived from commissions or bonuses based on number of recruited students.
5. CALUMS admissions officers also refrains from paying third-party persons for the remuneration of students.
6. CALUMS admissions officers shall maintain the highest standards of honesty, integrity, and respect for others.
7. CALUMS admissions officers should maintain strict confidentiality with regard to student information and records.
8. CALUMS admissions officers should place the interests of students before the interests of their employing institution.

CALUMS admissions officers should provide full disclosure of admissions requirements, deadlines, and costs of attendance.

## FINANCIAL POLICIES

### TUITION AND FEES

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

CHARGES UPON ENROLLMENT		
Application Fee, One-Time (Non-Refundable)		\$100
Student ID, One-Time (Non-Refundable)		\$10
<b>TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>		<b>\$110</b>
CHARGES FOR CURRENT PERIOD OF ATTENDANCE		
Tuition for First Term, Based on Minimum Academic Load: 8 units @\$325/unit		\$2,60
Registration Fee @ \$70/quarter (Non-Refundable)		\$70
Student Tuition Recovery Fund for 56 Units, One-Time (Non-Refundable)*		\$47.50*
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>		<b>\$2,717.50</b>
CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM		
Tuition, Total Didactic/Lecture Units Required: 56 @\$325/unit		\$18,20
Registration Fee, Based on 7 Quarter Terms @70/quarter (Non-Refundable)		\$490
Student Tuition Recovery Fund for 56 Units, One-Time (Non-Refundable)*		\$47.50*
Graduation Fee (Non-Refundable)		\$300
Estimated Cost of Textbooks (The purchase and/or acquisition of the textbooks are the student's sole		\$2,00
Equipment		\$0
Lab Supplies or Kits		\$0
Other Learning Media		\$0
Uniforms or Other Special Protective Clothing – Not Required		\$0
In-Resident Housing – Not Offered		\$0
Tutoring		\$0
Assessment Fees for Transfer of Credits		\$0
Fees to Transfer Credits		\$0
<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>		<b>\$21,037.50</b>
INCIDENTAL CHARGES		
Foreign Transcript Evaluation, One-Time, (Non-Refundable)	General	\$100
	Course-by-Course	\$200
Binding Fee per MS611 Project, One-Time, if applicable (Non-Refundable)		\$55
Catalog Fee per extra hardcopy print if application (Non-Refundable)		\$10
Comprehensive Exam Fee		\$325
Course Auditing Fee, One-Time, if applicable (Non-Refundable)		\$670
Internship Administration Fee, One-Time, if applicable (Non-Refundable)		\$500
Late Registration Fee per quarter if applicable (Non-Refundable)		\$200
Postage (Fees may change without notice.)	Domestic Shipping	\$9 -
	International Shipping	\$30 -
Processing Fee for Installment Tuition Payment Plan if eligible		\$200
Program Prerequisite Courses per unit if applicable		\$170
Readmission Fee, One-time, if applicable (Non-Refundable)		\$100
Returned Checks Fee per check, if applicable (Non-Refundable)		\$30
Transcript Fee per copy, if applicable (Non-Refundable)		\$7
Wire Transfer Fee		\$10

*\*For students with no program prerequisite courses or transfer credits. Based on an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars. Specific student's STRF fee will vary based on the student's program prerequisite courses and transfer credit.*

## **PAYMENT POLICY**

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

## **DEFERMENT OF TUITION PAYMENT**

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

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

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

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

The Notice of Cancellation must be submitted in writing and signed by the student and may be mailed or hand-delivered to California University of Management of Sciences, Office of Registrar, 1126 N. Brookhurst St, Suite 200, Anaheim, CA 92801. The cancellation will be effective the date it is received in the Registrar's office if hand delivered, or the date post-marked if mailed. The written notice of cancellation does not take any particular form and however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Verbal cancellations or failure to attend class after the first class session are not acceptable notices of cancellation.

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

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

Procedures to Cancel Enrollment or Withdraw from the University

1. The student must complete and submit a signed and dated 'Notice of Cancellation' to the Registrar.

2. The refund calculation shall be based on the date the Registrar's office receives the completed 'Notice of Cancellation' if hand delivered, or on the date post-marked if mailed.
3. The refund will be issued by the Finance Office within forty-five (45) days of withdrawal, if applicable.
4. No refunds may be disbursed to the student until the Financial Aid Program has been repaid, if applicable.

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

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

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

#### Tuition Refund policy

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

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

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

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

#### Refund Calculation

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

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

$$\text{Amount of Refund} = \text{Tuition Paid} - \text{Course Tuition} \times \frac{\text{Number of Hours Conducted}}{\text{Total Number of Hours}}$$

$$\text{Amount of Refund} = \$1,000 - \$1,000 \times \frac{20}{40} = \$500$$

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

### **FINANCIAL AID AND LOAN POLICIES**

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

In conjunction with our institutional planning, once we are approved under Title IV, the following policy will be in effect.

The default policy that will be practiced by CALUMS will include:

- 1) All students applying for financial aid are required to have a high school diploma or equivalent to receive student financial aid.
- 2) Students admitted to CALUMS with a default status are not eligible for financial aid.
- 3) All students leaving CALUMS prior to graduation are contacted as soon as possible to do the required Exit Interview. A copy of a letter attempting contact will be kept in the student's file.
- 4) Contact follow up is made via correspondence, invitations, surveys, and questionnaires on a regular basis to assure ongoing relationships with alumni, and as part of our Default Management Plan.
- 5) All graduating students who have received student aid are required to sit for an Exit Interview. The purpose of the interview is to provide the student with pertinent information regarding loan repayment, with a focus on the seriousness of loan delinquency and default.
- 6) Requests for academic transcripts are denied when the student's loan status is "Default."
- 7) CALUMS makes every effort to help a student avoid delinquency, and such efforts are formally incorporated into the Default Management Plan.

CALUMS will make accurate, precise, and readily available default rate files on students. CALUMS will gather data for required reporting and institutional effectiveness purposes.

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

The State of California established the Student Tuition Recovery Fund (STRF) is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the STRF.

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

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

Effective April 1, 2022, each qualifying institution shall collect an assessment of two dollars and fifty

cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0). It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

## STUDENT AWARDS AND SCHOLARSHIP OPPORTUNITIES

### Policy

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

### A.Student Awards

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

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

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

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

#### 3. President's Award

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

#### 4. Academic Dean's Award

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

#### 5. Student Services Award

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

#### 6. Alumni Award

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

### **B. Scholarship Opportunities**

#### 1. CALUMS Quarterly Scholarship

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

##### Policy:

- a. This scholarship is provided to a maximum of five (5) students each quarter.
- b. The Scholarship Committee may, however, choose to increase the number of scholarship recipients at any time.
- c. The scholarship amount to be given to each recipient per quarter term is Seven Hundred Dollars (\$700.00).
- d. A student may receive this scholarship only once during the student's program of study in CALUMS.

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

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

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

##### Application Procedures:

- a. Student must submit a written essay to the Office of Student Services on or before the close of business hours of the Friday of the fifth (5th) week of each quarter term.
- b. The required format for the written essay is as follows: one-sided, letter-sized, double-spaced, 1 inch margins on all sides. Do not staple.
- c. With a maximum of 2 pages, the written essay must include the following:
  - i. An identification of the student - name, program currently enrolled in, and expected graduation date.
  - ii. A brief introduction – student's background, interests, past work experience, prior education, experience in CALUMS, and future plans; altogether relevant to the scholarship application.
  - iii. An explanation of how this scholarship would help the student succeed in CALUMS. Describe or narrate prior or current specific event/s or elements of financial hardship/s that are relative to the scholarship application.

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

## 2. CALUMS Founder's Scholarship

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

### Policy:

- a. This scholarship is provided to a maximum of five (5) recipients each quarter.
- b. All commentaries submitted by the student in consideration of the award shall become the property of CALUMS notwithstanding copyright, intellectual property right, and such other related laws.
- c. The scholarship amount to be awarded to each recipient per quarter term is Seven Hundred Dollars (\$700.00).
- d. A student may receive this scholarship once every quarter for the entire duration of the student's program of study in CALUMS.

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

- a. Be currently enrolled in a degree program at CALUMS.
- b. Must have completed at least one (1) quarter term with full academic load. Full academic load means at least eight (8) quarter units for graduate students.
- c. Have a cumulative GPA of at least a 3.0 for graduate level.  
Students who are already receiving other types of financial aid or university assistance may be eligible to apply for this scholarship.

### Application Procedures:

- a. Students interested to apply for the CALUMS Founder's Scholarship Award shall study the CALUMS Founding Philosophy.
- b. Given the above literature, student shall develop a commentary that would:
  - i. Expound on the underlying principles of any or all of the above principal objectives. The proposed commentary should primarily build on the ideas and concepts already stipulated in the philosophy. It should remain in context and not contrary to any of the objectives in principle.
  - ii. Cite significant publications, events, or previous scholarly work (optional) and explain how it relates to the CALUMS Founding Philosophy.
  - iii. Narrate a particular and personal experience as a CALUMS student evidencing benefits gained from ascribing to the CALUMS Founding Philosophy.
  - iv. Recommend learning enrichment activities such as periodic themes, student programs, group dynamics, and other supporting components or activities.
- c. Using Microsoft Word, the required page layout for the commentary is as follows: 12-point Times New Roman, one-sided, letter-size (8-1/2" x 11"), double-spaced, 1-inch margins on all sides.
- d. On the cover page, the following information must be shown:

- i. Identification of the Student – full name, student ID number, program currently enrolled in, expected graduation date, and date of submission.
  - ii. Brief Introduction – student’s background, personal or professional/career interests, past work experience, and prior education.
- e. Student may use a title for the commentary although optional and will not have any impact on its evaluation. The entire body of the commentary including the title and citations should not exceed a total of 700 words.
- f. Commentaries must be sent via email to the Office of Student Services at [ssa@calums.edu](mailto:ssa@calums.edu) on or before the close of business hours of the Friday of the fifth (5th) week of each quarter term.
- g. In addition to the main criteria as itemized under Sub-sections 2(a) to (d) of Section C Procedures, the commentaries will be reviewed and rated by evaluators assigned by the Dean of Administration based on creativity, relevance, scope and depth of ideas presented, practicability, and adaptability.
- h. The top 5 commentaries with a minimum overall score each of 70 points as rated by the evaluators will be endorsed by the Dean of Administration to the President for final approval.
- i. Recipients of the CALUMS Founder’s Scholarship will be awarded during the Quarterly Awards Ceremony.
- j. The top 5 commentaries will be individually posted at the Wall of Excellence for the duration of the current quarter until a new set of winning commentaries for the ensuing quarter is awarded. The names of the students and excerpts of their commentaries will also be featured in the next issue of the CALUMS Pipeline.

## **BUDGETING POLICIES**

### **Projecting Income & Expenses**

To develop the preliminary budget, three administrators (President, Academic, and Finance Officer) review prospective enrollment (and tuition revenue), prospective donations (e.g. church donations, board donations, alumni donations), prospective endowment funding, key needs, major expenses, and the total amount requested through Budget Worksheets. The total expenses are not to exceed 85% of the anticipated income from tuition, donations, and other sources.

### **Budgeting**

The annual budgeting process begins in the second week of March when the finance officer sends the budget worksheet to all administrators who are authorized to manage CALUMS funds (i.e. academic dean, librarian, administration director, admissions officer, and student services advisor).

The budget worksheet is provided to assist each administrator in developing a budget for the upcoming year. Each administrator completes and returns this worksheet to the finance officer.

During March and April, the budget committee will complete its final proposal for the upcoming year’s budget. This budget proposal will be submitted to the President (if the President delegated his or her authority and participation in this process) by the end of the second week of April. Unless the President requests further work on the budget, it will be submitted to the chair of the board of trustees by the end of April. The board will vote on this proposed budget at their annual meeting in May or June.

## Purchasing

Any staff member who operates a budget may initiate a purchase if it is within his or her budget (i.e. is an item that has been budgeted for and if the budget has not been overspent). A purchase is initiated by submitting a Purchase Request Form to the finance officer.

## CASH RESERVE POLICY

California University of Management and Sciences ("CALUMS") maintains adequate financial reserves to assure responsible financial management and mitigate current and future unforeseen risk. Securing reserves is an important ingredient in achieving long-term strategic plan to meet CALUMS's mission and objectives. When the CALUMS uses cash reserve fund to make up for the lack of operating fund or unforeseen cost, the short-term strategic plan should be implemented to increase revenue or reduce expenditures to replenish the reserve fund.

### GUIDELINE

The Cash Reserve is used when the University suffers cash flow stress and becomes distracted from appropriate long-term decision making. Any spending out of the Cash Reserve fund must be accompanied by a short-term plan to refill the reserve fund. The University must reserve ***at least 10% of the annual budget*** in the Cash Reserve account. If the University's Cash Reserve falls below the minimum level, the President or his/her designee must submit a recommended action plan to the Board of Trustees to rebuild the reserve to the minimum level.

### USE OF RESERVE FUND

Spending the Cash Reserve fund requires the following steps:

#### Step 1: Assessment of Need to Use the Reserve Fund

The President and Finance Director need to identify the need to access the Reserve funds and ensure that the use of Reserve fund is consistent with the purpose of the University's reserve policy. This step requires analysis of the reason for the financial shortfall, the availability of any other sources of funds before using reserves, and evaluation of the period that the funds will be required and replenished.

#### Step 2: Authorization of Access to the Reserve Fund

Upon approval of the President, the Finance Director will submit a request to use the Reserve fund to the Board of Trustees for approval. The request will include the analysis of the need and amount of the requested reserve fund, and plans for replenishment. The goal is to replenish the funds used within twelve (12) months to restore the Cash Reserve Fund to the required amount. The Finance Director must receive prior approval at each use of funds from the Executive Committee of the Board of Trustees if the Cash Reserves will take longer than twelve (12) months to replenish.

#### Step 3: Reporting to the Board of Trustees

The Finance Director is responsible for ensuring that the Cash Reserve Fund is maintained and used only in accordance with this policy. Upon approval from the board, the Finance Director will maintain records of the use of funds and plan for replenishment. The Finance Director will provide reports regularly to the Board of Trustees of progress to restore the reserve fund to the required minimum amount.

# FACULTY POLICIES

## ACADEMIC GOVERNANCE POLICY

Academic governance is the system through which the Board of Trustees, school administrators, and faculty members participate in developing policies 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. Any proposal for changes in programs must first be acted upon by the faculty of the department concerned before being presented to the Program Advisory Committee. After a proposal for curricular change has been reviewed by the Program Advisory Committee (PAC), the Academic Dean may then present the proposal to the Academic Committee. After a proposal is approved by the Academic Committee, the Academic Dean will present it to the President who, in turn, will seek approval from the Board.
2. The Program Advisory Committee (PAC) has the primary responsibility of ensuring that the school's curricula are strategically aligned with current and future careers in business and information technology. This committee consists of the Academic Dean, Program Chairs, outside employers, students, and faculty.
3. The Academic Committee is responsible for the development, continuous review, and evaluation of the educational programs of the CALUMS. This Committee shall ensure and maintain the quality of instructional programs. The Committee shall consist of the Academic Dean, Program Chairs, Admissions Officer, Registrar, Student Services Advisor, Librarian, and at least one faculty. Academic Committee has the following specific responsibilities and expectations for curriculum development and control, which include:
  - a. The Academic Committee shall ensure all academic programs are consistent with the institutional mission and objectives.
  - b. The Academic Committee shall ensure that syllabi are consistent with the guidelines established by the institution's accrediting agency.
  - c. The Academic Committee's policy is to limit its involvement in academic governance to policymaking. It expects the administration and faculty to implement the policy on a day-to-day basis without interference.
  - d. The Academic Committee has the right to the approval of changes in curriculum.
  - e. The Academic Committee has the responsibility of determining the institutional graduation requirements for all degrees.
  - f. New programs and the program offerings at CALUMS require the approval of the Board through the President.
4. 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.
5. CALUMS shall conduct faculty meetings each quarter, whereby faculty members are consulted on planning for institutional effectiveness.
6. 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.
7. 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.

8. Faculty members shall be selected on a regular basis to partake in Academic Committee meetings to discuss academic policies and regulations.

The Academic Governance Policy of CALUMS outlines the responsibility and authority of the faculty regarding academic governance matters. Furthermore, it provides guidelines for implementing changes in the institution's curriculum.

### **Role of the faculty in the participation, administration, and implementation of policies related to academic governance.**

Academic governance policy must address, at a minimum, the following roles of faculty in:

- (a) the development of the educational program;
- (b) selection of the course materials, instructional equipment, and other educational resources;
- (c) systematic evaluation and revision of the curriculum;
- (d) assessment of student learning outcomes;
- (e) planning for instructional effectiveness.

### **Development of the Educational Program of the Institution**

The faculty plays a central role in participating, administering, and implementing policies related to academic governance. Academic governance policies dictate the manner in which curricula are developed, overseen, and approved.

#### *Determining the Curriculum*

The faculty is the primary and most essential unit for determining curricula. The faculty's involvement in curriculum changes occurs through the academic departments. In the case of CALUMS, the academic departments are the Master of Business Administration (MBA) and Master of Science in Computer Information Systems (MSCIS). The academic departments recommend their own departmental courses and programs after careful consideration by the faculty of that department.

Each department utilizes a Program Advisory Committee, which includes at least two faculty members, the academic dean (who acts as the Chair), administrative staff, student representatives, and outside employers. The Program Advisory Committee is responsible for carefully considering changes to courses, programs, policies, or structures within or affecting their respective programs. All recommendations resulting from PAC must be submitted to the Academic Committee for review, approval, or rejection.

The faculty and program chairs can make non-substantive changes to the curriculum, such as reorganizing topics, homework, projects, and the like. However, substantive changes, such as adding or deleting courses from a program or degree, require approval from the Academic Dean. The President, in close

collaboration with the Board, provides overall direction and vision for CALUMS. Meanwhile, the Academic Dean oversees the educational programs and is responsible for implementing academic changes at the programmatic level.

The Program Advisory Committee holds the primary responsibility and authority over the content, quality, and effectiveness of the curriculum at CALUMS. This responsibility includes the development, assessment, and continual improvement of the curriculum. The Program Advisory Committee oversees all efforts to improve the curriculum.

### *Development of Syllabi*

The development of a course syllabus begins with the faculty. Working alongside the Academic Dean (CAO), the faculty is responsible for creating the syllabus. To ensure consistency, the Academic Dean provides each faculty member with a template for the syllabus format and general guidelines. These guidelines include adhering to the provided format, ensuring the currency of selected educational materials, assigning an appropriate amount of homework, and assigning grades. Faculty meetings, led by the Academic Dean, cover these guidelines. Additionally, in-service training meetings are occasionally arranged to assist faculty with writing educational objectives, implementing effective instructional techniques, motivating student learning, and other related topics.

### **Selection of the Course Materials, Instructional Equipment, and Other Educational Resources**

The faculty is responsible for and has the authority to choose suitable course materials that are consistent with the course description and objectives, taking care to ensure that they are not outdated. Similarly, the faculty is responsible for and has the authority to select appropriate instructional equipment and other educational resources needed to deliver courses. This equipment may include overhead projectors, laptop computers, projection screens, and so on. With one day's notice to the on-site administrator, faculty can arrange to have these items made available to them.

### **Systematic Evaluation and Revision of the Curriculum**

The faculty is responsible for systematically evaluating and revising the curriculum. At the end of each course, faculty members must evaluate the course and instruction through a Student Faculty Evaluation form, which is administered to all students. The faculty then meets with the Academic Dean to review these student evaluations. Based on this meeting and self-reflection by the faculty, the curriculum may be revised.

### **Assessment of Student Learning Outcomes**

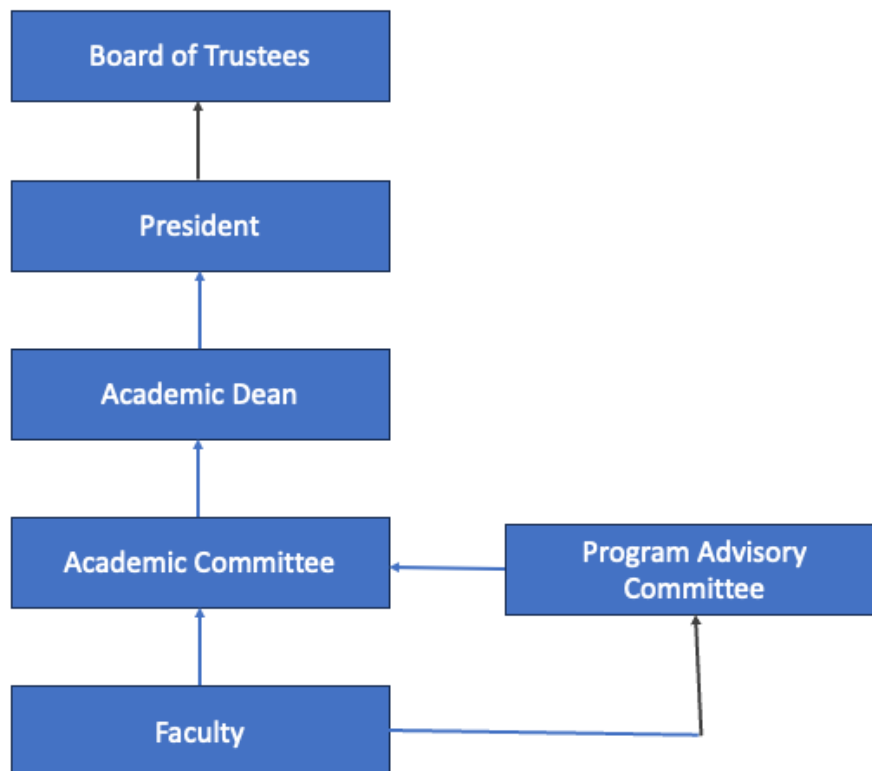
The faculty is responsible for determining the method of assessing student learning outcomes. Various methods have been used, such as announced and unannounced quizzes, participation in class discussions, performance tests, mid-term exams, final exams, papers, presentations, and so on. Faculty members have the final decision on the assessment tools to be used. These tools must be explicitly stated in the syllabi, which are given to students on the first day of classes. The assessment results are reduced to numerical values, which are then translated into letter grades.

### **Planning for Instructional Effectiveness**

Faculty participation in academic governance plays a crucial role in ensuring instructional effectiveness. This term refers to how well faculty members plan and deliver course content. It includes structural considerations such as the organization of the course and the week-to-week schedule. It also involves selecting appropriate teaching methods, such as lectures, group discussions, and student presentations, to achieve desired learning outcomes.

#### Curriculum Review and Approval Process Flowchart

##### CURRICULUM REVIEW AND APPROVAL 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's 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 out 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 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

## **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

## **TEACHING LOAD FOR FULL-TIME FACULTY WITH ADMINISTRATIVE DUTIES**

Full-time faculty instructors teach 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.

## **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 the employment of the recommended faculty.

### **QUALIFICATIONS OF FACULTY**

Faculty at CALUMS should have high qualifications in academics and instructional methodologies. To be considered, faculty must meet the following criteria:

1. Faculty must possess an extensive education, licensure/certificate (if applicable), or work experience.
2. Faculty credentials must be evaluated before they are considered for a teaching position.
3. Faculty must hold at least a doctorate in their teaching field or a master's degree and/or terminal degree with several years of professional and/or teaching experience in their assigned subject matter to teach a master's level courses.
4. Faculty must have a willingness to cooperate with his/her colleagues and the administration in pursuing the University mission and objectives.

### **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.

### **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 SENATE**

The Faculty Senate is a faculty-based body to provide University management with inputs to facilitate decision-making on academic matters and issues affecting faculty as well as students. The Faculty Senate was formed to provide a forum for faculty to play an independent and constructive role in academic governance. The Senate advises the Academic Dean on matters of broad academic, educational, and research policy relative to faculty. The Faculty Senate represents the entire faculty and collectively assists the University in its growth and renewal as a dynamic Christian institution of learning.

## **BYLAWS OF THE FACULTY SENATE**

### **Section 1 Purpose**

The Faculty Senate's purpose is to create an environment at CALUMS that encourages continuous improvement toward excellence. Specifically, the Faculty Senate aims to:

- Advocate for faculty viewpoints on all issues where faculty perceive themselves as stakeholders.
- Improve communication between faculty and other campus groups.
- Provide recommendations on policy and governance issues at CALUMS that are of concern to faculty members.
- Solicit faculty suggestions and recommendations.
- Improve faculty salaries and working conditions.
- Facilitate faculty participation in fiscal planning and decision-making.
- Ensure appropriate faculty participation at all levels of university governance.

### **Section 2 Election**

Faculty shall annually elect a President and Secretary from among active members.

Any active faculty member is eligible to run for any of the Senate offices. Additionally, the Executive Board (consisting of the President, Secretary, and one faculty member) may choose to form a Nominating Committee. All faculty members seeking office and those presented by a Nominating Committee must announce their candidacy at the next meeting.

Election to the Senate shall be conducted by members of the University faculty in each voting unit as follows:

- a) Nominations must be made by members of the university faculty. The procedures should ensure that every member of the electorate has the opportunity to nominate individuals for consideration.
- b) Elections shall be conducted through secret ballot.

### **Section 3 Term of Office**

The President and Secretary shall each serve a one-year term and may be reelected, but they may not serve more than three consecutive one-year terms.

If a vacancy occurs in the position of President or Secretary, it shall be filled by a special election within three (3) weeks. In the meantime, the President may appoint an interim member to serve until the election is held. The interim President or representative must be an active faculty member.

An elected representative of the Faculty Senate may only be removed for gross neglect or gross misconduct of office. To impeach an elected representative, a valid petition of impeachment must be signed by a majority of the faculty and submitted to the President of the Faculty Senate.

If the President is being impeached, a petition of impeachment should be submitted to the Secretary. Articles of impeachment cannot be voted on unless they are included in a written agenda for the meeting at which they will be voted on. In cases of impeachment, a Faculty Senate Hearing Committee shall be established. The committee must consist of a minimum of five members, who will be selected from the active faculty members.

The President of the Faculty Senate must submit a valid petition or articles of impeachment to the standing Faculty Senate Hearing Committee. The Faculty Senate Hearing Committee is required to hold a hearing on the petition or articles of impeachment within 15 days of submission, with the Academic Dean present.

After the hearing, the Faculty Senate Hearing Committee must make a recommendation to the Faculty Senate on whether or not to impeach the representative in question. All impeachment recommendations must be approved by the Academic Dean.

### **Section 4 Operations**

The President of the Faculty Senate serves as the presiding officer.

The President is responsible for:

- Presiding over Senate meetings.
- Calling special meetings when necessary.

- Representing the Senate at Academic Committee as an advocate for faculty interests.
- Forming special committees as necessary.
- Serving as faculty representative to the public.
- Securing adequate resources for Senate success.
- Facilitating the expression of faculty opinions.
- Developing faculty participation.
- Carrying out the purposes and policies of the Academic Senate.

The Secretary serves as the keeper of the official roll.

The Secretary is responsible for:

- Preparing and publishing notices, agenda, and minutes of Senate meetings
- Assuming the duties of the President in cases of his/her absence or inability to serve.
- Performing other duties appropriate to the office

### **Section 5 Duties of Faculty Senate**

The Faculty Senate is responsible for the following duties:

- a) Ensuring that the Senate addresses major concerns of both the faculty voting units and the faculty as a whole.
- b) Allowing Senate members to review all legislative, advisory, and informational reports submitted for the Senate Agenda.
- c) Advising, upon consultation with appropriate Senate members, the Academic Dean on the establishment, reorganization, or discontinuation of organizational units. Such advice should be given before official action is taken.
- d) Representing the faculty, in coordination with the University administration, in seeking information from officials and agencies external to the University especially those who establish policies and control resources affecting University academic programs.

### **Section 6 Committees**

The Faculty Senate has the authority to convene committees as needed to address important matters concerning the faculty. The Senate will establish its committee structure and composition, subject to the following stipulations:

- a) Any member of the university faculty may be appointed to a committee.
- b) Presidents will be elected by committee members.
- c) Individuals who are appointed to committees have full voting privileges on the committee or subcommittee where they serve, regardless of whether they are elected faculty, ex-officio members, students, or appointed members.
- d) Consultation between Senate committees and other entities of the Senate and the University is

encouraged.

e) Any legislative or non-legislative report approved by a committee must be presented to the Faculty Senate. If approved for the agenda, it will then be presented to the general faculty.

f) Members of a Senate committee may file a minority opinion outlining concerns or objections to a pending committee report, provided that the minority opinion is signed by two or more voting members. If the committee report is approved for the agenda, Faculty Senate will include the minority opinion(s) in the Senate Agenda for the Senate's consideration. Committee members, like all faculty, are free to ask questions or make statements when the Senate considers the pending report.

## **Section 7 Meetings**

Regular meetings of the Faculty Senate shall be held twice per calendar year with dates decided by the Faculty Senate. The Academic Dean and Program Chairs may sit in on meetings and will be non-voting members. The Faculty Senate has the option of holding a general meeting open to all current faculty.

Upon the request of the Academic Dean, the President shall convene the Senate for a special meeting. The President shall convene the Senate in response to a written petition of at least 5 members of the University faculty to consider proposals of the petitioners stated in writing, providing the petition contains:

- a) statement of purpose of the petition
- b) names of five faculty members designated to meet with the Senate Council.

Any regular meeting of the Senate may be canceled by the President or scheduled for a new date in either of the following ways:

- a) by a majority vote of the members present at any Senate meeting
- b) the Senate President, after consulting with the other Senate officers, may postpone any Senate meeting for no longer than three weeks.

## **Section 8 Referenda**

The Senate can conduct referenda of the University faculty to obtain information regarding any subject under its purview.

## **Section 9 Rules of Procedure**

The Senate shall establish its rules of procedure. The Academic Dean may provide advice to the Senate on procedural matters.

## **Section 10 Amendments**

Amendments to the bylaws can be adopted at any Senate meeting by a majority vote of the members present. However, these amendments must have been presented in writing during a regular meeting.

## **FACILITY POLICIES**

### **CAMPUS FACILITIES**

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

The maximum number of students in a typical classroom or laboratory settings of instruction is thirty (30).

### **PARKING**

No overnight parking will be allowed. The only exception shall be if there is a malfunction of a vehicle and it has been reported or the driver has been granted, in writing, permission by the President. Students are allowed to park ONLY in the STUDENT PARKING AREA.

Any car that is not properly identified or is improperly parked will be towed at the car owner's expense. Campus speed limit is 5 miles per hour.

### **SCHEDULING USE**

To avoid double scheduling any room or facility, the student services advisor maintains a calendar showing reservations for using all campus facilities. Any reservations must be approved by the student services advisor.

### **MAINTENANCE AND INSPECTION**

Operation and maintenance of CALUMS facilities is directed by the landlord and it can be assisted by professional maintenance or janitorial companies. A maintenance inspection is conducted regularly. Elevators are inspected on a regular basis. The health department inspects the entire facility monthly.

### **INSURANCE**

CALUMS carries comprehensive insurance policies, including school and building liability, fire, building, etc. Insurance coverage is reviewed by the finance officer in November.

## **SAFETY AND SECURITY POLICIES**

### **FIRE ALARMS**

In keeping with the California Administrative Code, Title 24, Part 2, and in compliance with the instructions of the Fire Prevention Division of the Orange County Fire Department and the Los Angeles County Fire Department, the California University of Management and Sciences will adopt and conform to the requirements as set forth in Chapter 2-8, Section 2-809, entitled Fire Alarms. The University shall provide and maintain a dependable method of sounding an alarm of fire in accordance with the provisions of Part 3 for a local alarm. The alarm sounding devices shall have a distinctive tone, shall not be used for any other purpose, and shall be audible throughout the buildings. Fire alarm calls shall be accomplished with indoor telephones located in all offices. Any employee can notify the Fire Department and if need be, sound the fire alarms in keeping with the guidelines established by University. In no case shall the signals be given for less than a one-minute period. The Director of Administration will have the responsibility of maintaining and sounding the fire alarm system.

### **FIRE GUIDELINES**

Fire guidelines shall be adopted, published, and distributed to both the students and employees alike. The guidelines shall set forth the procedures that are to be followed in the event of a fire. It shall also explain the purpose of fire drills, the signals, and the exits that are to be followed from all class rooms and offices on the University grounds. The guidelines will also explain the procedures to follow in notifying the administration of a fire and what to do in the event of a fire. These guidelines will be published in the student's handbook and made available in the Library. The Director of Administration will have the responsibility of the publication and distribution of the guidelines.

### **FIRE DRILLS**

There will be two (2) fire drills held each year, in which all people on the University grounds will participate. The drills will not be held during mid-terms or during finals week. The first fire drill of each academic year will have an advanced notification of the date of the drill. In addition, instructions of what will be expected of each person will be published in the bulletin board, through the electronic mail, and notices will be put in the mail boxes. The Spring and Fall Quarters drills will be unannounced drills. The dates selected will be on a day least likely to interfere with the education of the students. The drills shall last no longer than one hour in length.

### **FIRE RESPONSIBILITY**

The university administration will have the responsibility of formulating the fire guidelines, identifying fire exits, establishing a list of flammable materials used on campus and their locations, as well as overseeing the fire drills

### **FIRE EQUIPMENT**

Tampering with any fire protection equipment, fire extinguishers or alarm systems is a violation of state law. Any pranks utilizing fire equipment or dangerously harmful substances may also be a violation of state law. Any person found to be in violation of these state laws may be subject to criminal fines and jail time. In addition to any potential prosecution resulting from the violation of these state laws, CALUMS may impose a fine or administer disciplinary action in accordance with the Student Conduct Code.

## **FIREWORKS**

CALUMS does not permit any member of the CALUMS community to possess, store or fire fireworks anywhere on campus.

## **FIREARMS AND BOWS**

CALUMS does not permit any member of the CALUMS community to fire firearms or bows anywhere on campus. If a student desires to store a firearm or bow, that resident must make a written request to the student services advisor for review and approval. Firearms or bows must not be brought onto campus prior to receiving formal approval to the request. CALUMS requires that any firearm stored on campus must be stored unloaded and in a locking gun cabinet or equipped with a locking safety device designed to prevent the discharge of the firearm by unauthorized users. Violation of this policy may subject a student to fines or disciplinary action in accordance with the Student Conduct Code.

## **AIRGUNS**

CALUMS does not permit any member of the CALUMS community to fire air guns of any type (e.g., pellet, BB, paintball) anywhere on campus. Airguns may be stored on campus without prior approval, as long as they are stored unloaded, and away from the immediate proximity to children.

## **EARTHQUAKE DRILL**

Southern California is prone to earthquakes. If you are inside a building when an earthquake occurs, remember to “Duck, Cover, and Hold.”

1. DUCK down
2. Take COVER under a sturdy desk or table or against an interior wall.
3. HOLD this position until the earthquake is over.

During emergencies, tune to a local radio or television station for safety instructions and other official information, or wait for school officials to give the “all clear.” If are away from the school, tune to a radio news station.

## **UNLAWFUL ENTRY**

CALUMS property is protected by an intrusion alarm system. CALUMS considers any forced or otherwise unlawful entry into any CALUMS building or office a serious violation. As a result of violating the integrity of this security system or any unlawful entry into a locked building or office, the violator may be turned over to local authorities for prosecution. In addition to any potential prosecution by local authorities, CALUMS may impose a fine or disciplinary action in accordance with the Student Conduct Code.

## **IDENTIFICATION OF STRANGERS**

All students are urged, for their own protection and for the protection of children and other community members, to politely ask any stranger on campus to identify him or herself. Visitors who are uncooperative should be reported immediately to a staff member who will monitor the situation.

## **SECURITY TIPS**

1. Avoid walking alone at night and stay in well-lit areas.
2. Walk with a friend. It is less likely that something would happen if there are two of you.
3. Never hitchhike, regardless of the time of day.
4. Always lock rooms and automobiles when they are unoccupied.

5. Always make sure that your apartment, office, or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.
6. If you find a door unlocked that should be locked, immediately report this problem to a staff member.
7. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
8. Look inside your car before entering; also check vehicle for possible break-ins. Assaultants sometimes hide in the back seat of a vehicle.
9. Do not give your name, address, or other personal information (e.g., Social Security Number, credit card numbers, driver's license numbers) to strangers, either online, on the phone, or in person.
10. Keep money and other valuables locked in a secure place. Money should never be left unattended even in your room or apartment.
11. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.

## **POLICY AND PROCEDURE FOR HANDLING HAZARDOUS MATERIALS OR DANGEROUS EQUIPMENT**

It is the policy of CALUMS to manage hazardous waste generated on campus in compliance with applicable federal, state, and local regulations. Wherever possible, hazardous waste generated at CALUMS will be managed in a manner that minimizes short- and long-term liability associated with such waste. Environmental Health & Safety has primary authority in determining management options to achieve this objective.

It is the policy of CALUMS to make every effort to reduce the volume and toxicity of hazardous waste generated to the degree determined to be economically practicable (waste minimization).

## **REPORTING CRIMES AND EMERGENCIES**

All crimes occurring on campus should be reported immediately to the Police Department at the contact numbers shown below to ensure an appropriate response. The Anaheim Police Department has primary jurisdiction over the CALUMS campus. The University strongly encourages victims to immediately report all incidents and /or any suspicious activity to the Anaheim Police Department any time of the day or night.

### **Emergencies**

For any emergency, please dial 911.

To report crimes in progress or police, fire, or medical emergencies on campus:

<b>Police</b>	:	714-765-1900
<b>Fire Department</b>	:	714-765-4000
<b>Anaheim Memorial Medical Center</b>	:	714-774-1450

We encourage you to program this as a one-touch number on your phone (if you dial 9-1-1 from some cell phones it may take longer to connect your call and determine your location).

If you dial 9-1-1 from a land-line phone or use a yellow emergency telephone, the dispatcher or operator can locate the phone from which you are calling and will dispatch a police officer. If there is a fire and no telephone is available, activate one of the fire alarms located throughout campus.

### **Confidential Reporting Process**

If victims do not wish to file a police report, they or others acting on their behalf can report crimes anonymously and confidentially to the Student Services Advisor. No names will be taken and no criminal investigation will be conducted, but the report will be included in the crime statistics reported in the annual Campus Security Report.

### **Reporting Acts of Workplace Violence**

Faculty and Staff can voice their concerns about the behavior of campus employees or students in the following manner.

1. Report all acts or threats of violence to the Student Services Advisor or the Administration Office at 714-533-3946.
2. Be prepared to answer the following questions:

WHO: Name, address, phone number and description of those involved  
WHAT: The circumstances and sequence of events leading up to and including the incident  
WHEN: Time of day that the incident occurred  
WHERE: Location where the incident took place  
HOW: Description of how the offence was committed

WHY: The cause of the incident (if known) The responding person will discuss the course of action with those affected by the incident. If necessary, a follow-up will be conducted later. All reports of workplace violence will be reviewed by the President for possible follow-up.

### **FIRE SAFETY REPORT**

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. ***However, CALUMS does not provide on campus student housing.***

### **REPORTING HATE CRIMES**

A hate crime is any criminal act or attempted criminal act directed against a person(s), public agency or private institution based on the victim's actual or perceived race, nationality, religion, sexual orientation, disability, or gender or because the agency or institution is identified or associated with a person or group of an identifiable race, nationality, religion, sexual orientation, disability, or gender. A hate crime includes an act that results in injury, however slight; a verbal threat of violence that apparently can be carried out; an act that results in property damage; and property damage or other criminal act(s) directed against a private or public agency.

Crimes routinely classified as misdemeanors can be felonies if committed because of bigotry. A conviction cannot be based on speech alone, unless the speech itself threatens violence against a specific individual or group, and the defendant has the ability to carry out the threat. If you are the victim of or witness a hate crime, report it as soon as possible to the Anaheim Police Department at 714-765-1900.

## STUDENT ACHIEVEMENT

The assessment of student achievement measures utilized by California University of Management and Sciences includes retention rates, graduation rates, and job placement rates. Graduates of CALUMS do not take state or licensing examinations. The most recent reported measures show the followings:

### Retention Rate (from ACICS Campus Accountability Report)

Programs	Retention Rate
Business Administration (Master's Degree)	<b>83%</b>
Business Management (Bachelor's Degree)	<b>33%</b>
Computer Information Systems (Master's Degree)	<b>92%</b>
Economics (Master's Degree)	<b>67%</b>
Healthcare Management (Master's Degree)	<b>90%</b>
International Business (Master's Degree)	<b>57%</b>

### Graduation Rate (from BPPE School Performance Fact Sheet)

Programs	Year	Graduation Rate
Master of Business Administration	2021	83.3%
	2022	85.7%
Master of Science in Computer Information Systems	2021	80.0 %
	2022	83.3%

### Placement Rate (from BPPE School Performance Fact Sheet)

Programs	Year	Graduation Rate
Master of Business Administration	2021	100%
	2022	100%
Master of Science in Computer Information Systems	2021	N/A
	2022	100%

# ACADEMIC CALENDAR

## WINTER QUARTER

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

## SPRING QUARTER

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

## SUMMER QUARTER

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

## FALL QUARTER

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

NOTE: HOLIDAY MAKE-UP DAY

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

## LOCATION & ENVIRONMENT

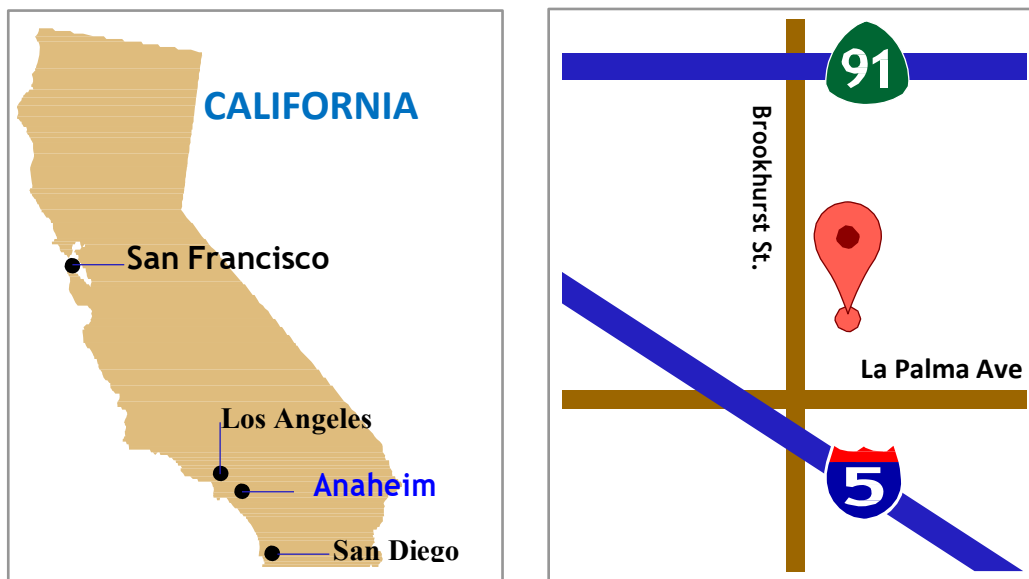
Forty-two miles of magnificent coastline span the western border of Orange County in southern California, located 30 miles south of Los Angeles and 82 miles north of San Diego. With just over three million residents, the state's second-most populated county saw a 25% population increase between 1990 and 2004, due in part to what many consider a perfect climate. Temperatures average right around 73 degrees and the county boasts a staggering 328 days of sunshine each year.

Though famous for theme parks such as Disneyland and Disney California Adventure, Orange County goes beyond the world's most famous mouse and offers a wealth of recreational opportunities. The county is home to nine beaches (Sea Grant's Guide to Orange County Beaches), more than 38,000 acres of parks (County of Orange: Harbors, Beaches & Parks), and 382 miles of hiking trails (Orange County Trails) and bike paths (BikeTrails.com).

Thirty-four cities sprinkled throughout the county each offer opportunities for residents and visitors to take in the county's unique culture, wildlife, and leisure activities. Huntington Beach is known as Surf City USA and has been home to the US Open of Surfing since 1959. Dana Point hosts the annual Festival of the Whales, while Costa Mesa is home to the Orange County Fair, and Buena Park boasts the famed Knotts Berry Farm. One can visit the Crystal Cove State Park in Laguna Beach, or venture to Newport Beach to hang out on Newport Pier. For sports fans, Major League Baseball Los Angeles Angels, as well as the National Hockey League Mighty Ducks are favorites.

A fairly wealthy county with a median income of \$77,421, Orange County is home to headquarters of some of the nation's top businesses, including surfing outfitters Pacific Sunwear, Quiksilver, and Billabong, Extron Electronics, Archway Systems, In-N-Out Burgers, Taco Bell, and Blizzard Entertainment.

## LOCATION AND MAP



1126 N. Brookhurst St, Suite 200, Anaheim, CA 92801

Tel : 714-533-3946 Fax : 714-533-7778  
Web Site: <https://www.calums.edu> -Email : info@calums.edu

## EMERGENCY CONTACT LIST

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

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

