

[www.calums.edu](http://www.calums.edu)

# Student Handbook

2023

*The intelligent choice*  
where your future starts



*This page is intentionally left blank.*

## About this Student Handbook

This handbook is designed as a guide for newly enrolled students of California University of Management and Sciences. While its contents are consistent with the school catalog, it is not intended to substitute the CALUMS Catalog or the Catalog of Record. It is rather aimed as a handy document to serve as immediate reference for the new student during his or her initial study in the University.

Aside from basic school information, included in this handbook are general policies and regulations, academic policies and procedures, student rights and responsibilities, student services, and a featured section for international students. All these have been found to be very useful especially for new enrollees.

Students enrolled in CALUMS must observe school policies and regulations.

New regulations are generally drafted, reviewed, and approved by school committees. Once approved, they are posted in the bulletin boards and updated in the school publications.

The student handbook is reviewed and updated annually by the Academic Committee and issued every July. However, the Student Handbook will be amended periodically throughout the academic year. For the most recent version please check the link at: <http://www.calums.edu>.

Effective Date: June 1, 2023

## TABLE OF CONTENTS

<b>GENERAL INFORMATION.....</b>	<b>5</b>
MISSION .....	5
PURPOSE.....	5
INSTITUTIONAL OBJECTIVES .....	5
PHILOSOPHY OF EDUCATION.....	5
STATEMENT OF FAITH .....	5
INSTITUTIONAL INTEGRITY POLICY .....	6
ACCREDITATION AND APPROVALS .....	6
ADDRESS WHERE CLASS SESSIONS WILL BE HELD .....	7
STATEMENT OF OWNERSHIP .....	7
UNIVERSITY BACKGROUND .....	7
BOARD OF TRUSTEES.....	7
NON-DISCRIMINATION POLICY .....	7
STATEMENT OF ACADEMIC FREEDOM .....	8
DRUG-FREE CAMPUS.....	8
TUITION REFUND POLICY .....	8
ACADEMIC LIFE AND STUDENT ACTIVITIES.....	8
CAMPUS PHOTO ID CARD .....	8
STUDENT DRESS CODE .....	9
CAMPUS FACILITIES .....	9
ANNUAL SECURITY REPORT .....	9
CAMPUS SAFETY AND SECURITY .....	9
WEAPONS POLICY .....	10
SECURITY MEASURES.....	10
EMERGENCY PLAN .....	10
PEDESTRIANS.....	11
PARKING.....	11
NOTIFICATION OF NEW POLICIES AND PROCEDURES OF BPPE .....	11
COMMUNICATION WITH STUDENTS .....	12
LICENSURE EXAMINATIONS .....	12
ISSUANCE CERTIFICATIONS, DIPLOMAS, OR AWARDS .....	12
NAME CHANGES IN UNIVERSITY RECORDS .....	12
COPYRIGHT AND FAIR USE POLICY .....	13
REPRODUCTION OF COPYRIGHTED MATERIALS.....	13

<b>STUDENT RIGHTS.....</b>	<b>14</b>
FREEDOM OF ACCESS.....	14
CLASSROOM RIGHTS AND PRIVILEGES.....	14
RIGHT TO APPEAL .....	14
STUDENT RECORDS POLICY.....	14
RIGHT TO FILE A COMPLAINT POLICY.....	15
AMERICAN WITH DISABILITIES ACT (ADA) POLICY .....	15
HEARING COMMITTEE.....	16
STUDENT GRIEVANCE PROCEDURES.....	16
STUDENT FACULTY EVALUATION .....	19
SEXUAL HARASSMENT POLICY.....	19
GENERAL DEFINITION OF SEXUAL HARASSMENT.....	19
<b>STUDENT RESPONSIBILITIES.....</b>	<b>20</b>
PERSONAL CONDUCT.....	20
CODE OF CONDUCT .....	20
STUDENT OBLIGATIONS .....	21
CLASS ATTENDANCE POLICY .....	21
CLASSROOM CONDUCT.....	22
CHEATING AND PLAGIARISM POLICIES.....	22
DRUG, ALCOHOL AND SMOKING POLICIES.....	23
SEARCH AND VIDEO SURVEILLANCE DISCLOSURE .....	23
<b>STUDENT SERVICES .....</b>	<b>25</b>
STUDENT ADVISING.....	25
ACADEMIC ADVISING .....	25
NEW STUDENT ORIENTATION .....	25
LIBRARY ORIENTATION .....	25
STUDENT ASSOCIATION.....	26
CHAPEL.....	26
JOB PLACEMENT ASSISTANCE .....	26
TUTORING SERVICES.....	26
STUDENT HOUSING.....	26
CHILD CARE .....	27
STUDENT HANDBOOK.....	27
EXTRA CURRICULAR ACTIVITIES.....	27
LIBRARY SERVICE .....	27
COMPUTER LABORATORY.....	27

<b>SPIRITUAL ENRICHMENT.....</b>	<b>27</b>
<b>SMALL GROUPS.....</b>	<b>28</b>
<b>DEVOTIONAL LIFE.....</b>	<b>28</b>
<b>HEALTH SERVICES .....</b>	<b>28</b>
<b>REFUSAL OF SERVICE.....</b>	<b>29</b>
<b>STUDENT AWARDS AND SCHOLARSHIP OPPORTUNITIES .....</b>	<b>30</b>
<b>ACADEMIC POLICIES.....</b>	<b>34</b>
<b>REGISTRATION AND ENROLLMENT .....</b>	<b>34</b>
<b>ENROLLMENT AGREEMENT .....</b>	<b>34</b>
<b>ADD AND DROP POLICY .....</b>	<b>34</b>
<b>STUDY LOADS .....</b>	<b>34</b>
<b>MAXIMUM ACADEMIC COURSE LOAD .....</b>	<b>34</b>
<b>DEGREE CONFERRED .....</b>	<b>34</b>
<b>UNIT OF CREDIT .....</b>	<b>35</b>
<b>CLASS SCHEDULES .....</b>	<b>35</b>
<b>MATRICULATION .....</b>	<b>35</b>
<b>LATE REGISTRATION.....</b>	<b>35</b>
<b>MINIMUM REQUIRED UNITS FOR GRADUATION .....</b>	<b>35</b>
<b>AUDITING A CLASS .....</b>	<b>35</b>
<b>GRADING SYSTEM.....</b>	<b>36</b>
<b>GRADE POINT AVERAGE (GPA) .....</b>	<b>37</b>
<b>GRADE CHANGES .....</b>	<b>38</b>
<b>GRADE APPEAL PROCESS.....</b>	<b>38</b>
<b>GRADE REPORT .....</b>	<b>38</b>
<b>STANDARDS OF SATISFACTORY ACADEMIC PROGRESS .....</b>	<b>39</b>
<b>MAXIMUM PROGRAM LENGTH .....</b>	<b>39</b>
<b>EVALUATION.....</b>	<b>39</b>
<b>MINIMUM ACADEMIC ACHIEVEMENT.....</b>	<b>39</b>
<b>ACADEMIC SAP STATUSES .....</b>	<b>39</b>
<b>APPEAL PROCEDURES .....</b>	<b>40</b>
<b>SAP APPEALS COMMITTEE .....</b>	<b>40</b>
<b>MITIGATING CIRCUMSTANCES .....</b>	<b>40</b>
<b>READMISSION.....</b>	<b>41</b>
<b>PROGRAM CHANGE .....</b>	<b>41</b>
<b>TRANSFER OF CREDIT POLICY .....</b>	<b>41</b>
<b>ADDITION OF AN ACADEMIC PROGRAM .....</b>	<b>42</b>
<b>MAINTAINING FULL-TIME STATUS.....</b>	<b>42</b>
<b>LEAVE OF ABSENCE .....</b>	<b>42</b>

<b>CLASSIFICATION OF STUDENTS .....</b>	<b>43</b>
<b>AUTHORITY OF INSTRUCTORS .....</b>	<b>44</b>
<b>PROGRAM LENGTH .....</b>	<b>44</b>
<b>FINAL EXAMINATIONS .....</b>	<b>44</b>
<b>INDEPENDENT STUDY .....</b>	<b>44</b>
<b>INDEPENDENT STUDY ATTENDANCE POLICY .....</b>	<b>44</b>
<b>WITHDRAWAL FROM CLASSES .....</b>	<b>45</b>
<b>WITHDRAWAL FROM THE UNIVERSITY .....</b>	<b>45</b>
<b>CLEARANCE FOR GRADUATION .....</b>	<b>45</b>
<b>INTERNATIONAL STUDENTS .....</b>	<b>46</b>
<b>ANNUAL VACATION FOR INTERNATIONAL STUDENTS.....</b>	<b>48</b>
<b>HEALTH INSURANCE FOR INTERNATIONAL STUDENTS.....</b>	<b>48</b>
<b>ACADEMIC CALENDAR 2022-2024.....</b>	<b>49</b>
<b>LOCATION AND MAP.....</b>	<b>50</b>
<b>ADMINISTRATORS AND STAFF.....</b>	<b>51</b>
<b>EMERGENCY CONTACT LIST.....</b>	<b>51</b>

# **GENERAL INFORMATION**

## **MISSION**

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

## **PURPOSE**

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

## **INSTITUTIONAL OBJECTIVES**

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

1. Educate students in modern approaches necessary for efficient and responsible management of organizations and resources.
2. Prepare students for a dedication to lifelong learning, personal development, and Scripture-based spiritual growth.
3. Provide programs with an emphasis on relevant education to meet the needs of churches, businesses, and communities.
4. Prepare students to become successful working professionals and business leaders.
5. Provide students with a 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 the personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ.

### **INSTITUTIONAL INTEGRITY POLICY**

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

### **ACCREDITATION AND APPROVALS**

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

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)

CALUMS is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Master's degrees. The Accrediting Council for Independent Colleges and Schools (ACICS) is no longer recognized as a national accrediting agency by the United States Department of Education (USDE).

**Accrediting Council for Independent  
Colleges and Schools (ACICS)**

1350 Eye Street, NW, Suite 560, Washington, DC 20005  
Phone: (202) 336-6780, Fax: (202) 789-1747 website: <http://www.acics.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.

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

### **UNIVERSITY BACKGROUND**

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

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

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

In Fall of 2022, CALUMS became a Christian based institution of higher education to provide high quality and affordable education while instilling the Christian values.

### **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.

### **STATEMENT OF ACADEMIC FREEDOM**

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

### **DRUG-FREE CAMPUS**

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

### **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:

- The student notifies the school of the student's withdrawal or the actual date of withdrawal, whichever is later.
- 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.
- The student has failed to attend class for three (3) consecutive weeks.
- 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.

### **ACADEMIC LIFE AND STUDENT ACTIVITIES**

Social and cultural interaction between students and faculty members is strongly encouraged. Faculty members are readily available to students outside of the classroom. In addition to regularly scheduled courses, lectures and seminars by outsiders on various subjects are given for the students as well as the community. Thus, the University serves as a hub of cultural life in the community. Students are also encouraged to participate in campus study group activities to help each other in all aspects of their lives.

### **CAMPUS PHOTO ID CARD**

Each enrolled student shall receive a Campus Photo I.D. Card. The use of this card is strongly encouraged to all students. The Campus Photo I.D. Card is required for the following services:

1. All campus labs
2. Check or credit card transactions.
3. Library, Administrative Office, and Registrar's Office.

Students may be required to show their Campus Photo I.D. Card to CALUMS's security personnel, if needed.

### **STUDENT DRESS CODE**

In the interest of professional image and safety of all students, the following dress codes shall be observed:

1. Acceptable lecture classroom attire must include shoes, shirts and trousers or shorts for males and shoes, shirt and shorts/pants/ skirt or dress for females.
2. Clothing worn in laboratories shall include classroom attire with the exception that no open toe shoes will be allowed.
3. Any student, at the instructor's discretion, may be asked to leave a classroom and/or laboratory for failure to comply with regulations listed above.

### **CAMPUS FACILITIES**

CALUMS is located in Anaheim, California. The campus facilities include classrooms, administrative offices, student and faculty lounges, library, and computer lab. The adjacent parking area accommodates approximately 200 vehicles. The maximum number of students in a typical classroom or laboratory settings of instruction is thirty (30).

### **ANNUAL SECURITY REPORT**

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

### **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**

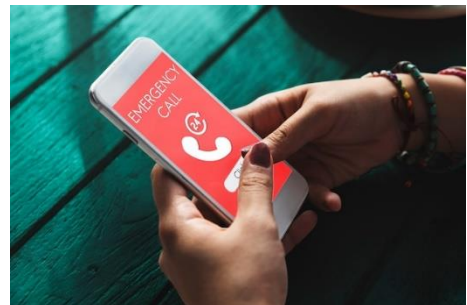
CALUMS plans and implements the procedures for the following different situations:

**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.

## **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.

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

California University of Management and Sciences makes every effort to inform its students of

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

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

## **COMMUNICATION WITH STUDENTS**

The California University of Management and Sciences' administration shall periodically issue a communications bulletin in addition to the quarterly Newsletter to inform students of organizational developments and matters of interest within the campus community.

All email communications among students, faculty, staff or administrators at CALUMS shall be done via assigned CALUMS emails.

## **LICENSURE EXAMINATIONS**

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

## **ISSUANCE CERTIFICATIONS, DIPLOMAS, OR AWARDS**

Any Certificate, Diploma, or Award issued by the CALUMS with the University's name and/or signed by an administrator or staff of the University shall be processed and issued in such a manner that an official record of such issuance shall be kept in the Academic Office and in the Registrar's Office and made available for inspection, if needed. This procedure shall be observed and be a responsibility of the Academic Dean's office and Registrar's office.

## **NAME CHANGES IN UNIVERSITY RECORDS**

The name of any currently enrolled, former, or graduated student, may be changed in the official University record to show a different name other than the one used at matriculation time or during the term of enrollment at CALUMS. This change can only be made based upon the following:

1. A written, signed and notarized request submitted by the student to change the name on the official School record.
2. Submission of supportive, credible evidence, such as a certified copy of a marriage certificate, or a name changed by a court decree.

For cross reference purposes, the official University transcript shall be modified to show the new name in its entirety (First, Middle, Last), as well as to indicate the original name in its entirety immediately after the new name. The graduation diploma(s) and certificate(s) shall be issued with the new name only.

**Examples of transcripts: Jane Jones changed to Jane Doe A.K.A. Jane Jones  
Jane Smith changed to Jane Smith-Brown A.K.A. Jane Smith**

At no time will the original name be removed from the official transcript or be replaced by the new name. The student is required to pay a processing fee as published in the “Name Change Request Form”.

### **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.



# **STUDENT RIGHTS**

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

## **FREEDOM OF ACCESS**

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

## **CLASSROOM RIGHTS AND PRIVILEGES**

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

## **RIGHT TO APPEAL**

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

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

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

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

If you appeal an academic policy or requirement, that appeal will be reviewed by the Academic Dean.

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

## **STUDENT RECORDS POLICY**

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

### **Right to Access**

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

### **Disclosure of Student Records**

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

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

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

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

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

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

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

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

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

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

## HEARING COMMITTEE

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

## STUDENT GRIEVANCE PROCEDURES

### General Information

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

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

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

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

Or

***Accrediting Council for Independent  
Colleges and Schools (ACICS)***

*1350 Eye Street, NW, Suite 560,  
Washington, DC 20005  
Phone: (202) 336-6780, Fax: (202) 842-2593*

### 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 Administration Director.

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

3. The 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 FACULTY EVALUATION**

Students at CALUMS are expected to evaluate each class in which they are enrolled to sustain a high quality of instruction. Student evaluation forms are distributed toward the end of each quarter. The evaluation forms, completed anonymously, are collected, and returned to the Academic Office by a designated student. Student evaluations are tabulated by the University, and the results are analyzed by the Academic Dean and distributed to the individual instructors. Overall summaries of student evaluations are also presented at faculty meetings.

## **SEXUAL HARASSMENT POLICY**

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

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

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

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

## **GENERAL DEFINITION OF SEXUAL HARASSMENT**

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

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

# **STUDENT RESPONSIBILITIES**

## **PERSONAL CONDUCT**

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

## **CODE OF CONDUCT**

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

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

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

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

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

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

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

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

Dismissal:

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

Suspension:

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

Probation:

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

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

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

## **STUDENT ADVISING**

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

The scope of this activity includes:

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.

### **STUDENT ASSOCIATION**

CALUMS Student association is an organization conducted by students and supervised by school. The purpose of the student association is to take the feedback from students regarding the issues they are facing today, also give students an opportunity to develop leadership by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the student association is the voice of all CALUMS students. They help share student ideas, interests, and concerns with the school wide community. The function of the student association is based upon parliamentary procedures. Ideas are presented, voted upon, and confirmed by the student association president. Any student that is interested in leadership, organizational behavior, event planning or becoming more involved in the school activities are welcome to become involved.

### **CHAPEL**

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

### **JOB PLACEMENT ASSISTANCE**

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

### **TUTORING SERVICES**

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

### **STUDENT HOUSING**

The University does not provide student housing. 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, Management, and Computer Information Systems as well as variety of books, journals, periodicals, audio and video resources and reference materials. The library collection is updated as necessary to reflect current research, discovery, and practice. Access to the Internet is available for library users, as well as pamphlets, brochures, and career information resources. Library resource cataloging is done online and can be retrieved through the library open source database system located here: <https://app.CALUMS.net/library/>. The library also offers the following services to students, faculty, and staff:

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

### Library Hours

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

## **COMPUTER LABORATORY**

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

## **SPIRITUAL ENRICHMENT**

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

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

## **SMALL GROUPS**

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

## **DEVOTIONAL LIFE**

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

## **HEALTH SERVICES**

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

School personnel are usually first on the scene of a medical incident in a school setting. Staff and faculty will manage the incident until it is resolved, or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. A first aid kit is available at the front desk of the administration office. For any medical incident that demands immediate attention, the school will arrange for transportation to the nearest doctor, urgent care clinic, or hospital.

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.

### **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.



# STUDENT AWARDS AND SCHOLARSHIP OPPORTUNITIES

In order to further expand gateways for academic excellence and thereto serve to inspire high achievers within the student 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 (8 units at master's level) excluding program prerequisite courses. A student may receive this award for 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. Project Advisor's Award**

The Project Advisor's Award is given to masters-level students who achieved exceptional research and writing results on their MS611 Projects. A student may receive this award only once during his or her program of study in CALUMS. The Project Advisor's Certificate is given to the student and a copy of his or her Project will be duly marked as Project Advisor's Awardee at the MS611 Sections of the CALUMS Library.

### **3. 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.

### **4. 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 the 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.

### **5. 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.

### **6. 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.

## **7. 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 at CALUMS.

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

- a. Be currently registered 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 at least 8 units for graduate students.
- c. Have a cumulative Grade Point Average (GPA) of at least 3.5 for graduate level.

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 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 awarding 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 registered in a degree program at CALUMS.
- b. Have completed at least three (3) quarter terms in CALUMS with full academic load each quarter. Full academic load means at least 8 units for graduate students
- c. Have a cumulative Grade Point Average (GPA) of at least 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 [studentservices@calums.edu](mailto:studentservices@calums.edu) on or before the close of business hours of the Friday of the fifth (5th) week of each quarter term.
- g. In addition to the main criteria as itemized under Sub-sections 2(a) to (d) of Section C Procedures, the commentaries will be reviewed and rated by evaluators assigned by the Administration Director based on creativity, relevance, scope and depth of ideas presented, practicability, and adaptability.
- h. The top 5 commentaries as rated by the evaluators will be endorsed by the Administration Director to the President/ Founder 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.

# ACADEMIC POLICIES

## REGISTRATION AND ENROLLMENT

California University of Management and Sciences admits new students every quarter. All students must register for certain courses in keeping with their academic plans and for which they meet the stated prerequisites. All students are required to consult their academic advisors before enrollment and at least once each quarter.

## ENROLLMENT AGREEMENT

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

## ADD AND DROP POLICY

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

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

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

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

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

## STUDY LOADS

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

## 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.

## DEGREE CONFERRED

The degree conferred for completion of the program of study shall be Master of Science or Master of Business Administration.

### **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.

### **CLASS SCHEDULES**

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

### **MATRICULATION**

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

The Registrar shall be responsible for registering students on specific dates established by the Academic Dean's office. He/She shall make special provisions for the registration of students requiring special scheduling. Such students include transferees with advanced standing, repeat students, and students returning from a leave of absence, and any others who cannot be registered with the curriculum of a regular class.

The Registrar shall not permit a student to register for classes if prerequisites have been failed unless official approval has been granted by the Academic Dean.

### **LATE REGISTRATION**

Students who have not completed registration by the last day of the registration period may enroll in courses during the first two weeks after classes begin upon paying a late registration fee of \$200. Students are not allowed to register after the end of the second week each quarter. No enrollment or addition of any course is permitted after the first two weeks of the quarter have passed without permission from the instructor involved and authorization from the Dean.

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

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

### **AUDITING A CLASS**

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

## GRADING SYSTEM

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

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

### NOTE:

1. Letter grades followed by an asterisk symbol (\*) indicate the grade obtained by the student for the 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
3. Minimum passing grade for a graduate course is C.

### **Incomplete (I)**

Incomplete (I) is given to students who, in the judgment of the instructor, are unable to complete the requirements of a course before the end of the quarter because of unforeseen circumstances and justifiable reasons. This grade is recorded on the student's transcript. An Incomplete (I) grade is not included in the calculation of the student's cumulative GPA. However, an (I) grade is included in the calculations of the Minimum Completion Ratio and Maximum Time Frame (MTF). The unit credits of a course with an (I) grade will be added to Total Units Attempted. To receive credit for the course, work must be finished within two quarters after receiving the Incomplete (I) grade. If the instructor who issued the "I" grade is no longer teaching, the Academic Dean will determine the work needed to complete the course and assign it to an instructor who is currently teaching the same course. If the work was finished on time, the instructor must fill out and sign the Grade Change Request Form and submit it to the Academic Dean within two quarters after the quarter when the Incomplete (I) grade was recorded. If however the work was not finished on time, an "F" grade will be posted on the student's transcript. Multiple Incomplete grades may lead to academic probation or dismissal from the University.

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

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

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

### **Audit (AU)**

The grade of AU is awarded for courses taken for audit. Audit grades are not awarded unless

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

### **Withdrawal (W)**

Students may withdraw from courses during the first 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. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if any, will be made in accordance with the Refund of Tuition and Fees regulation.

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

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

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

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

### **Passed (P)**

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

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

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

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

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



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

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

## **GRADE CHANGES**

All grades submitted by the instructor and entered in the student records are final and will remain as reported in the student's transcript.

Exceptions shall only be allowed in the case of: (a) those recorded through mechanical error, or (b) through an error in the calculation of the grade by the instructor. In the latter case (b), the instructor must complete the Grade Change Request Form and submit it to the Academic Dean within the first week of the following quarter.

## **GRADE APPEAL PROCESS**

Most grade appeals can and should be resolved by the student's direct discussion and communication with the faculty member involved.

A student appeal of a final grade must be formally initiated within three (3) months following the posting of the grade. If the three (3) month deadline has lapsed, the grade becomes permanent on the student's transcripts.

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

Step 1. The student shall meet with the faculty member involved in an attempt to resolve the complaint.

Step 2. If the matter is not resolved at Step 1, the student shall submit a written appeal to the Academic Dean. The written appeal must specify the nature of the complaint and the relief the student is seeking. The Associate Academic Dean will then schedule a meeting with the student and the faculty member involved in an attempt to resolve the complaint. The Associate Academic Dean and faculty member involved will then communicate a decision in writing to the student.

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

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

## **GRADE REPORT**

Final grades will be issued by the instructor at the end of each quarter. The Registrar shall prepare

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

## **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. If a student cannot complete the program within the Maximum Time Frame (MTF), the student will be dismissed. For graduate level programs, the total graduation unit requirement is 56 quarter units, and the maximum time frame is three (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.

### **MINIMUM ACADEMIC ACHIEVEMENT**

Graduate level 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 and receive federal student aid.

**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 and will not be eligible for financial aid. 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. During the period of the student's academic probation, the student will not be eligible to receive financial aid. If by the close of the academic probation period the student was able to meet the stated minimum CGPA and/or completion percentage requirements of the SAP table, the student will be reinstated in good standing. No further appeals are accorded to the student after the academic probation period.

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

## APPEAL PROCEDURES

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

## SAP APPEALS COMMITTEE

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

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

## MITIGATING CIRCUMSTANCES

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

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

be provided for graduation requirements.

## **READMISSION**

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

## **PROGRAM CHANGE**

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

Students changing programs must follow the procedures below:

- a. Submit the Request for Change of Program to the Registrar.
- b. Consult with Academic Dean.
- c. Request a review of transfer credits if needed.

## **TRANSFER OF CREDIT POLICY**

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

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

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

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

Transferring students must comply with 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 graduate level programs 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 for graduate level programs are accepted in transfer from another institution.

Grades are transferable and will appear on the student's record. 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, diploma, or certificate 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, diploma, or certificate 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 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 or degree, diploma or certificate will transfer.

#### **ADDITION OF AN ACADEMIC PROGRAM**

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

#### **MAINTAINING FULL-TIME STATUS**

In order to maintain full-time status, a student enrolled in the graduate program must attempt at least eight (8) quarter credits each quarter term.

#### **LEAVE OF ABSENCE**

A leave of absence may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. Students taking a leave of absence must submit a signed leave of absence form to the Registrar's office prior to taking the leave. If a leave of absence is unavoidable, it is best to finish the current quarter before starting a leave. Students who begin a leave of absence during a quarter will be assigned a grade of "W" for any coursework that cannot be assigned a final grade. Leave of absences may not be granted during a student's first quarter. Normally, only one Leave of Absence may be granted in any one academic year. A leave of absence

has no effect on satisfactory academic progress if no credits are attempted during the leave period.

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

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

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

### **Non-Medical (Personal) Reasons**

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

1. File a 'Request for Leave of Absence' form, with the period of leave not to exceed 60 days per academic year, or to the conclusion of any given quarter term of an academic year if the request is filed after the formal beginning of registration for the quarter.
2. Receive approval for the Leave of Absence request from the Academic Dean.

### **Medical Reasons**

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

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

## **CLASSIFICATION OF STUDENTS**

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

The following standards are applied in this regard:

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

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

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

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

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

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

Based on the number of units a student is carrying at any given time, he/she may be considered as a part-time or full-time student.

### **AUTHORITY OF INSTRUCTORS**

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

### **PROGRAM LENGTH**

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. For the master degree programs, the maximum program length is three (3) years. If a student cannot complete the program within the maximum time frame, the student will be dismissed.

### **FINAL EXAMINATIONS**

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

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

### **INDEPENDENT STUDY**

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

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

### **INDEPENDENT STUDY ATTENDANCE POLICY**

Independent studies are a directed study, whereby the instructor assigns a student specific research

work and material to learn. For this reason, an instructor has the ability to determine the frequency of student contact as the student progresses in his/her research path. Typically, an independent study will involve between six to eight faculty to student meetings. Faculty is to assess the student's academic progress during these sessions. As such, attendance for independent studies is calculated as follows.

Students must complete their assigned work in the time-frame that the instructor assigned. If the student successfully completed the assigned work during that period of time, the student is awarded attendance for the week(s) in which the work was assigned for. If the student does not successfully complete the assigned work during that period of time, the student will be marked absent for the week(s) the work was assigned for.

### **WITHDRAWAL FROM CLASSES**

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

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

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

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

### **WITHDRAWAL FROM THE UNIVERSITY**

There are two ways to withdraw from the University:

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

The following procedures must be observed by the student:

1. Notify the Academic Dean or Registrar of intent to withdraw by completing and submitting the Withdrawal Notice Form.
2. Clear all outstanding debt with the University.
3. Students who submit their Withdrawal Notice Form shall receive their refunds within thirty (30) days from receipt of the Withdrawal Notice Form. See Refund Policy for further details.

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

### **CLEARANCE FOR GRADUATION**

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



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

## **INTERNATIONAL STUDENTS**

International students are required to keep up with immigration regulations and procedures. International students must keep regular contact with the International Student Advisor. Maintaining legal status is the student's responsibility. By signing the I-20 form, students acknowledge reading and understanding all of the rules and regulations of F-1 visa status. Students will be held responsible for these rules while in the US. Their immigration paperwork is an important set of documents while studying in US and traveling. Make sure all documents are in a safe and secure place at all times.

### **A) Immigration Documents Passport**

A passport is a travel document issued by your country of citizenship or residence. It states your identity and nationality and shows the date of issuance as well as the date of expiration. Your passport allows you to enter designated countries and a return to your country.

When you are in the U.S, you must make sure that your passport remains valid for six months into the future. If your passport is about to expire, contact the country's consular office or embassy in the U.S. to apply for an extension or a new passport. If you lose your passport, contact your consular office or embassy immediately to replace it.

### **F-1 Visa**

A visa is a stamp in your passport that permits someone to enter to the United States. The type of visa you applied for and received at the US embassy or consulate defines what you are allowed to do while in the U.S. An F-1 student visa may be granted to someone who is considered to be a full-time student seeking temporary entry in order to study. Each visa states the visa number, location and date of issuance, visa type (F-1 students, B-2 tourist, etc.), the number of entries into the US permitted with that particular visa (most are multiple entry visas), and the expiration date.

Your visa may expire while you are in the US. It is used only to enter the country. If, however, you are leaving the US and your visa has expired, you must contact the consulate or embassy in your country of origin in order to request another F-1 visa. It is not possible to apply for a new visa in the US.

If you are academically suspended from CALUMS, you will fall out of F-1 student status and your visa and I-20 becomes invalid. You may not remain within the United States if you are not pursuing a full course of study at CALUMS or another institution.

### **I-94 Arrival/Departure Record**

The I-94 record verifies your permission to remain in the US until a given date. The I-94 record shows the date and location of your entry into the US, the visa type under which you are admitted to the country, and the date you are expected to leave the US.

Most students entering the US with the F-1 visa will find the notation "F-1 D/S" on their I-94. D/S stands for "Duration of Status" and permits an individual to remain in the US to complete his or her program within the dates on the I-20.

### **I-20 Certificate of Eligibility for Non-Immigrant (F-1) Student Status**

An I-20 can be issued by California University of Management and Sciences to student

applicants who meet admission and financial requirements. The I-20 from California University of Management and Sciences enables students to apply for an F-1 visa and allows entrance to the U.S.

You are always responsible for maintaining your status and to keep your I-20 valid at all times.

Check to see if your name is spelled correctly and your birth date, country of birth, and citizenship is accurate and that your major is noted in section 5. If you change majors while you are enrolled, you must get a new I-20 to reflect this change. The date under "Program of Study" is your completion date must always be in the future. If you notice that your date of completion is about to expire, see the International Student Advisor to find out if you are eligible for an extension of stay or whether you must apply to USCIS to be reinstated to student status.

#### **B) Full Course of Study**

International Students must register for a "Full course of study" to maintain F-1 Student Status. International Student's in the Master's degree program must register for a minimum 8 credits each quarter.

#### **C) Change of Address**

While studying in U.S. with F-1 status, it is very important to report any change of address. All International Students must submit a change of address form to the International Student Advisor and complete an online change form to USCIS within 10 days of a change.

#### **D) Travel Outside the United States**

When you travel outside the U.S., you must have the International Student Advisor sign page 2 of your I-20 in order to reenter the U.S. This signature indicates to USCIS that you are in legal F-1 student status with the school that issued the I-20.

Required Documents for re-entering the U.S.:

- A valid Passport at least 6 months into the future.
- A valid Visa
- SEVIS I-20 with travel signature
- Proof of course registration (optional)
- Current Student Certificate

If you are out of the U.S. for less than 5 months, you can re-enter the U.S. with the same I-20 and are not required to pay the SEVIS fee. Re-enter with the following documents:

- I-20 with a current travel signature on page 2
- Valid F-1 visa in your passport
- Valid passport

If you are out of U.S. for more than 5 months, you will be required to obtain a new I-20 with a new SEVIS number.

#### **E) Important Reminder**

Do not let your I-20 expire while you are still a U.S. student at CALUMS. YOU are responsible for maintaining your F-1 Status.

## **ANNUAL VACATION FOR INTERNATIONAL STUDENTS**

### **Guidelines**

1. A student who successfully completes at least three (3) quarter terms shall be eligible to apply for an annual vacation.
2. Successful completion as indicated in number 1 above shall mean:
  - a. Registered and completed at least the minimum academic loads in all three (3) prior quarter terms;
  - b. Met the minimum quarterly GPA requirements; and,
  - c. No failing, withdrawal, or incomplete grades, or coursework in progress.
3. For students who are enrolled in 2-year degree programs, students with 12 or less units remaining in the program are no longer eligible to apply for Annual Vacation.
4. For students who are enrolled in 4-year degree programs, students with 16 or less units remaining in the program are no longer eligible to apply for Annual Vacation.
5. Students who are on approved Annual Vacation:
  - a. Shall assume full responsibility in all their activities and undertaking for the duration of the Annual Vacation.
  - b. Shall observe the registration period for the following quarter term and shall be equally liable for late registration fees whenever applicable.
  - c. May not use the Annual Vacation period for On-Campus Employment (OCE) or Curricular Practical Training (CPT).
6. The duration of Annual Vacation shall correspond within the start and end dates of the quarter term as shown in the University's course schedule.
7. Student who failed to return after the Annual Vacation period until the 2nd week of the quarter term following without any prior notification shall be deemed withdrawn from the University.
8. All tuition and fees due prior to the intended period of Annual Vacation must be settled in full.
9. The duration of the approved annual vacation shall not be counted for purpose of evaluating Standards of Academic Progress (SAP).

### **Procedures**

1. Student must fill-out the Annual Vacation Request Form and submit to the Registrar no later than the last registration date of the quarter from when the annual vacation is being applied for.
2. Academic Office will evaluate the merits of the student's request based upon the guidelines previously stated and the student's academic standing.
3. Within three (3) business days upon receipts of the request, the Academic Office will advise the student whether the request was approved or not.

## **HEALTH INSURANCE FOR INTERNATIONAL STUDENTS**

Health Insurance plans offered by a private insurance company are available for international students. You may apply for the health insurance via CALUMS website at [https://www.isoa.org/California\\_University\\_of\\_Management\\_and\\_Sciences](https://www.isoa.org/California_University_of_Management_and_Sciences).

# ACADEMIC CALENDAR 2023-2025

## WINTER QUARTER

Events	2023	2024	2025
Classes begin	Jan 03	Jan 02	Jan 06
Student Orientation	Jan 05	Jan 04	Jan 08
Last Day to Add and Drop	Jan 14	Jan 13	Jan 18
Registration for Spring quarter	Feb 13 – Mar 10	Feb 12 – Mar 09	Feb 17 – Mar 15
Presidents' Day Holiday	Feb 20	Feb 19	Feb 17
Final Exam Week	Mar 07 – Mar 13	Mar 08 – Mar 12	Mar 10 – Mar 15
Last day of Class	Mar 13	Mar 12	Mar 15
Spring Break	Mar 14 – Apr 02	Mar 13 – Apr 01	Mar 16 – Apr 06

## SPRING QUARTER

Events	2023	2024	2025
Classes begin	Apr 03	Apr 01	Apr 07
Student Orientation	Apr 05	Apr 03	Apr 09
Last Day to Add and Drop	Apr 15	Apr 12	Apr 19
Registration for Summer quarter	May 15 – Jun 09	May 13 – Jun 07	May 19 – Jun 14
Memorial Day Holiday	May 29	May 27	May 26
Final Exam Week	June 06 – Jun 12	June 04 – Jun 10	June 09 – Jun 14
Last day of Class	Jun 12	Jun 10	Jun 14
Summer Break	Jun 13– Jul 02	Jun 11– Jul 01	Jun 15– Jul 01

## SUMMER QUARTER

Events	2023	2024	2025
Classes begin	Jul 03	Jul 01	Jul 07
Student Orientation	Jul 05	Jul 03	Jul 09
Last Day to Add and Drop	Jul 15	Jul 13	Jul 19
Registration for Fall quarter	Aug 16 – Sep 11	Aug 14– Sep 09	Aug 18– Sep 13
Independence Day Holiday	Jul 04	Jul 04	Jul 04
Labor Day Holiday	Sep 04	Sep 02	Sep 01
Final Exam Week	Sep 05 – Sep 11	Sep 03 – Sep 10	Sep 08 – Sep 13
Last day of Class	Sep 11	Sep 10	Sep 13
Fall Break	Sep 12– Oct 01	Sep 11– Oct 06	Sep 14– Oct 05

## FALL QUARTER

Events	2023	2024	2025
Classes begin	Oct 02	Oct 01	Oct 06
Student Orientation	Oct 04	Oct 03	Oct 08
Last Day to Add and Drop	Oct 14	Oct 12	Oct 18
Registration for Winter quarter	Nov 13 - Dec 08	Nov 12 - Dec 07	Nov 17 - Dec 13
Thanksgiving Holiday	Nov 24 – Nov 26	Nov 21 – Nov 24	Nov 27 – Nov 29
Final Exam Week	Dec 04 – Dec 11	Dec 02 – Dec 10	Dec 08 – Dec 13
Last day of Class	Dec 11	Dec 10	Dec 13
Winter Break	Dec 12 – Jan 02	Dec 11 – Jan 05	Dec 14 – 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.

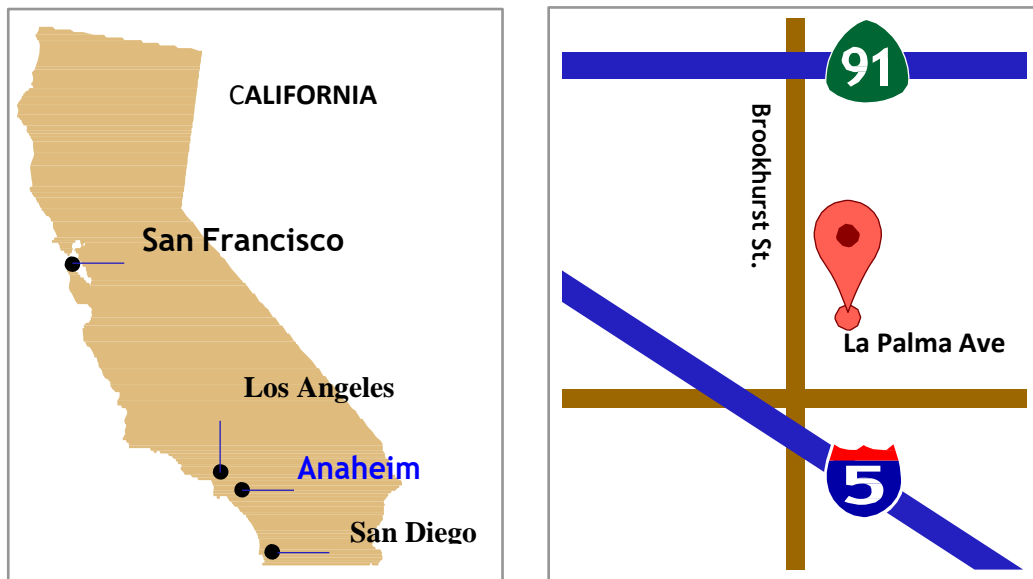
## LOCATION AND MAP

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.



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](mailto:info@calums.edu)

## ADMINISTRATORS AND STAFF

President	Jessica M. Mertz	jessica.mertz@calums.edu
Academic Dean	Robert Mancuso	rmancuso@calums.edu
Associate Academic Dean	Byungrin Han	bhan@calums.edu
Administration Director	Miryam Rose	miryam@calums.edu
Finance Director	Hoon Kim	hkim@calums.edu
Personnel Director	Miryam Rose	hr@calums.edu
Program Chair, Business Programs	Istvan Zambori	Istvan.zambori@calums.edu
Program Chair, Computer Information	Christian Ogwo	cogwo@calums.edu
Admissions Officer	Dora Robles	admissions@calums.edu
Registrar	Hongjun Ahn	registrar@calums.edu
Student Services Advisor	Chinazo Johns	ssa@calums.edu
Finance Officer	Hongjun Ahn	finance@calums.edu
Librarian	Natalie De Anda	library@calums.edu

## 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



1126 Brookhurst Street, Suite 200, Anaheim, California, 92801  
Phone: 714.533.3946 Fax: 714.533.7778 E-mail :[info@calums.edu](mailto:info@calums.edu)