



California University

General Catalog 2022

1/1/2022 to 12/31/2022

Da Vinci Education Foundation
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PRESIDENT'S MESSAGE

Welcome to California University!

Our faculty, staff, administration, and current student body greet you with enthusiasm. We want to get to know you and help you reach your goals and realize your dreams for a better life. The University's excellent academic programs, which are taught by a highly qualified faculty, will help pave the road to a successful future.

As one of our newly enrolled students at California University, you will be treated with the respect and personalized attention that you deserve. Our staff will encourage you to be a creative and an active learner where your ideas and efforts contribute greatly to the intellectual vitality of the campus.

Please read this catalog carefully to answer any questions you may have about campus policies, operations, programs, and personnel. Academic advisors are always available to assist you further.

Thank you for choosing California University as your school of choice and it is with warmest wishes that I welcome you to our community of higher education.



Dr. Barbara Hecker, Ph.D. & J.D.

President of California

1 ABOUT THIS CATALOG

Pursuant to section 94909 of the California Bureau for Private Postsecondary Education (BPPE), California University (CU) provides a catalog with information that students need to fulfill their learning goals.

This document, California University Course Catalog 2022, is published to help prospective and enrolled students make decisions toward fulfillment of academic goals. It does not constitute an unchangeable contract but, instead, serves as an announcement of present policies, a Catalog of Record for Winter 2022 (1/1/2022) through Fall 2022 (12/31/2022).

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

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

The University shall provide the catalog to anyone upon request and will provide to all prospective students an electronic or hard copy. This catalog is available at the Admissions Office for pickup.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

Bureau for Private Postsecondary Education

1747 North Blvd, Suite 225
Sacramento, CA 95834

or

P.O. Box 980818
West Sacramento, CA 95798
Telephone: (916) 431-6959 or (888) 370-7589
Fax: (916) 263-1897
Web: <http://www.bppe.ca.gov>

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-8900 or toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

1.1 CATALOG UPDATE

To remain within compliance of regulations policies, California University reserves the right to make changes and adjust the information and policies listed in this catalog as needed. Students will be supplied with a new version and all online versions will be updated upon completion of any adjustments. Any policy changes will go into effect with the start of the next consecutive quarter.

1.2 CATALOG RECORD

Rules governing student conduct, admissions policies, graduation requirements, and other aspects of this institution's operations are subject to change. Please check with the school director if you have questions regarding the content of this catalog. This institution reserves the right to adopt, amend, or repeal rules and policies that apply to students. Changes in the content of this catalog will be posted on bulletin boards and shown as a supplement to this catalog. This catalog or the enrollment agreement does constitute a contract, and it constitutes a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and college policies.

Please refer to your enrollment agreement for the specific terms under which you are to enroll. This Catalog and its contents are reviewed annually and subject to change without notice, as the University deems necessary and appropriate. All disputes regarding the University's compliance with the contents are subject to exclusive resolution under the Grievance Procedure. Students are provided a copy of this document at the time of enrollment and expected to keep themselves apprised of any changes and are held responsible for knowledge of them. This document is maintained on the California University website <https://ca-uc.org>.

2 ACADEMIC CALENDAR

WINTER QUARTER 2022

January 10	Monday	Winter Quarter Classes Begin
January 17	Monday	Martin Luther King Junior's Birthday Observed; <u>Campus Closed</u>
February 14	Monday	Presidents' Day Observed; <u>Campus Closed</u>
March 21-26	Monday-Saturday	Final Examinations; Registration for SPRING QUARTER
Mar 27-Apr 9	Monday-Saturday	Student Recess; Registration for SPRING QUARTER

SPRING QUARTER 2022

April 11	Monday	Spring Quarter Classes Begin
May 29-30	Saturday-Monday	Memorial Day Observed; <u>Campus Closed</u>
June 15-19	Monday-Saturday	Final Examinations; Registration for SUMMER QUARTER
June 20-Jul 10	Monday-Saturday	Student Recess; Registration for SUMMER QUARTER

SUMMER QUARTER 2022

July 3-4	Friday-Saturday	Independence Day Observed; <u>Campus Closed</u>
July 6	Monday	Summer Quarter Classes Begin
Sept 5-7	Saturday-Monday	Labor Day Observed; <u>Campus Closed</u>

California University

Sept 14-19 Monday - Saturday Final Examinations; Registration for FALL QUARTER
Sept 21-Oct 3 Monday - Saturday Student Recess; Registration for FALL QUARTER

FALL QUARTER 2022

October 5 Monday Fall Quarter Classes Begin
October 12 Monday Columbus Day Observed; Campus Open
November 11 Wednesday Veterans Day; Campus Open
Nov 26-28 Thursday-Saturday Thanksgiving Holiday; Campus Closed
Dec 14-19 Monday-Saturday Final Examinations; Registration for WINTER QUARTER Dec.
Dec 21-Jan 2 Monday-Saturday Student Recess; Registration for WINTER QUARTER
Dec 21-26 Monday - Thursday Holiday Break; Campus Closed
Dec 28-Jan 2 Monday - Saturday Holiday Break: Campus Closed

3 ABOUT THE UNIVERSITY

The University is a non-profit corporation registered with the Secretary of State of California. The Board of Trustees governs California University. The duties of the Board are to define and maintain the mission of the university; ensure that the goals and objectives of the University are implemented; evaluate and monitor all programs; establish and review fiscal and administrative policies; approve an annual budget; authorize all legal documents; and report at the annual meeting.

3.1 VISION

California University provides innovative education and inspires lifelong learning.

3.2 MISSION

California University is an innovative university with degree programs in STEAM (Science, Technology, Engineering, Art and Math) to benefit the general public. It inspires a passionate, dynamic and global community that fosters lifelong learning.

We are committed to academic excellence by a group of achieved, dedicated, and highly educated scholars. Through our programs, we promote a framework that grounds teaching, learning and research in academic rigor, social concerns and moral inquiry.

3.3 LEARNING GOALS

The mission of California University is achieved by meeting the following goals, which are the cornerstones of the academic program:

Academic Excellence:

- Integration of theory and practice
- Technical and humanistic literacy
- Self-learning and research capacity

Students will develop and demonstrate the ability to think critically, analytically, and creatively, and will apply this ability to the tasks of collecting, analyzing, and evaluating data; formulate conclusions; and develop new and important ideas. In the process, they will have demonstrated

California University

the oral and written communication skills needed to apply and contribute to organizational, scientific, and technological knowledge.

Personal Growth:

- Problem solving
- Critical thinking
- Communication

Students develop the value of diversity and realize how to apply their various strengths into achieving common goals, as well as increasing the awareness, knowledge and appreciation of both the diversity and commonality of cultures. This effort will require the construction of new global relationships from unique and disparate economic, historical, political, geographic, and environmental sources.

Social Engagement:

- Responsibility
- Teamwork
- Hands-on execution of vision

Students will develop and demonstrate expertise in the fields of their studies with an emphasis on strategic leadership, strategic formulation, organizational design, and human resource management within a global context. Such mastery will be accomplished through both formal study and various experiential forms of learning, further enhanced by research and practice. As part of their growth, students will develop and articulate the ethical standards which will guide their professional and personal lives.

3.4 LEARNING OBJECTIVES

The University facilitates the development of personal growth within its students, helping them to achieve their learning goals.

Subject Competency: Students will become conversant with course content material and hone their research and investigative skills through appropriate learning activities. Through this intellectual growth process students learn to value life-long learning as essential to their own personal growth and develop a philosophy of life that helps nurture the entrepreneurial spirit and concern for the community and environment.

Skills Mastery: Students learn the requisite professional and communication skills for careers in business and the world of technology. Computer literacy is essential in this process to access professional literature through on-line services and to gain familiarity with key references in selected fields of study.

Global Understanding: Students, in all courses of study, master the key concepts and develop the necessary attitudes and skills to persevere and succeed within the diverse cultural, religious, and social parameters of the world.

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3.5 LICENSED

California University is a private institution and is licensed to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards. Neither the institution nor its educational programs are endorsed by the bureau, and the Bureau's approval does not mean the institution exceeds minimum state standards.

Bureau for Private Postsecondary Education

Physical Address:

1747 N. Market Blvd. Ste 225
Sacramento California, 95834

Mailing address:

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

Web: www.bppe.ca.gov

Email: bppe@dca.ca.gov

Telephone: (916) 574-8900 or toll free (888) 370-7589

Fax: (916) 263-1897

3.6 FINANCIAL STATUS OF THE INSTITUTION

California University has not petitioned for bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has a petition in bankruptcy been filed against the institution 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.).

3.7 CUSTODIAN OF RECORDS

The University maintains records in accordance with the Bureau for Private Postsecondary Education of the State of California described in Section 71920 from the student's date of completion or withdrawal for a period of five (5) years. The Registrar acts as the Custodian of Records and maintains student personnel information, financial records, and transcripts electronically in locked, fire-resistant cabinets in a manner secure from damage or loss at the main campus. The Registrar's contact information: registrar@dvef.us and telephone is (408)816-0970. Transcripts are maintained permanently; other files may be purged after a minimum of five (5) years. Application materials from accepted applicants who do not enter a program will be retained in the Admissions Office. All application materials will be destroyed after six months.

3.8 STATEMENT ON NON-DISCRIMINATION

California University does not discriminate based on race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in the University programs and activities. Inquiries concerning the application of Title IX of the Educational Amendment of 1972 and other non-discriminatory statutes should be directed to the Dean of Academic Affairs for assessment of such matters.

3.9 STATEMENT OF ACADEMIC FREEDOM

California University adheres strictly to a policy of complete academic freedom. Instructors are encouraged to present a variety of perspectives on their subjects. Students are encouraged to think and to question, to challenge and to respond. Faculty and students at California University are free to examine all pertinent data, to question all ideas as presented, and to be guided by evidence.

3.10 STATEMENT OF CONFLICT OF INTEREST

Members of the University community are expected to exercise good judgment, honesty, and high ethical standards in all business transactions and have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. The faculty and staff members should deal with suppliers, clients, students, contractors, government agencies, and all others that have a relationship with the University on the sole basis of what is in the best interest of the University without consideration of personal gain.

This policy establishes the framework within which the University wishes to operate. The purpose of these guidelines is to provide a general direction so that members of the University community can seek further clarification on issues related to the subject of acceptable standards of operation. Members should contact the President of the University for more information or questions about conflicts of interest. It is possible that the opinion of the University's attorney may be sought for clarification.

An actual or potential conflict of interest may occur when a member of the University community is in a position to influence a decision that may result in personal gain for that person or for a relative as a result of the University's business dealings. For the purpose of this policy, a relative is any person who is related to the employee by blood or marriage, for example the spouse, child, step-child, parent, step-parent, parent-in-law, parent's siblings, sibling's child or step-child, niece, nephew, first cousin, and those whose relationship with the colleague is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with individuals and outside firms. However, if members of the University community have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose any actual or potential conflicts of interest to the party mentioned above as soon as possible, so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a colleague or relative has significant ownership in a firm with which the University is doing business, but also when a member of the University community, a relative, or a colleague receives any cash, a gift (including tickets) of substantial value (defined as greater than or equal to \$50), or special consideration as a result of any transaction or business dealings involving the University.

The President of the University has the ultimate authority and responsibility to determine the application of this policy and the implementation of steps to be taken to correct a situation deemed not in the best interests of the University, including, if appropriate, recommendation for disciplinary action or discharge.

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Members of the University community to whom this policy applies will be given a copy of the policy and will be required to sign a disclosure statement at the time of hire. Certain key personnel will be required to sign a disclosure form on an annual basis.

3.11 FACULTY AND FACULTY SENATE

The quality and dedication of California University faculty are central to our effectiveness as an institution of higher learning. Outstanding professionals who cater their lectures to the spirit of the times staff the University's academic programs. The faculty and administration take pride in exercising leadership to make learning, teaching, and research a meaningful and exciting intellectual experience for the students.

The Faculty Senate of California University, composed of all current instructors, is an advisory body to the administration. At scheduled meetings, the members propose, discuss, and validate actions that directly concern the academic and scholastic pursuits of students and faculty. Rules and policies pertaining to instructors are contained in the Faculty Handbook.

3.12 SELF-MONITORING PROCEDURES

The University involves self-monitoring procedures to improve the University's operation performance. Such procedures will base on evidence of the quality and the outcomes of students' academic performance and the university's compliance to the regulations of BPPE and other requirements of the educational Acts of the government.

4 STUDENT RIGHTS AND RESPONSIBILITIES

4.1 STUDENT RIGHTS

Students are the primary focus in campus life. Their welfare and the conditions under which they study, work, and relax must be safeguarded to preserve their rights under the United States Constitution, federal laws, and California statutes. Campus policies and procedures seek to guarantee these civil liberties. Student understanding and cooperation are essential to the successful implementation of this legal structure.

4.2 STUDENT'S RIGHT TO CANCEL POLICY

The student has the right to cancel the enrollment agreement and obtain a 100% refund of charges paid through attendance at the session of the first class or the seventh day after enrollment, whichever comes later.

To cancel the enrollment agreement or withdraw from the institution and obtain a refund, the student must give the school written notice of their intent to withdraw from the program in which the student is enrolled. This written notice must either be delivered mail, or in person to the following:

California University
Attention: Registrar's Office
3350 Scott Blvd., bldg. 54

California University

Santa Clara, CA 95054-3124

Or deliver via email: cu@dvef.us.

Withdrawal from the program and the refund of charges paid will be affected by the following:

1. The student's written notice. The date of the notice impacts how much the student can be refunded.
2. The student's misconduct, including but not limited to lack of attendance.
3. If the student has completed 60% or less of their program, the University shall provide a pro rata refund of the amount paid for institutional charges, less the non-refundable application fee, non-refundable processing fee and other reasonable fees not to exceed two hundred fifty dollars (\$250).
4. No refund will be provided if the student has completed more than 60% of their program.
5. If the student is eligible for a refund under the conditions above, they will receive the refund within 45 days of the University receiving written notice of cancellation or University's notice to the student of dismissal.

4.3 RIGHT TO APPEAL

The University has well-defined procedures for appeals by students with the intent of assuring fairness and objectivity. The procedures are not designed to incorporate all of the due process safeguards that the courts of law require. The purpose is to provide a system that will represent "fairness and the absence of arbitrariness." The University makes every effort to see that appeal procedures are clear to students and that their avenue of appeal is not burdensome.

4.4 NONDISCRIMINATION POLICY

The University does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. Inquiries concerning the application of Title IX of the Educational Amendment of 1972 and other non-discriminatory statutes should be directed to the Dean of Academic Affairs for reviewing such matters.

4.5 STUDENTS WITH DISABILITIES POLICY

The University is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to the Dean of Academic Affairs' Office and are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities. Students who wish to file a formal grievance should secure a copy of the Student Grievance Procedures from the Dean of Academic Affairs' office.

4.6 STUDENT RECORDS POLICY

In addition to the university's [Custodian of Records](#) policy, students at California University have the right to:

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1. Inspect and review their education records that pertain to themselves as students, unless waived or qualified under Federal and State law or the University's policies;
2. Seek to amend the content of their education records that may be considered inaccurate or misleading;
3. Withhold from disclosure personally identifiable information contained in their education records, except as provided in Federal and State laws or College policies; and
4. File a complaint with the U.S. Department of Education (Family Policy Compliance Office) regarding alleged violation of their FERPA rights.

Students and alumni who desire the University to release their records and information to prospective employers, graduate schools, etc., can expedite their applications by providing California University with written permission to release their records, specifying which records and to whom the release should be made.

Students will be given the opportunity to inspect and review their education records within 15 days from the day that the school receives the request for access. The student should submit to the Registrar, or other appropriate school official, written requests (or emails) that identify the record(s) they wish to inspect. The school official will decide for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official should advise the student of the appropriate official to whom the request should be addressed.

One exception which permits disclosure without consent is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the college as an administrative, supervisory, academic, research, or support staff person (including the law enforcement unit, personnel and health staff); a person or company contracted (such as an attorney, auditor, funding agency, or collection agent); a person serving the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility.

Parental access to a student's records will be allowed without prior consent if the student is under eighteen years of age or is a dependent as defined in Section 252 of the Federal Internal Revenue Code. If any California University student wants to grant or restrict parent access to their grades, any disciplinary action that has been taken or other information, then it is best to file written permission with the Registrar to clarify their request.

4.7 RIGHT TO FILE A COMPLAINT POLICY

Any student alleging failure of the University to comply with the Family Educational Rights and Privacy Act (FERPA) may file a complaint with the U.S. Department of Education. Students are encouraged to use the internal University grievance procedures to resolve complaints prior to contacting outside agencies.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-8900 or toll free (888) 370-7589 or by

completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

4.8 STUDENT TUITION RECOVERY FUND (STRF) POLICY

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Blvd, Suite 225, Sacramento, CA 95834, Tel: (916) 431-6959 or (888) 370-7589.

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

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

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

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

4.9 STUDENT GRIEVANCES

The procedure for the resolution of student academic complaints is a three-step process. The University anticipates that most disputes either will be resolved through step No. 1, informal discussions or step No. 2, the intervention of an ombudsman. Rarely should a grievance require step No. 3, the judgment of an informal hearing panel.

- First, a student who feels that the faculty, staff, administration, or any other students have treated them unfairly is advised to seek informal counsel with the offending party or the Dean of Academic Affairs in the interest of a speedy resolution of the problem.
- Second, if the first step does not lead to satisfaction of the student, they should petition for a grievance review, a formal procedure at the University. The petitioner should write a letter to the Dean of Academic Affairs requesting the assignment of an ombudsman. The letter must outline the specifics of the complaint, all pertinent information, and the steps taken to remedy the situation through an informal process. The Dean of Academic Affairs will act promptly in assigning an ombudsman and informing the President of the grievance. The Dean of Academic Affairs will outline some possible steps to the ombudsman in solving the problem. These may include interviewing the grievant, contacting the offending party, and/or convening all parties to the grievance. The ombudsman will notify the Dean of Academic Affairs in writing of the outcome of the intervention with recommendations. These will be sent to the President who will confer with the Dean of Academic Affairs to seek resolution of the grievance is removed.
- Third, if the grievant is unable to receive a satisfactory resolution of the complaint they should notify the President in writing, who will convene an impartial hearing panel for judgment. For further redress the student may contact the Bureau for Private Postsecondary Education by calling (916) 574-8900 or toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's website (www.bppe.ca.gov). The complaint form may also be mailed to 1747 N. Market Blvd. STE 225, Sacramento, California, 95834. Further information may be obtained by contacting the Bureau at: (916) 574-8900 or toll free (888) 370-7589 or by fax at: (916) 263-1897.

4.10 STUDENT EVALUATION OF INSTRUCTION

To sustain a high quality of instruction at the University, students are expected to evaluate each class and instructor in which they are enrolled. Evaluation forms are distributed toward the end of each quarter. The evaluation forms, completed anonymously, are collected and returned to the Administration Office by a designated student. Student evaluations are tabulated by the University, and the results are analyzed by the Dean of Academic Affairs and distributed to the individual instructors.

4.11 SEXUAL ASSAULTS ON CAMPUS GROUNDS POLICY

California University is committed to creating and maintaining an academic environment dedicated to learning and research in which individuals are free from sexual assault or sexual harassment from any party. Sexual assault is defined by California Education Code Section 94385 to include without limitation, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

No student, applicant, faculty member or other employee of the University shall: (a) sexually assault any student or applicant; or (b) threaten or insinuate, either explicitly or implicitly that a student's or applicant's refusal to submit to sexual advances will adversely affect that student or applicant's application, enrollment, grades, studies, or educational experience at California University. Similarly, no faculty member or other employee of the University shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student, applicant, faculty member or other employee of the University who feels that they are a victim of sexual assault or harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member, or other California University employee, or visitor or invitee of the school, in connection with the educational experience offered by the University, should bring the matter to the immediate attention of the Dean at the telephone number specified in the catalog. A student, applicant, faculty member or other employee of the University who is uncomfortable for any reason in bringing such a matter to the attention of the Dean, or who is not satisfied after bringing the matter to the attention of the Dean, should report the matter to the President of the University. Any questions about this policy or potential sexual assault or harassment should also be brought to the attention of the same persons.

California University encourages students, applicants, faculty members or its employees to promptly and accurately report all sexual assaults occurring at any of the school's facilities to the Dean and the appropriate police agencies. Upon the request of a sexual assault complainant, the University personnel will: (a) transport the complainant to the hospital or contact emergency personnel on behalf of the complainant; (b) refer the complainant to a counseling center or an agency that can make such referral; and (c) notify the police on behalf of the complainant if this has not been reported previously.

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The office of the Dean will promptly investigate all allegations of sexual assault and harassment in as confidential a manner as it deems reasonably possible and take appropriate corrective action if warranted. California University will inform the complainant of the results of the school's investigation. Sexual assault complainants may, in their sole discretion, pursue their own remedies against the alleged perpetrator, whether civilly and/or criminally. The University will assist any student with academic difficulties arising as a direct result of a sexual assault on the student by any California University student, applicant, faculty member or employee occurring on campus.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling (916) 574-8900 or toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website (www.bppe.ca.gov).

4.12 STUDENT RESPONSIBILITIES

Conduct

The following regulations apply to any person who is enrolled as a California University student. These rules are not to be interpreted as all-inclusive of situations in which discipline will be invoked. These rules are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this catalog. The University reserves the right to exclude at any time students whose conduct is deemed undesirable or prejudicial to the University community's best interest.

The disciplinary procedure described herein affords procedural fairness to the accused student and flexibility to the administration for sanctions based on the individual circumstances of each case. Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to respond to the charges made against them. Where a student is disciplined for improper conduct, the student may submit a grievance regarding the decision in accordance with the University's Grievance Policy, which can be obtained from the Dean's Office. The disciplinary action taken may be reflected in the student's permanent record, as part of the disciplinary punishment. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- Dishonesty in any form, including plagiarism, illegal copying of software, and knowingly furnishing false information to the University.
- Forgery, alteration, or misuse of the University documents, records, or identification.
- Failure to comply with written or verbal directives of duly authorized University officials who are acting in the performance of assigned duties.
- Interference with the academic or administrative processes of the University or any of its approved activities.
- Theft or damage to property.
- Violation of civil or criminal codes of local, state, or federal governments.
- Unauthorized use of or entry into the University facilities.
- Violation of any state policies or regulations governing the student's relationship with the University.

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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 the specific charge(s) made against a student shall be given at least ten 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. The University establishes the charges by a preponderance of the evidence. The whole process is private. The student has the right to appeal the disciplinary action to the Dean of Academic Affairs, but only 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 in 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 below:

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

Suspension: Separation of the student from the University for a specified 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.

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 found culpable of any of the foregoing violations will be subject to disciplinary action. A student who is dismissed may reapply for admission after two quarter's leave. When a student receives a written dismissal notice from school after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the program.

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

Student Obligations

For students to remain in good standing at the University, they must:

- Maintain academic standards, attend classes, and meet all financial obligations.
- Be courteous and respectful in dealing with faculty, administrators, and fellow students.
- Adhere to the federal, state, and municipal laws of the U.S., as well as to the rules and policies of the University.

Cheating and Plagiarism Policies

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Cheating: The act of obtaining or attempting to obtain credit for work by use of dishonest, deceptive, or fraudulent means.

Plagiarism: The act of taking ideas, words, or specific substances of another and offering them as one's own.

One or more of the following actions are available to any faculty member who suspects a student of cheating or plagiarizing. The choice of action taken is guided by the extent to which the faculty member considers the cheating or plagiarism reflective of the student's lack of scholarship or lack of academic performance in the course.

- Review-no action.
- Oral reprimand with emphasis on counseling aimed at preventing further occurrences.
- Requirement that the work be repeated.
- Assignment of an F grade for the specific work in question.
- Assignment of an F grade for the course.
- Referral to the Dean of Academic Affairs and/or the appropriate committee.

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

Drug, Alcohol, and Tobacco Policies

California University strongly supports the goals of “Drug-Free Schools and Campuses” and a “Drug-Free Workplace.” It is California University's policy that no person shall manufacture, distribute, possess, or use illegal drugs or any controlled substance on its premises or as a part of any of its activities. A controlled substance includes, but is not limited to, marijuana, cocaine, cocaine derivatives, heroin, “crack,” amphetamines, barbiturates, LSD, PCP, and substances typically known as “Designer Drugs” such as “ecstasy” or “eve.” Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. The President has designated the Dean of Academic Affairs to act in all matters pertaining to the enforcement of this policy with regard to students and faculty and the President to act in all matters pertaining to this policy in regard to staff. Whenever possible or reasonable University personnel will counsel offenders and make available sources of rehabilitative services. At the discretion of the administration, the University may impose the following sanctions:

- A warning to the student, staff member, or faculty member.
- Administrative suspension of the student or suspension of employment of the staff or faculty member.
- Administrative dismissal of the student or termination of employment of the staff or faculty member.

University policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law. Gatherings on University premises or as part of the University activities, at which alcoholic beverages are to be served, must receive prior approval from the Dean.

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It is the policy of California University that smoking is prohibited in all University facilities. At the discretion of the administration, outside areas may be set aside within the University facilities to accommodate students, staff members, and faculty who smoke. Violations of the smoking policy may result in suspension or termination of academic status or employment.

Academic Discipline

Re-admission of dismissed students can be granted only after they file a petition with the Dean of Academic Affairs and have been on leave for two quarters. Students re-admitted after dismissals are placed on academic probation for the immediate quarter following re-admission. Refer to [Standards of Satisfactory Academic Progress \(SAP\)](#) Policies, for other conditions which apply to students.

Non-Academic Discipline

Students not conforming to the University standards are subject to probation, suspension, or dismissal from the University. Faculty members may initiate proceedings through the Dean of Academic Affairs, who will refer the matter to the administrators for a final decision. Students who feel they have been treated unfairly may petition a grievance review through the Dean of Academic Affairs.

Faculty members encountering unruly and unmannerly conduct in class will report such instances to the appropriate director or Dean of Academic Affairs for appropriate action. You may face both legal and academic disciplinary actions if you engage in behaviors such as the following, which are unrelated to your academic performance.

- Lighting a fire on campus
- Possessing or displaying a weapon
- Unauthorized possession of the University property
- Offering bribes for special favors from faculty
- Use of obscene language
- Insolence or insubordination toward faculty, administrative personnel or any University employee
- Excessive absence from class
- Intoxication or being under the influence of a controlled substance
- Hazing, humiliating, or intimidating other individuals

Students found culpable of any of violations will be subject to disciplinary action. A student who is dismissed may reapply for admission after two quarter's leave.

Attendance Policy

Regular attendance is expected of every student. A student may be dropped from class when, in the judgment of the instructor, the student cannot benefit from further instruction. A student who has been absent due to illness or a medical appointment must explain the absence directly to the instructor. The University requires that any student who is absent for a total of three (3) class sessions in any subject shall be dropped unless the student has made prior arrangements.

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Attendance without Official Enrollment: Students will not be permitted to attend classes in which they are not officially enrolled.

All class session will be held online using our Education Management System (EMS) or at our physical location at Da Vinci Education Foundation, DBA California University, 3350 SCOTT BLVD BLDG 54, SANTA CLARA, CA 95054-3124 USA. Also, all class instructions will be taught in English or Chinese only.

5 STUDENT SERVICES

Student Services is committed to working closely with students by providing personalized attention and professional services. It seeks to develop a campus climate that brings together students, staff, faculty and the community. It facilitates and supports various activities to assist students in making a successful transition to the University Community and to prepare them for life after graduation.

5.1 NEW STUDENT ORIENTATION

Orientation is held at the beginning of each quarter for new students and is designed to familiarize them with campus facilities, policies and procedures, financial aid, faculty, administrators, and staff.

5.2 CAREER AND PLACEMENT SERVICES

Career and Placement Services makes available the services of a coordinator who provides individual counseling as well as materials, references, and job listings designed to assist students in making short- and long-range vocational decisions. Workshops, employer interviews, and online job searches through the Internet help focus student choices. Appointments for counseling can be made through the main office.

5.3 HOUSING SERVICES

The University *doesn't have dormitory facilities under its control*. The nearby housing is available in a reasonable distance. Neighboring cities include Milpitas, Fremont, Sunnyvale, Mountain View, Palo Alto, Santa Clara, San Jose and Morgan Hill. The average rent prices include the following:

- Studio: \$800-\$2000
- 1-Bed 1-Bath: \$1000-\$3200
- 2-Bed 2-Bath: \$1500-\$4200

The University assumes no responsibility to find housing for students. There is a bulletin board on campus for students who are looking for housing. Students are encouraged to use online services to find roommates, potential housing, and commuting options. Below is a list of housing opportunities:

1. Student Placements

Students experience living with a host family and learn about American culture while making life-long friendships.

<https://isphomestays.com>

info@isphomestays.com

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2. 4Stay

Students can search and book off campus housing

<https://goldengatelanguagehousing.4stay.com>

3. KAPI Residences

Students share fully furnished apartments that are close to GGC

<http://www.kapiresidences.com>

bayarea@kapiresidences.com

5.4 EXTRA CURRICULAR ACTIVITIES

Every quarter the University hosts a luncheon for students, faculty, and staff to welcome new students and as a reunion for returning students. Commencement activities are a highlight for students, faculty, and staff who enjoy a luncheon following the ceremonies.

5.5 STUDENT GOVERNMENT

All students are urged to participate in California University Student Government. This organization is recognized by the faculty and administration as important to the student's educational and cultural experience. Through their participation, students can provide information that assists both the faculty and administration in strengthening the academic program and improving the collegiate life at California University.

5.6 FACILITIES

All facilities, classrooms, computer lab, library, and student lounge of California University are located at 3350 SCOTT BLVD BLDG 54, SANTA CLARA, CA 95054-3124 USA and all onsite programs are offered at this location.

5.7 CLASSROOMS

Each classroom is equipped with desks, chairs, whiteboards, computer projectors, screens for the projectors, and Internet access. All class sessions are held at California University, 3350 SCOTT BLVD BLDG 54, SANTA CLARA, CA 95054-3124 USA with assigned classroom numbers on the schedule and enrollment agreement form.

5.8 ONLINE AND HYBRID COURSES

California University offers degrees that can be completely entirely online. Using our Education Management System (EMS), CU students and faculty have access to both online courses and on-campus courses that utilize this electronic tool, which enables document sharing, electronic discussion, Internet research and the use of other teaching and learning tools. Our EMS offers a variety of online services, including announcements, community discussion and personal services such as a calendar, email, task lists, online grades and others, depending on the activities and online classes in which a student is enrolled.

5.9 COMPUTER LABORATORY

The computer laboratory is equipped with necessary hardware and software. Wireless Internet access is available for notebook computer users. Lab assistants are available for student consultation. Computer lab hours will be posted weekly and will be closed on Sundays.

5.10 LIBRARY & SERVICES

California University Library's mission is to meet the informational, educational, and research needs of its students, faculty and staff. While we don't offer a physical library room or building, we are equipped with a huge selection of online resources and services through our consortium membership and subscriptions with the Library & Information Resources Network (LIRN). This is particularly helpful for online, distance learning and onsite students.

A variety of services and resources are available including electronic databases, books, journals/periodicals, and an online catalog. Services include reference, database training, and library orientations. Access to relevant, current resources is available to meet research needs, support a high-quality curriculum, and enrich the educational experience.

California University's Library has a variety of virtual resources reflecting a commitment to quality academic instruction and excellence in research. California University students, faculty and staff have access to online scholarly materials, including articles and books, 24 hours a day, 7 days a week from any location. The following services are provided: Reference, Training on Database Searching, Research Assistance, Information Literacy Instruction, etc.

Online Library

California University provides students with online library resources and services through our consortium membership and subscriptions with the Library & Information Resources Network (LIRN). We subscribe research databases from Gale, ProQuest, Skillsoft, and Statista to provide access to online books, as well as content from journals, magazines, dissertations, and news sources covering topics relevant to general education, business, economics, computer science and more. The library is always open since students can access our online library resources 24/7. For research assistance and training, students and faculty can contact helpful, experienced LIRN librarians at librarian@lirn.net.

Library Collations & Resources

The library collection includes books and periodicals available for reference or circulation exclusive to California University students, and online resources of over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio/video clips to support all academic programs through Library and Information Resources Network (LIRN).

Other library resources:

[National Library of China](http://mylib.nlc.cn/user/index)
<http://mylib.nlc.cn/user/index>

[Library of Congress of USA](https://www.loc.gov/)
<https://www.loc.gov/>

[National Digital Library Japan](https://dl.ndl.go.jp/?lang=en)
<https://dl.ndl.go.jp/?lang=en>

[National Library of New Zealand](https://natlib.govt.nz/)
<https://natlib.govt.nz/>

[Online University Library](https://www.perlego.com)
<https://www.perlego.com>

[Open Library](https://openlibrary.org)
<https://openlibrary.org>

6 FINANCIAL INFORMATION & POLICIES

6.1 TUITION AND OTHER FEES

Tuition

Cash, money orders, credit cards, and checks are accepted in the amount due. Fees are subject to annual revision.

Program Course Level	Cost
Graduate Level Courses (500 - 599)	\$ 750 per Unit

Entire Educational Program 12-months (4 quarters) 12-units per quarter (\$750/unit)	Tuition per Quarter	Registration Fee	Total Charges for Entire Program (48 units)
MBA Degree	\$9,000	\$75	\$36,300
M.S. Computer Science Degree	\$9,000	\$75	\$36,300

Other Fees

Description	Fee
Application Fee for All Students (Non-Refundable)	\$70
Student Service and Technology Fee	\$125
Registration Fee (Non-Refundable, per Quarter)	\$75
Late Registration Fee	\$50
Change-of-Course Fee (Add / Drop)	\$10
Change-of-Program Fee	\$50
Credit by Special Examination Fee	\$450
Credit for Prior Experiential Learning Assessment Fee	\$100
Reinstatement (Change of Status) Fee International	\$100
Mailing Fee	\$100
Graduation Fee	\$100
Official Documents or transcript Fees (per Copy)	\$10
Student Tuition Recovery Fund Fee (CA Residents): Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000.	\$0 per \$1,000

6.2 PAYMENT POLICIES

Failure to make payments of tuition and other fees, or other amounts when they are due, is considered sufficient cause to place a student on non-academic discipline. This status causes the University to do one or more of the following:

1. Bar the student from attending classes, taking examinations, or registering for the following quarter.
2. Withhold a diploma, scholastic certificate, transcript of record, or grades for the quarter.

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3. Suspend the student.

California University reserves the right to withhold any and all services if the petitioner is not in good financial standing with the University.

6.3 DEFERMENT OF TUITION

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

6.4 CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

Student's notice of cancellation must be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. California University shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later. Refunds will be made within forty-five (45) days of official withdrawal or forty-five (45) days of the date of determination of withdrawal if the student does not officially withdraw.

6.5 STUDENT'S RIGHT TO CANCEL POLICY

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or the seventh day after enrollment, whichever is later.

- 1) To receive a refund of any portion of tuition fees, you must give school written notice that you intend to withdraw from the program in which you have enrolled.
- 2) Withdrawal may be effectuated by the student's written notice, by a student's misconduct, including, but not necessarily limited to, a student's lack of attendance.
- 3) If you have completed 60% or less of your program, school shall provide a pro rata refund of the amount paid for institutional charges, less the non-refundable application fee, non-refundable processing fee and other reasonable fee not to exceed two hundred fifty dollars (\$250).
- 4) If you complete more than 60% of your program, school shall NOT refund any portion of the amount paid for institutional charges.
- 5) If you are eligible for a refund under the conditions above, you will receive the refund within 45 days of school receiving written notice of cancellation or school's notice to you of dismissal.

To cancel this agreement mail, fax, or deliver a written notice of Withdrawal / Cancellation to this mailing address: Registrar's Office at the Da Vinci Education Foundation, DBA California University, 3350 SCOTT BLVD BLDG 54, SANTA CLARA, CA 95054-3124 USA. For online students, email a written notice of Withdrawal / Cancellation to CU@dvef.us.

6.6 LOAN RESPONSIBILITIES

Any agency or organization which grants loans will indicate the terms and amount of that loan. If a student obtains a loan to pay for an educational program, the student will be responsible to repay the full amount of the loan plus the interest, less the amount of any refund.

6.7 FINANCIAL AID

California University **does not participate in federal and state financial aid programs.** California University is responsible for disclosing the above information to all prospective students in accordance with California Education Code (CEC) 94897(p) and 94909(a)(10).

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If the student defaults on a federal or state loan, either or both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

6.8 SCHOLARSHIP OPPORTUNITIES

Students may apply for California University Scholarship for the Fall, Winter, Spring and Summer Quarters for tuition credit. These scholarships are funded through the University's General Fund.

Eligibility: The student must:

- a) be currently enrolled;
- b) have a GPA of 3.0 or higher; and
- c) show no outstanding balances.

Restrictions: Students may apply for only three scholarships per year.

Application Procedure: Students must apply during the first week of the quarter of the Fall, Winter, Spring and Summer quarters. Applications are available in the Dean's Office. Completed applications should be submitted to the Dean of Academic Affairs. Nominees are presented to the President for final approval. Awards will be made at the end of the quarter with adjustments made to the student's account.

Criteria for Scholarship Awards: The Scholarship Committee will consider based on the student's GPA, contributions made to the University, and contributions made to the community.

Scholarship Amounts: The University may award \$500 to a graduate student per quarter.

7 ACADEMIC POLICIES

7.1 REGISTRATION AND ENROLLMENT

Following acceptance for admission to the University, students will register for a program of study. Registration materials are available both online and in the Registrar's Office.

Formal enrollment in class is complete only when the student's name appears on the Class Roll Sheet online or onsite. Once enrolled, students may drop or add a class only by means of an official

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Change of Program form. Any class dropped or added requires confirmation by the instructor and must be recorded in the Registrar's Office. A class not officially dropped will result in an F grade; a class not officially added receives no credit.

7.2 QUARTER UNITS OF CREDIT

Academic work at California University is organized by quarters, each of which is ten (10) weeks in length. In general, one quarter unit is equal to ten (10) contact hours of lecture and 20 hours assignments or twenty (20) contact hours of field-based activities.

7.3 STUDY LOADS

Graduate students enroll for a minimum of four (4) units per quarter for part-time and maximum twelve (12) units for full time. A larger than 12-unit study load requires the approval of the Dean of Academic Affairs.

7.4 ADD / DROP POLICY

Students may add or drop courses through the second week of the quarter. Students must request these changes by submitting an Add / Drop Form to the registrar onsite or online.

7.5 MINIMUM UNIT REQUIREMENTS FOR DEGREES

Minimum unit requirement for the master's degrees is forty-eight (48) credit units.

7.6 ATTENDANCE POLICY

Regular attendance is expected of every student. A student may be dropped from class when, in the judgment of the instructor, the student cannot benefit from further instruction.

A student who has been absent due to illness or medical appointment must explain the absence directly to the instructor. The University requires that any student who is absent for a total of three (3) class sessions in any subject shall be dropped unless the student has made prior arrangements.

Attendance without Official Enrollment: Students will not be permitted to attend classes in which they are not officially enrolled. All onsite class sessions will be held at the university's campus. All online class sessions will be held through the university's EMS. All class will be taught in English or Chinese only.

7.7 GRADING SYSTEM: DEFINITION OF GRADES AND CODES

Standard letter grades (A, B, C, D, and F) are used for graduate programs. Only these letter grades are used on transcripts and in computing grade point averages. Instructors may use plus (+) or minus (-), but such notations are not used in final GPA computations.

The following table is provided as a general reference:

<i>Grade</i>	<i>Score</i>	<i>Grade Explanation</i>	<i>Grade Point</i>
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A	100-90	Excellent	4.00
B	89-80	Good	3.00
C	79-70	Average	2.00
D	69-60	Unsatisfactory	1.00
F	59-0	Failing	0
CR		Credit	N/A
NC		No Credit	N/A
I		Incomplete	N/A
W		Withdrawal	N/A

At the completion of all required courses, the student is eligible to receive a degree provided that the cumulative grade point average (CGPA) is not less than a 3.0.

7.7.1 CREDIT (CR)

Credit is used to denote “pass with credit” when no letter grade is given. It is assigned to a grade of B or better. A “NC” is assigned for a grade of C or lower. CR grades are not included in the calculation of the GPA.

7.7.2 NO CREDIT (NC)

No Credit is used to denote “no credit” when no credit units are given. NC grades are not included in the calculation of the GPA.

7.7.3 INCOMPLETE (I)

An Incomplete grade is an interim grade designed for students who have serious and compelling circumstances beyond their control occurring within the last two weeks of the quarter preventing completion of the course work.

An Incomplete (I) must be removed within the next two quarters. Failure to comply will result in an F grade and will remain on the student’s permanent record. An Incomplete (I) is not used in calculating the GPA.

7.7.4 WITHDRAWAL (W)

Withdrawal is a grade for students who may wish to change their schedule by dropping a course with the permission of the Dean of Academic Affairs. These grades are not calculated in the GPA but will be considered credits attempted if the student has incurred a financial obligation for the quarter.

7.7.5 REPEAT A COURSE (R)

Repeat a Course is a designated code following the earned grade. Students can repeat only once any course for which they have received a grade or have withdrawn from, prior to completion. Only the higher grade is calculated in the GPA. Students will not receive cumulative earned credit for a repeated course. However, both courses will be considered credit hours attempted for the purpose of determining successful course completion percentages.

7.7.6 CREDIT BY CHALLENGE EXAMINATION (CE)

Graduate students in good standing and with the appropriate background may petition to take courses for credit by challenge examinations. Eligible students must be registered for full time status. Graduate students must have completed two graduate courses and may challenge a maximum of two graduate courses.

Credit earned by challenge examinations may be applied toward the minimum course requirements for the master's degree. The passing mark for credit by examination at the undergraduate level is C and the graduate level is B. Credits earned will be posted on the transcript as CR, rather than the letter grade, and not calculated in the student's GPA. If a student does not pass the challenge examination, the code "NC" will be entered on the transcript. Requests for Challenge Examinations may be made through the Dean of Academic Affairs' Office.

Students may challenge a particular course only once and may not take a challenge examination for courses already taken or attempted at the University. The Credit by Special Examination Fee per course is four hundred fifty dollars (\$450.)

7.7.7 CREDIT FOR PRIOR EXPERIENTIAL LEARNING (CX)

Graduate students in good standing and with the appropriate background may petition to earn degree credit for prior experiential learning. Eligible students must be registered for full time status.

Petitioning students must identify the courses for which credit is sought and document in writing how the prior experiential learning is equivalent to standards in higher education and meets curricular criteria. Graduate students must have completed two graduate courses and may receive prior experiential learning credit for a maximum of two graduate courses.

Credits earned through petitions for prior experiential learning may be applied toward the minimum course requirements for the master's degrees. Credits so earned will be posted on the transcript as CR and not calculated in the student's GPA.

Forms requesting prior experiential learning credit may be requested through the Dean of Academic Affairs' Office. The Credit for Prior Experiential Learning Fee per course is \$100.

7.7.8 GRADE POINT AVERAGE (GPA)

The grade point average (GPA) for the quarter is determined by multiplying the number of credit hours for each course by the number of points identified for each grade outlined above and dividing by the total number of units for the quarter.

7.8 GRADE CHANGES

Grades assigned by instructors must conform to individual policies as stated in the course syllabus. A grade submitted by an instructor is considered final and may be changed only for the following reasons: (1) error in recording a score for a student product (test, quiz, paper, etc.); (2)

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miscalculation of a score, including the cumulative score for a quarter; and (3) omission from consideration of valid student products that were submitted on time. No other reasons constitute a basis for a request for a grade change.

All requests for grade changes must be submitted to the Registrar's Office by the instructor within two weeks following the date of issuance of the grade in question. Under no condition will a grade change be permitted after a degree has been awarded.

7.9 TRANSCRIPTS

The Registrar's Office maintains all official transcripts, which are issued only at the written request of the student. Three working days should be allowed for processing of official transcripts. Exceptions to this rule are covered under Student Records. Requests for transcripts may be submitted either in person, by fax, or by mail. No telephone requests for transcripts are accepted. Copies of transcripts for work taken at other institutions will not be issued.

Official transcripts bear the institutional seal and the signature of the University Registrar. California University reserves the right to withhold any and all services if the petitioner is not in good financial standing with the University.

7.10 STUDENT STATUS

All California University students should be familiar with the [*Policy of Satisfactory Academic Progress*](#) (SAP) in the current University catalog.

7.10.1 MITIGATING CIRCUMSTANCES

The Dean of Academic Affairs may waive the Standards of Satisfactory Academic Progress for circumstances of personal illness, unusual family responsibilities, military service, unexpected consequences arising in their homeland, or other significant occurrence beyond the control of the students. Students must document these circumstances to demonstrate that they have an adverse impact on their performance. No waivers will be provided for graduation requirements.

7.10.2 WARNING STATUS

Students' CGPA are evaluated every quarter. Students who do not meet the Satisfactory Academic Progress (SAP) Minimum Standards will receive written notification stating that they are placed on Warning. A student on Warning who brings their CGPA and completion rate up to SAP standards by the end of the next term is removed from Warning. A student who fails to establish SAP by the end of the next evaluation period will be withdrawn.

7.10.3 APPEALS AND PROBATION

A student, who wishes to appeal determination that he/she is not making satisfactory academic progress due to mitigating circumstances, may submit a written appeal to the Dean of Academic Affairs for review. The written appeal should include a detailed explanation and documentation of the current academic status of the student, mitigating circumstances that led to the student's current academic status, how the student's situation has changed, and the student's plan for achieving required minimum standards of satisfactory academic progress.

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The Dean of Academic Affairs is responsible for determining the appropriateness of the mitigating circumstances in regard to severity, timeliness and the student's ability to avoid the circumstances. The result of the appeal (granted or denied) will be provided to the student and documented in the student's academic file. If the appeal is granted, the Dean of Academic Affairs will outline the requirements of the academic plan that the student must follow. The terms of the academic plan must ensure that the student will be able to complete the program within the maximum timeframe. If the student agrees to the academic plan, the student is placed on probation and allowed to continue at the university.

At the end of the probation period, the student's progress will be evaluated based on the academic plan. If the student is meeting the SAP standards, or he/she has met the requirements of the academic plan, the student will be eligible to remain at the university. If the student fails to meet the expectations of the academic plan at the end of the probationary period, the student will be withdrawn.

7.10.4 DISMISSAL

Students who have been dismissed due to the failure to maintain the academic minimum outlined above may reapply for admission after one quarter. A meeting will be scheduled between the Dean of Academic Affairs and the student for reapplying to determine whether the student has the academic ability and desire to successfully continue in the program. When a student receives a written dismissal notice from the school after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the program.

7.10.5 READMISSION

Students who have been dismissed or terminated from the University must wait one quarter before applying for readmission and must submit a Petition for Readmission to the Dean of Academic Affairs. The Petition must include the records of any academic work successfully completed at other institutions as well as present compelling reasons for reinstatement which include the ability to maintain Standards of Satisfactory Progress. The Dean of Academic Affairs will notify the students in writing concerning their readmission. Students who are re-admitted for enrollment will be placed on an Academic Plan and be required to meet the SAP standards. A student on Warning or Probation, who improves their CGPA and completion rate up to SAP standards by the end of the next term, will be eliminated from Warning/Probation status.

7.10.6 REINSTATEMENT

Students who leave the University without filing a Request for Leave of Absence will not be automatically reinstated. Students must submit a Petition for Readmission to a degree program to the Admissions Office. Upon reinstatement, students will be subject to the current requirements for the degree effective at the time of reinstatement.

7.10.7 LEAVE OF ABSENCE

Students in good standing and making satisfactory progress towards a degree who must interrupt studies for compelling reasons (e.g. which may include but not be limited to personal illness, unusual family responsibilities, military service, and unexpected consequences arising in their homeland) must file a Request for Leave of Absence, usually not to exceed four (4) quarters.

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Students must file this Request with the Registrar's Office and have approval from the Dean of Academic Affairs.

During the leave of absence, students are not entitled to assistance from the faculty or allowed to use University facilities. If granted, the leave is recorded on the students' 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 a Request for Leave of Absence or for whom a leave has been denied or has expired should refer to Readmission.

7.10.8 WITHDRAWAL FROM COURSES

Students should review and select classes carefully with their advisers and avail themselves of college counseling services before making a decision to withdraw from classes. Students may drop classes without academic penalty through the fifth week of classes. Due to unforeseen circumstances, students may withdraw from classes from the sixth week through the ninth week of classes and receive a grade of Withdrawal (W) with the permission from the Dean of Academic Affairs. After the tenth week of class, permission will not be granted for a student to withdraw, a letter grade of F or Incomplete (IN) will be assigned to the student.

7.10.9 CLEARANCE FOR GRADUATION

Prospective graduates must obtain an Application for Graduation from the Registrar's Office onsite or online and submit it to the Registrar before they can be considered for graduation. Students are advised to file the application in the quarter preceding that in which they expect to graduate. During each registration period, graduating seniors meet with their advisors to determine whether their proposed class enrollments meet all requirements for their degrees.

Graduation ceremonies are held in June. Diplomas will be mailed to those students who have completed their degree programs and must depart prior to the graduation ceremonies. All fees and tuition debts must be paid in full sixty (60) days prior to graduation, and all graduating students must pay the graduation fees.

7.10.10 STUDENTS TRANSFERRING TO ANOTHER UNIVERSITY

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CALIFORNIA UNIVERSITY:

The transferability of credits you earn at California University is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in any educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree/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 of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending California University to determine if your credits or degree/certificate will transfer.

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Transferring from California University to another university is the student's responsibility. Since all universities have different criteria for accepting students, it is beyond California University's ability to determine what credit might be given for course work completed at California University.

7.11 PRE-ENROLLMENT DISCLOSURES

NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS OF PROVISIONAL BPPE APPROVAL

<http://www.bppe.ca.gov>

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

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by December, 2023, and full accreditation by December, 2026.

If this institution stops pursuing accreditation, it must:

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

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

Accreditation Status

California University has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law (CEC 94909(a)(12)).

California University does not participate in federal or state financial aid programs (CEC 94909(a)(10)).

California University is not accredited by an agency recognized by the United States Department of Education (USDE), and this institution's students are therefore not eligible for federal financial aid programs. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. California University programs are not designed to, and therefore do not prepare students for, licensure in any field of endeavor (CEC 94909(a)(16) and CEC 94897(p)).

Gainful Employment

The United States Department of Labor's Standard Occupational Classification codes

Below is the list of the employment positions determined to be within the field for which a student received education and training at the Detailed Occupation (six-digit) level. (5, CCR §74112 (d)(3))

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Master of Business Administration Program – 52.0305, 52.0201, 52.0299, 13.1303, 52.0208, 13.0401, 52.0206, 52.0703.

Master of Science in Computer Science Program – 11.0199, 11.0101, 11.1003, 11.0204, 11.0299, 11.0205, 11.0201, 11.0701, 11.0899, 11.0501, 11.0105, 11.1005, 11.1004.

Graduates of ALL CU programs are NOT eligible to sit for the applicable Licensure exam in California and other states.

7.12 DISTANCE EDUCATION POLICIES

DISTANCE EDUCATION PROGRAMS (Note: Not offered in real time.)

STUDENT'S RIGHT TO CANCEL

This institution offers distance educational programs where the instruction is not offered in real time. **The Institution shall transmit the first lesson and any materials to any student within seven (7) days after the institution accepts the student for admission. (5 CCR §71716(a)) Additionally, approximately seven (7) days will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation back to the student. (5 CCR §71810 (b)(11))**

The student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date the written notice of cancellation is sent to California University, 3350 SCOTT BLVD BLDG 54, SANTA CLARA, CA 95054-3124 USA. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. Cancellation must occur prior to the receipt of the first lesson and materials, which will occur within seven days after the institution accepts the student for admission.

This Institution shall transmit all available materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for books and materials not returned in new condition as stated as refundable on the enrollment agreement. A refund will be made within 45 days of withdrawal. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

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- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; and/or failure to meet financial obligations to the University.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. 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. For distance education students scheduled days is based on a five-day week, which does not include Saturday or Sunday, or any defined holiday as enumerated in Section 6700 of the California Government Code (specific holidays published in the catalog).

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

UNDERSTANDINGS

1. **Catalog:** Information about California University is published in this catalog, that contains a description of certain policies, procedures, and other information about the school. California University reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in California University, the Student agrees to abide by the terms stated in the catalog and all school policies.
2. **Enrollment Agreement:** All admission activities and instruction occur in English. If a prospective student is accepted for admissions based on documented English skills and his or her primary language is not English, the student has the right to obtain a clear explanation of the terms and conditions of this agreement and cancellation and refund policies in his or her primary language, at his or her expense by a translation service of his or her choosing prior to execution of the enrollment agreement.
3. **Location:** Distance education coursework is completed at a location determined by the student.
4. I understand that I will be awarded a Degree when I have completed all of the program requirements. A graduate must have passed each course and have satisfied all financial obligations.
5. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at California University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the

Master of Business Administration program or Master of Science in Computer Science is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California University to determine if your credits, or degree will transfer.

6. **Career Services:** Placement assistance is provided. However, it is understood that the university does not and cannot promise or guarantee either employment or level of income or wage rate to any Student or Graduate.
7. **Questions:** Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, www.bppe.ca.gov, telephone number (916) 574-8900 or toll free (888) 370-7589 or by fax (916) 263-1897.
8. **Complaints:** A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 916-574-8900 or toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.
9. **Financing:** The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.
10. **Books/Equipment:** All supplies for the program selected will be provided at the expense of the student. We **do not supply** equipment, lab supplies or kits, textbooks, uniforms or special protective clothing, in-resident housing, tutoring, or fees paid to another entity.
11. **Distance Education Equipment Requirements:** Students are expected to have at least the following skills prior to taking distance education courses: they need a word processor capable of supporting RTF and any modern web browser capable of supporting video conferencing. **Hardware Requirements:** Access to an IBM compatible or Macintosh system. For other operating systems, contact us with questions. Internet access either via modem and phone line or a direct network connection (highly recommended to have high speed access). Internet service provider for home access and/or access from work (must have prior to start of the course). Access to the distance education environment for a minimum of 10 hours per week. An e-mail account for sending and receiving electronic mail via the Internet. Students must be able to video conference in real-time (appropriate equipment needed - camera, microphone, etc.) **Software Requirements:** Microsoft Word, WordPerfect, Write (OpenOffice) or another word processing program capable of saving files in RTF (Rich Text Format). Any modern web browser capable of supporting video conferencing. If you plan on using a browser supplied by your Internet service provider (for example, AOL or WebTV), make sure it is the most recent version. We cannot guarantee that all course features will function in all non-Mozilla or Internet Explorer browsers. E-mail software or a Web browser capable of supporting e-mail activity, including sending/receiving attached files. One or more

courses may require special (free) plug-ins to access streaming media, PDF files, or other web components.

12. **Loan:** If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 - a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.
13. **Student Tuition Recovery Fund (STRF):** Please refer to [the STRF](#) to check if you are eligible for protection from the STRF.

8 DEGREE PROGRAM POLICIES

California University’s instructional process is geared toward making the student a motivated individual who has the requisite skills for becoming a successful manager, computer scientist or software engineer in the public or private sector. Our programs are designed to accommodate the changing nature of modern business and technology and the varied backgrounds of the students. Theoretical, technical, and practical information is provided in the basic functional areas of business and computer technology. Theory and practice are linked through learning opportunities provided by experienced faculty members communicated through lectures, class discussions, field trips, and classroom simulations of real-world situations.

8.1 COURSE NUMBERING SYSTEM

Courses are numbered based on the numbering order listed in the table:

001 - 099	Non-Degree Courses
100 - 499	Certificate Courses
500 - 900	Graduate Level Courses, Master’s Degree

8.2 ADMISSIONS INFORMATION

Requirements for admission to California University are set forth below and are in accordance with Title V, Chapter 1, Subchapter 3 of *California Administrative Code*.

8.2.1 ADMISSIONS POLICIES

The University admits qualified students without discrimination with regard to race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual orientation, or physical disability. Students seeking admission must submit all application requirements. **We do not admit “Ability to Benefit” students.** All documents received become the property of California University.

The application and financial statement required of students must be submitted on forms available from the Admissions Office. Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service selected by California University.

An application fee must accompany the admissions application. The non-refundable application fee is \$70 (USD). Once an application and all supporting documents have been received by the Admissions Office, approximately two to four (2-4) weeks should be allowed for processing. An applicant should submit an application and supporting documents according to the following schedule:

Domestic Application	
Applying for	Documents received by

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Fall	August 1
Winter	November 1
Spring	February 1
Summer	May 1

8.2.2 ADMISSION OF INTERNATIONAL STUDENTS

California University is authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (Form I-20) enabling students to enter the U.S. with a student visa (F-1). Every effort is made by California University faculty to help students adjust to academic life in the U.S., particularly if English is the student's second language.

The application and financial statement required of international students must be submitted on forms available from the Admissions Office. The issuance of an I-20 requires the submission of an official transcript. Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service selected by California University.

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

International Application	
Applying for	Documents received by
Fall	August 1
Winter	November 1
Spring	February 1
Summer	May 1

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

The Admissions Office will issue letters of acceptance to successful applicants who have satisfactorily completed all requirements. Form I-20 A-B will be sent to international students.

Students must report to school within seven (7) days after arriving in the U.S. or the I-20 will be void. ***An F-1 student must remain in attendance at the university that issued the I-20 form a minimum of one quarter before transferring to another school.*** A student wishing to transfer at the end of a quarter must apply during that quarter since the U.S. Citizenship and Immigration Services (USCIS) requires sixty (60) days approval before the transfer.

Note: A "continuous full-time" status is required by the U.S. Citizenship and Immigration Services (USCIS) for F-1 students, which means three (3) consecutive quarters per year.

8.2.3 LANGUAGE PROFICIENCY

California University offers degree programs in both Chinese and English as the “language of instruction.” Chinese “language of instruction” programs do not require English language proficiency.

For English, “language of instruction” program applicants whose native language is other than English, applicants must have a score of 477 (paper-based), or 153 (computer-based), or 53 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 5.0 on the International English Language Testing System (IELTS) and must send their scores to Admissions Office of California University.

Students who have earned a secondary education diploma or degrees from higher education institutions in the U.S. in which English was the major language of instruction do not have to present a TOEFL or IELTS score and may be excused from the equivalent test.

Chinese “language of instruction” program applicants are required to demonstrate Chinese language proficiency by meeting one of the following qualifications: (1) the applicant’s native language is Chinese and has previously earned high school diploma, (2) the applicant has previously earned a bachelor’s or higher degree in which the language of instruction was Chinese, (3) the applicant scores at the “full professional proficiency” (level 3 or higher) on the United States Foreign Service Language Rating System. Our admissions staff will request evidence that Chinese language proficiency has been met. This can be fulfilled by providing a verbal or written confirmation, Chinese birth certificate, Chinese diplomas or degree transcripts, Chinese Identification cards and other acceptable letters or documentation upon request. Students who cannot demonstrate adequate Chinese language proficiency will not be admitted to our “Chinese Language of Instruction” programs.

8.2.4 GRADUATE ADMISSION REQUIREMENTS

Students will be admitted to one of the master’s degrees if their undergraduate GPA is 2.00 or greater for courses taken in their undergraduate program. All students must supply proof that they have completed a bachelor’s degree in any subject from a recognized school. Students seeking graduate admission must submit the following application requirements:

1. Application fee for all students (non-refundable): US\$70.
2. Completed application form;
3. Evidence of completion of bachelor’s degree. Official transcripts of all degrees. Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service selected by California University;
4. Proof of Language Proficiency. Applicants for master’s degree programs have to provide a proof of [language proficiency](#) of either English or Chinese;
5. Financial Verification Form (FVF) with supporting documents; and
6. Copy of passport or photo ID.

8.2.5 ADMISSION OF TRANSFERRING STUDENTS

For transfers to California University, the policy is to accept only two (2) courses (8 units) for transfer credit at the graduate level. Students desiring to transfer such credits must make a formal request which includes:

- A list of California University courses for which the student is requesting credits;
- Official transcript(s) indicating courses that may be equivalent; and
- Descriptions and syllabi/outlines of the course(s) in its original school's catalog.

It is the student's responsibility to begin the process by first becoming familiar with the required courses in California University program as described in the current catalog. The University does not automatically give credit for courses completed at other institutions; it determines whether credit will be given by evaluating each course and its content. Only equivalent courses are transferable. A or B grades are required at the graduate level. **California University has not entered into an articulation or transfer agreement with any other college or university.**

8.2.6 TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CU

The transferability of credits you earn at California University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, 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 of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California University to determine if your credits, degree, or certificate will transfer.

Transferring from California University to another university is the student's responsibility. Since all universities have different criteria for accepting students, it is beyond California University's ability to determine what credit might be given for course work completed at California University.

8.2.7 STUDENTS TRANSFERRING TO ANOTHER UNIVERSITY

Transferring from California University to another university is the student's responsibility. Since all universities have different criteria for accepting students, it is beyond California University's ability to determine what credit might be given for course work completed at California University. The university has not entered into an articulation or transfer agreement with any other college or university.

8.3 STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SSAP)

EVALUATION

The University conducts quarterly evaluations of student progress, taking into consideration the minimum GPA allowable, the minimum successful units completed (% of courses attempted) and the percent of maximum time frame allowable. Students who complete their programs in a shorter time frame are subject to the same criteria based on the percentages of the maximum time frame allowable.

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The following SSAP apply to all graduate students in the degree programs. Students must meet the minimum standards set forth below, or they shall be deemed to be out of compliance in meeting the Standards of Satisfactory Academic Progress (SAP) criteria.

Maximum Time Frame for Course Completion of Degree

Required Evaluation Points*	Minimum GPA	Minimum Successful Course Completion (% of course, attempted)	Maximum Time Frame
25%	2.25	55%	Period of 1.5 times the standard program length
50%	2.50	60%	
100%	3.00	---	

* Based upon maximum time frame.

8.3.1 MINIMUM ACADEMIC ACHIEVEMENT

Students must achieve cumulative grade point averages (CGPAs) of the following:

2.25 at 25% of the maximum time frame; 2.5 at the midpoint of the maximum time frame; and a 3.0 at the maximum time frame. A student, whose CGPA is below 2.5 at 50% of the maximum time frame, is not eligible for probation and will be suspended for one quarter. Failure to maintain 3.0 for any quarter will result in being placed on probation.

8.3.2 THE EFFECT ON SAP FOR “W” WITHDRAW AND “I” INCOMPLETE GRADES

All courses for which students receive a grade, whether passing or failing, a withdrawal (W), or an incomplete (I), are counted in determining hours attempted for the purposes of establishing SAP under the Maximum Timeframe criterion. All courses for which students receive a grade will be included when calculating students' GPA, except that a withdrawal (W), or an Incomplete (I), will not be included in determining students' cumulative GPA.

8.3.3 THE EFFECT ON SAP FOR REPEATED COURSES

Both the grade for the failed course and the repeated course will appear on the transcript but only the higher grade will be used in calculating CGPA. The original course and repeated course credits are included in the maximum timeframe calculation.

8.3.4 SAP FOR NON-PUNITIVE GRADES AND NON-CREDIT COURSES

Audited courses and Pass/No Pass courses count as credits attempted for purposes of calculating the student's CGPA. The corresponding grades will not count toward the student's CGPA. Non-credit or remedial course credits are not used in the calculation of CGPA.

8.3.5 THE EFFECT ON SAP FOR EXTENDED-ENROLLMENT STATUS

California University does not offer extended-enrollment status.

8.3.6 THE EFFECT ON SAP WHEN STUDENT CHANGES PROGRAMS

If a student is readmitted into California University, changes program of study, the credits that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress.

8.3.7 THE EFFECT ON SAP WHEN EARNING AN ADDITIONAL CREDENTIAL

A student who completes a program at California University and enrolls in an additional program at the University may have the ability to transfer units from the previously completed program into the new enrolled program upon evaluation. All transferred coursework will be counted when calculating the student's CGPA and for determining the maximum time frame.

8.3.8 SAP FOR TRANSFER STUDENTS

This section describes the effect on SAP when a student transfers to the University from another Postsecondary Institution. If a student transfers to the University from another postsecondary institution, the credits that were accepted by California University will count as credits attempted and completed for purposes of calculating the student's CGPA. The corresponding grades will not count toward the student's CGPA.

8.4 INSTRUCTIONAL METHODS: ONSITE, ONLINE & HYBRID

The master's degree programs are delivered in three modalities for the convenience of students. Classes are held in the **on-campus classroom, completely online**, using our Education Management System (EMS), and through **hybrid studies, a combination of on-site and online classes**.

ONSITE

The traditional onsite class session will consist of a discussion and lecture by the instructor on the topic for that week and question and answer opportunities for students to relate problems encountered in their understanding of assigned readings and assignments. The instructor will distribute many current handouts for students which illustrate the most recent analyses of contemporary problems. Following the completion of the discussion of main concepts, the class will be devoted to hands on projects. The purpose of the chosen projects is to illustrate how various concepts shape the decisions on real-world problems. The instruction methods will help students apply their knowledge to real-world-based situations through in-class activities, assignments and projects.

DISTANCE EDUCATION/ONLINE

The degree programs can be completed 100% online using our Education Management System (EMS) based on the [Distance Education Policy](#). Students will need to log into the system using an internet connection from an off-site location. Online students are not required to attend classes on campus and there is no requirement to visit the campus to complete the degree programs. Students in the online environment will be required to submit papers, projects, reports, case studies, and various other written assignments. Student may also be required to take online exams and quizzes depending on the class. Student learning assessments are in the form of quizzes, discussions, written reports, papers, projects, case studies, etc.

Students interact with our online classroom that allows teachers to create online classes whereby they can store the course materials online; manage assignments, discussions, projects, quizzes and exams; monitor due dates; grade results and provide students with feedback all in one place. Online discussions promote collaborative exploration and critical thinking and foster deeper understanding. Video lectures along with electronic reading materials and online tutorials and simulations provided instruction to meet our learning goals. Students have full access to faculty on campus as well as online. Faculty hold virtual office hours to reach students who are not local to the campus.

8.4.1 HARDWARE REQUIREMENTS

- Access to an IBM compatible or Macintosh system. For other operating systems, contact us with questions.
- Internet access either via modem and phone line or a direct network connection (highly recommended to have high speed BROADBAND access).
- Internet service provider for home access and/or access from work (must have prior to start of the course).
- Access to the distance education environment for a minimum of 10 hours per week.
- An e-mail account for sending and receiving electronic mail via the Internet.
- Students must be able to video conference in real-time (appropriate equipment needed- camera, microphone, etc.)

8.4.2 SOFTWARE REQUIREMENTS

- Microsoft Word, WordPerfect, Write (OpenOffice) or another word processing program capable of saving files in RTF (Rich Text Format).
- Web Browser – Firefox is highly recommended. To download and install, click the following link <http://www.mozilla.org/en-US/firefox>. However, Google Chrome, Safari or Internet Explorer 9.0 or higher versions (these are free downloadable programs) are some other alternatives. If you plan on using a browser supplied by your Internet service provider (for example, AOL or WebTV), make sure it is the most recent version. We cannot guarantee that all course features will function in all non-Mozilla or Internet Explorer browsers.
- E-mail software or a Web browser capable of supporting e-mail activity, including sending/receiving attached files.
- One or more courses may require special (free) plug-ins to access streaming media, PDF files, or other web components.
- Antivirus software.
- Download and install the following software if they (or comparable alternatives) are not already configured on your computer:
 - Firefox or another Web Browser
 - Adobe Acrobat Reader
 - Adobe Flash Player
 - OpenOffice or MS Office
 - Antivirus Protection
 - Skype
 - Zoom

BYBRID

California University

Hybrid studies is a combination of on-site and online classes. Students can leverage both onsite and online modalities to achieve their learning goals. All course assignments will be submitted to the EMS based on the online learning requirements. Students can participate the lectures and discussions onsite.

8.4.3 MINIMUM ONLINE SKILLS REQUIREMENTS

Students are expected to have at least the following skills prior to taking distance education courses:

- Basic keyboarding competence
- Elementary knowledge of their computer operating system
- Basic knowledge of software and tools such as
 - Word processor
 - E-mail
 - Internet browser
 - Search engine

8.4.4 EQUIPMENT TO BE USED ONSITE

Faculty will use computer projectors in the classroom to aid student learning. Students will be expected to make use of the Internet and the online library resources. Required textbook and/or other materials used will be listed on the course syllabus. All students must provide their own laptop and other necessary computer resources for use in class and outside of class homework. Computers are provided for on-site study in our study lounge area; however, they are for on-site use only.