2015 - 2016 CATALOG
San Diego Campus
Welcome to California University of Management and Sciences!

A Personal Message from the President

On behalf of the school’s faculty, staff, administration, and student body, I welcome you to our institution with much enthusiasm and joy. It is our privilege to help you achieve your career goals and personal endeavors by offering no less than the quality of education that you deserve. As you have taken your first step in making CalUMS your “intelligent choice,” allow me to briefly convey this message in the spirit of scholarly altruism and the hope that this choice is certainly worth everything you expect it to be.

CalUMS unceasingly strives for academic excellence. Deeply rooted in this quest are the three main principles on which this school was founded: Technology, Values, and Versatility. Our team of professional and highly motivated faculty is dedicated to imparting knowledge and skills that are aligned with technological advancements. Our learning systems and processes also promote values for students in keeping with responsible roles in society. In this institution, two underlying values abound: Respect and Respectability. Students are respected as individuals and encouraged to be creative and active learners. Your ideas and previous experiences contribute to the intellectual vitality of the campus. Ultimately, we are committed to the development of well seasoned and versatile professionals with the innate capacity to adapt to a globally-competitive and multi-cultural environment.

We understand your concern as a student for the training and education that will lead to your success in life. Our success factors are all anchored on this same concern which, therefore, not only makes it mutual but a sincere pledge as well.

The purpose of this school catalog is to guide the students as they experience student life at CalUMS.

Congratulations on making an intelligent choice for your future. You are adding valuable learning and experience to your personal growth.

Sincerely,

David J. Park
President
ABOUT THIS CATALOG

This document, the California University of Management and Sciences (CalUMS) School Catalog 2015-2016, is published to help prospective and enrolled students make decisions toward the fulfillment of their academic goals. It does not constitute an unchangeable contract, but instead, serves as an announcement of current policies. CalUMS reserves the right to repeal, change, or amend the rules, regulations, and provisions contained within and may withdraw, or add to, or modify the courses listed herein.

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

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

The Program Director is responsible for the content of the catalog. It may be amended, changed, or supplemented after the quarter effective date has started. Such modifications, entitled as CalUMS School Catalog Addendum, will be typed, dated, and posted by the Administration Office on the school’s bulletin boards and attached to the school catalog in effect until such time that a new school catalog is published. This catalog is published not more frequently than once each year.

This catalog is available at the CalUMS library for reference and can also be viewed at the school’s website (www.calums.edu/sd).

This catalog is effective as of January 1, 2015 to December 31, 2016.

CATALOG OF RECORD

Student graduation requirements are stated in the Catalog of Record in effect at the time of enrollment. The program of study must reflect the total number of units required in the catalog under which the student petitions to graduate. The best balance of required courses is recommended by academic advisors to formulate an acceptable program within the established total unit guidelines.

CUSTODIAN OF RECORDS

CalUMS maintains student records in accordance to governing laws. The Registrar acts as the Custodian of Records and maintains student personal information, financial records, and transcripts in locked, fire-rated cabinets. Academic records are kept for an indefinite period of time. Financial aid records are maintained according to the guidelines established by the funding source. Other files may be purged after a minimum of five (5) years.
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# 2015 ACADEMIC CALENDAR

## WINTER QUARTER
- **Classes Begin**: January 5
- **Last Day to Add & Drop**: January 18
- **Registration for Spring Quarter**: February 8 - March 8
- **Academic Holiday**: February 16 (President's Day)
- **Final Exams Week**: March 9 - 14
- **Winter Quarter Break**: March 16 - April 5

## SPRING QUARTER
- **Classes Begin**: April 6
- **Last Day to Add & Drop**: April 19
- **Registration for Summer Quarter**: May 11 - June 8
- **Academic Holiday**: May 25 (Memorial Day)
- **Final Exams Week**: June 8 - 14
- **Spring Quarter Break**: June 15 - July 05

## SUMMER QUARTER
- **Classes Begin**: July 6
- **Last Last Day to Add & Drop**: July 19
- **Registration for Fall Quarter**: August 10 - Sept. 6
- **Academic Holiday**: Sept. 7 (Labor Day)
- **Final Exams Week**: Sept. 7 - 13
- **Summer Quarter Break**: Sept. 14 - Oct. 4

## FALL QUARTER
- **Classes Begin**: October 5
- **Last Day to Add & Drop**: October 18
- **Registration for Winter Quarter**: Nov. 9 - Dec. 7
- **Academic Holiday**: Nov. 26 & 27 (Thanksgiving Holiday)
- **Final Exams Week**: Dec. 7 - 13
- **Fall Quarter Break**: Dec. 14 - Jan. 3, 2016
- **University Closed**: Dec. 24 - 25, Dec. 31, Jan. 01, 2016

This publication can not be construed as an irrevocable contract between the University and the student, and is subject to change. It contains official information for course offerings for the years of 2015-2016. The University reserves the right to repeal, change, or amend the rules, regulations, and provisions contained within and may withdraw, or add to, or modify the courses listed herein. This publication is effective as of January 1, 2015 to December 31, 2016.
## ACADEMIC CALENDAR 2016

### WINTER QUARTER
- **Classes Begin**: January 4
- **Last Day to Add & Drop**: January 17
- **Registration for Spring Quarter**: Jan 7 - March 6
- **Academic Holiday**: Feb. 15 (President's Day)
- **Final Exams Week**: March 7 - 12
- **Winter Quarter Break**: March 14 - April 3

### SPRING QUARTER
- **Classes Begin**: April 4
- **Last Day to Add & Drop**: April 17
- **Registration for Summer Quarter**: May 15 - June 5
- **Academic Holiday**: May 30 (Memorial Day)
- **Final Exams Week**: June 6 - 11
- **Spring Quarter Break**: June 13 - July 3

### SUMMER QUARTER
- **Classes Begin**: July 4
- **Last Last Day to Add & Drop**: July 17
- **Registration for Fall Quarter**: Aug. 14 - Sept. 4
- **Academic Holiday**: Sept. 5 (Labor Day)
- **Final Exams Week**: Sept. 5 - 10
- **Summer Quarter Break**: Sept. 12 - Oct. 2

### FALL QUARTER
- **Classes Begin**: October 3
- **Last Day to Add & Drop**: October 16
- **Registration for Winter Quarter**: Nov. 13 - Dec. 4
- **Academic Holiday**: Nov 24 & 25 (Thanksgiving Holiday)
- **Final Exams Week**: December 5 - 10
- **Fall Quarter Break**: Dec. 12 - Jan. 2, 2017
- **University Closed**: Dec. 24, 25, 26, Dec. 31, Jan. 1 - 2, 2017

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GENERAL INFORMATION

FOUNDING PHILOSOPHY

California University of Management and Sciences was founded on three principal objectives: Technology, Values, and Versatility.

**Technology**
The University encourages students to acquire the knowledge and skills necessary in the fields of business and the sciences to align advanced technology with the rapidly changing global environment.

**Values**
The University encourages each student to examine his/her values in light of the changing technology and value systems in society. The educational values of California University of Management and Sciences rest upon guiding the student to discover these values and apply to them in the acquisition and application of knowledge in order to better their own well-being, as well as their community’s.

**Versatility**
The University encourages students to adapt to the increasingly sophisticated world. The rapid influx of information and knowledge affect the ways we work and live. Thus, general education is considered an important factor that contributes to a versatile foundation for meeting the future.

MISSION

The mission of California University of Management and Sciences is to provide high quality and affordable education to serve the intellectual and professional needs of individuals and organizations.

CalUMS endeavors to instill in students the value of lifelong learning and ethical choices. The University also seeks to cultivate in its students the capacity for critical thinking, willingness to accept challenges, commitment to social responsibility, and ability to respond creatively to the ever-changing global environment.

CalUMS prepares its graduates for personal and professional development and for careers in the administration and management of business, technology, healthcare, law, and sports programs and organizations. Its graduates can manage problems with confidence from an informed perspective and can utilize the theories and concepts learned in their educational experiences to create practical and innovative solutions.

CalUMS encourages the interplay of individual creativity and intellectual diversity as the source of true understanding. It cultivates an appreciation of human capabilities and cultural diversity as the pathway to individual achievement and self-esteem. Therefore, the University is committed to creating and maintaining an intellectual and educational environment that reflects diverse values. It fosters appreciation of a multi-cultural society and seeks greater involvement with an increasingly interdependent world.
EDUCATIONAL OBJECTIVES

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

1. To educate students in modern techniques necessary for the efficient management of business organizations.
2. To provide programs with an emphasis on quality education in order to meet the needs of the community and the changing times.
3. To provide knowledge and skills necessary in the paralegal profession.
4. To prepare students to become successful executives and MIS professionals.
5. To create opportunities for students to gain experience in technical and academic skills.
6. To offer students affordable and quality undergraduate programs that provide a comprehensive general education, as well as specialized career preparation for an increasingly versatile global economy.
7. To provide graduate students with a professional perspective, broad exposure to the functional areas of business, specialized instruction in the leadership aspects of business, and an opportunity to gain expertise in a specific field of business or science.
8. To help students understand the institution’s academic programs, purposes, policies and procedures by disseminating information in a consistent manner.
9. To provide students with prompt, courteous, and respectful service.

EDUCATIONAL PROGRAMS

California University of Management and Sciences offers courses for all programs listed in this catalog at the San Diego Campus located at 8525 Gibbs Drive #105, San Diego, CA 92123. The University encourages students and faculty to excel academically in a nurturing and supportive environment.

ACCREDITATION AND APPROVALS

CalUMS is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, associate’s, bachelor’s, and master’s degrees. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation (CHEA). The address of ACICS is as follows:

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780

CalUMS is approved by the Bureau for Private Postsecondary Education (BPPE) of the State of California.

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

Bureau for Private Postsecondary Education
Physical Address: 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing Address: P.O. Box 980818, W. Sacramento, CA 95798-0818
Internet Web Site Address: www.bppe.ca.gov
Telephone Number: (916) 431-6959
Fax Number: (916) 263-1897
As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

**STATEMENT OF OWNERSHIP**

California University of Management and Sciences was incorporated as a non-profit, public-benefit corporation under the laws of the State of California in May of 1998. CalUMS does not have a pending petition in bankruptcy, is not operating a debtor in possession, or has not filed a petition in bankruptcy within the preceding five years.

**BOARD OF TRUSTEES**

The Board of Trustees of CalUMS, under Section 43800 of Title V of the California Administrative Code, reserves the right to add, amend, or repeal any of its regulations, rules, resolutions, standing orders and rules of procedures, in whole or in part, at its discretion. None of these shall have the effect of an abridgement or limitation of any rights, powers, or privileges of the Trustees.

In May 2000, California University of Management and Sciences was determined by the Internal Revenue Service as exempt from federal income tax under Section 501 (a) of the Internal Revenue Code as an organization described in Section 501 (c) (3).

**NON-DISCRIMINATION POLICY**

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

**STATEMENT OF ACADEMIC FREEDOM**

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

**FACULTY ROLE IN ACADEMIC GOVERNANCE**

Faculty members play an important role in all areas of University activities, especially in the areas of program and curriculum development, student advising, and research functions.

Faculty members are elected or volunteer to serve in various committees to assist in the development and improvement in areas such as academic, operational, personnel, student services, research, library and institutional resources and planning.
The Program Advisory Committee, consisting of outside professionals and content experts related to the programs offered in the campus, are tasked with providing current trends and practices in the field to align the job market demands with curriculum. In the meantime, faculty members likewise provide their comments and suggestions on the program alignment standards as presented by the committee.

The Academic Committee deliberates on academic programs and policies to enhance the quality of the programs offered in the campus. Faculty members actively participate in the deliberation process.

The Academic Dean and Program Directors shall work closely with the faculty members and receive their inputs in order to maintain a balanced academic environment in the school.

**PROGRAM ADVISORY COMMITTEE**

The Program Advisory Committee (PAC) has the primary responsibility of ensuring that the school’s programs are strategically aligned with current trends and practices of the industries being represented in the field, i.e., business, information systems, and paralegal studies. This committee is comprised of the Program Director and selected professionals/experts in the fields of study being offered by CalUMS SD. The PAC holds meetings twice each calendar year and evaluates each program for possible enhancements and/or updates. The PAC also schedules separate meetings for new program proposals based on feedback from students, faculty, and community.

The Program Director schedules PAC meetings to elicit inputs and recommendations for curriculum development or new program proposals. Recommendations are received and processed by the Program Director who prepares them for committee deliberation.

**DRUG-FREE CAMPUS**

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

**CAMPUS FACILITIES**

CalUMS is located in San Diego, California. The campus is equipped with classrooms, administrative offices, student and faculty lounge, university library, and a computer room. The San Diego campus is housed in approximately 7,000 square foot of the space.
ADMISSIONS INFORMATION

ADMISSIONS POLICIES

California University of Management and Sciences admits all qualified applicants regardless of sex, nationality, creed, disability, or ethnic origin. The University recruits and admits only those students who have the potential to complete the programs successfully. The prospective student’s motivation and interest in succeeding in his/her chosen field are important factors for admission consideration, as well as the student’s academic qualifications.

UNDERGRADUATE ADMISSIONS

Admission Requirements
An applicant to the Undergraduate Programs (Associate’s and Bachelor’s Degree levels) must have completed at least a high school education.
This program is not offered to Ability-To-Benefit (ATB) students.

Admission Procedures
Students applying for admission to the Undergraduate Programs must observe the following admission procedures:

1. Fill–out and submit the application form to the CalUMS Admissions Office. The application form is available in the Admissions Office and can also be downloaded online at www.calums.edu/sd.

2. Submit a copy of his/her high school diploma. In the absence of a high school diploma, he/she must submit an attestation statement and documentation evidencing completion of a high school education.

3. Pay the $100 application fee to the CalUMS Admissions office. The application fee is non-refundable.

Admission Evaluation
Admission to the program is based on the combination of the strength of prior educational curriculum attempted and cumulative grade point average. Prospective students’ applications will be reviewed and evaluated for admission on an individual basis, and the student may be asked to provide additional evidence of academic proficiency.

Post-Admission Procedures
Once a student is admitted to a program, he or she will be assigned to an Academic Advisor who will assist the student with academic planning. Orientation for new students will be held before the Add/Drop deadline each quarter. All students will receive information regarding student services, student expectations, student rights and responsibilities, student conduct policies, library services, and learning resource services.

GRADUATE ADMISSIONS

Admission Requirements
An applicant to the Graduate Programs (Master’s Degree Level) must possess appropriate Bachelor’s Degree with a minimum GPA of 2.0 (on a 4.0 scale).
Applicants for the Master of Business Administration (M.B.A) program must provide proof that they have completed a Bachelor’s degree in a business related area such as business administration, economics, or international business from a recognized school. Those applicants who have not completed their Bachelor’s degree in a business related area are required to meet the prerequisite courses.

Applicants for the Master of Science in Computer Information Systems (M.S.C.I.S.) program must provide proof that they have completed a Bachelor’s degree in a computer information related area, such as computer engineering or information systems, from a recognized school. Those applicants who have not completed their Bachelor’s degree in these areas are required to meet the prerequisite courses.

**Admission Procedures**

Students applying for admission to the Graduate Programs must observe the following admission procedures:

1. Fill out and submit the application form to the CalUMS Admissions Office. The application form is available in the Admissions Office and can also be downloaded online at www.calums.edu/sd.

2. Submit a copy of his/her Bachelor’s degree diploma and its corresponding official transcript.

3. Submit at least one (1) letter of recommendation.

4. Pay the $100 application fee to the CalUMS Admissions office. The application fee is non-refundable.

**Admission Evaluation**

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

**Post-Admission Procedures**

Once a student is admitted to a program, he or she will be assigned to an Academic Advisor who will advise the student with academic planning. Orientation for new students will be held before Add/Drop deadline each quarter. All students will receive information regarding student services, student expectations, student rights and responsibilities, student conduct policies, library services, and learning resource services.

**CERTIFICATE PROGRAM ADMISSIONS - ESL**

**Admission Requirements**

An applicant to a Certificate Program, including the English as a Second Language (ESL) Program, must have completed at least a high school education.

**Admission Procedures**

Students applying for admission to the ESL Program must observe the following admission procedures:

1. Fill out and submit the application form to the CalUMS Admissions Office. The application form is available in the Admissions Office and can also be downloaded online at www.calums.edu/sd.
2. Submit a copy of his/her high school diploma. In the absence of a high school diploma, he/she submits an attestation statement and documentation evidencing completion of a high school education.

3. Pay the $100 application fee to the CalUMS Admissions office. The application fee is non-refundable.

**Admission Evaluation**
Prospective students’ applications will be reviewed and evaluated for admission on an individual basis and the student may be asked to provide additional evidence of academic proficiency.

**Post-Admission Procedures**
Once a student is admitted to the ESL program, he or she will be enrolled in the ESL level appropriate to his or her current English proficiency as evaluated by the ESL Coordinator.

**INTERNATIONAL STUDENT ADMISSIONS**

**Application Procedures**
In addition to the admission requirements and procedures previously mentioned, international students must submit the following documents and fees:

1. Except for ESL applicants, a TOEFL score of at least 45 iBT or its equivalent for Undergraduate Programs (Associate’s and Bachelor’s Degree Levels); and 61 iBT or its equivalent for Graduate Programs (Master’s Degree Level). Applicants who do not meet this requirement must take the CalUMS English Proficiency Assessment Test (EPAT) and obtain a passing score. Those who did not obtain passing scores shall be required to enroll in English Language Development (ELD) class/es until they achieve adequate proficiency in the English language.

International students who have either: (a) earned a U.S. high school diploma, or (b) completed at least one year of higher education in the U.S. in which English was the major language of instruction, shall be exempted from this requirement.

2. Except for ESL students, foreign transcript evaluation(s) of official transcript(s) issued by an evaluation agency recognized and approved by CalUMS. There is a Foreign Transcript Evaluation Fee of $150 (non-refundable) for a general evaluation, or $200 (non-refundable) for a course-by-course evaluation.

3. Financial Statement that shows adequate funds to support tuition and fees until completion of the program.

4. Photocopy of Passport (photo with date of birth)

5. Mailing Fee ranging from $50 to $75 (non-refundable) depending on the student’s country of origin. This fee is only required for international students being issued new I-20. It is not required for F-1 transfer-in students or students with existing I-20s from other originating schools.

Once an application and all supporting documents have been received by the Office of Admissions, approximately three to four (3-4) weeks should be allowed for processing. To receive the earliest consideration, an applicant requiring an F-1 visa should submit an application and supporting documents according to following academic schedule:
Applying For: | Documents should be received by:
---|---
Fall | August 1st
Winter | November 1st
Spring | February 1st
Summer | May 1st

The Office of Admissions will issue the letter of acceptance with an I-20 Form (Certificate of Eligibility) to applicants who have been accepted to CalUMS.

CalUMS will not issue an I-20 Form (Certificate of Eligibility) until the student has been admitted and his/her financial status has been verified by the University.

Students who have been issued a new I-20 by CalUMS must report to the Admissions Office within seven (7) days after arriving in the U.S. or the I-20 will be voided.

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

**ENGLISH LANGUAGE REQUIREMENTS**

TOEFL score of at least 45 iBT or its equivalent for Undergraduate Programs (Associate and Bachelor’s Degree Levels), and 61 iBT or its equivalent for Graduate Programs (Master Degree Level). Applicants who do not meet these requirements must take the CalUMS TOEFL ITP Test and obtain a passing score. Those who did not obtain passing scores shall be required to register and attend the English Language Development (ELD) class/es until they achieve adequate proficiency in the English language.

Students who have either: (a) earned a U.S. high school diploma, or (b) completed at least one year of higher education in an institution accredited by an agency recognized by the US Department of Education or an equivalent educational institution in another country that teaches in the English language, the English proficiency requirement may be waived.
FINANCIAL INFORMATION

TUITION AND FEES

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

**Associate of Science in Paralegal Studies (A.S.P.S.)**

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<td>Foreign Transcript Evaluation, One-Time, if applicable (Non-Refundable)</td>
<td>$200</td>
</tr>
<tr>
<td>Transfer Credit Evaluation/Processing Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Fees to Transfer Credit</td>
<td>$0</td>
</tr>
<tr>
<td>English Language Proficiency Test, One-Time, if applicable (Non Refundable)</td>
<td>$30</td>
</tr>
<tr>
<td>Readmission Fee, One-Time, if applicable (Non-Refundable)</td>
<td>$150</td>
</tr>
<tr>
<td>Late Registration Processing Fee per Quarter, if applicable (Non-Refundable)</td>
<td>$200</td>
</tr>
<tr>
<td>Catalog Fee per extra hardcopy print, if applicable (Non-Refundable)</td>
<td>$10</td>
</tr>
<tr>
<td>Transcript Fee per copy, if applicable (Non-Refundable)</td>
<td>$7</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
<td>As required by BPPE</td>
</tr>
<tr>
<td>Returned Check Fee per check, if applicable (Non-Refundable)</td>
<td>$20</td>
</tr>
</tbody>
</table>
### Bachelor of Science in Business Management (B.S.B.M.)

<table>
<thead>
<tr>
<th>Pre-Enrollment Charges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (one-time non-refundable)</td>
<td>$100</td>
</tr>
<tr>
<td>Foreign Transcript Evaluation Fee, One-Time, if applicable (Non-Refundable)</td>
<td>$200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$300</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrollment Charges for First-Time, First-Quarter Term</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @ $260 per unit</td>
<td>$3,120</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
<td>$55</td>
</tr>
<tr>
<td>English Language Proficiency Test, One-Time, if applicable (Non Refundable)</td>
<td>$30</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>$10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,215</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrollment Charges for Regular Quarter Terms</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @ $260 per unit</td>
<td>$3,120</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
<td>$55</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,175</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Schedule of Total Charges for the Program</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100</td>
</tr>
<tr>
<td>Tuition, Total Didactic Units @ $260 per unit</td>
<td>$46,800</td>
</tr>
<tr>
<td>Lab Fee for CS211, IT201, and IT202 @ $200 per course (Non-Refundable)</td>
<td>$600</td>
</tr>
<tr>
<td>Registration Fee, based on 12 Quarter Terms, @ $55/quarter (Non-Refundable)</td>
<td>$660</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>$10</td>
</tr>
<tr>
<td>Graduation Fee (Non-Refundable)</td>
<td>$200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$48,370</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incidental Charges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Transcript Evaluation, One-Time, if applicable (Non-Refundable)</td>
<td>$200</td>
</tr>
<tr>
<td>Transfer Credit Evaluation/Processing Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Fees to Transfer Credit</td>
<td>$0</td>
</tr>
<tr>
<td>English Language Proficiency Test, One-Time, if applicable (Non Refundable)</td>
<td>$30</td>
</tr>
<tr>
<td>Readmission Fee, One-Time, if applicable (Non-Refundable)</td>
<td>$150</td>
</tr>
<tr>
<td>Late Registration Processing Fee per Quarter, if applicable (Non-Refundable)</td>
<td>$200</td>
</tr>
<tr>
<td>Catalog Fee per extra hardcopy print, if applicable (Non-Refundable)</td>
<td>$10</td>
</tr>
<tr>
<td>Transcript Fee per copy, if applicable (Non-Refundable)</td>
<td>$7</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
<td>As required by BPPE</td>
</tr>
<tr>
<td>Returned Check Fee per check, if applicable (Non-Refundable)</td>
<td>$20</td>
</tr>
</tbody>
</table>
### Master's Degree (M.B.A. or M.S.C.I.S.)

#### Pre-Enrollment Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (one-time non-refundable)</td>
<td>$100</td>
</tr>
<tr>
<td>Foreign Transcript Evaluation Fee, One-Time, if applicable (Non-Refundable)</td>
<td>$200</td>
</tr>
<tr>
<td>Total</td>
<td>$300</td>
</tr>
</tbody>
</table>

#### Enrollment Charges for First-Time, First-Quarter Term

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$325 per unit</td>
<td>$2,600</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
<td>$55</td>
</tr>
<tr>
<td>English Language Proficiency Test, One-Time, if applicable (Non Refundable)</td>
<td>$30</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>$10</td>
</tr>
<tr>
<td>Total</td>
<td>$2,695</td>
</tr>
</tbody>
</table>

#### Enrollment Charges for Regular Quarter Terms

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Based on Minimum Academic Load @$325 per unit</td>
<td>$2,600</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
<td>$55</td>
</tr>
<tr>
<td>Total</td>
<td>$2,655</td>
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</tbody>
</table>

#### Estimated Schedule of Total Charges for the Program

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100</td>
</tr>
<tr>
<td>Tuition, Total Didactic Units @$325 per unit</td>
<td>$18,200</td>
</tr>
<tr>
<td>Registration Fee, based on 6 Quarter Terms, @55/quarter (Non-Refundable)</td>
<td>$330</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>$10</td>
</tr>
<tr>
<td>Graduation Fee (Non-Refundable)</td>
<td>$200</td>
</tr>
<tr>
<td>Total</td>
<td>$18,840</td>
</tr>
</tbody>
</table>

#### Incidental Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition for Prerequisite Courses per unit, if applicable</td>
<td>$260</td>
</tr>
<tr>
<td>Foreign Transcript Evaluation, One-Time, if applicable (Non-Refundable)</td>
<td>$200</td>
</tr>
<tr>
<td>Lab Fee per course, if applicable (Non-Refundable)</td>
<td>$200</td>
</tr>
<tr>
<td>Transfer Credit Evaluation/Processing Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Fees to Transfer Credit</td>
<td>$0</td>
</tr>
<tr>
<td>English Language Proficiency Test, One-Time, if applicable (Non Refundable)</td>
<td>$30</td>
</tr>
<tr>
<td>Readmission Fee, One-Time, if applicable (Non-Refundable)</td>
<td>$150</td>
</tr>
<tr>
<td>Late Registration Processing Fee per Quarter, if applicable (Non-Refundable)</td>
<td>$200</td>
</tr>
<tr>
<td>Catalog Fee per extra hardcopy print, if applicable (Non-Refundable)</td>
<td>$10</td>
</tr>
<tr>
<td>Transcript Fee per copy, if applicable (Non-Refundable)</td>
<td>$7</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund, One-Time (Non-Refundable)</td>
<td>As required by BPPE</td>
</tr>
<tr>
<td>Returned Check Fee per check, if applicable (Non-Refundable)</td>
<td>$20</td>
</tr>
</tbody>
</table>
English as a Second Language (E.S.L.)

<table>
<thead>
<tr>
<th>Pre-Enrollment Charges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (one-time non-refundable)</td>
<td>$100</td>
</tr>
<tr>
<td>Total</td>
<td>$300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrollment Charges for First-Time, First-Quarter Term</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition per Quarter Term</td>
<td>$1,800</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
<td>$55</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>$10</td>
</tr>
<tr>
<td>Total</td>
<td>$1,865</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrollment Charges for Regular Quarter Terms</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition per Quarter Term</td>
<td>$1,800</td>
</tr>
<tr>
<td>Registration Fee (Non-Refundable)</td>
<td>$55</td>
</tr>
<tr>
<td>English Placement Exam Fee per exam</td>
<td>$30</td>
</tr>
<tr>
<td>Total</td>
<td>$1,885</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Schedule of Total Charges for the Program</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee, One-Time (Non-Refundable)</td>
<td>$100</td>
</tr>
<tr>
<td>Student ID, One-Time (Non-Refundable)</td>
<td>$10</td>
</tr>
<tr>
<td>English Proficiency Test Fee, per exam (Non-Refundable) ($30 x 6)</td>
<td>$180</td>
</tr>
<tr>
<td>Tuition Based per Quarter Term</td>
<td>$1,800</td>
</tr>
<tr>
<td>Registration Fee, Based on 6 Quarter Terms @70/quarter (Non-Refundable)</td>
<td>$420</td>
</tr>
<tr>
<td>Total</td>
<td>$2,510</td>
</tr>
</tbody>
</table>

| Incidental Charges                                   |        |
| Assessment Fees for Transfer of Credits              | $0     |
| Fees to Transfer Credit                              | $0     |
| Readmission Fee, One-Time, if applicable (Non-Refundable) | $100  |
| Late Registration Processing Fee per Quarter, if applicable (Non-Refundable) | $200  |
| Catalog Fee per extra hardcopy print, if applicable (Non-Refundable) | $10    |
| Transcript Fee per copy, if applicable (Non-Refundable) | $7     |
| Student Tuition Recovery Fund, One-Time (Non-Refundable) | As required by BPPE |
| Returned Check Fee per check, if applicable (Non-Refundable) | $20    |
DEFERMENT OF TUITION

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

FINANCIAL ASSISTANCE

SCHOLARSHIPS are awarded on the basis of academic excellence and talent. Scholarships do not have to be repaid. WORKSTUDY programs are available for students to work part-time on campus and earn money to help pay for college related expenses. California University of Management and Sciences San Diego campus does not participate in any state and federal financial aid program at the time of this catalog publication.

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Students who have completed 60% or less of the ten (10) week quarter will receive refunds on a pro-rata basis. The refund will be the amount of tuition paid multiplied by a fraction, with the numerator as the number of class hours the student has not attended but paid for, and the denominator as the total number of class hours (credit units x 10) for which the student has paid. For example, if the student completes only 20 hours of a 4 credit unit (40 hours) course and paid $1,000.00 tuition, the student would receive a refund of $500 as shown below:

\[
\text{Amount of Refund} = \frac{\$1,000 \times \text{Number of Class Hours Student Paid}}{40 \text{ hours}} = \frac{20 \text{ hours}}{40 \text{ hours}} = \$500
\]

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

Procedures to Cancel Enrollment

1. Student must complete and submit a signed and dated Withdrawal Notice Form to the Registrar.
2. Verbal, email, or telephone cancellations or withdrawals will not be accepted.
3. The refund formula above shall be based on the date the school's office receives the completed Withdrawal Notice Form.
4. No refunds may be disbursed to the student until the Financial Aid Program has been repaid, if applicable.
5. The school is obligated to repay the following funds:
   a. Title IV Sources
   b. Unsubsidized Federal Direct Stafford Loans
   c. Subsidized Federal Direct Stafford Loans
   d. Scholarships

Refunds will be determined by the percentage of tuition contributed by that source.
STUDENT TUITION RECOVERY FUND (STRF) POLICY

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by case, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P. O. Box 980818, W. Sacramento, CA 95798-0818; Internet Web site address: www.bppe.ca.gov; Toll-free telephone No. 888-430-7589 and Fax No. 916-263-1897.

SCHOLARSHIP OPPORTUNITIES

California University of Management and Sciences offers two types of scholarship opportunities: the Quarterly Tuition Scholarship Award and the Branch Director’s Award. The Quarterly Tuition Scholarship Award is limited to up to five (5) students per quarter. Each award is no more than one half of the quarterly tuition. A student cannot receive the award for more than two consecutive quarters.

The Branch Director’s Award is limited to up to two (2) students per quarter, and the amount of the award is determined by the CalUMS Branch Director. A student cannot receive the award more than once.
**Quarterly Tuition Scholarship Award**

To be eligible for the award, the following criteria must be met:

1. Student must be currently enrolled in a degree program at CalUMS at the time of application. ESL students are not eligible to apply for the award.
2. Student must have completed at least three (3) quarters with full academic load each quarter. Full academic load means at least three (3) courses registered in the quarter for undergraduate students; and at least two (2) courses registered in the quarter for graduate students.
3. Student must have earned a GPA of at least a 3.0 (for undergraduate level), or at least 3.5 (for graduate and doctoral levels) during the most recent quarter.
4. Student must have no significant tuition balance at the time of application and must not have received or been receiving tuition discounts.

To apply for the award, the following procedures must be observed:

1. Student must apply no later than the end of the first month of the current quarter.
2. Student must fill-out the Scholarship Application Form complete with all information and signatures. This form is available in the Administration Office.
3. Student must attach a written letter (of at least 50 words) addressed to the Scholarship Committee narrating why he or she deserves the award.
4. Student must submit the completed Scholarship Application Form and written letter to the Office of Student Services no later than the end of the first month of the current quarter.
5. Incomplete applications will not be processed and will be returned to the student.
6. The quarterly tuition scholarship can be awarded to one (1) student per program per quarter.
7. The amount of the quarterly tuition scholarship per student per quarter cannot be more than $300.

**Branch Director’s Award**

To be eligible for the award, the following criteria must be met:

1. Student must be currently enrolled in CalUMS.
2. Student must have completed at least two (2) quarters with a full academic load each quarter. A full academic load means at least three (3) courses registered in the quarter for undergraduate students; and at least two (2) courses registered in the quarter for graduate students.
3. Student must have earned a GPA of at least a 3.0 (for undergraduate programs), or at least a 3.5 (for graduate programs) during the most recent quarter.
4. The branch director’s award can be given to one (1) student per quarter.
5. The amount of the branch director’s award cannot be more than $500.

Each quarter, the Scholarship Committee recommends student(s) with outstanding academic track records who demonstrated exceptional achievements for consideration of the award. The Scholarship Committee is led and appointed by the Branch Director. The Branch Director makes the final decision.

The Quarterly Tuition Scholarship Award will be awarded to 1 (one) student per program per quarter with a scholarship of a maximum of 300 dollars. The Branch Director’s Award will be awarded to 1 (one) student per quarter with a scholarship of a maximum of 500 dollars. The aggregate amount of awards will total to 5,600 dollars per year.
STUDENT RIGHTS

STUDENT RIGHTS

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

FREEDOM OF ACCESS

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

CLASSROOM RIGHTS AND PRIVILEGES

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

RIGHT TO APPEAL

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

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

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

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

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

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

NON-DISCRIMINATION POLICY

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

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

Right to Access

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

Disclosure of Student Records

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

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

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

Retention of Student Records Policy

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

RIGHT TO FILE A COMPLAINT POLICY

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, D.C. 20202-5920
(202) 260-3887
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 Program Director and are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities.

HEARING COMMITTEE

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

STUDENT GRIEVANCE PROCEDURE

General Information

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

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

Bureau for Private Postsecondary Education (BPPE)
P. O. Box 980818, W. Sacramento, CA 95798-0818
Telephone No. 916-431-6959

or

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780

Complaint Procedure

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

Step 1: The student consults with one or more of the above persons as appropriate and requests a resolution of the complaint.

Step 2: The investigator will, insofar as possible, maintain the confidentiality of the dispute, gather the necessary and relevant facts, inform the student of a decision, and report the result with recommendation(s) for corrective action, if any, to the appropriate administrator.
Step 3: The investigator has no more than 30 days from the initiation of the complaint to render a decision unless it is not reasonable to conclude the investigation and render a report within 30 days due to extenuating, or unusual circumstances.

Step 4: If the student is not satisfied with the proposed resolution, he/she may then initiate a formal grievance procedure.

**Formal Grievance Procedures**

The following steps shall be taken in sequence by the student who initiates a formal grievance. Failure to comply with any of the steps or time limits without agreement of all parties to the dispute may result in the termination of the grievance or other appropriate action. A student has the right to withdraw his/her grievance at any stage of the proceedings, which will cause the proceedings to terminate immediately.

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

**For All Grievances**

**Step 1**

1.1 The student shall give written notification to the person he/she alleges has aggrieved him/her within an academic quarter. The time limit to file a formal grievance expires at the close of business on the last day of instruction of the quarter following the one in which the alleged incident occurred or of the time the student became aware of the alleged violation. If the party cannot be contacted through reasonable efforts because he/she is no longer in residence or is on leave, an additional notification period of one quarter shall be provided.

1.2 The notice of grievance must include specific allegation(s), date(s) of incident(s), and necessary details regarding the complaint. The notice must also include the remedy requested.

1.3 Within 30 days, the party against whom the grievance is filed must respond in writing to the student:
   a. denying the allegations with accompanying explanations
   b. agreeing to grant the remedy(ies) requested in full,
   c. agreeing to grant the remedy(ies) requested in part with an explanation, or
   d. agreeing to negotiate an appropriate remedy with an explanation, stating suggested alternatives.

1.4 In the event the party against whom the grievance is filed is unavailable for more than one academic quarter, the student shall proceed to Step 2 provided they have complied with Section 1.2 of Step 1. The student shall attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

**Step 2**

2.1 Within 30 days of receipt of the response in Step 1, or in the absence of a written response, after 30 days but not more than 45 days has elapsed, the student may in writing either accept or reject the proposed remedy and appeal the results of the grievance to the next level.

2.2 In the event the party against whom the grievance is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 3 provided they have complied with Section 1.2 of Step 1. Attach all grievance material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).
Step 3
First Appeal Level

A. Student V. Student

1. If the grievant is not satisfied with the results of Step 1 and 2, he/she can appeal the grievance to the Student Services Advisor within 30 days of receiving the written notification from the other party, or in the absence of a written response, after 30 days but not more than 45 days has elapsed.

2. The Student Services Advisor shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendation to the Student Services Advisor.
   a. The Committee shall be appointed by the Student Service Advisor within 10 calendar days after receiving the written notice of grievance or notice of appeal.
   b. The committee shall forward its recommendations to the Student Services Advisor within 30 days of its appointment.
   c. The committee shall include one student member with voting privileges for each faculty, staff, or administrative member with voting privileges.
   d. No member of the committee shall be a student, faculty, staff, or administrator from the same department or service area as the grievant or the person(s) against whom the grievance is filed.

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

B. Student V. Staff

1. Step 1 and 2 of the grievance procedure are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the Branch Director.

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

3. The Branch Director shall follow the procedures outlined in Step 3, A, 2 (a-d), and 3 above.

C. Student V. Faculty

1. Steps 1 and 2 of the grievance procedure are to be followed, if the grievant is not satisfied with the results at this level, he/she can appeal to the Branch Director.

2. The Branch Director shall promptly review all allegations and provide a written response to the student within 30 days of receiving the written notification. The response shall contain the findings on the complaint, action(s) to be taken, and the justification(s) for the action.

3. If the grievant is not satisfied with the results at Program Director’s level, he/she can appeal to the Branch Director within 30 days of receiving the written response from the Program Director, or in the absence of a written response, after 30 days but not more than 45 days has elapsed.

4. The Program Director shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the Branch Director.
a. The committee shall be appointed by the Branch Director within 10 calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges for each faculty, staff, or administrative member with voting privileges.

b. The committee shall forward its recommendation to the Branch Director within 30 calendar days of its appointment.

5. The Branch Director shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Program Director’s and the Committee’s findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

D. Student V. Director and Staff V. Staff

1. Steps 1 and 2 of the grievance procedure are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the Branch Director within 30 days of receiving a written response from the Director, or in the absence of a written response, 30 days but not more than 45 days has elapsed.

2. The Branch Director shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the Branch Director.

a. The committee shall be appointed by the Branch Director within 10 calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges for each faculty, staff, or administrative member with voting privileges.

b. The committee shall forward its recommendation to the Branch Director within 30 calendar days of its appointment.

STUDENT EVALUATION PROCEDURE

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

SEXUAL HARASSMENT POLICY

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

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

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

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

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

1. Submission to such conduct is made a term or condition, either explicitly or implicitly, of a person’s status in a program, academic decision, employment, or admission.

2. Submission to or rejection of such conduct is used as the basis for academic decisions or employment decisions.

3. Such conduct has the purpose or effect of “unreasonable interference” with an employee’s work or student’s academic performance, or creating an intimidating, hostile, coercive or offensive environment. For purposes of this policy, “unreasonable interference” is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.

4. Sexual harassment is not limited to action by a supervisor but can include conduct by a co-worker.
STUDENT RESPONSIBILITIES

PERSONAL CONDUCT

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

CODE OF CONDUCT

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

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

All amendments of the standards must be approved by the Program Director in conjunction with the Board of Trustees. These standards are subject to amendment at any time with notices being posted on the campus bulletin boards.

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

- possession of alcoholic beverages on campus or at any school activities at any time
- intoxication of the student
- threatening another student, faculty, staff or administrator
- falsification of University documents, records, or identification
- dishonesty in any form, including plagiarism, illegal copying of software, or knowingly furnishing false information to the University
- cheating or compromising test materials
- removal of library materials without permission
- disruption of class or academic activities
- usage of abusive language to another student, faculty, staff, or administrator
- theft or damage of University property or a fellow student’s property
- illegal intoxication with controlled substances
- physical assault for any reason except clear self-defense
- vandalism of University property
- conviction for a crime beyond normal traffic violations
- aiding and/or abetting in any of the above situations
- possession of firearms or illegal weapons as defined by state and federal guidelines
- violation of any state policies or regulations governing the student’s relationship with the University

Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial appeals committee. Written notice of any specific charge(s) made against a student shall be given at least 15 (fifteen) days before the student is to
appear before the committee. While disciplinary action against a student is pending, the student’s status does not change unless it is found that the student poses a significant threat to the University community. Hearings are private and the accused student is afforded the opportunity to rebut all charges. The University establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary actions to the Program Director, 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 on the student’s permanent record as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed as follows:

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

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

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

University policy stipulates that a student dismissed by disciplinary action, from either the University or a course, will not receive a refund of tuition or other fees. Students dismissed from the University for disciplinary reasons must exclude themselves from University classes, activities, facilities, and buildings. Any exception must be approved by the Branch Director.

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

STUDENT OBLIGATIONS

In order for students to remain in good standing at the University, they must:
- maintain academic standards, attend classes, and meet all financial obligations;
- be respectful in dealing with faculty, administrators, staff, and fellow students; and
- comply with the federal, state, and municipal laws of the United States as well as the rules and regulations of the University.

Additionally, international students must:
- enroll in a minimum of twelve (12) units per quarter in the undergraduate program or a minimum of eight (8) units per quarter in the graduate program, and
- complete three consecutive quarters before being entitled to annual vacation. Undergraduate students must complete a minimum of thirty six (36) units per year, and graduate students in the master’s program must complete twenty four (24) units per year.

CLASS ATTENDANCE

Regular and prompt attendance at all University classes is required. The instructor may assign extra work, require special examinations, or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course. Students must attend the first class meeting or they may be unofficially dropped by the instructor, resulting in a failing grade. Only registered students, University faculty and administrators, and guests invited by the instructor may attend classes. All others will be asked to leave.
CLASSROOM CONDUCT

Instructors are responsible for presenting appropriate material for courses, and students are responsible for learning this material. Although it is a student’s academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.

CHEATING AND PLAGIARISM POLICIES

Cheating

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

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

Plagiarism

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

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

One or more academic sanctions may be imposed for cheating or plagiarism. The choice of action taken is guided by the 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. Academic sanctions include:

• a redoing of the examination, paper, mathematical analysis, research or creative project, or the like;
• a failing grade on the examination, paper, mathematical analysis, research or creative project, or the like;
• a specified reduction in the course grade;
• a failing grade in the course; or
• referral to the Program Director 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 Faculty Handbook and the Student Handbook.
DRUG, ALCOHOL AND SMOKING POLICIES

It is the policy of the Board of Trustees that the learning environment be free of prohibited or controlled substances. Specifically, all members of the University community, which include administration, faculty, staff, students, and guests shall abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on University property and on any field trip sponsored as part of the instructional program. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the Student Services Director for referrals to agencies providing assistance with alcohol or drug related problems. It is the policy of CalUMS that smoking is prohibited in all University buildings. At the discretion of the administration, outside areas may be set aside on University property to accommodate students, staff members, and faculty who smoke. Violation of the smoking policy may result in suspension or termination of academic status or employment.
STUDENT SERVICES

STUDENT ADVISING

Several advising options are available for students at the California University of Management and Sciences. First, full-time faculty members are available for academic advising. Faculty members are available on scheduled hours for consultation with regard to academic and career planning.

The scope of consultation includes:

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

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

NEW STUDENT ORIENTATION

The New Student Orientation program is designed for newly-enrolled students of CalUMS in order to familiarize them with campus facilities, policies and regulations, faculty, administrators, and staff. The University conducts this orientation during the first two weeks of each quarter.

LIBRARY ORIENTATION

The library orientation is designed to help new and current students learn more about library services and resources. This orientation is held at the beginning of each quarter for all students. The University also offers this orientation by appointment.

JOB PLACEMENT SERVICES

In order to assist its degree students, the University provides job placement assistance within the University and through its network affiliations with computer, business, sports, and healthcare related companies. Assistance in the preparation of a resume is provided upon student request. In addition, a bulletin board is maintained with job announcements and career opportunities. Students’ personal resumes are maintained for alumni at their request. These services are provided at no cost to the student. The University, however, does not guarantee employment nor a specific level of income from its placement assistance. All these services are available from the Office of Student Services.

TUTORIAL SERVICE

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

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

STUDENT HANDBOOK

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

EXTRA CURRICULAR ACTIVITIES

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

REFUSAL OF SERVICE

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

LIBRARY

The CalUMS library supports and enriches the programs of study at the University. The library maintains a collection of resources devoted to the areas of Business Administration and Management, Sports, Computer Information Systems, Law, and the University’s curriculum for general education as well as a variety of books, journals, periodicals, audio and video tapes, disks, and reference materials. The library collection is updated as necessary to reflect current research, discovery, and practice.

Access to the Internet is available for library users. The library offers maps, on-line and interactive CD ROM pamphlets, brochures, career and college information resources, music compact disks, and videos. Library resource cataloging is done online and can be retrieved through the library database system. The library also offers the following services to students, faculty, and staff;

- Circulation
- Copy Center
- Computer systems
- Reference and Research Services

Library Hours

The library is open 9 am to 6 pm, Monday through Friday, and is closed on Saturday and Sunday. Library will open until 9 pm if there are evening classes.

The library hours may vary during the summer, between quarters, and on holidays. Hours will be posted in the library.
COMPUTER LABORATORY

The computer laboratory helps students learn and practice their computer skills as well as language skills. It is equipped with desktop computers and a network laser printer. A computer laboratory coordinator is assigned to assist students in their use of the computers.

All desktop computers in the computer laboratory have been installed with software that includes business applications (e.g., word processing, electronic spreadsheet, database management, and presentation), programming languages, and tutorials. In addition, these multimedia computers provide an opportunity for students to practice their English skills by using the software programs installed for this purpose.
ACADEMIC POLICIES

NEW POLICIES AND PROCEDURES OF BPPE

California University of Management and Sciences makes every effort to inform its students of the changes in the policies and procedures that have been implemented by the Bureau for Private Post Secondary Education. In instances where these policies and procedures have been implemented before the publication of a new catalog, the University will bring these to the attention of the students in the following ways:

- Posting on the bulletin boards in the Administration office, student lounges, and study rooms.
- Flyers with the necessary information will be available in the Administration Office or through the CalUMS.
- Instructors will announce the new changes to students in classes, if necessary.
- The University’s web site.

REGISTRATION AND ENROLLMENT

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

Enrollment Agreement

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

Add and Drop Policy

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

A student who wishes to ADD a class must:

1. Make a request to add by completing an official Add/Drop Request Form.
2. Obtain the Program Director’s approval to add any class(es).
3. Submit the completed Add/Drop Request Form to the Registrar’s Office on or before the last day to Add/Drop.

A student who wishes to DROP a class must:

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

**Study Loads**

A minimum study load for a full-time undergraduate student is twelve (12) units per quarter. A minimum study load for a full-time graduate student is eight (8) units per quarter.

**Late Registration**

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

**Minimum Required Units for Graduation**

<table>
<thead>
<tr>
<th>Program</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Science in Paralegal Studies</td>
<td>92</td>
</tr>
<tr>
<td>Bachelor of Science in Business Management</td>
<td>180</td>
</tr>
<tr>
<td>Master of Business Administration</td>
<td>56</td>
</tr>
<tr>
<td>Master of Science in Computer Information Systems</td>
<td>56</td>
</tr>
</tbody>
</table>

**Attendance Policy**

Regular attendance is necessary to achieve satisfactory academic progress. If a student is absent, he/she may be required to make up all work missed. It is the student’s responsibility to check on all assignments with his/her instructor.

Students enrolled in any course are expected to attend classes regularly and comply with class requirements to the satisfaction of their instructor. In the case of severe illness, or a death in the immediate family, the instructor of the course may excuse the student from attending class. However, it is the responsibility of the student to make up any academic work assigned during his absence. Students who miss twelve hours of class time or three consecutive classes during any regular quarter may be dropped from that class. Students who wish to be allowed to continue attendance in the class must notify the instructor. If the work missed is completed to the instructor’s satisfaction within a reasonable period of time, the student may continue with the class. Any student missing twelve hours of class time or three consecutive classes during the quarter will be reported to the Program Director by the instructor. The Program Director will then initiate the process of counseling the student or dropping that student from the class.

**Auditing a Class**

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

**Class Schedules**

Prior to the beginning of registration for each quarter, a class schedule is prepared and filed with the Registrar’s Office. The class schedule may be revised after the quarter has begun before the Add/Drop deadline. All revisions are filed with the Registrar’s Office. The initial class schedule and any revision thereafter must be approved by the Program Director.

**GRADING SYSTEM**

The instructor, in conjunction with the Program Director, determines the course requirements and methods of evaluating student performance. Grades can be given for attendance, quizzes, tests, oral or written projects, reports and standardized tests. Instructors will inform students of the class requirements and the grading procedures at the beginning of the course. At the end of each quarter, the Office of the Registrar enters the course grades into the student database program.

Standard letter grades are used for degree programs. Only these letters are recorded on transcripts and in computing grade point averages (GPA).

The conversion equivalents of the student grades are shown in the following table:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Above Average</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Satisfactory (for Undergraduate Level) Unsatisfactory (for Graduate Level)</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>Below Average (for Undergraduate Level) Failure (for Graduate Level)</td>
</tr>
<tr>
<td>D</td>
<td>1.0 (for Undergraduate Level) 0.0 (for Graduate Level)</td>
<td>Below Average (for Undergraduate Level) Failure (for Graduate Level)</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
<td>Passed</td>
</tr>
<tr>
<td>CR</td>
<td>N/A</td>
<td>Credit</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
</tr>
<tr>
<td>TC</td>
<td>N/A</td>
<td>Transfer credit</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>R</td>
<td>N/A</td>
<td>Repeated Course</td>
</tr>
<tr>
<td>IP</td>
<td>N/A</td>
<td>In Progress</td>
</tr>
<tr>
<td>AU</td>
<td>N/A</td>
<td>Audit</td>
</tr>
<tr>
<td>NC</td>
<td>N/A</td>
<td>No Credit</td>
</tr>
<tr>
<td>NG</td>
<td>N/A</td>
<td>No Grade</td>
</tr>
</tbody>
</table>

Note: Letter grades followed by an asterisk symbol (*) indicate the grade obtained by the student for a prerequisite course. These grades are not included in the calculation of the student's GPA.
**Unit of Credit**

CalUMS academic work is established by quarters. A unit of credit is equal to at least ten (10) clock hours of didactic work (lecture hours); or at least twenty (20) clock hours of laboratory or supervised work; or at least thirty (30) clock hours of internship/externship work, as determined by the University. One (1) clock hour equals 50-60 minutes. One quarter hour is equal to one unit.

**Credit (CR)**

The grade of CR is used to denote “pass with credit” when no letter grade is given. This grade is assigned to a grade of C or better for undergraduates and a grade of B or better for graduate students. The CR grade is not included in the GPA.

**Incomplete (I)**

Incomplete (I) is given to students who, in the judgment of the Instructor, are unable to complete the requirements of a course before the end of the quarter because of unforeseen circumstances and justifiable reasons. This grade is recorded on the transcript but does not affect the grade point average.

To receive credit for the course, work must be finished within two quarters from the end of the quarter in which the incomplete was assigned. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completion of the work has elapsed. If the work is not finished within two quarters, an “F” will be posted on the transcripts. For a time extension due to unusual circumstances, a student may file a petition with the Program Director. A student receiving an Incomplete (I) may re-enroll in the course with the permission of the Program Director.

**No Credit (NC)**

“NC” is used to denote “no credit” when no letter grade is given. NC grades are not included in the calculation of the GPA. No Credit grades will also be used for the University’s short-term offerings, including conferences, workshops or seminars.

**No Grade (NG)**

“NG” represents no grade and indicates that the instructor did not submit a final grade at the time grades were due. A grade of “NG” is recorded in consultation with the Office of the Registrar. An “NG” must be converted to a final grade by the end of the next quarter.

**Repeated Course (R)**

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

**Audit (AU)**

The grade of AU is awarded for courses taken for audit. Audit grades are not awarded unless the student is registered for audit. AU grades are not included in the calculation of the GPA.
Withdrawal (W)

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

GRADE POINT AVERAGE (GPA)

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

\[
\text{GPA} = \frac{\text{Total Grade Points Earned}}{\text{Total units Attempted with Letter Grade}}
\]

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

GRADE CHANGES

A grade of “F” (Failure) may be remedied by repeating the course. Any course with a grade of less than “C” may be repeated. Upon the recommendation of the Program Director, a student may repeat any course. If a higher grade is earned in the repeated course, the lower grade will be removed from the record. All grades are final with the exception of those recorded through mechanical error or through an error in the calculation of a grade by an instructor. Otherwise, they will remain as reported on a student’s transcript.

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. A grade must not be changed after a degree has been awarded.

CREDIT EXAMINATION (CHALLENGE EXAMINATION)

Undergraduate students and 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 in full time status.

Undergraduate students must have completed four undergraduate courses and may challenge a maximum of three undergraduate courses. 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 undergraduate and master’s degrees. The passing grade for credit by examination at the undergraduate level is C and the graduate level is B. Credits earned by challenge examinations will be recorded as “CR” in the transcript. If a student does not pass the challenge examination, “NC” will be entered in the transcript. The tuition for credit awarded is the same as normal tuition. Credit Examinations cannot be taken for 500 level courses and above. Students wishing to earn credit by taking a challenge exam must consult the Program Director.
CREDIT BY ADVANCED PLACEMENT (AP)

An applicant may receive credit for up to forty-four (44) credits earned in high school Advanced Placement courses. Completed courses are accepted credit-for-credit for equivalent courses at CalUMS if the student has earned a score of at least three (3) out of possible five (5). Evaluation and approval of credits shall be conducted by the Program Director.

GRADE REPORT

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

PREREQUISITE COURSES(*)

Prerequisite courses are required courses for those students with insufficient background in the chosen degree. An asterisk symbol (*) indicates the prerequisite course. Grades with * are not included in the calculation of the student’s GPA.

STUDENT RECORDS

Under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, and California Education Code 67-100ff, all students have the right to inspect and review their educational records in accordance with provisions of the aforementioned act and within the University guidelines. Educational institutions shall not release educational records without the written consent of the student, subject to exceptions provided by law. The student’s written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal tax purposes. Parents requesting information may generally be granted access upon submission of a signed statement to the University or other evidence of federal income tax dependency.

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

Maximum Program Length

Students must progress through the program at a pace that will ensure successful completion within one-and-a-half (1.5) times the program length as measured in academic years. If a student cannot complete the program within the Maximum Time Frame (MTF), the student will be dismissed. The
Maximum Time Frame for Degree programs is shown in the following table:

<table>
<thead>
<tr>
<th>Program</th>
<th>Required Unit for Graduation</th>
<th>Maximum Time Frame (MTF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Science in Paralegal Studies (ASPS)</td>
<td>92</td>
<td>3 years</td>
</tr>
<tr>
<td>Bachelor of Science in Business Management (BSBM)</td>
<td>180</td>
<td>6 years</td>
</tr>
<tr>
<td>Master of Business Administration (MBA)</td>
<td>56</td>
<td>3 years</td>
</tr>
<tr>
<td>Master of Science in Computer Information Systems (MSCIS)</td>
<td>56</td>
<td>3 years</td>
</tr>
</tbody>
</table>

**Evaluation**

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

**Associate's Degree Program**

<table>
<thead>
<tr>
<th>Percentage of Maximum Time Frame Attempted</th>
<th>Minimum Cumulative GPA</th>
<th>Percentage of Minimum Courses Successfully Completed of Courses attempted</th>
<th>Maximum Time Frame (MTF) (1.5 times the standard program length)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>1.25</td>
<td>55%</td>
<td>3 Years</td>
</tr>
<tr>
<td>50%</td>
<td>1.5</td>
<td>60%</td>
<td>3 Years</td>
</tr>
<tr>
<td>100%</td>
<td>2.0</td>
<td>---</td>
<td>3 Years</td>
</tr>
</tbody>
</table>

**Bachelor's Degree Program**

<table>
<thead>
<tr>
<th>Percentage of Maximum Time Frame Attempted</th>
<th>Minimum Cumulative GPA</th>
<th>Percentage of Minimum Course Successfully Completed of Courses attempted</th>
<th>Maximum Time Frame (MTF) (1.5 times the standard program length)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>1.25</td>
<td>55%</td>
<td>6 Years</td>
</tr>
<tr>
<td>50%</td>
<td>1.5</td>
<td>60%</td>
<td>6 Years</td>
</tr>
<tr>
<td>100%</td>
<td>2.0</td>
<td>---</td>
<td>6 Years</td>
</tr>
</tbody>
</table>

**Master's Degree Program**

<table>
<thead>
<tr>
<th>Percentage of Maximum Time Frame Attempted</th>
<th>Minimum Cumulative GPA</th>
<th>Percentage of Minimum Courses Successfully Completed of Courses attempted</th>
<th>Maximum Time Frame (MTF) (1.5 times the standard program length)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>2.25</td>
<td>55%</td>
<td>3 Years</td>
</tr>
<tr>
<td>50%</td>
<td>2.5</td>
<td>60%</td>
<td>3 Years</td>
</tr>
<tr>
<td>100%</td>
<td>3.0</td>
<td>---</td>
<td>3 Years</td>
</tr>
</tbody>
</table>
Minimum Academic Achievement

Associate's and Bachelor's Degrees:
Students must achieve the following minimum cumulative grade point average (CGPA): 1.25 at 25% of the maximum time frame; 1.5 at the midpoint of the maximum time frame; and a 2.0 at the maximum time frame. A student whose CGPA is below 1.5 at 50% of the maximum time frame will not be allowed probation and will be suspended for one quarter. A student who fails to maintain a grade point average (GPA) of 2.0 for any quarter will be placed on academic probation.

Master's Degree:
Students must achieve the following minimum cumulative grade point average (CGPA): 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 will not be allowed probation and will be suspended for one quarter. A student who fails to maintain a grade point average (GPA) of 3.0 for any quarter will be placed on academic probation.

Academic Probation

Students who do not maintain satisfactory progress will be placed on probation for one quarter. All students placed on probation will be counseled by their Academic Advisor and the Program Director, in order to improve their GPA. At the end of the one quarter probationary period, if the academic record is not in compliance with the standards of satisfactory progress, the student will be dismissed.

Dismissal and Extended Enrollment

Students who have been dismissed due to a failure to maintain satisfactory progress may apply to continue their studies at CalUMS in an extended enrollment status. The extended period will be only one quarter. During this time, the student must attempt to improve the deficient areas that led to the dismissal by taking remedial courses, retaking courses they failed, or practicing previously learned skills in order to re-establish satisfactory progress. Students will be responsible for all costs incurred during this quarter.

At the completion of this quarter, students who have established satisfactory progress according to the above tables should submit a written request to the administration office to return to a regular student status through reinstatement. Upon receipt of this request, a meeting will be scheduled between the Program Director and the student requesting reinstatement to determine whether the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on Academic Probation for a period of one quarter.

All credits attempted during the extended period will count toward the maximum 150% program length. If the attempted courses were the repeat of courses that students had taken and failed, the grades will be replaced according to the grade change policy of the University, as described in the Catalog. In no case can a student exceed the 150% maximum time frame of the program length.

Mitigating Circumstances

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

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

Appeals

Should a student disagree with the application of these standards of satisfactory academic progress,
he/she must first discuss the problem with the appropriate instructor(s). If the student is still unsatisfied, he/she may then appeal to the Program Director. The decision of the Program Director is final and may not be further appealed.

Readmission

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

Approved Leave of Absence

A leave of absence may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. Students taking a leave of absence must submit a signed leave of absence form to the Registrar’s office prior to taking the leave. If a leave of absence is unavoidable, it is best to finish the current quarter before starting a leave. Students who begin a leave of absence during a quarter will be assigned a grade of “W” for any coursework that cannot be assigned a final grade. Leave of absences may not be granted during a student’s first quarter. Normally, only one Leave of Absence may be granted in any one academic year. A leave of absence has no effect on satisfactory academic progress if no credits are attempted during the leave period.

Change of Academic Programs

Student requesting for a change of program should articulate his/her reason for the change in a statement submitted with the request. A student requesting a change in his/her program should be in satisfactory academic standing. The Failure in one program is not an acceptable reason for requesting a change of program. Any credits earned with a grade of “C” or higher in the current undergraduate program or “B” or higher in the graduate program which are relevant to the student’s new program will be transferable to the new program.

Students changing programs must follow the procedures below:
- a. Submit the Request for Change of Program to the Registrar
- b. Consult with Program Director.
- c. Request a review of transfer credits if needed.

Transfer of Credit Policy

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

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

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

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

Transferring students must comply with the Satisfactory Academic Progress (SAP) requirement. Transfer credits will be counted towards the maximum length of study at the University. Twelve (12) quarter units for Associate and Bachelor’s degrees and eight (8) quarter units for Master’s degrees shall constitute one (1) quarter to be used in the determination of time limitations for graduation.

Transfer credits appears on a student’s academic record, and are included in the student’s cumulative earned credits. Up to forty (40) transfer credits from another institution are accepted for Associate’s degree programs. Up to one hundred twenty eight (128) transfer credits are accepted for Bachelor’s degree programs. Up to sixteen (16) transfer credits are accepted for Master’s degree programs. Grades are transferable and will appear on the student’s record. Transfer credits are not calculated in the student’s cumulative grade point average.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CalUMS**

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

**Addition of an Academic Program**

A student applying for a new program after the successful completion of a program in CalUMS should undertake the same application procedures for the program as new students do. In addition, the applicant should attach a statement of purpose to the application that describes the reason for the application. Once the student is admitted to the new program, the transferable courses and units from the program attended then will be based on the Transfer Credit policy of the University as described in the catalog.

**Maintaining Full-Time Status**

In order to maintain full-time status, an undergraduate student must attempt at least twelve (12) quarter credits each quarter. A graduate student must attempt at least eight (8) quarter credits each quarter.
LEAVE OF ABSENCE

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

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

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

Non-Medical (Personal) Reasons

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

1. File a “Request for Leave of Absence” form, with the period of leave not to exceed 60 days per academic year or to extended beyond the conclusion of any given quarter term of an academic year if the request is filed after the formal beginning of registration for the quarter.

2. Receive approval for the “Request for Leave of Absence” from the Program Director.

Medical Reasons

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

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

2. Receive approval for the “Request for Leave of Absence” from the Program Director.

CLASSIFICATION OF STUDENTS

Based on the number of units successfully completed, a student will be classified as Freshman, Sophomore, Junior, or Senior for the Bachelor’s degree programs, and as First Year or Second Year for the Associate’s and Master’s degree programs. Additionally, based on the number of units a student is carrying at any given time, he/she may be considered as a part-time or full-time student. The following standards are applied in this regard:
Associate's Degree Program

<table>
<thead>
<tr>
<th>Graduate</th>
<th>A student who has been awarded a Associate’s degree or a higher degree by a recognized Institute.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Year</td>
<td>A student who has completed 48 units or more units.</td>
</tr>
<tr>
<td>First Year</td>
<td>A student who has completed less than 48 units.</td>
</tr>
<tr>
<td>Full-time</td>
<td>A student carrying 12 or more units.</td>
</tr>
<tr>
<td>Part-time</td>
<td>A student carrying less than 12 units.</td>
</tr>
</tbody>
</table>

Bachelor's Degree Program

<table>
<thead>
<tr>
<th>Graduate</th>
<th>A student who has been awarded a Bachelor’s degree or a higher degree by a recognized Institute.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior</td>
<td>A student who has completed 135 units or more units.</td>
</tr>
<tr>
<td>Junior</td>
<td>A student who has completed less than 135 units and more than 90 units.</td>
</tr>
<tr>
<td>Sophomore</td>
<td>A student who has completed less than 90 units and more than 45 units.</td>
</tr>
<tr>
<td>Freshman</td>
<td>A student who has completed less than 45 units.</td>
</tr>
<tr>
<td>Full-time</td>
<td>A student carrying 12 or more units.</td>
</tr>
<tr>
<td>Part-time</td>
<td>A student carrying less than 12 units.</td>
</tr>
</tbody>
</table>

Master's Degree Program

<table>
<thead>
<tr>
<th>Graduate</th>
<th>A student who has been awarded a Master’s degree or a higher degree by a recognized Institute.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Year</td>
<td>A student who has completed 28 or more units.</td>
</tr>
<tr>
<td>First Year</td>
<td>A student who has completed less than 28 units.</td>
</tr>
<tr>
<td>Full-time</td>
<td>A student carrying 8 or more units.</td>
</tr>
<tr>
<td>Part-time</td>
<td>A student carrying less than 8 units.</td>
</tr>
</tbody>
</table>

AUTHORITY OF INSTRUCTORS

Students are expected to regularly attend all classes they are enrolled in and to comply with all assignments to the satisfaction of their instructor. Any instructor, with the approval of the Program Director, may at any time place on probation, or exclude from his/her course, any student guilty of unbefitting conduct toward the instructor or any member of the class, or may exclude any student who, in the instructor’s judgment, has neglected the work of the course. A student thus excluded will receive a grade of “NG” (No Grade), in the course. The student may contest such an action by filing a student grievance petition through the Office of Student Services.

PROGRAM LENGTH

The normal length of the Bachelor’s degree programs is 12 quarters (four academic years). The normal length of the Associate’s and Master’s degree is 6 quarters (two academic years).
FINAL EXAMINATIONS

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

Any student who finds it impossible to take a final examination on the date scheduled must make arrangements in advance with the instructor either to take the examination at another time before the deadline for reporting grades, or request that a grade of “Incomplete” be assigned, and then follow the regulations for the removal of the “Incomplete” grade. The student also has to go to the Administration Office to fill out the make-up examination form and pay a $50.00 fee. No exceptions will be made to these regulations without the written approval of the instructor and the Program Director. All make-up finals will receive a letter grade corresponding to the score which is ten points lower than the numerical score achieved on the final.

INDEPENDENT STUDY

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

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

WITHDRAWAL FROM CLASSES

Students may withdraw from courses (see Add/Drop) after the Add/Drop deadline during the first two weeks after classes begin without affecting their grade point average. Students are required to obtain a permit from the Program Director to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a “W” grade recorded on the official transcript. A student can withdraw from a class by the following the step below:

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

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

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

WITHDRAWAL FROM THE UNIVERSITY

There are two ways to withdraw from the University:
A. Students wishing to withdraw temporarily, but who wish to be considered as continuing students, must first obtain the approval of the Program Director. All other students who wish to withdraw must adhere to the guideline below.

The following procedures must be observed by the student:
1. Notify the Program Director or Registrar of intent to withdraw by completing and submitting the Withdrawal Notice Form.
2. Clear all outstanding debt/s with the University.
3. Students who submit their Withdrawal Notice Form shall receive their refunds within thirty (30) days from receipt of the Withdrawal Notice Form.

B. Students who fail to register for two consecutive quarters without the Program Director’s approval will be considered as automatically withdrawn from the University.

If a student fails to file his/her withdrawal notice within the two consecutive quarters period, the University will mail the refund check to the student at the address indicated in the student’s registration record, within thirty (30) days from the last day of the second quarter.

A student may withdraw from the University on or before the first day of instruction without any penalty. The student will be refunded the full amount of monies paid less the $100 application fee if he/she is a new student and the $55 registration fee if he/she is a continuing student. For students who have completed 60% or less of the 10 week instruction period, the refund shall be on a pro rata basis. This policy is binding whether or not the student filed his or her withdrawal notice to the University.

CLEARANCE FOR GRADUATION

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

During each registration period, graduating seniors shall meet with their advisors to determine if their proposed class schedule meets all graduation requirements for their degrees.

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.
ACADEMIC PROGRAMS

DEGREE PROGRAMS

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

1. Associate of Science in Paralegal Studies  ASPS
2. Bachelor of Science in Business Management  BSBM
3. Master of Business Administration  MBA
4. Master of Science in Computer Information Systems  MSCIS

GENERAL EDUCATION REQUIREMENTS

California State public institutions, private colleges, and universities require a certain number of units of General Education (G.E.) prior to the award of undergraduate degrees.

The table below shows the classification of general education courses and the number of General Education (G.E.) units required for each undergraduate program:

<table>
<thead>
<tr>
<th>Classification</th>
<th>ASPS</th>
<th>BSBM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>Humanities and Arts</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>Sciences and Technology</td>
<td>4</td>
<td>24</td>
</tr>
<tr>
<td>Total required</td>
<td>24</td>
<td>68</td>
</tr>
</tbody>
</table>

LIST OF GENERAL EDUCATION COURSES

Communications (4 Courses)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE 101</td>
<td>College English</td>
<td>4</td>
</tr>
<tr>
<td>CE 111</td>
<td>Reading and Composition</td>
<td>4</td>
</tr>
<tr>
<td>CE 121</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>CE 131</td>
<td>Communication &amp; Speech</td>
<td>4</td>
</tr>
</tbody>
</table>
### Humanities and Arts (22 Courses)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA 101</td>
<td>Introduction to Art</td>
<td>4</td>
</tr>
<tr>
<td>HA 102</td>
<td>Art History</td>
<td>4</td>
</tr>
<tr>
<td>HA 103</td>
<td>Art Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>HA 111</td>
<td>History of Western Civilization</td>
<td>4</td>
</tr>
<tr>
<td>HA 112</td>
<td>History of Eastern Civilization</td>
<td>4</td>
</tr>
<tr>
<td>HA 121</td>
<td>American Literature</td>
<td>4</td>
</tr>
<tr>
<td>HA 122</td>
<td>World Literature</td>
<td>4</td>
</tr>
<tr>
<td>HA 131</td>
<td>Introduction to Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>HA 132</td>
<td>Oriental Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>HA 133</td>
<td>Western Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>HA 141</td>
<td>U.S. History</td>
<td>4</td>
</tr>
<tr>
<td>HA 142</td>
<td>World History</td>
<td>4</td>
</tr>
<tr>
<td>HA 151</td>
<td>Religions of the World</td>
<td>4</td>
</tr>
<tr>
<td>HA 161</td>
<td>Introduction to Ethics</td>
<td>4</td>
</tr>
<tr>
<td>HA 171</td>
<td>Classics</td>
<td>4</td>
</tr>
<tr>
<td>HA 181</td>
<td>Logic</td>
<td>4</td>
</tr>
</tbody>
</table>

### Social and Behavioral Science (17 Courses)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB 101</td>
<td>Introduction to Economics</td>
<td>4</td>
</tr>
<tr>
<td>SB 103</td>
<td>Consumerism</td>
<td>4</td>
</tr>
<tr>
<td>SB 111</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>SB 112</td>
<td>Introduction to Social Welfare</td>
<td>4</td>
</tr>
<tr>
<td>SB 121</td>
<td>Introduction to Family Issues</td>
<td>4</td>
</tr>
<tr>
<td>SB 122</td>
<td>Human Nature, Drug &amp; Society</td>
<td>4</td>
</tr>
<tr>
<td>SB 123</td>
<td>New Perspectives on Aging and Health</td>
<td>4</td>
</tr>
<tr>
<td>SB 131</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SB 132</td>
<td>Social Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SB 141</td>
<td>U.S. Government</td>
<td>4</td>
</tr>
<tr>
<td>SB 142</td>
<td>Public Administration</td>
<td>4</td>
</tr>
<tr>
<td>SB 143</td>
<td>Minority Studies</td>
<td>4</td>
</tr>
<tr>
<td>SB 151</td>
<td>Introduction to Political Science</td>
<td>4</td>
</tr>
<tr>
<td>SB 152</td>
<td>Introduction to International Relations</td>
<td>4</td>
</tr>
<tr>
<td>SB 161</td>
<td>Introduction to Geography</td>
<td>4</td>
</tr>
<tr>
<td>SB 171</td>
<td>Cultural Anthropology</td>
<td>4</td>
</tr>
<tr>
<td>SB 181</td>
<td>Mental Health/Mental Hygiene</td>
<td>4</td>
</tr>
</tbody>
</table>

### Science and Technology (17 Courses)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST 101</td>
<td>General Biology</td>
<td>4</td>
</tr>
<tr>
<td>ST 102</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>ST 103</td>
<td>General Ecology</td>
<td>4</td>
</tr>
<tr>
<td>ST 104</td>
<td>General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>ST 105</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>ST 111</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td>ST 112</td>
<td>Introduction to Zoology</td>
<td>4</td>
</tr>
<tr>
<td>ST 113</td>
<td>Introduction to Botany</td>
<td>4</td>
</tr>
<tr>
<td>ST 121</td>
<td>Introduction to Health Science</td>
<td>4</td>
</tr>
<tr>
<td>ST 122</td>
<td>Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>ST 131</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>ST 141</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>ST 142</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>ST 151</td>
<td>Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>ST 152</td>
<td>Statistics II</td>
<td>4</td>
</tr>
<tr>
<td>ST 161</td>
<td>Introduction to Scientific Research</td>
<td>4</td>
</tr>
</tbody>
</table>
GRADUATION REQUIREMENTS

Associate of Science in Paralegal Studies (A.S.P.S.) Degree

The A.S.P.S. degree is conferred upon satisfactory completion of a minimum of ninety-two (92) quarter units. A minimum grade point average of 2.0 is required. The requirements can be summarized as follows:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>24</td>
</tr>
<tr>
<td>Major Courses</td>
<td>48</td>
</tr>
<tr>
<td>Internship</td>
<td>12</td>
</tr>
<tr>
<td>Electives</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total Requirements</strong></td>
<td><strong>92</strong></td>
</tr>
</tbody>
</table>

Up to 40 quarter units of coursework can be accepted for transfer credits from another institution. At least 20 quarter units of major courses including the clinical externship must be completed in residency at the California University of Management and Sciences. Deviations from and substitutions for the requirements must be approved by the Program Director before the start of classes.

Bachelor’s of Science in Business Management (B.S.B.M.)

The Bachelor’s of Science degree is conferred upon satisfactory completion of a minimum of one hundred eighty (180) quarter units. The 180 quarter units shall be composed of 45 courses of 4 units each. A minimum grade point average of 2.0 is required. The requirements can be summarized as follows:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>68</td>
</tr>
<tr>
<td>Major Courses</td>
<td>92</td>
</tr>
<tr>
<td>Electives</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total Requirements</strong></td>
<td><strong>180</strong></td>
</tr>
</tbody>
</table>

Up to 128 quarter units (32 courses) of coursework can be accepted for transfer credits from another institution. At least 52 quarter units (13 courses) of Major courses must be completed in residency at the California University of Management and Sciences. Deviations and substitutions for the requirements must be approved by the Program Director before the start of classes.

Master of Business Administration (M.B.A.),
Master of Science in Computer Information Systems (M.S.C.I.S.)

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

<table>
<thead>
<tr>
<th>Courses</th>
<th>With Thesis</th>
<th>With Project</th>
<th>With Comprehensive Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Courses</td>
<td>16 Units</td>
<td>16 Units</td>
<td>16 Units</td>
</tr>
<tr>
<td>Major Courses</td>
<td>44 Units</td>
<td>44 Units</td>
<td>44 Units</td>
</tr>
<tr>
<td>Electives</td>
<td>4 Units</td>
<td>8 Units</td>
<td>12 Units</td>
</tr>
<tr>
<td>Thesis/Project/ Comprehensive Exam</td>
<td>8 Units</td>
<td>4 Units</td>
<td>1 Units</td>
</tr>
<tr>
<td>Total</td>
<td>72 Units</td>
<td>72 Units</td>
<td>73 Units</td>
</tr>
</tbody>
</table>

Master's Program without Prerequisite Courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>With Thesis</th>
<th>With Project</th>
<th>With Comprehensive Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Courses</td>
<td>0 Units</td>
<td>0 Units</td>
<td>0 Units</td>
</tr>
<tr>
<td>Major Courses</td>
<td>44 Units</td>
<td>44 Units</td>
<td>44 Units</td>
</tr>
<tr>
<td>Electives</td>
<td>4 Units</td>
<td>8 Units</td>
<td>12 Units</td>
</tr>
<tr>
<td>Thesis/Project/Comprehensive Exam</td>
<td>8 Units</td>
<td>4 Units</td>
<td>1 Units</td>
</tr>
<tr>
<td>Total</td>
<td>56 Units</td>
<td>56 Units</td>
<td>57 Units</td>
</tr>
</tbody>
</table>

Up to 16 quarter units (4 courses) of coursework can be accepted for transfer credits from another institution. At least 24 quarter units (6 courses) must be completed in residency at the California University of Management and Sciences. Deviations from and substitutions for the requirements must be approved by the Program Director prior to the start of classes.
ASSOCIATE OF SCIENCE IN PARALEGAL STUDIES (A.S.P.S.)

The purpose of the Associate of Science in Paralegal Studies is to provide a quality education with an emphasis on real-world applications to assist students in becoming effective paralegals.

Program Objectives

The A.S.P.S. program aims to:
1. Provide students with a knowledge and understanding of the law.
2. Enhance the ability of students to understand and apply correct principles of law.
3. Provide students with opportunities to collaborate with practitioners in the field of law.
4. Prepare students for successful careers in the paralegal profession by providing them with a quality education and skills.

A.S.P.S. Course Requirements

General Education Courses (6 Courses, 24 units)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE 101</td>
<td>College English</td>
<td>4</td>
</tr>
<tr>
<td>CE 111</td>
<td>Reading and Composition</td>
<td>4</td>
</tr>
<tr>
<td>HA 131</td>
<td>Introduction to Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>SB 141</td>
<td>U.S. Government</td>
<td>4</td>
</tr>
<tr>
<td>SB 142</td>
<td>Public Administration</td>
<td>4</td>
</tr>
<tr>
<td>ST 151</td>
<td>Statistics I</td>
<td>4</td>
</tr>
</tbody>
</table>

Major Courses (12 Courses, 48 units)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL 201</td>
<td>Introduction to Paralegal Studies</td>
<td>4</td>
</tr>
<tr>
<td>PL 205</td>
<td>Ethics in the Paralegal Profession</td>
<td>4</td>
</tr>
<tr>
<td>PL 210</td>
<td>Legal Research and Writing for Paralegals I</td>
<td>4</td>
</tr>
<tr>
<td>PL 211</td>
<td>Legal Research and Writing for Paralegals II</td>
<td>4</td>
</tr>
<tr>
<td>PL 215</td>
<td>Civil Litigation for Paralegals</td>
<td>4</td>
</tr>
<tr>
<td>PL 220</td>
<td>Business Law I</td>
<td>4</td>
</tr>
<tr>
<td>PL 221</td>
<td>Business Law II</td>
<td>4</td>
</tr>
<tr>
<td>PL 230</td>
<td>Property Law</td>
<td>4</td>
</tr>
<tr>
<td>PL 238</td>
<td>Wills, Trusts, and Probate</td>
<td>4</td>
</tr>
<tr>
<td>PL 240</td>
<td>Tort Law</td>
<td>4</td>
</tr>
<tr>
<td>PL 250</td>
<td>Contract Law</td>
<td>4</td>
</tr>
<tr>
<td>PL 260</td>
<td>Criminal Law</td>
<td>4</td>
</tr>
</tbody>
</table>

Elective Courses (Choose 3 Courses, 12 units)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL 235</td>
<td>Family Law</td>
<td>4</td>
</tr>
<tr>
<td>PL 245</td>
<td>Bankruptcy Law</td>
<td>4</td>
</tr>
<tr>
<td>PL 255</td>
<td>Sports Law</td>
<td>4</td>
</tr>
<tr>
<td>PL 270</td>
<td>Administrative Law</td>
<td>4</td>
</tr>
</tbody>
</table>

Internship (1 Course, 8 units)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL 290</td>
<td>Paralegal Internship*</td>
<td>8</td>
</tr>
</tbody>
</table>

* Course requires 240 internship hours.
BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT (B.S.B.M.)

Program Objectives

The purpose of the Bachelor of Science in Business Management program is to provide students with an understanding of the challenges, concerns, and responsibilities that they will experience in the business world. This is accomplished through (1) academic courses which cover the functional areas of business and (2) the infusion of current trends and technologies into business management courses as part of the students' learning process.

- Graduates will have an intimate knowledge of, and practical skills in, modern techniques of management practice that can be implemented in organizations so that those graduates may step into positions of responsibility in any organizational setting.
- Graduates will have a clear understanding of ethical and behavioral concerns that managers face in the workplace to encourage respect for the individual and the environment.
- Graduates will acquire hands-on experience in using a computer as an analytical and managerial tool.

B.S.B.M. Course Requirements

General Education Courses (17 Courses, 68 Units)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>16</td>
</tr>
<tr>
<td>Humanities and Arts</td>
<td>12</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>16</td>
</tr>
<tr>
<td>Sciences and Technology</td>
<td>24</td>
</tr>
</tbody>
</table>

Major Courses (23 Courses, 92 Units)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 201</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>BM 211</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BM 221</td>
<td>Business Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>BM 231</td>
<td>Business Communications</td>
<td>4</td>
</tr>
<tr>
<td>BM 271</td>
<td>Business Law &amp; Ethics</td>
<td>4</td>
</tr>
<tr>
<td>BM 281</td>
<td>Mathematics for Business &amp; Economics</td>
<td>4</td>
</tr>
<tr>
<td>BM 311</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BM 321</td>
<td>Business Statistics II</td>
<td>4</td>
</tr>
<tr>
<td>BM 331</td>
<td>Financial Management</td>
<td>4</td>
</tr>
<tr>
<td>BM 332</td>
<td>Investment Theory</td>
<td>4</td>
</tr>
<tr>
<td>BM 341</td>
<td>Human Resources Management</td>
<td>4</td>
</tr>
<tr>
<td>BM 342</td>
<td>Organizational Development</td>
<td>4</td>
</tr>
<tr>
<td>BM 351</td>
<td>Marketing Management</td>
<td>4</td>
</tr>
<tr>
<td>BM 352</td>
<td>Consumer Behavior</td>
<td>4</td>
</tr>
<tr>
<td>BM 361</td>
<td>Management Science</td>
<td>4</td>
</tr>
<tr>
<td>BM 362</td>
<td>Production &amp; Operations Management</td>
<td>4</td>
</tr>
<tr>
<td>BM 371</td>
<td>Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td>CS 211</td>
<td>Computer Applications in Business &amp; Economics</td>
<td>4</td>
</tr>
<tr>
<td>CS 311</td>
<td>Management Information System</td>
<td>4</td>
</tr>
<tr>
<td>EC 201</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>IB 201</td>
<td>International Business Management</td>
<td>4</td>
</tr>
<tr>
<td>IT 201</td>
<td>Introduction to e-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>IT 202</td>
<td>Introduction to Internet Marketing</td>
<td>4</td>
</tr>
</tbody>
</table>

Elective Courses (5 Courses, 20 Units)

A total of twenty (20) quarter units of elective courses from other major programs is required in order to complete the program.
MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

Program Objectives

The Master of Business Administration (MBA) program is designed to develop strategic, behavioral, and technical competencies that enable individuals to be superior performers in their business environment.

- To develop an executive level perspective on economic systems and on the relationship between business and society.
- To develop a global perspective on business operations.
- To provide a foundation in concepts and applications of quantitative methods and information technology in the business setting.
- To stimulate the students’ intellectual curiosity, develop their creativity and logic, and encourage an appreciation of demographic diversity and ethical principles.

M.B.A. Course Requirements

Prerequisite Courses (4 courses, 16 units)

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 201</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>BM 221</td>
<td>Business Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>EC 201</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>Choose any one (1) major courses under the BSBM Curriculum:</td>
<td>4 units</td>
<td></td>
</tr>
</tbody>
</table>

Major Courses (11 courses, 44 units)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 511</td>
<td>Business Statistics and Analysis</td>
<td>4</td>
</tr>
<tr>
<td>BA 512</td>
<td>Advanced Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td>BA 521</td>
<td>Leadership and Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>BA 531</td>
<td>Operations Planning and Control</td>
<td>4</td>
</tr>
<tr>
<td>BA 532</td>
<td>Advanced Management Science</td>
<td>4</td>
</tr>
<tr>
<td>BA 541</td>
<td>Financial Management &amp; Analysis</td>
<td>4</td>
</tr>
<tr>
<td>BA 551</td>
<td>Marketing Management Theory</td>
<td>4</td>
</tr>
<tr>
<td>BA 573</td>
<td>Project Planning and Management Seminar</td>
<td>4</td>
</tr>
<tr>
<td>CS 521</td>
<td>Management Information System</td>
<td>4</td>
</tr>
<tr>
<td>EC 521</td>
<td>Business and Economic Forecasting</td>
<td>4</td>
</tr>
<tr>
<td>IB 521</td>
<td>International Management Theory</td>
<td>4</td>
</tr>
</tbody>
</table>

Elective Courses

With Thesis, choose any one (1) course below.

With Project, choose any two (2) courses below.

With Comprehensive Exam, choose any three (3) courses below.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 542</td>
<td>Investment Theory &amp; Portfolio Management</td>
<td>4</td>
</tr>
<tr>
<td>BA 561</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CS 591</td>
<td>Managing Electronic Commerce</td>
<td>4</td>
</tr>
<tr>
<td>EC 591</td>
<td>Economic Analysis and Public Policy</td>
<td>4</td>
</tr>
<tr>
<td>IB 522</td>
<td>International Business Strategies</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose any one(1) course below.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS 601</td>
<td>Thesis</td>
<td>8</td>
</tr>
<tr>
<td>MS 611</td>
<td>Project</td>
<td>4</td>
</tr>
<tr>
<td>MS 621</td>
<td>Comprehensive Exam</td>
<td>1</td>
</tr>
</tbody>
</table>
MASTER OF SCIENCE IN COMPUTER INFORMATION SYSTEMS (M.S.C.I.S.)

Program Objectives

The Master of Science in Computer Information Systems (MSCIS) program is designed to prepare students for the technology-oriented jobs of the future that will require project management, systems development, network management, and information management skills.

- To enhance the students’ acquired knowledge on major organizational functions which support computer information systems.
- To empower the students in becoming proficient in communication, human relations, and management skills which are critical to successful technology implementation and evaluation.
- To provide students with an acquired mastery of basic and advanced information systems approaches, methods and techniques, and their applications in a broad variety of organizational settings.
- To create a constant awareness among students of the ethical issues and the societal impacts of the Information Age.

M.S.C.I.S. Course Requirements

Prerequisite Courses (4 courses, 16 units)

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 201</td>
<td>Principles of Management</td>
<td>4 units</td>
</tr>
<tr>
<td>BM 221</td>
<td>Business Statistics I</td>
<td>4 units</td>
</tr>
<tr>
<td>CS 201</td>
<td>Introduction to Computer Information Systems</td>
<td>4 units</td>
</tr>
<tr>
<td>Choose any one</td>
<td>major courses under the BSBM Curriculum:</td>
<td>4 units</td>
</tr>
</tbody>
</table>

Major Courses (11 courses, 44 units)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 511</td>
<td>Business Statistics and Analysis</td>
<td>4</td>
</tr>
<tr>
<td>BA 512</td>
<td>Advanced Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td>BA 573</td>
<td>Project Planning and Management Seminar</td>
<td>4</td>
</tr>
<tr>
<td>CS 521</td>
<td>Management Information System</td>
<td>4</td>
</tr>
<tr>
<td>CS 531</td>
<td>Information Systems Planning</td>
<td>4</td>
</tr>
<tr>
<td>CS 532</td>
<td>Organizational Transformation</td>
<td>4</td>
</tr>
<tr>
<td>CS 541</td>
<td>Staffing the Information Systems Function</td>
<td>4</td>
</tr>
<tr>
<td>CS 551</td>
<td>Information Systems Project Management</td>
<td>4</td>
</tr>
<tr>
<td>CS 552</td>
<td>Comparative System Development Methodologies</td>
<td>4</td>
</tr>
<tr>
<td>CS 561</td>
<td>Data Modeling and Database Administration</td>
<td>4</td>
</tr>
<tr>
<td>CS 571</td>
<td>Network Planning and Administration</td>
<td>4</td>
</tr>
</tbody>
</table>

Elective Courses

- With Thesis, choose any one (1) course below.
- With Project, choose any two (2) courses below.
- With Comprehensive Exam, choose any three (3) courses below.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 512</td>
<td>Advanced Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td>BA 521</td>
<td>Leadership and Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>CS 542</td>
<td>Information Systems Resource Acquisition</td>
<td>4</td>
</tr>
<tr>
<td>CS 581</td>
<td>Distributed Systems</td>
<td>4</td>
</tr>
<tr>
<td>CS 591</td>
<td>Managing Electronic Commerce</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose any one(1) course below.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS 601</td>
<td>Thesis</td>
<td>8 units</td>
</tr>
<tr>
<td>MS 611</td>
<td>Project</td>
<td>4 units</td>
</tr>
<tr>
<td>MS 621</td>
<td>Comprehensive Exam</td>
<td>1 units</td>
</tr>
</tbody>
</table>
CERTIFICATE PROGRAM

English as a Second Language (ESL)

The ESL program is offered to students whose native language is not English and explores the English language as it is used in the United States of America. The course is divided into three (3) levels in the order of student proficiency and progression: Level 1 (Basic), Level 2 (Intermediate), and Level 3 (Advanced).

On the first day of class, an assessment test is given to evaluate the proficiency and range of skill of the students. The focus of the class can be adapted based on the language needs of the students, such as reading comprehension and listening comprehension, as well as idioms, street terms, and phrases that are used frequently in general conversation. The full course of study is six quarters, with two quarters at each level. Students who achieve a higher level through testing will require less time. Since ESL is a non-degree program, students do not need to complete the full course of study to move on to university level work. All students are given a final TOEFL exam at the end of each quarter to evaluate their progress.

Levels of Study

<table>
<thead>
<tr>
<th>Level/Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES 100 Basic Level 1</td>
<td>This course is designed for the student who is a non-native speaker of English. It explores the English Language as it is used in America through multi-media and field trips, as well as class work. The introductory level covers basic grammar and structure of conversational English. The focus is on pronunciation of words and the introduction of useful terms and concepts such as greetings, time, and dates. Various materials are used including audio tapes, videos, cartoons, and newspapers. Small classes insure access to assistance and the opportunity to progress individually.</td>
</tr>
<tr>
<td>ES 200 Intermediate Level 2</td>
<td>This course is designed for the student who is a non-native speaker of English, but has some command of the language. This level of study increases the student's knowledge through field trips and media, as well as reading, writing, and conversation. The focus of Level 2 is on structural patterns, vocabulary building (including “street talk”), and intermediate complex sentences. Students are encouraged to experience only English during class as current events and cross-cultural issues are explored. Various teaching materials are used such as: videos, newspaper, audio tapes, and computer programs. A student must successfully complete ES 100 or pass the entry proficiency test.</td>
</tr>
<tr>
<td>ES 300 Advanced Level 3</td>
<td>This course is designed for the student who is a non-native speaker of English that has a moderate command of the language but wants to increase communications skills and articulation. This level of study brings the student into the areas of business, politics, and current world events. The student's knowledge and skill is expanded through conversation, reading, and writing. Small classes afford the student the opportunity to explore cross cultural issues, to promote understanding, and to increase fluency through field excursions and interactive exercises. A student must successfully complete ES 200 or pass the entry proficiency test.</td>
</tr>
</tbody>
</table>

Satisfactory Progress

Students are considered for advancement to the next level only after satisfactorily completing all instructional materials over the period of two quarters. The instructor will give written permission for the student to advance based on their speaking, listening, reading, writing, and grammar competency. In certain cases, the instructor may also decide to give the student the assessment test conducted at entrance into the program as well as an oral interview based on standardized criteria. The results are documented on the Assessment Form and Language Evaluation Form. Documentation for each student's assessment is recorded on the Progress Report Form.
Grade

Students are given a certificate of completion at the end of each quarter based on a number of criteria including class attendance, homework, the final examination, and other evaluation tools. Since ESL students take one intensive course each quarter, no averaging of cumulative grade points (GPA) from prior quarters is considered.

Probation

Students who do not maintain satisfactory progress by failing to earn a Certificate of Completion will be placed on probation for one quarter, during which they will be counseled and given assistance to improve their progress. If students do not meet the minimum for satisfactory progress by the end of the quarter, they will be dismissed.

ELD English Language Development

CalUMS also offers one non-credit English Language course, 6 hours per week, on a quarterly basis (10 weeks).

This course focuses on American-English as it is used in the college classroom. It covers grammar, critical reading, vocabulary, and expository writing; it does not apply toward a University degree. It is offered for entering students with low scores on the English reading and writing placement tests and is designed to enable students to meet University-level expectations in reading and writing. Scores on the initial placement test administered by the ESL Department determine which course an entering student will be required to take. At the end of every quarter, the Department offers an Institutional TOEFL test. The score on this test determines which course the students are eligible to register for the following quarter. Students may need to spend more than one quarter strengthening English skills.
COURSE DESCRIPTIONS

Course Numbering System

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-299</td>
<td>Courses offered primarily in the freshman and sophomore years and are generally introductory in nature.</td>
</tr>
<tr>
<td>300-499</td>
<td>Courses offered primarily for advanced undergraduate students, usually having prerequisites, bearing graduate degree credit upon the approval of the Advisory Committee.</td>
</tr>
<tr>
<td>500-599</td>
<td>Courses open only to graduate and post baccalaureate students or seniors with prior approval of the Advisory Committee</td>
</tr>
<tr>
<td>600-699</td>
<td>Courses for specialized workshops, seminars, directed studies, independent studies, thesis, and other similar coursework designed to provide professional and occupational improvement.</td>
</tr>
</tbody>
</table>

Course Code Identification System

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>Business Administration Courses</td>
</tr>
<tr>
<td>BM</td>
<td>Business Management Courses</td>
</tr>
<tr>
<td>CE</td>
<td>Communications Courses</td>
</tr>
<tr>
<td>CS</td>
<td>Computer Information Systems Courses</td>
</tr>
<tr>
<td>EC</td>
<td>Economics Courses</td>
</tr>
<tr>
<td>HA</td>
<td>Humanities and Arts Courses</td>
</tr>
<tr>
<td>IB</td>
<td>International Business Courses</td>
</tr>
<tr>
<td>IT</td>
<td>Internet-Related Courses</td>
</tr>
<tr>
<td>MS</td>
<td>Program Completion Courses</td>
</tr>
<tr>
<td>PL</td>
<td>Paralegal Courses</td>
</tr>
<tr>
<td>SB</td>
<td>Social and Behavioral Sciences Courses</td>
</tr>
<tr>
<td>ST</td>
<td>Sciences and Technology Courses</td>
</tr>
</tbody>
</table>
BUSINESS ADMINISTRATION COURSES

BA 511 Business Statistics and Analysis 4 units
The course covers the application of Statistics. Derivation of basic statistical concepts used in business. Topics include probability distributions, moment-generating functions, sampling theory, statistical inference, regression, and correlation. Throughout the course, applications are drawn from business and industry.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class attendance and participation 5%, Class project and report 10%, Midterm Exam 40%, Final Exam 45%

BA 512 Advanced Strategic Management 4 units
The course focuses on the application of conceptual models that clarify the interactions between external competition, firm positioning, patterns of technological and market change, and the nature and development of internal firm capabilities. We will develop a set of tools which are crucial for the formulation and management of a winning technology strategy.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework: 15%, Mid-Term: 15%, Final: 15%, Project: 30%, Oral Presentation: 15%, Attendance: 10%

BA 521 Leadership and Organizational Behavior 4 units
This course will review how managers can become effective leaders by drawing on a knowledge of contemporary concepts in the areas of organizational behavior, change and leadership. In addition to developing diagnostic and problem solving skills, a major focus of this course will be helping students develop a professional competency in the interpersonal skills that numerous studies have shown to be critical for being a successful leader in an organization. Case studies, self-assessments, and experiential exercises will be used to develop skills that are at a professional level of competence and to explore practical applications of the concepts covered in this course.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework/competency exercises 10%, Attendance/participation/class work 10%, Mid-term Exam 30%, Final Exam 30%, Individual project/presentation 20%

BA 531 Operations Planning and Control 4 units
Planning and control systems for the management of short and intermediate range decisions encountered in production and operations. Forecasting, production planning and scheduling, inventory management, MRP, capacity planning, just-in-time, and other current topics are covered.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Assignment 12.5%, Homework 12.5%, Reaction Paper 12.5%, Research Paper 12.5%, Exams 50%

BA 532 Advanced Management Science 4 units
This course focuses on understanding levels for structuring, managing, and improving recurring business processes to achieve competitive advantage in customer responsiveness, price, quality, and variety of products and services. The fundamental principles are explored so that students learn to critically evaluate these and other operational improvement programs.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Quizzes 15%, Group Work 15%, Homework and Participation 10%, Exams 60%

BA 541 Financial Management & Analysis 4 units
This course examines the role of financial statement analysis in the evaluation of the firm and the prediction of its future condition. The major emphasis is on using financial statements for performance evaluation, equity valuation, credit analysis, and business decision-making.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Assignments 10%, Term Paper 20%, Mid-term 35%, Final Exam 35%

BA 542 Investment Theory & Portfolio Management 4 units
Prerequisite: BA 541 or Can be waived by the Program Director
A survey of investments including corporate and government securities, real property, and financial intermediaries. A survey of investment theory emphasizing security analysis, valuation, and portfolio management.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Weekly Quizzes 10%, Homework and Participation 20%, Exams (Mid-Term and Final) 70%
BA 551 Marketing Management Theory
This course introduces the student to marketing management’s role in an organization’s total business strategy. Intensive study of marketing management; emphasis on marketing environment; development of marketing strategies and formulation of policies; integration of marketing with other functional areas of business through case studies.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework: 15%, Mid-Term: 20%, Final: 20%, Project: 20%, Oral Presentation: 15%, Attendance: 10%

BA 561 Financial Accounting
Financial accounting and reporting related to development of accounting standards, financial statements, income measurement, cash receivables, inventory, property, plant, and equipment, intangibles, and investments
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Weekly Quizzes 10%, Homework and Participation 20%, Exams (Mid-Term and Final) 70%

BA 573 Project Planning and Management Seminar
Selected and individualized methodology related to identifying, planning, conducting, analyzing, and reporting research related to the culminating special project.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Case studies 10%, MS Project work/team building 10%, Research project 20%, Mid-term and final exams 60%

BUSINESS MANAGEMENT COURSES

BM 201 Principles of Management
This course is designed to guide students through an understanding of management principles, organizational structure and function, and issues that confront managers in today’s workplace. Particular emphasis will be given to elements of responsibility and authority, delegation, communication, change management, ethics, decision-making, organizational strategy and growth, teamwork, motivation, and principles of leadership.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class attendance and participation 15%, Assignments 15%, Midterm Exam 35%, Final Exam 35%

BM 211 Principles of Accounting I
Accounting concepts and methods, transaction analysis and recording, double entry bookkeeping, adjustment and closing procedures, uses of data processing. Formation and operation of partnerships and corporations.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Tests 52%, Homework 14%, Mid-term Exam 17%, Final Exam 17%

BM 221 Business Statistics I
The course covers the principles of Statistics. Topics include interpretation of statistical data with and without use of probability, random sampling, confidence limits, and hypothesis tests.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class attendance 5%, Homework 10%, Class project and report 10%, Three Midterms (each 15%) 45%, Final Exam 30%

BM 231 Business Communications
This course introduces the students to the basic concepts in communication, particularly in the business environment.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

BM 271 Business Law and Ethics
This course introduces ethical concepts that are relevant to resolving legal and moral issues in business; the reasoning and analytical skills needed to apply ethical concepts to legal and business decisions; and identifying moral issues involved in specific areas in business.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%
BM 281 Mathematics for Business & Economics 4 units
The course covers basic elements of statistics for business and economics. Topics to be covered include: descriptive statistics, elements of probability, probability distributions, and sampling distributions. Calculus will be used to explain and illustrate in business and economics.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance and Participation 10%, Homework Assignments 20%, Tests: 35%, Final Exam: 35%

BM 311 Principles of Accounting II 4 units
Prerequisite: BM 211
Development of accounting theory and practice in accordance with generally accepted accounting principles (GAAP). Major topics include the accounting process, income statement, balance and statement of cash flows. Additional topics include: revenue recognition, cash and marketable securities, receivable, inventory, plant and equipment, intangible assets, and current liabilities.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance and Participation 20%, Pre/Post tests 20%, Homework Assignments 20%, Midterm Exam 20%, Final Exam 20%

BM 321 Business Statistics II 4 units
Prerequisite: BM 221
Application of statistical methods used for a description and analysis of business problems. The development of analytical skills is enhanced by use of one of the widely available statistical packages and a graphing calculator. Topics include continuation of hypothesis testing, multiple regression and correlation analysis, residual analysis, variable selection techniques, analysis of variance and design of experiments, goodness of fit, and tests of independence.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 20%, Quizzes 20%, Midterm Exam 30%, Final Exam: 30%

BM 331 Financial Management 4 units
This course provides an intelligent direction to the flow of funds for maximizing firm value and introduces techniques and concepts necessary to effectively manage the financial resources of any organization in order to achieve strategic goals. Topics include the time value of money, stock and bond valuation, risk and return, capital investment decisions, analysis of financial statements, financial forecasting, working capital management, the investment banking process, and the sources of funding for a business.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance and Participation 10%, Homework 20%, Quizzes 20%, Midterm Exam 25%, Final Exam 25%

BM 332 Investment Theory 4 units
Prerequisite: BM 331
This course covers risk and return, valuation of stocks and bonds, capital asset pricing model, stock and bond portfolio management, efficient capital markets, evaluation of investment performance, and introduction to options.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance and Participation 10%, Quizzes 20%, Security Project 30%, Midterm Exam 20%, Final Exam 20%

BM 341 Human Resources Management 4 units
Principles, methods, and procedures in management of human resources; development and objectives of human resources management, planning, legal compliance, job analysis, recruitment, selection, training and development, compensation, and employment relations. Students develop a human resource budget, a recruiting plan, an organizational chart, and a plan for human resource development for their business plan.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance and Participation 15%, Quizzes 15%, Case Study Presentation 25%, Mid-term Exam 20%, Final Exam 25%

BM 342 Organizational Development 4 units
This course studies approaches to developing and maintaining coherent group functioning within organizations, and to implementing planned organization change. Techniques are examined for improving individual and group behavior within organizations on the levels of communication, attitudes, motivation, and decision making; and for coordinating the introduction and implementation of change within an organization.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance and Participation 10%, Mid-Term Exam 35%, Quizzes 20%, Final Exam 35%
BM 351 Marketing Management 4 units
This course introduces the student to marketing management's role in an organization's total business strategy. Intensive study of marketing management; emphasis on marketing environment; development of marketing strategies and formulation of policies; integration of marketing with other functional areas of business through case studies.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance and Participation 10%, Case Assignments 30%, Midterm Exam 30%, Final Exam 30%

BM 352 Consumer Behavior 4 units
Prerequisite: BM 351
The course emphasis is upon understanding the processes that influence the acquisition, consumption, and disposition of private and public sector goods and services. A comprehensive study of behavioral models and concepts to help understand, evaluate, and predict consumer behavior in terms of marketing implications. Determinants of consumer behavior are explored to gain understanding of the complex forces as they affect the marketplace.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Case Presentation 25%, Research Project 35%, Midterm Exam 20%, Final Exam 20%

BM 361 Management Science 4 units
The course will provide an introduction to various operations management functions; organizational structure, product selection, process design, capacity and location management, quality management, forecasting, inventory management, and job design. Survey of current topics in Production, Operations Research, and Statistics. Emphasis will be placed on current literature and computer applications.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Quizzes 20%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

BM 362 Production & Operations Management 4 units
Prerequisite: BM 361 or Can be waived by the Program Director
Analysis and applications of concepts and techniques of the quantitative approach, systems analysis, and operations analysis to managerial functions, with emphasis on production. Operations management is concerned with the process of transforming inputs into higher-value outputs with maximum efficiency.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Group Case Study Presentation 35%, Quizzes 20%, Mid-Term Exam 20%, Final Exam 25%

BM 371 Strategic Management 4 units
This course focuses on some of the important current issues in strategic management. It will concentrate on modern analytical approaches and on enduring successful strategic practices. It is consciously designed with a technological and global outlook since this orientation in many ways highlights the significant emerging trends in strategic management. The course is intended to provide the students with a pragmatic approach that will guide the formulation and implementation of corporate, business, and functional strategies.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Quizzes 20%, Assignments 10%, Mid-Term Exam 30%, Final Exam 40%

GENERAL EDUCATION: COMMUNICATIONS

CE 101 College English 4 units
This course is an integrated course in reading, writing, and critical thinking. Emphasis is placed on the use of library source materials; writing includes personal and expository essays and will be presented as an integral aspect of thinking and learning. Students read and analyze narrative and expository texts to improve their abilities to recognize main ideas and supporting details. Grammar and vocabulary are interactive and covers American English grammar constructions.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Attendance and Participation 10%, Seat Work and Assignments 20%, Quizzes 20%, Term Papers 25%, Final Exam 25%

CE 111 Reading and Composition 4 units
Prerequisite: CE 101 or Can be waived by the Program Director
This course involves both literary analysis and composition. It will use literature study as a basis for improving
writing and critical analysis skills. By reading narrative and expository texts, students improve their abilities to recognize main ideas and supporting details. They will explore interpretations of stories, and learn several reading strategies appropriate for different types of text. The writing process is emphasized as an integral aspect of thinking and learning and will be a pervasive activity in this class. This course is designed to improve skills through practice in writing paragraphs, essays, and reports that are clear, concise, and unified. Students also learn to conduct library reading research; focusing on methodology, students learn to generate worthwhile questions, collect primary data, locate secondary resources, and form original research insights.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Attendance 10%, Class Exercises 35%, Writing Projects 35%, Journal Summaries and Portfolio 20%

CE 121 Creative Writing

**Prerequisite: CE 101 or Can be waived by the Program Director**

This course covers learning style assessment, brainstorming and essay development, editing, proofreading and revision, and final draft presentation. Basic elements of creative writing forms will be discussed. It gives students an opportunity to write and develop skills in various forms of creative writing and be able to emphasize the kind of writing in which they are most interested in. Students will integrate critical thinking skills with effective written analysis and arguments, distinguish between deductive and inductive reasoning, write and critique essays using research strategies.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Attendance 8%, Assignments 14%, Quizzes 20%, Mid-Term Exam 25%, Final Exam 33%

CE 131 Communication and Speech

**Prerequisite: CE 101 or Can be waived by the Program Director**

This course introduces students to the principles of interpersonal communication and public speaking. It is designed to improve speaking and analytical skills through a functional approach to effective communication with practical application of the three major speech types: informative, impromptu, and persuasive speaking. Students will learn to identify and practice effective communication techniques both verbal and nonverbal; identify major barriers to effective listening and how to overcome them. These skills will be increased by developing a verbal profile and confidence in oral presentations. Students are expected to participate in class discussions, deliver a variety of speeches, and act as an audience to those delivering speeches.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

**COMPUTER INFORMATION SYSTEMS COURSES**

CS 201 Introduction to Computer Information Systems

**Prerequisite: Knowledge of Computer is required with Approval of Program Director**

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

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Attendance & Participation 14%, Chapter Quizzes 41%, Case Study Paper 18%, Case Study Presentation 27%

CS 211 Computer Application in Business and Economics

**Prerequisite: Knowledge of Computer is required with Approval of Program Director**

An introduction to the uses of computers in business. Topics include concepts, components, and operations of computer systems. It also covers hardware, software, procedures, systems and their integration into business applications.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 20%, Presentation 10%, Mid-Term Exam 30%, Final Exam 40%

CS 311 Management Information System

**Prerequisite: BM 201**

Integrates topics of management and organization theory, information and communication theory, and systems theory relevant to managing an organization’s information resources. Includes computer hardware and software, telecommunications, and database concepts.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Assignments 15%, Project 30%, Midterm exam 25%, Final exam 30%
CS 521 Management Information System

Prerequisite: BM 201 and CS 201
Analyses information systems from a management control perspective, emphasizing organization environment, technology, decision models and performance evaluation as determinants of information processing requirements. Cases and design projects explore the management of information processing systems, major functional applications, and the impact of information technology on individuals and society.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance 11%, Chapter Quizzes 52%, Case Study Paper & Presentation 37%

CS 531 Information Systems Planning

Prerequisite: CS 201
Course applies principles of managerial planning to information systems. Covers strategic, tactical, and operational planning of IS, with special emphasis on linkage between strategic plans of organization as whole and those of IS.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Attendance & Participation 10%, Chapter Quizzes 30%, Case Study Paper 30%, Case Study Presentation(s) 30%

CS 532 Organizational Transformation

This course is targeted towards information systems professionals who are involved in the planning and implementation of large scale, cross-functional enterprise systems. Students will examine the characteristics of technology efforts that change and transform the way people perform their tasks and how the new technology structures the flow of information and decision making using workflow modeling methods.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Attendance & Participation 10%, Quizzes 20%, Midterm and Final Exams 30%, Research Paper 40%

CS 541 Staffing the Information Systems Function

Prerequisite: CS 201
Systems theory, quality, decision making and the organizational role of information systems are introduced. Information technology, including computing and telecommunications systems, is stressed. Concepts of organization, information systems, and re-engineering are introduced.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Attendance & Participation 10%, Quizzes 20%, Midterm and Final Exams 30%, Research Paper 40%

CS 542 Information Systems Resource Acquisition

Prerequisite: CS 531
This course introduces students to the management and technical skills required to be an Information Systems Consultant. It requires a working understanding of various technologies including hardware, software, database, telecommunications, and E-Commerce, and therefore should be taken late in the program. The course prepares students to observe, evaluate and make improvements in the way businesses deploy technology to accomplish their goals.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Midterm Exam 50%, Final Exams 50%

CS 551 Information Systems Project Management

Prerequisite: CS 531
Students will be introduced to the processes and tool for the systems development life cycle including: analysis and design techniques; information systems planning and project identification and selection, requirements collection and structuring, process modeling, data modeling, design of interface and data management, system implementation and operation, system maintenance, and change management implications of systems. Globalization issues in systems will be discussed. Students will use current methods and tools such as rapid application development, prototyping, and visual development.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%

CS 552 Comparative System Development Methodologies

Prerequisite: CS 542
Telecommunications fundamentals including data, voice, image, and video are presented. Students are introduced to the concepts, models, architectures, protocols, standards, and security for the design, implementation, and management of digital networks. Essentials of local area networks (LAN), metropolitan area networks (MAN), and wide area networks (WAN) are covered including transmission and switching efficiency and regulatory and
technical environments.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%

CS 561 Data Modeling and Database Administration 4 units
Prerequisite: CS 201
The concepts, principles, issues and techniques for managing corporate data resources are introduced. Techniques for managing the design and development of large database systems including logical data models, concurrent processing, data distribution, database administration, data warehousing, data cleansing, and data mining are covered.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%

CS 571 Network Planning and Administration 4 units
Prerequisite: CS 542
Approaches to managing the information systems function in organizations, including examination of the dual challenges of effectively controlling the use of well-established information technologies, while experimenting with selected emerging technologies are reviewed. The role of the CIO in the organization will be discussed.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Attendance & Participation 10%, Mid-Term Exam 25%, Final Exam 25%, Research Paper 40%

CS 581 Distributed Systems 4 units
Prerequisite: CS 571
The purpose of the Distributed Systems course is to learn the state-of-the-art of practical distributed systems and to distill design principles for building large network-based computational systems. The readings and discussions will help in identifying the research frontier and extracting methods and general approaches to implement these advanced systems. Topics include dynamic packet routing, global namespace systems, component architectures, ontologies, resource allocation strategies, distributed security and authentication protocols, fault-tolerant databases, distributed artificial intelligence, and virtual worlds.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Midterm Exam 50%, Final Exams 50%

CS 591 Managing Electronic Commerce 4 units
Prerequisite: CS 201
Importance of e-commerce and the role of Internet, strategic planning of e-commerce systems, value chain models, customer relationship thinking, supply chain management and industry analyses. The goal of the course is to initiate students into evaluation and preliminary study of data structures of electronic commerce and services from the point of view of companies and organizations, and evaluation of the development in chosen fields from the point of view of electronic commerce.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Midterm Exam 50%, Final Exams 50%

ECONOMICS COURSES

EC 201 Principles of Economics 4 units
This course presents the basic interactions of individuals, firms and government in a market-oriented economy. It includes analysis of market prices, interest rates, international trade and the role of monetary and fiscal policies in promoting economic growth and stability. Also it covers markets, demand, consumer behavior, nature of firms, measuring economic activity, inflation unemployment, money and banking, and the role of the government.
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam

EC 521 Business and Economic Forecasting 4 units
Prerequisite: EC 201
This course covers training for forecasting economic trends with major proprietary computer software used by professionals, main concepts and modeling techniques in forecasting, diagnostic checking, model selection, and forecast evaluation and reporting.
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam
EC 591 Economic Analysis and Public Policy 4 units

Prerequisite: EC 201

Presents and develops the tools of microeconomic analysis and illustrates their use via applications to current issues. Students also explore the methods of microeconomic analysis of government growth and stabilization policies.

Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship

Course Requirements: Final Exam

GENERAL EDUCATION: HUMANITIES AND ARTS

HA 101 Introduction to Art 4 units

A study of the visual arts in relation to both personal and cultural expressions. Fundamentals of visual organization, color theory, terminology, art movements and concepts will be studied.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

HA 102 Art History 4 units

Art History is a survey of architecture, painting, sculpture, and related art forms created by early western cultures and civilizations. The visual arts of prehistoric times, Mesopotamia, ancient Egypt, Greece and Rome and the development of Christian art from its origins through the medieval era are discussed. Emphasis is placed on integrating the development of art forms with the geographic, social, political, philosophical, and religious characteristics of these cultures.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

HA 103 Art Appreciation 4 units

This course provides a comparative historical overview of western art and music from the prehistoric era to the present. This introductory course presents influential figures in each period and analyzes important influences on their work. The relationship between music and art is explored, along with changing trends in thought and techniques.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

HA 111 History of Western Civilization 4 units

This course is a survey of the origins of western civilization and its development from ancient times to the Renaissance and Reformation. Emphasis will be placed upon: the reasons for the rise and fall of the civilizations of antiquity; their cultural legacy; the changing role of religion in human society from the earliest societies through the Reformation; the development of western political institutions; the major technological changes that helped to drive western civilization; and the “Age of Discovery.”

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

HA 112 History of Eastern Civilization 4 units

This course is an introductory survey of the history of India, China, Japan, and related regions from the period of prehistory to the arrival of the Europeans in the 17th century. This course concentrates on examining such topics as the area’s cultural, political, religious, economic, and social development.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

HA 121 American Literature 4 units

This course is an introduction to representative literature after World War II, focusing on fiction, drama and poetry. The course explores recent advances in technology, multicultural diversity and gender equity plus other artistic, political, and cultural developments and how these changes have affected contemporary literature; emphasis is on American authors, including recent immigrants.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0

Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%
HA 122 World Literature
4 units
This course will focus on studying some of the popular myths and archetypes of the ancient cultures. These early cultures strived to attain order in their societies. They accomplished this by using a series of metaphors and myths that explained the arrangements and structures of their surroundings. Since each of these cultures influenced their neighbors, we can gain a better understanding of their similar outlooks and beliefs by comparing and contrasting their local metaphors.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Presentations 50%, Homework 10%, Mid-term Exam 15%, Final Exam 20%, Attendance 5%

HA 131 Introduction to Philosophy
4 units
This course is an overview of the classical and modern problems of philosophy. A consideration of the nature of knowledge, views of the cosmos or world and the problems of truth, beauty, ethics, and theology.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

HA 132 Oriental Philosophy
4 units

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

HA 133 Western Philosophy
4 units
This course provides an introduction of the fundamental picture of western philosophy in order for the students to understand the basic roots of western culture and thoughts.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Evaluation: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

HA 141 U.S. History
4 units
This course is designed as an introduction to U.S. History from pre-contact to the present day. It will encourage students not only to gain a familiarity with the events, ideas, and developments that have most shaped the American past but to reflect upon why that past might matter, and upon why the interpretation of its meaning can become such a source of conflict.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

HA 142 World History
4 units
This course will provide a better understanding of the civilization from cradle to the present times in general, as well as the people and societies. A broader understanding of our power struggles in societies and the mechanism of human survivorship will help us to overcome barriers and achieve our goals.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

HA 151 Religions of the World
4 units
A philosophical overview of the world’s great religions. Includes historical origin and growth of each religion, major doctrines, and influence. Religions dealt with include Primitive, Hinduism, Jainism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

HA 152 Religions of the World
4 units
A philosophical overview of the world’s great religions. Includes historical origin and growth of each religion, major doctrines, and influence. Religions dealt with include Primitive, Hinduism, Jainism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

HA 161 Introduction to Ethics
4 units
This course is to achieve an understanding of fundamental moral concepts such as the bases and limitations of human conduct, good and evil actions, norms of morality, law, freedom, and responsibility. It will investigate the relation between thought and action in light of the influential ethical theories of classical, medieval, and modern writers.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%
HA 171 Classics
This course deals with the art and architecture of ancient Greece from the Minoan and Mycenaean periods until the beginning of the Roman Empire in the first century B.C. Students will study this entire time span in chronological order, with some emphasis on the monuments of the Classical and Hellenistic periods.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

HA 181 Logic
Logic is a study of the structure and function of language, inductive and deductive forms of reasoning and argumentation. Includes the study of formal argumentation, the methods of experimental inquiry, the nature of scientific hypothesis, and probability theory.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

INTERNATIONAL BUSINESS COURSES

IB 201 International Business Management
The purpose is to develop skills in identifying, analyzing and developing solutions for current management issues in the international environment. This course explores the issues of marketing, finance, and management as they exist in the international business environment from both a multinational corporate perspective and single business person orientation.
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship
Course Requirements: Final Exam

IB 521 International Management Theory
Prerequisite: BM 201
Analysis of the strategic and operational issues that arise from the international nature of multinational corporations’ activities. Issues covered include alternative internationalization strategies, interaction between firms and governments, dealing with global competitors, and staffing and organizational implications of cross-border operations.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Assignments 15%, Project 30%, Midterm exam 25%, Final exam 30%

IB 522 International Business Strategies
Prerequisite: BM 521
This course covers the fundamentals of strategic management from the perspective of both large and small organizations operating internationally. It thus builds directly on prior studies in international business and focuses on corporate and business level strategies, rather than functional strategies.
Course Instruction: 40 Hours Lecture, 0 Hours Lab, 0 Hours Internship/Externship

INTERNET RELATED COURSES

IT 201 Introduction to e-Commerce
Prerequisite: Knowledge of Internet is required with Approval of Program Director
This course is designed to familiarize individuals with current and emerging electronic commerce technologies using the Internet. Topics include Internet technology for business advantage, managing electronic commerce funds transfer, reinventing the future of business through electronic commerce, business opportunities in electronic commerce, social, political and ethical issues associated with electronic commerce, and business plans for technology ventures.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 20%, Presentation 10%, Mid-Term Exam 30%, Final Exam 40%

IT 202 Introduction to Internet Marketing
Prerequisite: Knowledge of Internet is required with Approval of Program Director
This course introduces the students on how organizations can use the Internet to support their marketing activities. Building on traditional marketing theory and concepts together with emerging academic literature, the course details a structured approach to applying the Internet for marketing.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Class Participation 20%, Presentation 10%, Mid-Term Exam 30%, Final Exam 40%
PROGRAM COMPLETION COURSES

MS 601 Thesis 8 units
Prerequisites: 32 units of major courses completed and Can be waived by the Program Director
This is an integrative course which encapsulates theories and key learning areas within the program documented into a well written thesis supported by appropriate research techniques and methodology. Prior to undertaking the thesis and in addition to the course prerequisites, the Program Director will assess the standards of academic progress of the student to establish preparedness and proper foundation. The student will be required to complete 160 lab hours in order to complete 8 credit hours. A faculty member will be assigned by the Program Director as thesis advisor for the duration of the research work, to include editing and finalizing the thesis for presentation and thesis panel defense. A thesis panel consisting of three members in the academe (one from an outside institution duly recognized by CalUMS) will be formed for final evaluation and grading.

MS 611 Project 4 units
Prerequisites: 24 units of major courses completed and Can be waived by the Program Director
This course aims to enhance research skills, critical thinking and presentation skills through the Project course. A students is required to present a draft of the project proposal in coordination with the academic advisor for review and approval of the Program Director. Approved project is conducted under the guidance of the academic advisor. A faculty member will be assigned to the student as academic advisor for the duration of the preparation, implementation, and evaluation of the project. Final evaluation and grading of the project will be conducted and given by the Program Director.

MS 621 Comprehensive Examination 1 unit
Prerequisites: 44 units of major courses completed and Can be waived by the Program Director
This written examination is designed to test the student's overall knowledge and skill levels within the program's field of study to determine his/her eligibility for completing the program requirements prior to graduation. Prior to taking the examination and in addition to the course prerequisites, the Program Director will assess the standards of academic progress of the student to establish preparedness and proper foundation. Three members of the academic committee will be formed to develop the reading list to be assigned to the student. The reading list will include books, journals, and/or other publications which are related to the program's field of study. The examination is designed to be completed in a period of 10 hours. Final evaluation and grading will be conducted by the academic committee.

PARALEGAL STUDIES COURSES

PL 201 Introduction to Paralegal Studies 4 units
This course is an introductory course for students in the field of legal assisting or paralegal studies. The course is designed for students who lack any prior background in the law or legal assisting, its structure, organization, and content. This course is a comprehensive reference that will be valuable in the law-related courses that are to follow an introductory course. The intent is to provide not only an overview of the legal principles in a variety of areas of the law, but also to give a practical introduction to the kinds of duties and responsibilities that may face a paralegal in the workplace. It covers a variety of areas—such as contracts, civil and criminal law, procedure and discovery, legal research, real estate, and decedents' estates—while focusing on the ethical responsibilities of legal assistants.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%

PL 205 Ethics in the Paralegal Profession 4 units
This course details the ethical duties of paralegals. Students will get an in-depth understanding of important ethical issues such as maintaining client confidences, providing competent representation, zealously advocating on behalf of your client, and maintaining integrity in your work. There will be a major emphasis on the ethical duty to avoid the practice of law.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%
PL 210 Legal Research and Writing for Paralegals I 4 units
This course is the first in a two-part course on legal research and writing for paralegals. Due to the importance of legal research and writing in the daily work of paralegals, intensive training will be provided on the step-by-step process of formulating various legal documents from the information presented in various factual scenarios.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%

PL 211 Legal Research and Writing for Paralegals II 4 units
Prerequisite: PL 210
This course is the second in a two-part course on legal research and writing. This course will continue with the important principles discussed in the first part of the course, with a greater emphasis on research using secondary sources and an intensive instruction on legal writing. Students will receive hands-on training on how to develop a legal document with thorough legal analysis from the information provided to them.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%

PL 215 Civil Litigation for Paralegals 4 units
Prerequisite: PL 210
This course exposes students to the basics of civil litigation for the paralegal profession. Students will understand law and motions practice, doing initial research for a case, evidence, discovery, and trial techniques. The class will be facilitated in an interactive manner, so that students will get practice in drafting various legal documents that will be consistent with the work that paralegals do in law firms.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%

PL 220 Business Law I 4 units
Prerequisite: PL 201
This course is the first of a two-course sequence in Business Law. This course provides an introduction to the legal environment that affects individuals, businesses, and business transactions. The course focuses on the American legal system and on topics such as contracts, commercial transactions, agency and employment laws, statute of frauds, oral contracts, and the uniform commercial code.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%

PL 221 Business Law II 4 units
Prerequisite: PL 220
This course is the second of a two-course sequence in Business Law. This course reviews the legal environment that affects individuals, businesses, and business transactions. It extends the study of Business Law to the legal structure of business organizations, the government's role in promoting competitiveness, agency and employment laws, and property laws.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%

PL 230 Property Law 4 units
Prerequisite: PL 201
This course introduces property law through themes of acquisition and possession, exclusion and access, ownership and social relations. Specific topics include conquest, gifts, capture, trespass, adverse possession, servitudes, estates and future interests, leaseholds, real estate transactions, takings, and intangible property.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%

PL 235 Family Law 4 units
Prerequisite: PL 201
This course concentrates on the emerging trends in American family patterns including issues in marriage, divorce, premarital agreements, child custody, and child support. The course addresses how technology impacts the practice of family law. It also explains the role of paralegals in the field.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%
PL 238 Wills, Trusts, and Probate 4 units
Prerequisite: PL 201
This course provides an introduction to the substantive law of estate planning and estate administration. It will also review the tax laws relevant to estate planning. The course takes an applied approach by providing examples of a variety of documents and step-by-step instruction on their preparation.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%

PL 240 Tort Law 4 units
Prerequisite: PL 201
This course helps students learn the foundations of tort law. They will be able to examine various tort doctrines. As well, they will consider the law that governs the recovery of money damages or other civil relief for harm caused by another person’s conduct. The course emphasizes business related torts with an examination of the legal protection for each individual’s interests in his or her person, relationships, and property.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%

PL 245 Bankruptcy Law 4 units
Prerequisite: PL 201
This course is an applied course in bankruptcy law for paralegals. Students will learn the basic law and theory behind filing for bankruptcy. As well, students will be given detailed, step-by-step instruction on preparing common bankruptcy petitions. Students will understand the ways that paralegals can assist attorneys in the practice of bankruptcy law. They will also be taught the limitations that paralegals must observe to ensure that they are not overstepping the boundaries into the actual practice of law.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%

PL 250 Contract Law 4 units
Prerequisite: PL 201
This course teaches the ethical, practical, and professional topics relating to Contract Law. Students will investigate the differences between contracts formed in the context of real estate versus contracts made for the sale of goods. The course takes an applied approach ranging from scenarios to feature articles to portfolio-building exercises and case analysis.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%

PL 255 Sports Law 4 units
Prerequisite: PL 201
This course provides students with an understanding of the legal issues involved in the management, supervision, and business operations of sports. The course introduces and builds upon the relationship between law and sports. Using many recent cases, the course focuses on teaching the fundamentals and provides real-world insights to help students discern the latest judicial analyses.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%

PL 260 Criminal Law 4 units
Prerequisite: PL 201
This course introduces students to criminal law theory and practice as it applies to the paralegal profession. There will be a thorough analysis of the elements of each crime that a prosecutor must prove and the various defenses that a defendant may invoke. There will also be substantive discussion of the criminal legal system and ethics in criminal law practice.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%

PL 270 Administrative Law 4 units
Prerequisite: PL 201
This course will expose students to the process of how administrative agencies are created. They will also be taught the scope of agency discretion. They will understand clients’ rights, investigations, proceedings, and the judicial review process. The course will introduce students to the important role that paralegals can play in the
administrative law process.

Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Mid-term Exam 30%, Final Exam 60%, Class Participation/Attendance 10%

PL 290 Paralegal Internship 8 units
Prerequisite: Completion of all general education courses and at least 6 major courses
This course is designed to provide students with actual on-the-job experience in the paralegal profession that supplements students' classroom-based learning. Placement is not guaranteed but the paralegal faculty will assist students with locating and starting an internship. Students who repeat this course will improve skills through further instruction and practice.
Hours: Lecture: 0, Lab: 0, Practicum/Internship: 240

GENERAL EDUCATION: SOCIAL & BEHAVIORAL SCIENCE

SB 101 Introduction to Economics 4 units
This is a course that introduces the methods and techniques for analyzing economic activities in a capitalist economy. In the first part of the course, we examine microeconomics factors that enter the decisions calculus of the individual economic units-consumers and producers--- as they interact in various market settings. In the second part of the course, we introduce techniques to measure and analyze the operation of the entire economy--- all markets simultaneously. For this purpose, we introduce the role of government and policies to create solutions for the basic problems of capitalist economies--- unemployment, inflation, and the business cycle.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

SB 103 Consumerism 4 units
This course will focus on tracing both the development of consumer culture and the history of critical interpretation of that culture. Through the analytic lenses of theorists from both the political left and right, the class will investigate the social origins of such notions as taste and style while exploring the relationships between consumerism and other aspects of culture including gender and class.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

SB 111 Introduction to Sociology 4 units
The scientific study of human societies and behavior, emphasizing the sociological perspective, methods of investigating society and theories of social foundations of culture and socialization, social interaction among individuals, groups and organizations, dynamics of social inequality, and the role of social institutions in shaping the lives of individuals and society.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

SB 112 Introduction to Social Welfare 4 units
This is an introductory to social work course in which students learn about the profession of social work and the populations and issues that concern social workers. Students learn about social work practice and methodology, various fields of social work practice, and client populations. This course also includes an agency-related field experience.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

SB 121 Introduction to Family Issues 4 units
This course traces the conception of systemic theory and how it continues to be adapted by various theorists and therapists in the treatment of families. It seeks to encourage students to consider themselves as part of the systems with which they work, and to respect their own strengths and personalities even as they encourage clients to do the same. This course points out that although each theory that it discusses has its own value for working with families, some are more or less effective for specific populations, cultures, and issues.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Evaluation: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%
SB 122 Human Nature, Drug & Society  
This course provides an introduction to the principles and assessment of physical growth, development and maturation that are the basis for monitoring the health of populations, of individuals, and of children from conception through adolescence. Societal norms and influences are discussed in detail.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Evaluation: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%  

SB 123 New Perspectives on Aging and Health  
This course deals with the nature and experience of adult development from adulthood until the end of life. Emphasis will be placed on personal/individual issues, health issues in aging from a mind-body-spirit perspective.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%  

SB 131 Introduction to Psychology  
This course addresses principles of research, perception, development, learning, motivation, emotion and abnormal behavior. Emphasizes application of psychological principles to personal adjustment.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%  

SB 132 Social Psychology  
Social Psychology is the scientific study of the ways individuals affect, and are affected by their interactions with others. Internal processes such as social cognition, self-concept, person perception, the development of beliefs and attitudes will also be covered. Students will learn classic theories of social psychological thought and will be exposed to current research in the field.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%  

SB 141 U.S. Government  
This course provides an understanding of the foundations of the United States Government; provides an understanding of inalienable rights, civil rights, and civil liberties of an American; outlines the duties and responsibilities of the citizen in the United States political process; provides a knowledge base of the three branches of United States government; and relates the study of the United States government to current issues.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Evaluation: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%  

SB 142 Public Administration  
This course is designed to assist students to develop an understanding of public administration as a field of academic study and an area of professional practice. Specifically, it focuses on the evolution of public administration as an academic discipline, the context in which public administration takes place, the meaning of public service in a democratic society, and the importance of personal and professional ethics. Students must be prepared to discuss reading assignments and participate in analysis of case studies.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%  

SB 143 Minority Studies  
This course explores the moral, social, legal, and phenomenological correlates of diversity from a philosophical point of view, focusing on disability and the "double differences" where disability intersects with race and gender. The complex interplay between conceptualizations of disability rights and the construction of disability identity and culture is a theme throughout the course. These are examined in the context of modern, post-modern, and feminist approaches to questions of justice.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%  

SB 151 Introduction to Political Science  
The purpose of this course is to train students in how to analyze political phenomena in a rigorous and scientific manner. This knowledge requires an understanding of two different components: research design and statistics. In the first component, students will learn how to discriminate between theories, pose proper research questions, and in the second component, student construct a relevant hypothesis, make valid causal inferences, formulize concepts, and test their hypotheses.  
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0  
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%
SB 152 Introduction to International Relations 4 units
A study of contemporary relations among states, including an analysis of basic concepts and issues such as power, sovereignty, nationalism, security, diplomacy, war and peace, international law and organization, transnationalism, and independence. Attention is also given to different approaches to the study of international relations.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

SB 161 Introduction to Geography 4 units
This course presents study and unification of a number of earth sciences that give general insight into the nature of the environment focuses on concepts of geographic thought, tools of geography, map structure, population patterns, space relationships, and modern problems of geography.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

SB 171 Cultural Anthropology 4 units
This course is an introduction to the study which aims to demonstrate how the basic concepts and techniques developed by cultural anthropologists help us to understand societies of various degrees of complexity, including our own. We will consider topics such as language, kinship, gender, ethnicity, economics, politics, religion, and social change in a broad comparative framework. Major goals are an increased awareness of the social and cultural dimensions of human experience; the diversity and flexibility of human cultures; and processes of intercultural communication and conflict.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

SB 181 Mental Health/Mental Hygiene 4 units
This course will enable students to understand the basic aspects of human mentality and to analyze its nature and treatment. General comprehension for an empirical approach to mental hygiene. Practical actualization of historical background of mental hygiene. Comparison of western mental hygiene with that of Oriental.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

GENERAL EDUCATION: SCIENCE AND TECHNOLOGY

ST 101 General Biology 4 units
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 102 General Microbiology 4 units
This course is a study of pathogenic microorganisms including a description of basic cell structure, biochemistry, metabolism, nutrition, reproduction and genetics. Mechanisms of transmission, microbial entry, pathogenesis, prophylaxis, epidemiology, and microbial control of selected human pathogens will be explored. Basic body defense mechanisms and immunological responses to pathological conditions will be examined.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 103 General Ecology 4 units
This course introduces students to the principles of ecology, with an emphasis on the insights that ecology can provide into the environmental impacts of human activities. Students will explore the ecological roles of individual organisms; the dynamics of populations, biotic communities, and ecosystems; energy flows and biogeochemical cycles; and the concept of sustainability.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%
ST 104 General Chemistry  4 units
Principles of chemistry and their application; atomic structure; bonding; kinetic theory; states of matter; kinetics and gas phase equilibrium; primarily inorganic chemistry. Special emphasis on the analytical approach to problem solving. Mathematics strongly recommended.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 105 General Physics  4 units
The course covers the topics of a typical general physics course with calculus, including classical mechanics and elements of thermodynamics. Also, this course offers the possibility of a more in-depth view of the subject matter, including applications such as the physics of sports and some elements of star formation/celestial mechanics. Emphasis is placed on the importance of conservation laws and on the use of simple models to describe complex phenomena.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 111 Introduction to Geology  4 units
This course is an introductory study of the Earth. A survey of the nature and structure of the materials composing the earth and the various processes that have shaped and are shaping its surface. The course includes plate tectonics, faults and earthquakes, volcanoes, land forms, minerals, rocks, and geologic maps.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 112 Introduction to Zoology  4 units
Principles of animal biology, a survey of the animal kingdom, stressing the structure function, development, classification, evolutionary, behavioral and ecological concepts of zoology. Required of majors in biology, medicine, forestry and agriculture.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 113 Introduction to Botany  4 units
Botany is an introductory course covering biological principles as they apply to the plant world. The central theme is the importance of plant structure and variation in life on earth. Topics covered include plants and human affairs, plant cells, photosynthesis, the role of plants in ecological cycles, and a survey of the earth's plant forms.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 121 Introduction to Health Science  4 units
This course covers current issues in health and their effect upon the quality of human life. The course emphasizes the holistic approach to health and wellness; and explores the latest concepts in nutrition, disease prevention, mental health and stress management, sexual relationship and lifestyles, drug use and abuse, and consumer and environmental health issues. Instruction focuses on individual responsibility for wellness, cultural diversity, and effective interpersonal communication.

ST 122 Nutrition  4 units
Scientific concepts of nutrition relating to the functioning of nutrients in the basic life process. Emphasis is on individual needs, food sources of nutrients, current nutrition issues, and diet analysis.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 131 College Algebra  4 units
An overview of the fundamental concepts of algebra. Topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing; using a graphing utility; functions; graphs and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities, and matrices.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%
ST 141 Calculus I
4 units
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 142 Calculus II
4 units
Prerequisite: ST 141
Students who intend to pursue a degree in actuarial science, applied mathematics, astronomy, mathematics, physics, or statistics should take this course. Techniques of integration; The Mean Value Theorem and its consequences; series, Taylor series with applications; parametric and polar curves with applications; first order linear and separable differential equations with applications.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 151 Statistics I
4 units
Students learn to use various graphical displays and measures of location and variability to describe data. The course considers elementary probability and sampling distributions, and uses the normal and t- distributions in estimation and hypotheses testing. This course includes descriptive techniques for simple linear regression and correlation.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 152 Statistics II
4 units
Prerequisite: ST 151
This course is a continuation of Statistics I. Confidence intervals and hypothesis tests are studied in more detail, beginning with two sample inference for means and proportions. The inferences in simple linear regression and multiple regression are presented. Analysis of variance and experimental design are introduced. Other topics include chi-square tests for goodness-of-fit and independence, and the principles of nonparametric tests. Use of statistical software, such as Minitab, SPSS, or SAS, is also required.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 161 Introduction to Scientific Research
4 units
This course is intended to present the concepts and principles of scientific research. This course covers how to survey and critique the literature, formulize their hypothesis, design experiments, statistically evaluate the data, and professionally communicate results.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%

ST 171 Introduction to Computer
4 units
This course presents a range of concepts and technologies for the preparation, storage, retrieval, and dissemination of information on computers in the form of on-line and printed documents. This involves a study of a range of computer equipment and software, its availability, and capability. Skills, including intermediate level word processing and effective use of Internet resources, will be developed, which will be of value outside the course and give insight to strengthen a broader understanding.
Hours: Lecture: 40, Lab: 0, Practicum/Internship: 0
Course Instruction: Homework 15%, Mid-term Exam 30%, Final Exam 40%, Attendance 15%
UNIVERSITY PERSONNEL

ADMINISTRATORS AND STAFF

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
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<td>David J. Park</td>
<td><a href="mailto:dpark@calums.edu">dpark@calums.edu</a></td>
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<tr>
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BOARD OF TRUSTEES

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<tr>
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<tbody>
<tr>
<td>Chairman</td>
<td>John Rosich</td>
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<td>Member</td>
<td>Jim Showrank</td>
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<td>Member</td>
<td>Jennifer E. Park</td>
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<td>Member</td>
<td>Jong S. Yoon</td>
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<td>Member</td>
<td>John Song</td>
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<td>Member</td>
<td>David T. Kwon</td>
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FACULTY

Note: (*) designates Part-Time Faculty Status

Alikhani, Fariburz*
Ph.D. Computer Science, Colorado Technical University
Teaching Area: Computer Information Systems

Aune, Ezra*
B.A. in Psychology, National University
M.B.A., National University
Teaching Area: Business management

Brown, Al*
B.A. in English, University of the Puget Sound
M.A. English Language and Literature, Vytautas Magnus University
Doctorate in Linguistics, Vilnius University
Teaching Area: English as a Second Language

Burke, Robert*
B.A. in Government-International Relations, Georgetown University
M.B.A., Marymount College
Teaching Area: Management, Business Administration

Cairney, Bruce*
B.S. in Economics, University of Oregon
M.B.A., St. Thomas University
M.A. in Psychology, St. Mary’s University
D.B.A., California International Business University
Teaching Area: Economics, Business Administration

Cremo, Summer
B.A. in English, University of Washington
Teaching Area: English as a Second Language

Davis, Winnie
M.B.A. Management; M.A. Human Resources Management, Hawaii Pacific University
D.B.A. California International Business University
Teaching Area: Business Statistics, Business Administration

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B.A. in Political Science and US History, University of California in San Diego
J.D., University of California in San Diego School of Law
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B.A. in Communication, Cal State San Marcos
Executive M.B.A., Pepperdine University Graziado School of Business
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Teaching Area: English as a Second Language

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M.A. Mass Communication, University of Houston
Teaching Area: Communication

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M.S. Information Science, Tohoku University
Ph.D. Computer Engineering; M.S. Electrical Engineering, University of Southern California
Teaching Area: Computer Information Systems

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Ph.D. in Information Systems and Technology (In Progress), University of Phoenix
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M.B.A., University of Phoenix
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J.D. Wayne State University
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Teaching Area: Economics

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B.S. Computer Information Systems, Excelsior College
Teaching Area: Computer Information Systems

Zender, Irma
M.S. in Educational Technology, National University
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