

CALIFORNIA AMERICAN UNIVERSITY CATALOG

# CALIFORNIA AMERICAN UNIVERSITY



CATALOG

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## **Message From The President**

This is the most exciting time I have experienced in many years career as a teacher and administrator in higher education. The world is experiencing exponential growth in education and training in all forms and modalities.

Globalization and the increasing importance of technology in the work place have placed an increasing set of requirements on students and universities to renew knowledge not only in their functional specialties, but in the changing applications of these specialties. This has spurred the growth of programs that enable the working professional to return to the classroom.

This exponential growth is partly fueled by the return to traditional values and respect for education in most of the countries of the world. Is this “Old Wine in a New Bottle” or “New Wine in an Old Bottle”? As an educator, I care about the answer, because the approach taken in our educational programs will differ depending upon which of the above orientations is chosen.

I personally believe that this is “New Wine” and we must structure our courses and programs accordingly. I believe that business and government leaders are being tested on a daily basis with problems and issues unknown and unanticipated a mere five years ago. These leaders cannot know everything they need to know in order to respond to these challenges. Instead, they must utilize their ability to think creatively, make decisions, and communicate to solve problems. Education that enhances these abilities is required by present and future business and government leaders in order to succeed.

California American University’s programs are structured and designed to emphasize and enhance these abilities. California American University has always provided multi-disciplinary, multi-dimensional education to multi-ethnic, multi-national, multi-cultural students, with the objective of making them multi-talented and valuable contributors to their organizations and society. The complete education of the international, adult, and managerial/executive learner is our focus.

California American University offers an advanced and relevant education built upon the pursuit of excellence, integrity, and service. California American University believes that all education must promote personal and collective responsibility, social justice, respect for all life, and the interdependency of all people.

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California American University is dedicated to the student's complete education. Our programs emphasize the dissemination of knowledge, the requirement of critical thinking, the necessity of ethical values, and the need for exercise of individual and collective responsibility.

California American University welcomes you on our mutual quest of personal, academic, and professional excellence.

Dr. T. Benjamin Eller  
President

### **Mission of California American University**

California American University exists to integrate Christian values in all academic experiences, thereby creating an educational community where its students learn to think and act as ethical leaders and responsible world citizens.

### **University Vision**

California American University supports environmental awareness and preservation, social justice, respect for diversity, personal and corporate integrity, and the recognition of the interdependency of all peoples. CAU seeks to develop bridges of understanding to provide modern technological knowledge to developing countries and regions of the world. CAU advocates intellectual honesty, the free interchange of ideas, open communication, and sharing of ideas.

### **Institutional Goals**

The goals of California American University, based on our Mission and Statements, are to:

1. Help students integrate biblical principles into the personal and professional areas of their lives.
2. Train students to communicate effectively to impact their world with their Christian values.
3. Equip students for successful employment while maintaining their values.
4. Identify fundamental concepts of business and to understand the ethical and behavioral concerns and to understand the inherent ethical and behavioral concerns.

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5. Demonstrate the skills needed to utilize and leverage technology relevant to the community they live and work in.
6. Stimulate within students a spirit of inquiry, investigation, and critical thinking to promote lifelong learners.

### **Admissions Information**

California American University 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 or complete the programs successfully. The prospective student's motivation and interest in succeeding in his/her chosen field are important factors for admissions consideration as well as the student's academic qualification.

### **Undergraduate Admissions**

#### **Admission Requirements**

At least a high school education must be completed in order to apply for the Bachelor's Degree at California American University. Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent.

#### **Application Procedures**

Students applying for Undergraduate Program (Bachelor's Degree) must observe the following procedures:

- Complete the application form (available in the Office of Admissions) and submit it together with the \$100 (non-refundable) application fee to the Office of Admissions.
- Submit a copy of high school diploma and its corresponding official high school transcript evidencing completion of at least a high school education, or official transcript from former college/university attended to the Office of Admissions. The official school transcript must be sent to the Office of Admissions by the issuing institution directly.

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Admission to the California American University is based on the combination of strength of educational curriculum attempted and cumulative grade point average. Prospective students' applications will be reviewed and decided for admission on an individual basis by the Admissions Director, and the students may be asked to provide additional evidence of academic proficiency.

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 during the first week of 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**

### **Admissions Requirements**

An applicant to the Master's Degree Program at California American University must possess appropriate Bachelor's Degree with the GPA of 2.0 (on a 4.0 scale). Applicants for Master of Business Administration (M.B.A) 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 take 5 foundation courses.

### **Application Procedures:**

Students applying for admission to the Master's Degree programs must observe the following admission procedure:

- Complete the application form (available in the Office of Admissions) and submit it together with the \$100 (non-refundable) application fee to the Office of Admissions.
- Submit a copy of the Bachelor's Degree diploma (or equivalent degree in a closely related field of a chosen program) to the Office of Admissions.
- Submit the corresponding official transcript. The official school transcript must be sent to the Office of Admissions by the issuing institution directly.

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

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 during the first week of 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.

## **Policy and Procedures for Awarding Credit**

### **Purpose**

California American University determines credit awards for its courses and programs based on the professional judgment of its faculties in applying accepted practices in higher education and in alignment with its mission. Chief Academic Officer (CAO) is responsible for the implementation of the policy and procedures for Awarding Credit. The CAO oversees the implementation and determines the effective of the Awarding Credit Policy and procedures as part of the university's planning and institutional effectiveness process.

California American University doesn't award credit for student's prior work learning.

The purpose of this document is to define credit, the criteria for determining credit, process for determining credit and external confirmation.

The policy and procedures for Awarding Credit are approved by California American University. Compliance with the policy is assured. All course and program credit awards are documented electronically.

### **Definition**

A quarter credit is a unit of educational accomplishment by learning outcomes. One quarter unit is of direct faculty instruction of a minimum of 1 hour each week for 10 weeks. Courses require an equivalent amount of faculty and student engagement and learning outcomes.

### **Criteria for Determining Credit for Programs**

Faculty and review committees determine the quantity of credits for a program in accordance with commonly accepted discipline-specific best practices for undergraduate and graduate degrees and policies.

### **Process for Determining Credit**

Faculties develop courses and programs and provide justification for proposed credit amounts. Final acceptance of a proposal by each appropriate review committee denotes the review and acceptance of the proposed number of credits.

### **Transfer Of Credit**

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The Admission Committee (which includes the Dean of the applicant's doctoral degree program) will determine the amount of coursework acceptable for transfer into the doctoral program. A maximum of eight (8) quarter credit hours may be transferred into the student's doctoral program. This coursework must be equivalent to required courses in the doctoral program.

### **Degree Completion**

The student's doctoral project is reviewed by the doctoral project committee. The committee makes a recommendation to Chief Academic Officer concerning the awarding of the doctoral degrees

Students must complete all requirements within seven (7) years of completion of their initial course.

A student may apply to the Dean of the Program for a leave of absence of two (2) years or less. If the absence is approved the seven (7) year time limit will be suspended for that period and will resume at the end of the leave of absence whether or not the student enrolls in the doctoral degree program courses.

## **International Student Admissions**

CAU is authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (I-20 Form) enabling students to enter the U.S. with a student visa (F-1).

### **Application Procedures**

International students applying for a degree program at CAU must submit the following additional application document; (see procedures for each program for complete application documents)

For prospective students for Bachelor's degrees:

- Complete the application form (available in the Office of Admissions) and submit it together with the \$100 (non-refundable) application fee to the Office of Admissions.
- Submit a copy of high school diploma and its corresponding official high school transcript evidencing completion of at least a high school education, or official transcript from former college/university attended to the Office of Admissions.
- The official school transcript must be sent to the Office of Admissions by the issuing institution directly.
- Financial Statement that shows adequate fund to support tuition and fees for completion of the course.
- Copy of Passport (photo with date of birth).

For prospective students for Master's degrees:

- Complete the application form (available in the Office of Admissions) and submit it together with the \$100 (non-refundable) application fee to the Office of Admissions.
- Submit a copy of the Bachelor's Degree diploma (or equivalent degree in a closely related field of a chosen program) to the Office of Admissions.
- Submit the corresponding official. The official school transcript must be sent to the Office of Admissions by the issuing institution directly.

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- Financial Statement that shows adequate fund to support tuition and fees for completion of the course.
- Copy of Passport (photo with date of birth).

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 1 <sup>st</sup>
Winter	November 1 <sup>st</sup>
Spring	February 1 <sup>st</sup>
Summer	May 1 <sup>st</sup>

The Office of Admissions will issue the letter of acceptance with I-20 Form to applicants who have been accepted to CAU.

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

Students who have been issued an I-20 Form must report to the University within seven (7) days after arriving in the U.S. or the I-20 will be voided.

**English Language Proficiency**

All classes you attend at California American University are taught in English only. International students must provide their English Language Proficiency documents.

An applicant must provide an official document showing a TOEFL or IELTS score. International Students who have earned a secondary education diploma or degree from higher educations in

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the U.S. in which English was major language of instruction do not have to present a TOEFL score and may be waived from the equivalent test.

California American University DOES NOT issue Forms I-20 to students who have not met all admission standards, including a student who has not met the required English proficiency for the program he/she intends to apply.

### **Transfer Student Admissions**

An applicant who wishes to transfer to CAU from another institute of higher education must undertake the same application procedure for each program. Upon admission, the credit earned in other institution will be evaluated and appropriate credit will be granted for equivalent courses at CAU.

Following is the transfer credit policy for each program:

Program	Maximum Quarter Units Acceptable for Transfer Credit	Major Units required to be completed in residency at CAU
Bachelor's Degree	132	48 (in Major courses)
Master's Degree	12	48

### **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 Academic Dean. In order to be considered, the student must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The re-admission petition must be submitted to the Academic Dean at least then (10) days before the beginning of the quarter in which the student requests re-admission. The academic Dean will determine if the student has demonstrated the likelihood of future success in the program of study. The Academic Dean will notify the students in writing concerning re-admission. If re-admission is granted, a student may resume course work at CAU.

### **Class Hold Location:**

All classes will be held at the following address:

3 Corporate Park Suite 240 Irvine CA 92606

If further help is needed regarding to the campus location, please contact the admission office for detailed map or location information.

Tel: 949-387-2880 Email: [admin@calamuniv.edu](mailto:admin@calamuniv.edu)

### **Catalog Rights**

California American University publishes a catalog describing its course offerings, as well as the general policies and procedures in effect at the University. This catalog is published and updated once each year. The academic Dean is responsible for the content of the catalog. All prospective students, current students, or general public can obtain a copy of our catalog by downloading from the school's website or contact the admission office to purchase a hard copy catalog. The catalog is free to download on California American University's website (<http://www.calamuniv.edu>). The hard copy can be obtained at the admission office. It may be amended, changed or supplemented after the quarter has started. Such modifications will be typed, dated and posted by the Office of Admission.

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 and enrollment agreement.

### **Accrediting Agency Information**

California American University is not accredited by any accrediting agency recognized by the United States Department of Education. California American University is not an accredited approved institution. Therefore, the programs California American University offers are unaccredited approved degree programs. This statement shall disclose the known limitations of the degree program, including, but not limited to, all of the following:

- (A) A graduate of the degree program will not be eligible to sit for the applicable licensure exam in California and other states.
- (B) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

(C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid

**Approved to operate by Bureau for Private Postsecondary Education**

California American University is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009.

California American University does not have any pending petition in bankruptcy, is not operation as a debtor in possession, has not filed a petition within the preceding five years, or any petition in bankruptcy filed against the school within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. (11 U.S.C. Sec. 1101 et seq.)

## Financial Information

### Tuition Fee and Schedule

Students are required to pay tuition and fees during registration. Cash, money order, and checks are acceptable modes of payment.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

### Federal and State Financial Aid

California American University does not participate in any federal and state financial aid programs.

### Financial Aid Programs and Policies

California American University does not provide any kind of financial aid program to students.

### Estimate Cost Schedule

Tuition per unit (Bachelor)	\$100
Tuition per unit (Master)	\$150
Application fee (Non-Refundable, One-Time)	\$100
International Student Processing Fee	\$400
Make-up Examination Fee	\$50
Late Registration Fee	\$250
Transcript Fee	\$25

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Official Letter Fee	\$15
Graduation Fee	\$250
Returned checks Fee	\$50
Rush copy for Transcript or official Letter	\$50
STRF (Non-refundable)	\$0.00xper\$1000

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**Total Cost of Degree Programs**

Estimated Cost of Associate’s Degree at California American University based on 90 units, 8 quarters.

Application Fee (One-Time Non-refundable)	\$100
International Student Processing Fee	\$400
Tuition (90 units x 100)	\$9000
Graduation Fee	\$250
Estimated cost of Textbooks	\$1,200
STRF (Non-refundable)	\$0
<b>Total</b>	<b>\$10950</b>

Estimated Cost of Bachelor’s Degree at California American University based on 180 units, 15 quarters.

Application Fee (One-Time Non-refundable)	\$100
International Student Processing Fee	\$400
Tuition (180 units x 100)	\$18000
Graduation Fee	\$200
Estimated cost of Textbooks	\$1,200
STRF (Non-refundable)	\$0
<b>Total</b>	<b>\$19900</b>

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Estimated Cost of a Master's Degree at California American University based on 60 units, 5 quarters.

Application Fee (One-Time Non-refundable)	\$100
International Student Processing Fee	\$400
Tuition (60 units x 150)	\$9000
Graduation Fee	\$200
Estimated cost of Textbooks	\$800
STRF (Non-refundable)	\$0
Total	\$10500

\* Tuition rate may be adjusted in accordance with academic policies and regulations approved by the school

### **Payment Policies**

After registration, students must pay full of the tuition and other applicable fees prior to the beginning of instruction. Students, who are not able to make payments as of the above schedule, may request a payment plan with installments spread over the course of the quarter. Student should fill out and sign the tuition deferment request form.

### **Refund Policy (Students' Right to Change Policy)**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student will be refunded full amount of all monies paid less \$100 application fee.

For students who have completed 60% or less, the refund shall be on a pro rata basis. The refund shall be the amount of tuition paid multiplied by a fraction, the numerator of which is the number of class hours of instruction (credit units x 10) which the student has not received but paid for, and the denominator of which is the total number of class hours of instruction (credit units x 10) for which the student has paid.



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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 prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## **Scholarship Opportunities**

California American University offers: Quarterly Tuition Scholarship Awards. 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.

### **Quarterly Tuition Scholarship Award**

#### **Qualification**

In order to receive the Quarterly Tuition Scholarship, the student must meet the following qualifications:

1. A student must be currently enrolled.
2. A student in Bachelor's program must have TOEFL score higher than 540 PBT or 83 iBT.
3. A student in Master's program must have TOEFL score higher than 580 PBT or 93 iBT.
4. A student must have no outstanding balance in the tuition.
5. A student must have at least 3.0 (for Bachelor) and 3.5 (for Master) in overall GPA.

#### **Selection Procedures**

1. Student must apply for this award at least four (4) weeks prior to the beginning of the quarter. Applications are available at the Administration Office.
2. The Registrar checks the GPA of those who apply for this award, and submits the list of applicants with their GPAs to the Academic Dean.
3. Nominees will be presented to the President.
4. The President makes the final decision. The Registrar informs the applicants of the President's decision. Awards will be made at the end of the second week of the quarter with adjustments made to the student's account.

## **Student Right**

California America University maintains fair and reasonable practices in all matters affecting students: the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of grievances. In addition, the University endorses the basic principles of the 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 American University is open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, each student has access to all California American University services and facilities for which he or she is qualified. Access will be denied to persons who are not CAU students.

### **Classroom Rights and Privileges**

Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course and should make judgment in 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 is present:

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

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

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

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

### **Non-Discrimination Policy**

California American University 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-Family Educational Rights and Privacy Act.**

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. Education 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, student at CAU may see any of their educational records upon request. Access must be granted no later than 15 working days after written request. Students also have the right to challenge the contents of their educational records and to enter their viewpoints in the records under established procedures.

### **Disclosure of Student Records**

The student records are kept for 5 years. The transcripts are kept permanently.

With several exceptions provided by law, the University cannot release information concerning students to third persons without the written consent of the student. Permission must be given by the student for information in their file to be used as reference checks for credit or employment evaluation by third parties and the student must file a declaration to this effect, which will be kept in the student’s file(s). The declaration can be all-inclusive or on a case-by-case access basis. (The provision of financial data to authorized agencies is not a violation of the Buckley

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

At the discretion of CAU 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 CAU's Registrar's Office. This must be done within the first then working days of enrollment of a quarter. The privacy request will be valid for one calendar year.

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

### **Right to File A Complaint Policy**

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

#### **Family Policy Compliance Office**

#### **U.S. Department of Education**

400 Independence Ave., S.W. Washington, D.C. 20202-4605

(202)260-3887

### **Disabilities Policy**

This 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 Academic Dean 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 University standards and Code of Conduct will subject the student to disciplinary action that may include dismissal from the

University. However, in conformance with Due Process and prior to implementing any disciplinary action, the student is given a hearing before an impartial committee. The student is also given an opportunity to appeal any decision that he/she believes is unfavorable.

## **Student Grievance Procedure**

### **General information**

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

Dismissal of a student will not take place without a formal hearing. Should the student(s) feel aggrieved with the Dean, a petition should be submitted to the President, who if necessary, will arrange a hearing with the Management Committee for the student and Dean.

### **Complaint procedure**

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

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

Step 2: The investigator will, insofar as possible, maintain the confidentiality of the dispute, gather the necessary and relevant facts, inform the student of a decision, and report the result with the recommendation(s) for corrective action, if any, to the appropriate administrator.

Step 3: The investigator has no more than 30 days from the initiation of the complaint to render a decision unless it is not reasonable to conclude the investigation and render a report within 30 days due to extenuating, or unusual circumstances.

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

## **Formal Grievance Procedures**

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

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

### **For all Grievances**

#### **Step 1**

- 1.1 The student shall give written notification to the person he/she alleges has aggrieved him/her within an academic quarter. The time limit to file a formal grievance expires at the close of business of the last day of instruction of the quarter following the one in which the alleged incident occurred or of the time the student should have become aware of the alleged violation. If the party cannot be contacted through reasonable efforts because he/she is no longer in residence or is on leave, an additional notification period of one quarter shall be provided.
- 1.2 The notice of grievance must include specific allegation(s), date(s) of incident(s), and necessary details regarding the complaint. The notice must also include the remedy requested.
- 1.3 Within 30 days, the party against whom the grievance is filed must respond in writing to the student denying the allegations with accompanying explanations or:
  - a. agreeing to grant the remedy(ies) requested in full,
  - b. agreeing to grant the remedy(ies) requested in part with an explanation, or

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- c. agreeing to negotiate an appropriate remedy with an explanation, stating suggested alternatives.

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

### Step 2

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

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

### Step 3

#### First Appeal Level

##### **A. Student VS. 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 Service Director 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 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 recommendation to the Student Services Director.
  - The committee shall be appointed by the Student Service Director within 10 calendar days after receiving the written notice of grievance or notice of appeal.
  - The committee shall forward its recommendations to the Student Services Director within 30 days of its appointment.

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- The committee shall include one student member with voting privileges for each faculty, staff or administrative member with voting privileges.
  - 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 Director shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Dean's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

### **B. Student VS. Staff**

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

### **C. Student VS. 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 Dean
2. The Dean shall promptly review all allegations and provide a written response to the student within 30 days of receiving the written notification. The response shall contain the findings on the complaint, action(s) to be taken, and the justification(s) for the action.
3. If the grievant is not satisfied with the results at Dean's level, he/she can appeal to the President within 30 days of receiving the written response from the Dean or, in the absence of a written response, after 30 days but not more than 45 days has elapsed.
4. The President shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the President.

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- The committee shall be appointed by the President within 10 calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges for each faculty, staff, or administrative member with voting privileges.
  - The committee shall forward its recommendation to the President within 30 calendar days of its appointment.
5. The President shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the Dean'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 VS. Dean/Director and Staff VS. Staff**

1. Steps 1 and 2 of the grievance procedure are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the President within 30 days of receiving a written response from the Dean/Director or, in the absence of a written response, 30 days but not more than 45 days has elapsed.
2. The President shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendations to the President.
  - a. The committee shall be appointed by the President within 10 calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges for each faculty, staff, or administrative member with voting privileges.
  - b. The committee shall forward its recommendation to the President within 30 calendar days of its appointment.

### **Student Evaluation Procedure**

Students at California American University 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

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returned to the Administration Office by a designated student. Student evaluations are tabulated by the university and the results are analyzed by the Academic Dean and distributed to the individual instructors. Overall summaries of student evaluations are also presented at faculty meetings.

## **Sexual Harassment Policy**

California American University 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 and unacceptable behavior. I will not be tolerated.

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

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

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

### **General Definition of Sexual Harassment**

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

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

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Any questions a student may have regarding this catalog that have not been satisfactorily answered by California American University may be directed to the Bureau for Private Postsecondary Education. Following is the Bureau for Private Postsecondary Education contact information:

Address:

2535 Capital Oaks Dr. Suite 400, Sacramento, CA 95833, or  
P.O. Box 980818, West Sacramento, CA 95798-0810

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax:

(888)370-7589 or by fax (916)263-1897

(916)431-6959 or by fax (916)263-1897

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

## **Student Responsibility**

### **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 through the Student Body Association 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 which the Dean 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 and/or with the amendments prominently displayed in the quarterly CAU News, the campus newsletter.

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

- possession of alcoholic beverages on campus or at any school activities at any time or, for all
- intoxication of the student
- no student will threaten 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

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- 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 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 student's relationship with the University

Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial appeals committee. Written notice of specific charge(s) made against a student shall be given at least 15(fifteen) days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the University community. Hearings are private; the accused student is afforded the opportunity to rebut all charges. The University establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary actions to the Academic Dean, but on the grounds that fair procedure was not followed by the committee or that the 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 indication that the relationship with the University is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled. Specific limitations and restrictions on the student's privileges may accompany probation.

Students dismissed from the University for disciplinary reasons must exclude themselves from the University classes, activities, facilities, and buildings. Any exception must be approved by the President.

A student who is dismissed may reapply for admission after two quarter's separation.

Students who have not fulfilled their financial obligation to the University are in violation of the University contract. Said students may be denied the right to graduate, take examinations, receive degrees, 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 student; 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 and a minimum of eight( 8) units per quarter in the graduate program, and
- Complete three consecutive quarters before being entitled to vacation. Undergraduate students must complete a minimum of thirty six (36) units per year, and graduate students in the master's program must complete thirty six (36) units per year.

## **University Catalog**

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 students. 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.

## **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. 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**

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

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

### **Plagiarism**

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

The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof with 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;

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- 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 Academic Dean and/or the appropriate committee.

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

### **Drug, Alcohol And Smoking Policies**

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

It is the policy of CAU that smoking is prohibited in all University building. 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 to California American University. First, full-time faculty members are available for academic advising. Faculties are available during regular business hours for consultation with regard to academic and career planning.

The scope of the academic advice 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

### **New Student Orientation**

The New Student Orientation program assists first-time students and new transfer students in their transition to CAU. This program exposes new students to broad-based educational opportunities on campus and introduces students to college life. This orientation is also designed to familiarize them with campus facilities, policies and regulations, faculty, administrators, and staff. The University offers this orientation during the first week of each quarter.

### **Library Orientation**

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, at any time.

### **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 business 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 students.

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 American University 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.

Please find following housing information:

- (A) California American University does not have dormitory facilities under its control
- (B) The availability of housing located reasonably near the school is plenty. The approximate cost of housing is \$500-900 per month for a one bedroom apartment.
- (C) California American University has no responsibility to find or assist a student in finding 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**

The University provides a student lounge with lunch room, microwave, wireless internet in campus and quiet and comfortable studying area. Every quarter the University hosts a party for students, faculty, and staff to welcome new students and as a reunion for returning students.

## **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 unclear.

## **Library**

California American University provides facilities, services, and learning/information resources that are appropriate to support its teaching, research, and service mission. CAU also ensures that users have access to regular and timely instruction in the use of the library and other learning/information resources. CAU's library has collections over 200 books, academic journals and magazines, subjects are from business, finance, accounting to marketing. In addition, students may use multiple online learning resources, such as the e-textbook website ([www.coursesmart.com](http://www.coursesmart.com)) for subscribing e-textbooks and online library ([www.questia.com](http://www.questia.com)).

Online library--Questia ([www.questia.com](http://www.questia.com)) is the first and also the largest online library in the world. Questia have the following holdings for the readers:

- Art and Architecture
- Communication
- Economics and Business
- Education
- History
- Law
- Literature
- Music and Performance Arts
- Philosophy
- Politics and Government
- Psychology
- Religion
- Science and Technology
- Sociology and Anthropology
- 

At Questia website, the library areas include:

- Research Topics
- Book Profiles

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- Free Encyclopedia
- Academic Journals
- Magazines
- Newspapers
- Contributor List
- Free Books

Questia provides the following services:

- The world's largest online collection of complete books, journals and articles, searchable by word, phrase, title, author or subject
- Scholarly high-quality books and journals from over 300 acclaimed publisher in the humanities and social sciences.
- Unlimited use of the books and articles in the collection no matter how many others are reading the same material
- Tools to write notes in the margins and high light passages as if you were working with actual physical books
- Easy-to-use tools to create footnotes and bibliographies
- Hyperlinking of footnotes and bibliographies across titles for instant access to other related titles
- State-of-the-art customer services
- Available 24 hours a day, 7 days a week

CAU strongly suggests students to search articles online. Internet is the most powerful research tool than any physical libraries. The online library information is recommended by faculties. CAU also strongly suggests students to review periodicals/academic journals, such as The Economist, Business Week, Harvard Business Review...etc., so they are always updated with the current business trends and topics. Students can access the above periodicals/academic journals for free on the Internet.

CAU students have Questia online library access by becoming its members. Students can conduct research by searching books, journals, magazines, newspapers...etc from this website. This online library is 24/7, so it is a great tool for students' busy schedule. CAU provides free wifi for students to do researches while they are on the campus.

There are many online libraries on the Internet, Questia is one of them. CAU has no agreement with Questia or any other online libraries. Students have complete freedom to choose which resources they want to use. They can also access the local public libraries, such as Alhambra City Library and San Gabriel Library.

## **Library Hours**

The library is open 10am to 4pm, Monday through Friday, closed on Saturdays and Sundays.

Library hours may vary during the summer, between quarter, and on holidays. Hours will be posted in the library.

## **Facilities**

CAU's up-to date classroom is fully equipped with multimedia equipment, such as projector, screen, desktop computer and unlimited wireless Internet access for students and faculties to use.

- **Projector:** When giving a presentation, students can connect their laptop to the projector to run the PowerPoint report. Projector can integrate video and sound to maximize learning. Projector also can bring the Internet to life and engage the entire class for maximizing one-to-one experiences
- **Screen:** the up-to-date projection screen has a black backing to eliminate light penetration, so colors are as bold as the originals. The textured, matte white screen reflects bright images and has black borders to enhance visibility, so students will always enjoy a crisp picture. A one-to-one aspect ratio is versatile enough to go from movies to slideshow presentations—perfect for classroom lessons.
- **Desktop computer:** Our desktop computer is a reliable and great tool for students and teachers who want to give powerful presentations in class, to browse Internet for examples or demonstrations...etc.
- **Wireless Internet:** Students and faculty members are free to use the CAU wireless Internet as long as they are at campus. Students can use the free wireless Internet to access their e-textbook in class as well as on-line exams.

Projector, screen, desktop computer are all owned by California American University. CAU doesn't charge CAU students and faculty members extra fees for using the school equipment. CAU subscribes the wireless Internet service from Charter Communication and the wireless Internet is also free to use for CAU students and faculty members.

## **Class Materials**

All class materials are decided by the instructor or professor. California American University does not have a bookstore and does not sell any textbook or class materials to students. Students are strongly suggested to buy textbooks and class materials that are required by their instructors and professors. Textbooks and class materials can be purchased at local or online bookstores.

## **Academic Policy**

### **Registration and enrollment**

California American University admits new student 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 strongly encouraged to meet the stated prerequisites. All students are strongly encouraged to meet with their academic advisors before class enrollment and at least once each quarter. Registration materials are available in the administrations.

### **Enrollment Agreement**

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

Students have 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.

### **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). However, international students are required to enroll minimum 12 units to maintain valid F1 status.

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 academic advisor's approval to add a class not appearing on your original Class Registration Form.
3. Submit the completed Add/Drop Request Form to the Administrations Office immediately.

A student who wishes to DROP a class must:

1. Make a request to drop a class by completing an official Add/Drop Form.

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2. Obtain the advisor's approval to drop any class appearing on your original Class Registration Form.
3. Submit the completed Add/Drop Request Form to Administration Office immediately.

### **Student 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 twelve (12) 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 \$25. Students are not allowed to register after the end of the second week each quarter. No enrollment or addition of any course is permitted after the first two weeks of the quarter have passed without permission from the instructor involved and authorization from the Dean. Late Registration fee of \$25.00 need to add to Total Charges.

### **Minimum Required Units for Graduation**

Program	Units
Associate of Art in Business Administration	90
Bachelor of Art in Business Administration	180
Master of Business Administration	60

### **Attendance Policy**

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

Student enrolled in any course are expected to attend classes regularly and comply with class requirements to the satisfaction of their instructor. In case of severe illness, or a death in the immediate family, the instructor of the course may "excuse" the student from attending class. However, it is the responsibility of the student to make up any academic work assigned during his 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 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 Academic Dean by the Instructor. The Academic Dean will then initiate the process of counseling or dropping that student from the class.

**Class Schedules**

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

**Grading System**

The instructor, in conjunction with the Academic Dean, 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 grading procedures at the beginning of the course. At the end of each quarter, the University posts students' grades for every course undertaken.

Standard letter grades (A, A-, B+, B, B-, C+, C, C-, D+, D, and F) are used for both undergraduate and graduate degree programs only these letters are recorded on transcripts and in computing grade point averages (GPA).

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

Grade	Achievement Description	Grade Point
A	Outstanding	4
A-		3.67
B+		3.33

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B	Good	3
B-		2.67
C+		2.33
C	Average	2
C-		1.67
D+		1.33
D	Below Average	1
F	Failure	0
I	Incomplete	N/A
W	Withdrawal	N/A

**Unit of Credit**

California American University academic work is established by quarters. A quarter credit hour earned is defined as the satisfactory completion of: at least ten (10) clock hours of didactic work (lecture hours); one (1) clock hour equals 50-60 minutes.

**Incomplete (I)**

Incomplete (I) is given to students who, in the judgment of the instructor, are unable to complete the requirements of the 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 one quarter 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 one quarter and “F” will be posed on the transcripts. For a time extension due to unusual circumstances, a student may file a petition with the Academic Dean. A student receiving an Incomplete (I) may re-enroll in the course with the permission of the Academic Dean.

### **Withdrawal (W)**

Student may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. 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 Enrollment Agreement.

Students have 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.

### **Grade Point Average (GPA)**

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

$$\frac{\text{Total Grade Point Earned}}{\text{Total units Attempted with Letter Grade}}$$

Foundation courses required for the graduate degree program are 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 Academic Dean, a student may repeat any course. If a higher grade is earned in the repeated course, the lower grade will be reported on transcript, but it will not be computed in GPA. 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 Administration 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.

### **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 Administration. Questions regarding final grades should be brought to the attention of the Administration Office during the quarter immediately following the grade assignment.

### **Foundation courses**

Foundation courses are required for those students with insufficient background in the chosen degree. Foundation courses are included in the calculation of the student's GPA.

### **Standards of Satisfactory Progress**

California American University 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 CAU.

### **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:

Program	Required Units for Graduation	Maximum Time Frame (MTF)
Associate of Art in Business Administration	90	6
Bachelor of Art in Business Administration	180	6

Master of Business Administration	60	3
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**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 will be given assistance, if needed, 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 for at least one quarter.

**Dismissal and Extended Enrollment**

Students who have been dismissed due to the failure to maintain the academic minimums outlined above may apply to continue their studies at CAU in an extended enrollment status. 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 cost incurred during this quarter. At the completion of this quarter, students who have established satisfactory progress according to the above tables may apply to the administration to return to a regular student status. A meeting will be scheduled between the Academic Dean and the student applying for 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 probation for a period of one quarter.

**Mitigating Circumstances**

The Academic Dean may grant leaves of absence and / or 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. No waivers will be provided for graduation requirements.

**Appeal**

Should a student disagree with the application of these standards of satisfactory 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 Academic Dean. The decision of the Dean 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 Academic Dean. In order to be considered, the student must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be submitted to the Academic Dean at least ten (10) days before the beginning of the quarter in which the student requests readmission. The Academic Dean will determine if the student has demonstrated the likelihood of future success in the program of study. The Academic Dean will notify the student in writing concerning readmission. If readmission is granted, a student may resume courses work at CAU.

### **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 Administration'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.

### **Transfer of Credit Policy**

Students may transfer credits earned from another recognized institution after approval of the Academic Dean.

Credits earned in any course taken at California American University may be accepted for transfer to schools as long as the institutions accept the credits. Decisions concerning the acceptance of credits earned in any course at this University shall be made at the discretion of the receiving institution. CAU makes no representation whatsoever concerning the transfer-ability of any credits earned at this University.

## **Notice Concerning Transferability of Credits and Credentials Earned at California American University**

The transferability of credits you earn at California American University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, you earn in Associate of Arts in Business Administration, Bachelor of Arts in Business Administration, Master in Business Administration, Doctor of Business Administration, Master of education Administration, Master of Public Administration, MBA Finance, MBA Hospitality, MBA International Business, MBA Management and MBA Marketing at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at California American University is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at California American University will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California American University to determine if your degree will transfer.

### **Maintain Full-Time Status**

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

## **Leave of Absence**

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

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

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

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

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

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

### **Medical Reasons**

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

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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, indication in the appropriate place that this is an extension. There is no limit on a medical Leave of Absence if reasonable grounds are given. Also, Leave of Absence time for medical reasons will not be counted against the student's expected "time of completion" requirement.
2. Receive approval for the Leave of Absence request from the Admissions Office.

### **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' degree, and as First Year or Second Year for the master's degree. 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 & Bachelor Degree Program**

Graduate	A student who has been awarded the Bachelor's degree or a higher degree by a recognized institute
Senior	A student who has completed 135 units or more units
Junior	A student who has completed less than 35 units and more than 90 units
Sophomore	A student who has completed less than 90 unit and more than 45 units
Freshman	A student who has completed less than 45 units
Full-time	A student carrying 12 or more units
Part-time	A student carrying less than 12 units

## **Master's Degree Program**

Graduate	A student who has been awarded the Master's degree or a higher degree by a recognized institute
Second Year	A student who has completed 30 units or more units
First Year	A student who has completed less than 30 units
Full-time	A student carrying 12 or more units
Part-time	A student carrying less than 12 units

## **Program Length**

The normal length of the Bachelor's degree programs is 16 quarters (four academic years). The normal length of the Master's degree at California American University is 8 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. CAU requires all instructors to give a final exam in each course during the last class period of each quarter.

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

### **Withdrawal from Classes**

Students has the right to cancel (withdraw) and obtain a full refund of charges paid through attendance or the seventh day of enrollment.

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

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

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

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

### **Withdrawal from The University**

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.

There are two ways to withdraw from the University:

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

The following procedures must be observed by the student:

1. Notify the Academic Dean or Registrar of intent to withdraw by completing and submitting the Withdrawal Notice Form.

2. Clear all outstanding debt/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 two consecutive quarters, without the Academic Dean'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. The student will be refunded the full amount of monies paid less \$100 application fee for **all** new students. For students who have completed 50% or less of the 10 weeks instruction period, the tuition will not be refunded.

### **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 in the quarter preceding the one in which they expect to graduate.

During each registration period, graduating seniors 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 graduation students who intend to join their commencement must pay the graduation fee.

## **Academic Programs**

All California American University academic programs are offered on campus. The school does not provide distance education programs.

## **Business Administration Programs**

### **Associate of Arts in Business Administration (AA)**

#### **Associate of Arts in Business Administration Goals**

The purpose of the AA in Business Administration is:

To provide the student with the essential knowledge of Business Administration for self-improvement and professional growth through selected business courses; and to provide the student with a broad general education in the areas of humanities, natural sciences, social studies and mathematics.

To earn the AA degree at California American University a student must complete the following twenty-three prescribed courses for a total of 90 units of credit. Up to 67 quarter-unit credits earned at other institutions may be transferred upon approval of the Chief Academic Officer.

#### **General Education Requirements for Associate of Arts in Business Administration (62-Quarter Units)**

##### *ENGLISH COMMUNICATION*

ENG 101	Written Communications 1	4 Units
ENG 201	Expository Writing 1	4 Units
PHIL 150	Critical Thinking	4 Units
SPCH 150	Oral Communication 1	2 Units

##### *MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING*

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MATH 101	College Algebra	4 Units
MATH 103	Math for Business and Economics	4 Units

*ARTS AND HUMANTIES*

ART 101	History of Western Art	4 Units
PHIL 151	Philosophy of Knowledge, Ideas, & Human Values	4 Units
PHYSICS 101	Introduction to Physics	4 Units

*SOCIAL AND BEHAVIORAL SCIENCES*

HIST 101	United States Civilization	4 Units
POLS 155	Political Science 1	4 Units
SOC 103	Sociology 1	4 Units
PSYC 101	Psychology 1	4 Units

PHYSICAL AND BIOLOGICAL SCIENCES

GEOG 101	Physical Geography	4 Units
BIO 155	Biology 1	4 Units
BIO 156	Biology 2	4 Units

**Business Education Requirements for AA in Business Administration  
(28 Quarter Units)**

ACCT 201	Accounting 1	4 Units
ACCT 202	Accounting 2	4 Units
ECON 181	Economics 1	4 Units
FIN 207	Business Finance 1	4 Units
LAW 101	Foundations of Business Law	4 Units
MGT 191	Management 1	4 Units
MIS 111	Management Computer Systems	4 Units

**Bachelor of Business Administration (BA)**

**Bachelor of Business Administration Goals**

The objective degree of the Bachelor of Business Administration is to: 1) provide students with the essential knowledge and skills necessary to understand and function effectively in business organizations; 2) familiarize students with the fundamental aspects of theoretical and applied knowledge of business and 3) enable students to integrate formal learning with practical knowledge for personal and professional growth. The Bachelor degree requires the successful completion of a total of 180-quarter units of study.

To acquire the degree of Bachelor of Business Administration, a California American University student, in addition to having successfully completed the class and unit requirements for an Associate of Arts Degree (as listed in the previous section) or its equivalent, must successfully complete the following courses. A student may transfer a maximum of 132-quarter units. A maximum of 62-quarter units may be general education units taken from courses in general education from science, social science, English, humanities, etc. General education units may be transferred from accredited schools, colleges, and universities upon petition of and approval from the Chief Academic Officer of CAU. The transferred units may be applied to the total unit requirement of the Bachelor's degree.

**Bachelor of Arts in Business Administration**

**Required Upper Division Courses**

**(90 Quarter Units)**

BA 301	Principals of Marketing	4 Units
BA 302	Applied Business and Economic Statistics	4 Units
BA 303	Production and Operations Management	4 Units
BA 304	Business Finance	4 Units
BA 305	Business Responsibilities in Society	4 Units
BA 306	Money, Banking and the Economy	4 Units
BA 307	Economics of the Business Firm	4 Units
BA 308	Managerial Accounting	4 Units
BA 309	Management Information Systems	4 Units
BA 401	Management Theory and Practice	4 Units
BA 402	Management and Organization Theory	4 Units
BA 403	Integrated Decision Making-Business	4 Units
BA 404	Comparative Management	4 Units
BA 405	Business Communications	4 Units

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MATH 301	Quantitative Methods in Business	4 Units
ENG 301	Expository Writing II	4 Units
ENG 302	Communication Theory	2 Units
IBA 401	International Business	4 Units
IBA 402	International Marketing Management	4 Units
IBA 403	Principals of International Economics	4 Units
IBA 404	Import-Export Management	4 Units
IBA 405	Multinational Financial Management	4 Units
IBA 406	Public-Relations Methods for Multinational Bus.	4 Units

## UNDERGRADUATE LOWER DIVISION COURSE DESCRIPTIONS

All courses are 4 quarter Units unless otherwise noted.

### ENGL 101 Written Communication 1

This course will introduce students to the strategies of personal writing in a multicultural context. Student written essays and other writings are reviewed and critiqued.

### ENGL 201 Expository Writing 1

Introduces students to academic discourse in the liberal arts. Especially valuable for students interested in ground rules of academic inquiry and exchange in English writing that might not be commonplace consideration in their first language processes of social interaction ages.

### PHIL 150 Critical Thinking

This course will introduce students to the application of the theory of logic to oral and written argument. Student oral and written presentations are reviewed and critiqued.

### SPCH 150 Oral Communication 1

This course will introduce students to the theories and techniques of oral presentation in a business context. Student oral presentations are reviewed and critiqued.

### MATH 101 College Algebra

Prerequisite(s): none. Basic algebra, linear functions and equations, quadratic functions and equations, operations with functions. This course is not intended to meet any mathematics or physical science requirement and is intended for students who plan to major in business.

### MATH 103 Mathematics for Business and Economics

Prerequisite(s): MATH 101 or its equivalent. Application of algebra, geometry, and trigonometry to the solutions of common business problems.

### ART 101 HISTORY OF WESTERN ART

Survey of the history of architecture, sculpture, painting and the minor arts representative of prehistoric, ancient, classical and medieval periods of Western civilizations.

### PHIL 151 Philosophy of Knowledge, Ideas, and Human Values

An examination of the major philosophical views regarding reality, knowledge, belief, human nature, ethics, social philosophy, and theories of knowledge. Course covers critical reasoning skills and their application as well as the formal theory of logically correct reasoning.

### PHYSICS 101 Introduction to Physics

This is a non-calculus based introductory course in Physics. It will focus on sound, electricity, magnetism, light, and optics. Knowledge of trigonometry, algebra, and geometry is expected.

**HIST 101 United States Civilization**

An examination of the historical development of the culture and social structure of American society from the first settlers through the information age. The essential concepts and theories relating to the study of man as a socio-political being and participant in groups and society; analysis of cultural development, processes of social interaction, and development of social institutions. Cultural values, shared beliefs, key institutions, community patterns, and systems of inequality, will be prominent topics. Cultural values, shared beliefs, key institutions, community patterns, and systems of inequality, will be prominent topics.

**POLS 155 Political Science 1**

Introduction to the structures and processes of political institutions in major types of political systems, including parliamentary systems, the countries of the former Soviet Bloc system, and systems in developing countries.

**SOC 103 Sociology 1**

A comparative analysis of the historical and evolutionary development of basic human groups and social structures.

**PSYC 101 Psychology 1**

An introduction to the basic scientific logic facts, theories, and principles of psychology, including the study of human motivation, learning, emotion, perception, thought, intelligence, and personality.

**GEOG 101 Physical Geography**

Basic physical elements of geography (especially climate, landforms, soils, and natural vegetation), and their integrated patterns of world distribution.

**BIOL 155 Biology 1**

An introduction to the biology of vertebrate animals (primarily terrestrial). Topics will include some aspects of the systematic, distribution, morphology, behavior and ecology of amphibians, reptiles, birds and mammals. The course is open only to non-biology majors.

**BIOL 156 Biology 2**

Introduction to the structural characteristics of the human body and the interrelationships among its systems. Clinical terminology and applications stressed.

**ACCT 201 Accounting 1**

Study of the concepts and techniques for measurement and communication of financial information. An introduction to accounting theory and practice as related to the single proprietorship, with emphasis on service and merchandising transaction analysis, and recording and summarizing procedures used in preparing various financial statements.

**ACCT 202 Accounting 2**

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Prerequisite(s): ACCT 201 or equivalent. Continuation of study of accounting principles with emphasis on partnerships and corporations. Topics include stock and bond issuances, present value concept as related to accounting, introduction to consolidation and intercompany investments, special financial statements and financial statement analysis, and partnership formation and liquidation.

### ECON 181 Economics 1

Applications of economic analysis to problems of management, especially of capital. Emphasis on microeconomic analysis, production economics and cost analysis.

### FIN 207 Business Finance 1

Covers the foundation materials for both corporate financial management, and investment and portfolio analysis. Topics covered include time value of money, capital budgeting, capital structure, dividend policy, portfolio theory, CAPM, and market efficiency.

### LAW 101 Foundations of Business Law

Law studied as an integral part of the business environment, a process derived from and changing with the larger society. Areas covered include contracts, torts, agency, partnerships, corporations, and bankruptcy.

### MGT 191 Management 1

Analysis of the management function and process with emphasis on the decision-making environment; interpersonal and intergroup processes and relationships in organizations are covered.

### MIS 111 Management Computer Systems

MATH 101 or its equivalent. Study of the concepts and techniques in the design and implementation of business computer systems within companies' operating environments. The emphasis will be on the effects of the computer on these systems.

## **UNDERGRADUATE UPPER DIVISION COURSE DESCRIPTIONS**

### BA 301 Principles of Marketing

Prerequisite(s): upper-division standing or consent of instructor. An introduction to the role of marketing in society with emphasis on concepts, marketing methods and institutions.

### BA 302 Applied Business and Economic Statistics

Prerequisite(s): Math 301 or its equivalent; upper-division standing. Survey of deterministic and probabilistic models for decision-making: linear programming and extensions, networks, dynamic programming, decision trees, queuing models, and simulation. Uses of these models in decision-making are discussed. Use of the computer is emphasized.

**BA 303 Production and Operations Management**

Prerequisite(s): BA 302 or equivalent. Deals with the issues of design and control of production systems in manufacturing and service organizations. Covers product and process selection, capacity planning, location and layout design, project and job scheduling, inventory control, material planning, and quality control.

**BA 304 Business Finance**

Prerequisite(s): Managerial Accounting; upper-division standing; recommended. Covers the foundation materials for both corporate financial management, and investment and portfolio analysis. Topics covered include time value of money, capital budgeting, capital structure, dividend policy, portfolio theory, CAPM, and market efficiency.

**BA 305 Business Responsibilities in Society**

Historical and cultural analysis of modern industry, the social structure of labor--management relations, industry's community role. The behavior of intendedly rational organizations.

**BA306 Money, Banking and the Economy**

This course will explicate the role of commercial and investment banking in the US and world economy. Application of macroeconomic analysis to problems of management, particularly as they relate to the relationship of the firm to the financial (money and capital) markets.

**BA307 Economics of the Business Firm**

Prerequisite(s): BA 306. A study of the organization and structure of the American commercial and industrial system with emphasis on microeconomic theory and its application to the individual firm, a firm's production and pricing behavior and policies, its market structure and public policies regulating or influencing its market behavior.

**BA 308 Managerial Accounting**

Study of the concepts and techniques for measurement and communication of financial information. An introduction to accounting theory and practice as related to the single proprietorship, with emphasis on service and merchandising transaction analysis, and recording and summarizing procedures used in preparing various financial statements.

**BA 309 Management Information Systems**

Prerequisite(s): BA302 or its equivalent. Topics covered include computer hardware and software, business data processing, databases, telecommunications, systems analysis and design, cost-benefit analysis, and systems applications in business. Programming assignment (Pascal or BASIC) and use of spreadsheet are required.

**BA 401 Management Theory and Practice**

Prerequisite: senior standing. An integrative course which provides an understanding of modern management theory, commencing with scientific management. Comparative analysis of scientific management, administrative management theory, the behavioral management theory,

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management science theory, the organization-environment theory, and contingency management. Focus on the management cycle, including detailed discussions of the planning, organizing, coordinating, directing, and controlling functions of management. Teamwork and case studies are emphasized.

### BA 402 Management and Organization Theory

This course is designed to integrate the various functional areas of management, including organizational behavior, operations management and leadership in order to comprehensively develop mid and long term strategic direction.

### BA 403 Integrated Decision Making-Business

Focuses on creativity in business, which has been applied to product and process development, of the organizations to improve strategic decision making. Cases, and other exercises will be used to help students develop creative strategic thinking and decision-making skills.

### BA 404 Comparative Management

Prerequisite: senior standing. An integrative course which provides an understanding of how organizations are managed in different industrial and public sectors and in different societies and cultures. Teamwork and case studies are emphasized.

### BA 405 Business Communications

A detailed study of business communication. Includes analysis and practice in writing a variety of messages used to communicate in business and industry.

### MATH 301 Quantitative Methods in Business

Prerequisite(s): Completion of required Lower Division courses in Math or a sufficiently high test score on the Mathematical Analysis Examination, as determined by the Dean. A study of proportions, inequalities, absolute value, functions, graphing, logarithms, linear and nonlinear equations, basic geometrical patterns and equations, elementary trigonometry, and other fundamental concepts of mathematics as they relate to the conduct of business.

### ENGL 301 Expository Writing 2

Prerequisite(s): fulfillment of required Lower Division courses in English or consent of Academic Dean. Introduces students to academic discourse in the liberal arts. Especially valuable for bilingual students interested in ground rules of academic inquiry and exchange in English writing that might not be commonplace consideration in their first languages.

### ENGL 302 Communication Theory

Prerequisite(s): fulfillment of required Lower Division courses in English or consent of Academic Dean. Introduces students to theories of oral and written communication. Focus is on English as a second language. Especially valuable for bilingual students who wish to improve their oral and written communication skills.

### IBA 401 International Business

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Prerequisite(s): BA 404 or equivalent and upper-division standing. A survey of international business organizations, with an emphasis on the dramatic internationalization of markets. Focus on the reasons why international business differs from domestic business and the different approaches to dealing with international markets. Teamwork and case studies are emphasized.

### IBA 402 International Marketing Management

Prerequisite(s): IBA 401 or equivalent and upper-division standing. An introduction to the role of marketing offshore, with emphasis on concepts, marketing methods, and institutions. Teamwork and case studies are emphasized.

### IBA 403 Principles of International Economics

Prerequisite(s): IBA 401 or equivalent and upper-division standing. Application of international macroeconomic analysis to problems of management particularly as they relate to the firm involved in exporting or importing good and services. Teamwork and case studies are emphasized.

### IBA 404 Import-Export Management

Prerequisite(s): IBA 401 or equivalent and upper-division standing. Focus on the international trade structure, including the World Trade Organization, NAFTA, EEU, and the General Agreement on Tariffs and Trade (GATT). The course will analyze and discuss the rules, regulations, and laws relating to the importing and exporting of goods and services. The roles of the US Department of Commerce/ITA in promoting exports and the Customs Bureau in the importing process will be covered. Teamwork and case studies are emphasized.

### IBA 405 Multinational Financial Management

Prerequisite(s): BA 304 and 401 or equivalent and upper-division standing. A survey of international financial institutions and the financial factors that affect the modern multinational corporation with emphasis on exchange rate and portfolio risk. Teamwork and case studies are emphasized.

### IBA 406 Public-Relations Methods for Multinational Business

Prerequisite(s): BA 304 or equivalent and upper-division standing. A survey of public-relations strategies and methods as they affect the modern multinational corporation, with emphasis on strategies designed to minimize business risk and increase organizational image and reputation. Teamwork and case studies are emphasized.

## **Master Of Business Administration Program (MBA)**

### **Masters of Business Administration Program Goals**

The purpose of the Masters in Business Administration degree program is to: 1) provide advanced knowledge and skills in selected business management areas; 2) allow for practical experience in application of skills with the overall operation of an organization; and 3) provide a comprehensive foundation for the analysis and evaluation of data business decisions in a changing world.

California American University is dedicated to the education of working adults. Its professors are educator-practitioners who have significant experience in administration, management, and leadership in the business world and know how to communicate requisite knowledge to students. California American University presents students with an overview of modern American management theory and practice in each of the key areas of managerial responsibility. The objective is to assist each student in integrating formal academic learning with the student's job experience and career goals in order to enable each student to obtain the maximum possible educational benefit and personal growth. As the world transitions to the 21<sup>st</sup> century, business and government leaders increasingly seek way to provide for the leadership needs of the 21<sup>st</sup> century workforce. The need for skilled and adaptable management professionals is higher than ever before.

### **MBA Course Requirements**

The MBA Program is designed to enable working professionals to study areas relevant to their own personal career orientation and professional objectives and earn an MBA degree. It requires students to complete 60-quarter units of graduate coursework. A student must complete the required core courses and can select three classes from the electives listed for individual professional purposes. Five areas of emphasis are offered; MBA Emphases are offered in: International Business; Marketing; Finance; Hospitality Management; and Information Technology.

**MASTER OF BUSINESS ADMINISTRATION (MBA)**

**MBA Required Core Courses**

(60 Quarter Units)

MGT 511	Operations Management	4 Units
MGT 520	Legal & Ethical Decisions	4 Units
MGT 535	Organizational Behavior and Development	4 Units
MGT 603	Project Management	4 Units
MKT 614	Global Marketing Management	4 Units
FIN 621	Financial Analysis and Strategies	4 Units
MGT 625	Information Management for Leaders	4 Units
MGT 630	Human Resource Development	4 Units
ECO 633	Economics for Managerial Decision-Making	4 Units
IB 640	International Business Strategy and Planning	4 Units
MGT 655	Change & Innovation in Organizations	4 Units
MGT 665	Risk and Conflict Management	4 Units
MGT 677	Organizational Leadership	4 Units
MGT 682	Current Issues in Business Environment	4 Units
MGT 695	Strategic Planning and Management	4 Units

The objective of the MBA with emphasis in Management is to increase the knowledge and abilities of the student to effectively manage business organizations, enhance the student's capability to manage change in the technological business environment, and prepare professionals for more advanced study.

## MASTER OF BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

All courses are 4 Quarter Units unless otherwise noted.

### MBA Required Core Courses

#### MGT 511 Operations Management

This course provides an overview of the operations management. Topics include production and operations planning, materials management, environmental health and safety, and quality management.

#### MGT 520 Legal & Ethical Decisions

This course is an exploration of values and ethics in today's business environment. Emphasis is placed on the legal and ethical issues arising in the global business environment.

#### MGT 535 Organizational Behavior and Development

This course explains organizational behavior on the individual, work group and organization-wide levels by introducing contemporary theories of organizations. Emphasis is placed on techniques of analyzing and solving organizational problems and developing positive organizational cultures.

#### MGT 603 Project Management

Studies how project plan inputs are accurately gathered, integrated and documented; the tools and techniques used in project planning; and the outputs of a project plan to viable stakeholders. Evaluate the development of project scope, work breakdown structures, and the importance of quality, risk and contingency management in planning development.

#### MKT 614 Global Marketing Management

An in-depth examination of marketing environments and the impact marketing activities have on organizational operations in competitive, global, multicultural business settings; the course discusses international frameworks of the fundamental marketing functions. It explores and analyzes modern marketing problems and solutions.

#### FIN 621 Financial Analysis and Strategies

The course explores financial theory and financial decision models necessary for handling complex problems. Major emphasis is on the management of assets. Topical coverage includes financial analysis, planning and control, financial forecasting, valuation, risk-return, capital budgeting, and investment under uncertainty.

#### MGT 625 Information Management for Leaders

This course focuses on the strategic role of information technology in organizations. Topics include the use of information as an organizational resource; integration of information into the vision, mission, goals, practices of organizations, and analysis of information to accomplish

competitive advantage. Emphasis is placed on the skills needed in storing, updating, retrieving information and business forecasting.

**MGT 630 Human Resource Development**

This course includes human resource planning; selection and placement; training and development; compensation and benefits; employee and labor relations, and management practices.

**ECO 633 Economics for Managerial Decision-Making**

In this course, students study market structure and theory as they relate to managers in a variety of decision-making environments. This course covers the use of mathematical and economic decision-making tools for determining optimal levels of output, resource usage, and capacity planning.

**IB 640 International Business Strategy and Planning**

This course provides essential components of international business and the environments in which it is conducted. It examines theory and practice of elements that comprise the international environment within the global marketplace. The inner-workings of international business operations through the study of key issues facing international businesses are emphasized.

**MGT 655 Change & Innovation in Organizations**

This course analyzes today's business environment and the pervasiveness of change. Course topics focus on different changes, organizational redesign, and the essential skills necessary for leaders to initiate corporate and organization transformations, mergers and acquisitions. Students strengthen the skills and strategies necessary to initiate and implement change within organizations.

**MGT 665 Risk and Conflict Management**

This course includes an interdisciplinary introduction to conflict, sources of conflict, and conflict theory. It is intended to help student better protect and enhance shareholder value through value-focused enterprise risk management. Students will learn to identify risk and conflict exposure, develop ways to manage risk, and delineate clear roles for the board, senior executives, chief risk officers, line executives, and risk management staff.

**MGT 677 Organizational Leadership**

Analyzes leadership styles with an emphasis on what constitutes effective leadership given the organization and its context. Focuses on how leaders emerge and assume responsibility within learning organizations while assessing leadership styles, values, and skills for empowering individuals as they confront organizational challenges.

**MGT 682 Current Issues in Business Environment**

This course explores the social, political, economic, legal, and moral factors that are an integral part of business today, and responses of business to these contemporary trends and challenges. Topics may include the new social contract, employer-employee relations, diversity,

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consumerism, ecology, technology, media, community, global challenges, public policy, corporate ethics programs, and stakeholder management.

**MGT 695**      Strategic Planning and Management

Analysis, development, and implementation of competitive strategies by private enterprises.

Focus is on creation and maintenance of competitive advantage in domestic and global industries.

## **California American University Administration**

### **President**

Dr. E. Benjamin Eller

EdD , Education, University of California Los Angeles, 1993

### **Chief Executive Officer**

John Charity

Bachelor in Chinese, Fu-Jen Catholic University, 1981

### **Chief Operation Officer**

Anthony Shotwell

M.A. in Economics, State University of New York at StonyBrook, 1975

B.S. in Economics/Sociology/History, Central State University, 1973

### **Chief Academic Officer**

Dr. Catherine E. Levitt

D.B.A. in Strategic Management, United States International University, 1997.

Master of International Business, Pepperdine University, 1993.

### **Human Resource Director**

Theresa Woo

M.A., in Business Administration, Ivy University, 1998.

B.A. in German Literature, Fu-Jen Catholic University, 1995.

### **Director of Office of Admission and Registration**

Susy Shao, MBA, University of Texas

### **IT Service Director**

Joyce Lu

M.B.A. Southern New Hampshire University, 2001

B.A., English, Christ's College, Taiwan, 1999

### **Registrar**

Evelyn Huang

M.A., Leadership Studies, Azusa Pacific University. 2003

B.S., Organizational Management, Patten College. 2001

### **Liberian**

Renee Chang

CALIFORNIA AMERICAN UNIVERSITY CATALOG

MS in Teaching English to Speakers of Other Languages, University of Southern California, 2010

BA in Sociology, Fu-Jen Catholic University, 2007

**Student/Alumni Service**

Eriko Yamaguchi

MBA, California American University 2011

## **California American University Faculty**

### **Benjamin Todd Eller, PhD in Education**

University Of California, Los Angeles, 1993

### **Dr. Michael Kahler, D.B.A.**

Argosy University, Orange County, 2005

### **Dr. Catherine E. Levitt**

D.B.A. Strategic Management, United States International University, 1997

Master of International Business, Pepperdine University, 1993

B.A. French/ Philosophy, John Carroll University, 1967

### **Dr. Jennie Wong**

Ed.D. Institutional Management, Pepperdine University, 1999

M.B.A., Pepperdine University, 1987

B.A. Management, University of Redlands, 1983

### **Lauren Landon Dooling, M.B.A.**

Woodbury University, 2007

### **Christina Baker Irene, M.B.A**

Hope International University, 2010

### **Anthony Shotwell**

M.A. in Economics, State University of New York at StonyBrook, 1975

B.S. in Economics/Sociology/History, Central State University, 1973

### **Greta Soonier, J.D.**

J.D., University of La Verne College of Law, 1996

M.B.A., Management and Human Resources, Cal Poly Pomona University, 2009

### **Sal Siva, M.B.A**

California Baptist University, 2011

### **Raymond B. Teague**

M.A., Human Behavior, National University, La Jolla, 2011

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B.A., Public Relations, Bethany College, Lindsborg, 2003

**Roy Virgen Jr., M.B.A**

University of La Verne, 2013

**Victory Ross, B.A**

California State University, Los Angeles, 2010