

Da Vinci Education Foundation Inc. DBA California University



General Catalog 2022
1/1/2022 to 12/31/2022

Da Vinci Education Foundation
DBA California University
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1 ABOUT THIS CATALOG

Pursuant to section 94909 of the California Bureau for Private Postsecondary Education (BPPE), the California University (CU) provides a catalog which will be updated annually. Annual updates will be made by the use of supplement or inserts accompanying the catalog. If changes in CU's educational programs, educational services, procedures or policies required to be included in the CU catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. Prior to enrollment, CU shall provide a prospective student, either in writing or electronically, with a school catalog.

This document, California University General Catalog 2020, is published to help prospective and enrolled students make decisions toward fulfillment of academic goals. It does not constitute an unchangeable contract but, instead, serves as an announcement of present policies, a Catalog of Record for Winter 2020 (1/1/2020) through Fall 2020 (12/30/2020).

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

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

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

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

Address: 1747 N. Market Blvd. Ste 225
Sacramento, CA 95834

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

Web site Address: www.bppe.ca.gov

Telephone and Fax #'s: (916) 574-8900 or toll free (888) 370-7589 or by fax (916) 263-1897

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

Da Vinci Education Foundation, DBA California University,
3350 SCOTT BLVD BLDG 54, SANTA CLARA, CA 95054-3124 USA

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

2 CATALOG OF RECORD

Rules governing student conduct, admissions policies, graduation requirements, and other aspects of this institution's operations are subject to change. Please check with the school director if you have questions regarding the content of this catalog. This institution reserves the right to adopt, amend, or repeal rules and policies that apply to students. Changes in the content of this catalog will be posted on bulletin boards and shown as a supplement to this catalog. This catalog does not constitute a contract or enrollment agreement, and it does not constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and college policies.

Please refer to your enrollment agreement or enrollment contract for the specific terms under which you are to enroll. Changes to this catalog (which may from time to time be required by the Bureau for Private Postsecondary Education of the State of California) will be initially added by means of an addendum and will appear at the end of the catalog.

3 ACADEMIC CALENDAR

WINTER QUARTER 2019

January 6	Monday	Winter Quarter Classes Begin
January 20	Monday	Martin Luther King Junior's Birthday Observed; <u>Campus Closed</u>
February 17	Monday	Presidents' Day Observed; <u>Campus Closed</u>
March 16-21	Monday-Saturday	Final Examinations; Registration for SPRING QUARTER
Mar 23-Apr 4	Monday-Saturday	Student Recess; Registration for SPRING QUARTER

SPRING QUARTER 2019

April 6	Monday	Spring Quarter Classes Begin
May 23-24	Saturday-Monday	Memorial Day Observed; <u>Campus Closed</u>
June 15-20	Monday-Saturday	Final Examinations; Registration for SUMMER QUARTER
June 22-Jul.4	Monday-Saturday	Student Recess; Registration for SUMMER QUARTER

SUMMER QUARTER 2019

July 3-4	Friday-Saturday	Independence Day Observed; <u>Campus Closed</u>
July 6	Monday	Summer Quarter Classes Begin
Sept. 5-7	Saturday-Monday	Labor Day Observed; <u>Campus Closed</u>
Sept. 14-19	Monday - Saturday	Final Examinations; Registration for FALL QUARTER
Sept 21-Oct 3	Monday - Saturday	Student Recess; Registration for FALL QUARTER

FALL QUARTER 2019

October 5	Monday	Fall Quarter Classes Begin
October 12	Monday	Columbus Day Observed; <u>Campus Open</u>

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November 11 Wednesday	Veterans Day; <u>Campus Open</u>
Nov. 26-28 Thursday-Saturday	Thanksgiving Holiday; <u>Campus Closed</u>
Dec. 14-19 Monday-Saturday	Final Examinations; Registration for WINTER QUARTER Dec.
21-Jan. 2 Monday-Saturday	Student Recess; Registration for WINTER QUARTER Dec. 21-26
Monday - Thursday	Holiday Break; <u>Campus Closed</u>
Dec. 28-Jan. 2 Monday - Saturday	Holiday Break: <u>Campus Closed</u>

4 PRESIDENT'S MESSAGE

Welcome to the California University!

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

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

Please read this catalog carefully to answer any questions you may have about campus policies, operations, programs, and personnel. Academic advisors are always available to assist you further. Thank you for choosing the California University as your school of choice and it is with warmest wishes that I welcome you to our community of higher education.

Liz Li, Ph.D.
President

5 LEGAL CONTROL

The University is a non-profit Corporation registered with the Secretary of State of California which was formed in January 2018. The Board of Trustees governs the California University. The duties of the Board are: to define and maintain the mission of the California University; to ensure that the goals and objectives of the University are implemented; to evaluate and monitor all programs; to establish and review fiscal and administrative policies; to approve an annual budget; to authorize all legal documents; and annual report at the annual meeting.

5.1 VISION

The California University provides innovative education and aspires lifelong learning.

5.2 MISSION

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

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

5.3 LEARNING GOALS

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

Academic Excellence:

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

Students will develop and demonstrate the ability to think critically, analytically, and creatively, and will apply this ability to the tasks of collecting, analyzing, and evaluating data; formulating conclusions; and developing new and important ideas. In the process, they will have demonstrated the oral and written communication skills needed to apply and contribute to organizational, scientific, and technological knowledge.

Personal Growth:

- Problem solving
- Critical thinking
- Communication

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

Social Engagement:

- Responsibility
- Teamwork
- Hands-on execution of vision

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

5.4 LEARNING OBJECTIVES

Each of the University's goals is activated through these instructional objectives which students apply in their studies.

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

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

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

6 LICENSED

The California University is a private institution and is licensed to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards. The institution or its educational programs are NOT endorsed by the bureau and the Bureau's approval does NOT mean the institution exceeds minimum state standards.

Bureau for Private Postsecondary Education

Physical Address:

1747 N. Market Blvd. Ste 225

Sacramento California, 95834

Mailing address:

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

Web: www.bppe.ca.gov

Email: bppe@dca.ca.gov

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

Fax: (916) 263-1897

7 FINANCIAL STATUS OF THE INSTITUTION

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

California University

reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

8 CUSTODIAN OF RECORDS

The University maintains student records in accordance with the Bureau for Private Postsecondary Education of the State of California described in Section 71920 from the student's date of completion or withdrawal for a period of five (5) years in a manner for security and safekeeping of records. The Registrar, acts as the Custodian of Records and maintains student personnel information, financial records, and transcripts electronically, in a manner secure from damage or loss. Transcripts are maintained permanently; other files may be purged after a minimum of five (5) years.

9 STATEMENT ON NON-DISCRIMINATION

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

10 STATEMENT OF ACADEMIC FREEDOM

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

11 STATEMENT OF CONFLICT OF INTEREST

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

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

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

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

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

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

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

12 FACULTY AND FACULTY SENATE

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

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

13 SELF-MONITORING PROCEDURES

The University invites outside educational consultants annually to review the institution's maintenance and operation in compliance with the Act and this Division of the Bureau. The University plans and processes implementation based on assessment results by the educational consultants.

14 STUDENT RIGHTS AND RESPONSIBILITIES (RULES AND REGULATIONS)

14.1 STUDENT RIGHTS

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

14.2 STUDENT'S RIGHT TO CANCEL POLICY

The student has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever comes later. Procedures to cancel the enrollment agreement or withdraw from the institution and obtain a refund: 1) To receive a refund of any portion of the tuition fees, you must give school written notice that you intend to withdraw from the program in which you have enrolled. 2) Withdrawal from the program may be affected by a student's written notice, by a student's misconduct, including, but not necessarily limited to, a student's lack of attendance. 3) If you have completed 60% or less of your program, the University shall provide a pro rata refund of the amount paid for institutional charges, less the non-refundable application fee, non-refundable processing fee and other reasonable fees not to exceed two hundred fifty dollars (\$250). 4) If you complete more than 60% of your program, the University shall NOT refund any portion of the amount paid for institutional charges. 5) If you are eligible for a refund under the conditions above, you will receive the refund within 45 days of the University receiving written notice of cancellation or University's notice to you of dismissal. To cancel this agreement mail, fax, or deliver a written notice of Withdraw / Cancellation to this mailing address: Registrar's Office at Da Vinci Education Foundation, DBA California University, 3350 SCOTT BLVD BLDG 54, SANTA CLARA, CA 95054-3124

14.3 RIGHT TO APPEAL

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

14.4 NONDISCRIMINATION POLICY

The University does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital

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status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. Inquiries concerning the application of Title IX of the Educational Amendment of 1972 and other non-discriminatory statutes should be directed to the Dean of Academic Affairs for reviewing such matters.

14.5 STUDENTS WITH DISABILITIES POLICY

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

14.6 STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. In compliance with FERPA, the California University designates the following categories of personally identifiable information as directory information: name, address, telephone number, email address, date and place of birth, dates of attendance, enrollment status, program of study, honors, awards and degrees received. The California University may release or publish directory information without prior consent of the student, unless specifically instructed by the student to withhold information. To restrict the release or publication of any student information, a student must provide the appropriate written instructions to the Registrar's Office.

Pursuant to the federal Family Educational Rights and Privacy Act (FERPA) and the California Information Act and Educational Code, students at the California University have the right to:

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

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

A student will be given the opportunity to inspect and review his/her education records within 15 days from the day that the school receives the request for access. The student should submit to the Registrar, or other appropriate school official, written requests (or emails) that identify the

California University

record(s) s/he wishes to inspect. The school official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official for whom the request was submitted, that official should advise the student of the appropriate official to whom the request should be addressed.

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

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

14.7 RIGHT TO FILE A COMPLAINT POLICY

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

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

14.8 STUDENT TUITION RECOVERY FUND (STRF) POLICY

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions

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regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

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

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

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

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

14.9 STUDENT GRIEVANCES

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

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

14.10 STUDENT EVALUATION OF INSTRUCTION

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

14.11 SEXUAL ASSAULTS ON CAMPUS GROUNDS POLICY

The California University is committed to creating and maintaining an academic environment dedicated to learning and research in which individuals are free from sexual assault or sexual harassment from any party. Sexual assault is defined by California Education Code Section 94385

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to include without limitation, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

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

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

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

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

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

14.12 STUDENT RESPONSIBILITIES

14.12.1 Conduct

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

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

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

The disciplinary procedure described herein affords procedural fairness to the accused student and flexibility to the administration to sanctions based on the individual circumstances of each case. Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial appeals committee. Written notice of the specific charge(s) made against a student shall be given at least ten days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the University community. 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 action to the Dean of Academic Affairs, but only on the grounds that fair procedure was not followed by the committee or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken, and the basis for this decision. The disciplinary action taken may be reflected in the student's

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permanent record, as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed below:

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

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

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

Students dismissed from the University for disciplinary reasons must exclude themselves from University classes, activities, facilities, and buildings. Any exception must be approved by the President. Students found culpable of any of the foregoing violations will be subject to disciplinary action. A student who is dismissed may reapply for admission after two quarter's leave. When a student receives a written dismissal notice from school after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the program.

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

Student Obligations

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

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

14.12.2 Cheating and Plagiarism Policies

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

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

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

- Review-no action.
- Oral reprimand with emphasis on counseling aimed at preventing further occurrences.
- Requirement that the work be repeated.
- Assignment of an F grade for the specific work in question.

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- Assignment of an F grade for the course.
- Referral to the Dean of Academic Affairs and/or the appropriate committee.

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

14.12.3 Drug, Alcohol, and Tobacco Policies

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

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

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

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

14.12.4 Academic Discipline

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

14.12.5 Non-Academic Discipline

Students not conforming to University standards are subject to probation, suspension, or dismissal from the University. Faculty members may initiate proceedings through the Dean of

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Academic Affairs, who will refer the matter to the administrators for a final decision. Students who feel they have been treated unfairly may petition a grievance review through the Dean of Academic Affairs.

Faculty members encountering unruly and unmannerly conduct in class will report such instances to the appropriate director or Dean of Academic Affairs for appropriate action. Examples of unacceptable conduct requiring non-academic disciplinary action are as follows:

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

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

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

14.12.6 Attendance Policy

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

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

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

15 STUDENT SERVICES

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

15.1 NEW STUDENT ORIENTATION

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

15.2 CAREER AND PLACEMENT SERVICES

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

15.3 HOUSING SERVICES

All programs at the California University are “non-residential.” The California University does not hold dormitory facilities but is located in Santa Clara, CA and is easily accessible by public transportation. Many different arrangements are available, for example: the rent of a studio or one-bedroom apartment ranges from \$800 to \$2,000 monthly. The area offers a vast array of inexpensive restaurants, including many fast-food chains, and minimum monthly food costs are within an affordable range for city living. **The institution has no responsibility to find or assist a student in finding housing.**

15.4 EXTRA CURRICULAR ACTIVITIES

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

15.5 STUDENT GOVERNMENT

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

15.6 FACILITIES

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

15.7 CLASSROOMS

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

15.8 ONLINE AND HYBRID COURSES

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

15.9 COMPUTER LABORATORY

The computer laboratory helps students write, rewrite, edit, and debug computer programs. It is equipped with a variety of computers, laptops, and printers. Wireless Internet access is available for notebook computer users. The lab assistants are available for student consultation. Computer lab hours will be posted weekly and will be closed on Sundays.

15.10 LIBRARY

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

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

The California University's Library has a variety of virtual resources reflecting a commitment to quality academic instruction and excellence in research. California University students, faculty and staff have access to online scholarly materials, including articles, and books, 24 hours a day, 7 days a week from any location.

15.11 LIBRARY SERVICES

- Reference
- Training on Database Searching
- Research Assistance
- Information Literacy Instruction

15.12 LIBRARY HOURS

The California University provides students with online library resources and services through our consortium membership and subscriptions with the Library & Information Resources

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

15.13 COLLECTIONS AND RESOURCES

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

16 FINANCIAL INFORMATION

16.1 TUITION AND OTHER FEES

Tuition

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

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

Entire Educational Program 12-months (4 quarters) 12-units per quarter (\$750/unit)	Tuition per Quarter	Registration Fee	Total Charges for Entire Program (48 units)
MBA Degree	\$9,000	\$20	\$36,080
M.S. Computer Science Degree	\$9,000	\$20	\$36,080

16.2 OTHER FEES

Description	Fee
Application Fee for All Students (Non-Refundable)	\$70
Registration Fee (Non-Refundable, per Quarter)	\$20
Late Registration Fee	\$50
Change-of-Course Fee (Add / Drop)	\$10
Change-of-Program Fee	\$50
Credit by Special Examination Fee	\$450
Credit for Prior Experiential Learning Assessment Fee	\$100
Reinstatement (Change of Status) Fee International	\$100
Mailing Fee	\$100
Graduation Fee	\$100

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Official Documents or transcript Fees (per Copy)	\$10
Student Tuition Recovery Fund Fee (CA Residents):	\$.00 per \$1,000
Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000.	

17 FINANCIAL POLICIES

17.1 PAYMENT POLICIES

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

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

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

17.2 DEFERMENT OF TUITION

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

17.3 CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

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

17.4 STUDENT TUITION RECOVERY FUND (STRF) POLICY

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

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

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

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

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

17.5 STUDENT'S RIGHT TO CANCEL POLICY

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

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

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

17.6 LOAN RESPONSIBILITIES

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

17.7 FINANCIAL AID

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

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

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

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

17.8 SCHOLARSHIP OPPORTUNITIES

Students may apply for the California University Scholarship for the Fall, Winter, Spring and Summer Quarters for tuition credit. These scholarships are funded through the University's General Fund. **Eligibility:** The student must: a) be currently enrolled; b) have a GPA of 3.0 or

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higher; c) show no outstanding balances. **Restrictions:** Students may apply for only three scholarships per year. **Application Procedure:** Students must apply during the first week of the quarter of the Fall, Winter, Spring and Summer quarters. Applications are available in the Dean's Office. Completed applications should be submitted to the Dean of Academic Affairs. Nominees are presented to the President for final approval. Awards will be made at the end of the quarter with adjustments made to the student's account. **Criteria for Scholarship Awards:** The Scholarship Committee will consider the student's a) GPA; b) contributions made to the University; and c) contributions made to the community.

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

18 ACADEMIC POLICIES

18.1 REGISTRATION AND ENROLLMENT

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

Formal enrollment in class is complete only when the student's name appears on the Class Roll Sheet. Once enrolled, students may drop or add a class only by means of an official Change of Program form. Any class dropped or added requires confirmation by the instructor and must be recorded in the Registrar's Office. A class not officially dropped will result in an F grade; a class not officially added receives no credit.

18.2 QUARTER UNITS OF CREDIT

Academic work at the California University is organized by quarters, each of which is ten (10) weeks in length. In general, one quarter unit is equal to ten (10) contact hours of lecture, or twenty (20) contact hours of field-based activities. Courses usually carry four (4) units of credits.

18.3 STUDY LOADS

A larger study load requires the approval of the Dean of Academic Affairs. Graduate students enroll for a minimum of eight (8) units per quarter.

18.4 ADD / DROP POLICY

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

18.5 MINIMUM UNIT REQUIREMENTS FOR DEGREES

Minimum unit requirement for the Master of Business Administration and the Master of Science in Computer Science degree is forty-eight (48) units (12 classes, 4 units each).

18.6 ATTENDANCE POLICY

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

A student who has been absent due to illness or medical appointment must explain the absence directly to the instructor. The University requires that any student who is absent for a total of

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three (3) class sessions in any subject shall be dropped unless the student has made prior arrangements.

Attendance without Official Enrollment: Students will not be permitted to attend classes in which they are not officially enrolled. All class session will be held at Da Vinci Education Foundation, DBA California University, 3350 SCOTT BLVD BLDG 54, SANTA CLARA, CA 95054-3124 USA. All class instructions will be taught in English and Chinese only.

18.7 GRADING SYSTEM: DEFINITION OF GRADES AND CODES

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

The following table is provided as a general reference:

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

At the completion of all required courses, the student is eligible to receive a degree provided that the cumulative grade point average (CGPA) is no less than a 3.0 for both graduate programs.

18.8 CREDIT (CR)

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

18.9 NO CREDIT (NC)

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

18.10 INCOMPLETE (IN)

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

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

18.11 WITHDRAWAL (W)

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

18.12 REPEAT A COURSE (R)

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

18.13 CREDIT BY CHALLENGE EXAMINATION (CE)

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

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

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

18.14 CREDIT FOR PRIOR EXPERIENTIAL LEARNING (CX)

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

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

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

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

18.15 GRADE POINT AVERAGE (GPA)

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

18.16 GRADE CHANGES

Grades assigned by instructors must conform to individual policies as stated in the course syllabus. A grade submitted by an instructor is considered final and may be changed only for the following reasons: (1) error in recording a score for a student product (test, quiz, paper, etc.); (2) miscalculation of a score, including the cumulative score for a quarter; and (3) omission from consideration of valid student products that were submitted on time. No other reasons constitute a basis for a request for a grade change.

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

18.17 TRANSCRIPTS OF CU COURSES

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

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

18.18 STUDENT RECORDS

Federal law allows current and former students access to their education records. To protect the privacy of students, the law sets certain conditions on the disclosure of personal information kept by the University. The Family Educational Rights and Privacy Act (FERPA) of 1974— also known as the Buckley Amendment or FERPA— and the California Education Code 67-100ff states that students have the right to access their educational records. Educational institutions shall not release educational records without consent of the student, subject to exceptions provided by law.

The student's name, birth date, field of study, attendance dates, degrees received, and other items designated as Directory Information are public information and may be disclosed without the student's prior consent. Students may request that public information not be released by providing a written statement to the Registrar's Office.

18.19 MITIGATING CIRCUMSTANCES

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

18.20 WARNING STATUS

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

18.21 APPEALS AND PROBATION

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

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

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

18.22 DISMISSAL

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

18.23 READMISSION

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

18.24 REINSTATEMENT

Students who leave the University without filing a Request for Leave of Absence will not be automatically reinstated. Students must file a Petition for Readmission to a degree program, which have the recommendations of the Dean of Academic Affairs. The petition must be submitted to the Admissions Office. Upon reinstatement, students will be subjected to all of the current requirements for the degree effective from the time of reinstatement.

18.25 LEAVE OF ABSENCE

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

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

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

18.26 WITHDRAWAL FROM COURSES

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

18.27 CLEARANCE FOR GRADUATION

Prospective graduates must obtain an Application for Graduation from the Registrar's 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 that in which they expect to graduate. During each registration period, graduating seniors meet with their advisors to determine whether their proposed class enrollments meet all requirements for their degrees.

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

18.28 STUDENTS TRANSFERRING TO ANOTHER UNIVERSITY

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

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

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

18.29 PRE-ENROLLMENT DISCLOSURES

NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS OF PROVISIONAL BPPE APPROVAL

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

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

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by ____, 20xx, and full accreditation by ____, 20xx. **[dates to be updated upon pre-approval]**

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If this institution stops pursuing accreditation, it must:

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

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

Accreditation Status

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

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

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

Gainful Employment

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

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

[Master of Business Administration Program](#) – 52.0305, 52.0201, 52.0299, 13.1303, 52.0208, 13.0401, 52.0206, 52.0703.

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

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

18.30 DISTANCE EDUCATION PROGRAMS

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

STUDENT'S RIGHT TO CANCEL

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

The student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date the written notice of cancellation

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is sent to Da Vinci Education Foundation, DBA California University, 3350 SCOTT BLVD BLDG 54, SANTA CLARA, CA 95054-3124 USA. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. Cancellation must occur prior to the receipt of the first lesson and materials, which will occur within seven days after the institution accepts the student for admission.

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

WITHDRAWAL FROM THE PROGRAM

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

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

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days is based on a five-day week, which does not include Saturday or Sunday, or any defined holiday as enumerated in Section 6700 of the California Government Code (specific holidays published in the catalog).

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

UNDERSTANDINGS

Da Vinci Education Foundation, DBA California University,
3350 SCOTT BLVD BLDG 54, SANTA CLARA, CA 95054-3124 USA

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1. **Catalog:** Information about the California University is published in this catalog, that contains a description of certain policies, procedures, and other information about the school. The California University reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in the California University, the Student agrees to abide by the terms stated in the catalog and all school policies.
2. **Enrollment Agreement:** All admission activities and instruction occur in English. If a prospective student is accepted for admissions based on documented English skills and his or her primary language is not English, the student has the right to obtain a clear explanation of the terms and conditions of this agreement and cancellation and refund policies in his or her primary language, at his or her expense by a translation service of his or her choosing prior to execution of the enrollment agreement.
3. **Location:** Distance education coursework is completed at a location determined by the student.
4. I understand that I will be awarded a Degree when I have completed all of the program requirements. A graduate must have passed each course and have satisfied all financial obligations.
5. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at the California University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **Master of Business Administration program or Master of Science in Computer Science** is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the California University to determine if your credits, or degree will transfer.
6. **Career Services:** Placement assistance is provided. However, it is understood that the School does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate.
7. **Questions:** Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, www.bppe.ca.gov, telephone number (916) 574-8900 or toll free (888) 370-7589 or by fax (916) 263-1897.
8. **Complaints:** A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 916-574-8900 or toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

9. **Financing:** The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.
10. **Books/Equipment:** All supplies for the program selected will be provided at the expense of the student. We **do not supply** equipment, lab supplies or kits, textbooks, uniforms or special protective clothing, in-resident housing, tutoring, or fees paid to another entity.
11. **Distance Education Equipment Requirements:** Students are expected to have at least the following skills prior to taking distance education courses: (1) basic keyboarding competence, (2) elementary knowledge of their computer operating system, (3) basic knowledge of software and tools such as word processors, e-mail, Internet browsers, and search engines. **Hardware Requirements:** Access to an IBM compatible or Macintosh system. For other operating systems, contact us with questions. Internet access either via modem and phone line or a direct network connection (highly recommended to have high speed BROADBAND access). Internet service provider for home access and/or access from work (must have prior to start of the course). Access to the distance education environment for a minimum of 10 hours per week. An e-mail account for sending and receiving electronic mail via the Internet. Students must be able to video conference in real-time (appropriate equipment needed - camera, microphone, etc.) **Software Requirements:** Microsoft Word, WordPerfect, Write (OpenOffice) or another word processing program capable of saving files in RTF (Rich Text Format). Web Browser – Firefox is highly recommended. To download and install, click the following link <http://www.mozilla.org/en-US/firefox>. However, Opera 9.0, Google Chrome, Safari or Internet Explorer (these are free downloadable programs) are some other alternatives. If you plan on using a browser supplied by your Internet service provider (for example, AOL or WebTV), make sure it is the most recent version. We cannot guarantee that all course features will function in all non-Mozilla or Internet Explorer browsers. E-mail software or a Web browser capable of supporting e-mail activity, including sending/receiving attached files. One or more courses may require special (free) plug-ins to access streaming media, PDF files, or other web components.
12. **Loan:** If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 - a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.
13. **Student Tuition Recovery Fund:** The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

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

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

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

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

19 DEGREE PROGRAMS

The California University offers graduate programs leading to the following degrees, Master of Business Administration (MBA) and Master of Science in Computer Science (MS in CS).

The California University's instructional process is geared toward making the student a motivated individual who has the requisite skills for becoming a successful manager, computer scientist or software engineer in the public or private sector.

Our programs are designed to accommodate the changing nature of modern business and technology and the varied backgrounds of the students. Theoretical, technical, and practical information is provided in the basic functional areas of business and computer technology. Theory and practice are linked through learning opportunities provided by experienced faculty members communicated through lectures, class discussions, field trips, and classroom simulations of real-world situations.

19.1 COURSE NUMBERING SYSTEM

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

19.2 ADMISSIONS INFORMATION

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

19.3 ADMISSIONS POLICIES

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

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

An application fee must accompany the admissions application. The non-refundable application fee is \$70 (USD). Once an application and all supporting documents have been received by the Admissions Office, approximately two to four (2-4) weeks should be allowed for processing. An applicant should submit an application and supporting documents according to the following schedule: September 1 (Fall), December 1 (Winter), March 1 (Spring), and June 1 (Summer).

19.4 ADMISSION OF INTERNATIONAL STUDENTS

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

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

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

Applying for	Documents should be received by
Fall Winter	August 1
Spring Summer	November 1
	February 1
	May 1

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

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

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

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

19.5 ENGLISH LANGUAGE PROFICIENCY

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

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

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

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

19.6 GRADUATE ADMISSION

Students will be admitted to the Master of Business Administration (MBA) or Master of Science in Computer Science (MS in CS) program if their undergraduate GPA is 2.00 or greater for courses taken in their undergraduate program. All students must supply proof that they have completed a bachelor’s degree in any subject from a recognized school. Students seeking graduate admission must submit the following application requirements:

1. Application fee for all students (non-refundable): US\$70.
2. Completed application;
3. Evidence of completion of bachelor’s degree. Official transcripts of all degrees. Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service selected by the California University;
4. Proof of English Language Proficiency. Applicants for master’s degree programs (where the “language of instruction” is English) whose native language is other than English must have a score of 477 (paper-based), or 153 (computer-based), or 53 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 5.0 on the International English Language Testing System (IELTS), and must send their scores to the California University’s Admissions Office. Students who have earned a secondary education diploma or degrees from higher education institutions in the U.S. in which English was the major language of instruction do not have to present a TOEFL or IELTS score and may be excused from the equivalent test;
5. Financial Verification Form (FVF) with supporting documents; and
6. Copy of passport or photo ID;

19.7 ADMISSION OF TRANSFERRING STUDENTS

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

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

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

19.8 TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CU

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

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

19.9 STUDENTS TRANSFERRING TO ANOTHER UNIVERSITY

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

19.10 READMISSION

Students who have been dismissed from the University must wait one quarter before applying for readmission and must submit a Petition for Readmission to the Dean of Academic Affairs. The Petition must include the records of any academic work successfully completed at other institutions as well as present compelling reasons for reinstatement which include the ability to maintain Standards of Satisfactory Progress. The Dean of Academic Affairs will notify the students in writing concerning their readmission. If readmission is granted, students may resume course work at the California University.

19.11 REGISTRATION AND ENROLLMENT

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

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

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

19.12 QUARTER UNITS OF CREDIT

Academic work at the California University is organized by quarters, each of which is ten (10) weeks in length. In general, one quarter unit is equal to ten (10) contact hours of lecture, or twenty (20) contact hours of field-based activities. Courses usually carry four (4) units of credits.

19.13 STUDY LOADS

A larger study load requires the approval of the Dean of Academic Affairs. Graduate students enroll for a minimum of eight (8) units per quarter. Students who intend to graduate within 12 months, should enroll in a minimum of twelve (12) units per quarter.

19.14 TUITION

Cash, money orders, credit cards, and checks are accepted in the amount due. Courses are offered in both day and evening sessions with the same tuition charged. *Fees are subject to annual revision.*

Program Course Level (MBA & MS in CS)	Cost
Graduate Level Courses (500 - 900)	\$ 750 per Unit

19.15 ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

Estimated total graduate level courses of 48 units are \$36,000. The estimated total charge for the entire program is \$36,080.

19.16 STANDARDS OF SATISFACTORY PROGRESS

19.16.1 EVALUATION

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

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

19.16.2 Maximum Time Frame for Course Completion of Degree

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

* Based upon maximum time frame.

19.17 MINIMUM ACADEMIC ACHIEVEMENT

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

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

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

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

19.19 THE EFFECT ON SAP FOR REPEATED COURSES

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

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

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

19.21 THE EFFECT ON SAP FOR EXTENDED-ENROLLMENT STATUS

The California University does not offer extended-enrollment status.

19.22 THE EFFECT ON SAP WHEN STUDENT CHANGES PROGRAMS

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

19.23 THE EFFECT ON SAP WHEN EARNING AN ADDITIONAL CREDENTIAL

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

19.24 SAP FOR TRANSFER STUDENTS

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

19.25 MITIGATING CIRCUMSTANCES

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

19.26 WARNING STATUS

Students who do not meet the SAP Minimum Standards will receive written notification stating that he or she is being placed on Warning. A student on Warning who brings their CGPA and completion rate up to SAP standards by the end of the next term is removed from Warning. A student who fails to establish SAP by the end of the next evaluation period will be withdrawn.

19.27 APPEALS AND PROBATION

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

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

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

19.28 DISMISSAL

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

19.29 READMISSION

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

19.30 REINSTATEMENT

Students who leave the University without filing a Request for Leave of Absence will not be automatically reinstated. Students must file a Petition for Readmission to a degree program, which have the recommendations of the Dean of Academic Affairs. The petition must be submitted to the Admissions Office. Upon reinstatement, students will be subjected to all of the current requirements for the degree effective from the time of reinstatement.

19.31 LEAVE OF ABSENCE

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

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

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

19.32 WITHDRAWAL FROM COURSES

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

19.33 CLEARANCE FOR GRADUATION

Prospective graduates must obtain an Application for Graduation from the Registrar's 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 that in which they expect to graduate. During each registration period, graduating seniors meet with their advisors to determine whether their proposed class enrollments meet all requirements for their degrees.

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

20 MBA DEGREE PROGRAM OBJECTIVE (ONLINE, ONSITE, HYBRID)

The MBA program offers a wide range of courses in the essentials of economics, finance, accounting, marketing, strategy, organizational behavior and operations management. Students may concentrate their studies in Information Systems, Data Analytics, or Digital Art and Media.

The MBA degree requires 48 units, which can be completed at an accelerated pace in 12-months or spread out over multiple years. Once admitted, students have the option of selecting a plan of study that best suits them. Courses are offered face-to-face, completely online or in a hybrid format which combines online study along with face-to-face meetings.

The goal of the MBA program is to prepare students to become leaders in the global business environment. Graduates will understand the theories and concepts necessary to be applied in solving problems in the global business environment. The measurable objectives of the program are:

- PLO-1: Develop strong management skills and be able to apply critical and analytical thinking
- PLO-2: Develop leadership and communication skills to perform effectively in teams.
- PLO-3: Develop business knowledge and skills for problem solving and decision making.
- PLO-4: Develop skills to apply technology and design applications for problem solving.

Job Preparation: The MBA program prepares students for employment into the following job titles or occupations:

- Business, Financial, Operations, Engineering, High-Tech Manager

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- CEO, CIO, CTO
- Information Systems or Technology Management
- Investment Banker, Investment Fund Manager
- Management Consultant
- Internet Marketing, Social Media Marketing Manager
- Sales Manager

20.1 DEGREE REQUIREMENTS

The MBA is conferred after satisfactory completion of forty-eight (48) quarter units. The Cumulative Grade Point Average for the degree must be a minimum 3.0 on a 4.0 scale. The graduation requirements are summarized as follows:

Core Courses (9)	36 units
Concentration Courses (3)	12 units
<hr/>	
Total Required	48 units

20.2 LENGTH OF THE PROGRAM:

The MBA program must be completed within 3 years from the time the student commenced the first course, as a regular student. This time limit may be extended due to special extenuating circumstances with the Dean of Academic Affairs' approval.

Prospective graduates must obtain an Application for Graduation and submit it to the Registrar before they can be considered for graduation. Students are advised to file the application in the quarter preceding that in which they expect to graduate. All fees and tuition debts must be paid in full sixty (60) days prior to graduation.

20.3 INSTRUCTIONAL METHODS – ONSITE, ONLINE & HYBRID

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

The MBA is also delivered in several formats for the convenience of students. Classes are held in the evenings and on weekends in the **on-campus classroom, completely online**, using our Education Management System (EMS), and through **hybrid studies, a combination of on-site and online classes**. The program is delivered with small class sizes to ensure that all students have individualized attention and professional guidance throughout their studies.

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

DISTANCE EDUCATION

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

Minimum Online Student Skills Requirements

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

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

Hardware Requirements

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

Software Requirements

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

20.4 EQUIPMENT TO BE USED

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

20.5 MBA CURRICULM (ONLINE, ONSITE OR HYBRID)

The Master of Business Administration (MBA) is designed to provide students with the knowledge and skills necessary to be prepared for participation and leadership in a diverse society. Students must take the following:

COURSE	TITLE / DESCRIPTION	UNITS
Core Courses (9 required)	MBA 500: Accounting for Decision Makers (4 units) MBA 501: Data-Driven Managerial Decisions (4-units) MBA 502: Critical Thinking for Managers (4 units) MBA 503: Operations and Supply Chain Management (4 units) MBA 504: Organizational Behavior (4 units) MBA 505: Business Entrepreneurship (4 units) MBA 506: Marketing Management Strategy (4 units) MBA 507: Global Business Strategy (4 units)	36

	MBA 800 Capstone Project (4 units) Taken as an independent study project with a faculty advisor upon Program Chair approval after completion of at least 32 units in the major.	
Concentration Courses (3 required)	<p><i>Students choose three (3) concentration courses from the following:</i></p> <p>Entrepreneurship ENTR 600: Opportunity and Start-up (4 units) ENTR 601: Finance and Growth Strategies (4 units) ENTR 602: Entrepreneurship Capstone (4 units)</p> <p>Information Systems Concentration MIS 600: Database Application Management (4 units) MIS 601: Web Design and Management (4 units) MIS 602: Computer Network Management (4 units)</p> <p>Data Analytics Concentration DATA 600: Business & Data Analytics (4 units) DATA 601: Business Intelligence & Data Mining (4 units) DATA 602: Big Data (4 units)</p> <p>Digital Art and Media Concentration DMA 600: Digital Arts and Media (4 units) DMA 601: Visual Communications (4 units) DMA 602: Production Fundamentals (4 units)</p> <p>Media and Communication MAC 600: Strategic Communications (4 units) MAC 601: Communication and Social Media (4 units) MAC 602: Integrated Marketing Communication (4 units)</p> <p>Note: Upon advisor approval, students may substitute one (1) of the above concentration courses for one (1) internship. An internship is not required for successful completion of the MBA program.</p> <p>INT 900: Internship (4 units)</p> <p>General MBA (No concentration) INT 900-1: Internship (4 units) INT 900-2: Internship (4 units) INT 900-3: Internship (4 units)</p> <p><i>INT 900: Internship may be repeated three (3) times for a maximum of twelve (12) credit hours. If a student selects this option, they will NOT earn a concentration. The General MBA (without a concentration) will be awarded.</i></p>	12
TOTAL (12 classes)	The MBA is conferred after satisfactory completion of forty-eight (48) quarter units. The Cumulative Grade Point Average for the degree must be a minimum 3.0 on a 4.0 scale.	48

20.6 COURSE DESCRIPTIONS

MBA 500: Accounting for Decision Makers (4 units)

This course provides students with the foundational knowledge in accounting for decision makers. In this course, students will focus on understanding how accountants record economic events such as operating, investing, and financing activities, in the income statement, balance sheet, and statement of cash flows. Students will learn to analyze financial statements and disclosures. Students will also learn how accounting standards and managerial incentives affect the financial reporting process.

MBA 501: Data-Driven Managerial Decisions (4-units)

In this course, students will examine business cases and problems where data analysis is part of the decision-making process. Applications to finance, management, marketing, and operations will be discussed. Student will gain proficiency in Excel methods commonly used in management. Students will complete of a project where they follow a business problem from formulation to solution using data analysis.

MBA 502: Critical Thinking for Managers (4 units)

The primary objective of this course is to provide students with a structure for critically analyzing and evaluating a claim, text, or speech. These are skills that students will use extensively in this program, as well as in their personal and work life. Using well known critical thinking models, students will complete assignments to progressively develop their ability to reason through an issue, increasing the likelihood that they will make the best decisions.

MBA 503: Operations and Supply Chain Management (4 units)

This course examines the design and management of an organizational operation, including both service and manufacturing. The focus is on the analysis of strategies, process design, planning and control, operations organizational structures, work design, scheduling, materials management, and advanced operations techniques using a variety of managerial and quantitative models.

MBA 504: Organizational Behavior (4 units)

This course covers tools and concepts needed to effectively manage organizational behavior. The topics include understanding individual and contextual determinants of behavior in organizations, managerial tools to influence and direct employee behavior, and the practical application of behavioral science theories to solving management problems. Other topics such as communication, learning, diversity, multiculturalism, teamwork, motivation, power, innovation, leadership, organizational design, and change are discussed.

MBA 505: Business Entrepreneurship (4 units)

This course introduces an overview of entrepreneurship with the basics necessary to plan and launch a new business and explore the many dimensions of new venture creation. The topics include as idea creation, opportunity recognition, feasibility analysis, business planning, customer acquisition and retention, financial and business structuring, plan implementation and execution, and plans for new business ventures. Problem solving approaches are discussed with case studies.

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MBA 506: Marketing Management Strategy (4 units)

This course examines market segmentation, targeting, and positioning. Students will also explore channels of distribution, promotion strategy, product development strategy, and pricing strategy. Relationship marketing and applications in high-tech environments will also be studied. Other topics include evaluation of key corporate strategies and initiatives in electronic commerce and the enabling network and user interface technologies which have redefined business.

MBA 507: Global Business Strategy (4 units)

This is a practice-oriented course that integrates the concepts, knowledge and skills of the MBA program. There is a strong global emphasis. Topics will include strategic thinking, strategic analysis, and the creation of competitive advantage. Creation and monitoring of entrepreneurial opportunities will also be explored. This course will also explore corporate and business level strategies, strategic alliances, acquisitions, and restructuring.

MBA 800: Capstone Project (4 units)

The Capstone Project allows students to solve a substantial problem with knowledge gained from many areas in business management learned from internship experiences and from taking the previous classes in the program. Students work independently to define a problem, develop a solution, produce and demonstrate an artifact that solves a problem, and present their work. This class is offered in the distance learning, online format using an independent study format lead by an approved faculty advisor. Student will spend class hours on their project design, implementation, documentation and report analysis. Interdisciplinary projects that require interaction with other disciplines such as the Computer Science program are encouraged. This capstone course is not simply an advanced course in a particular sub-area, nor is it an unstructured project course. The capstone is designed to be a culmination of the student's learning, and an opportunity for them to develop and express many skills at once.

ENTREPRENEURSHIP CONCENTRATION

ENTR 600: Opportunity and Start-up (4 units)

How does a good idea become a viable business opportunity? What is entrepreneurship and who fits the profile of an entrepreneur? This course is designed to introduce you to the foundational concepts of entrepreneurship, including the definition of entrepreneurship, the profile of the entrepreneur, the difference between entrepreneurship and entrepreneurial management, and the role of venture creation in society. You'll explore where technology entrepreneurship and impact entrepreneurship align and where they diverge, and you'll learn proven techniques for identifying the opportunity, assessing the opportunity, hypothesis testing and creating a prototype. By the end of this course, you'll know how to test, validate and prototype your idea, and also whether or not you fit the profile of an entrepreneur! You'll also be ready to move on to launch your start-up.

Once you have clearer vision of the opportunity, you'll need to create a small organization to discover how to create a repeatable and scalable business model. Designed to provide you with a comprehensive overview of the critical components of creating a start-up, Entrepreneurship 2: Launching the Start-up, provides practical, real-world knowledge about the lean approach, the minimum viable product, when to pivot, when to quit your day job, the art of the pitch, building and managing a team, allocating equity,

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and building your external team, advisory board members, professional services, and entrepreneurial strategy. At the end of this course, you'll be able to create a strategy for launch, including knowing who you need to hire, how to manage them to provide the greatest value, and what legal aspects are involved. You'll also be prepared for Entrepreneurship 3: Growth Strategies.

ENTR 601: Finance and Growth Strategies (4 units)

Start-ups are designed to grow quickly, but successful start-ups grow smart. This course is designed to provide you with an understanding of the essential elements of successful scaling, including an overview of demand generation, customer acquisition, adoption, diffusion and forecasting demand. You'll also learn how to market effectively using best practices of digital marketing, social media, PR, SEO, and pricing. Finally, you'll cover the nuts and bolts of building a sales process, partnerships and supply relationships, and examine the crucial components of attracting, developing and retaining talent.

Start-ups can benefit from a wide variety of financing options on the path to profitability, but how do you know which one to choose? This course explores different financing models, including bootstrapping, organic growth, debt and risk capital, and also provides a clear overview of equity financing including the key types of investors: angels, venture capital, and crowdfunding. You'll learn about terms, and term sheets, exit modes and what exit strategy might be best for you. By the end of this course, you'll have an understanding of what success looks like and how it can be financed. You'll also be ready for the capstone project, in which you will get feedback on your own pitch deck, and may even be selected to pitch to investors from venture capital firms.

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INFORMATION SYSTEMS CONCENTRATION

MIS 600: Database Application Management (4 units)

This course covers detailed study of database management approaches, comparative study of commercially available database management systems, entity-relationship model, relational databases, query languages, and database design methodologies. The topics include business environment and challenges for database applications, advanced database application modeling, database, and implementation issues. Students will develop a variety of projects.

MIS 601: Web Design and Management (4 units)

This course covers issues in application design specific to Internet hardware, software, eCommerce and many data sources provided by the Internet, produced and designed for and by the business community. The topics include how to create web pages using Internet languages, such as Hypertext Mark-Up Language (HTML), script languages and JAVA, and concepts of interactive and object-oriented programming Internet languages. Students will develop a variety of projects.

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MIS 602: Computer Network Management (4 units)

This course examines computer networking and the Internet, computer network architecture, local area networks and wide area networks, mechanisms for inter-process communication, and rules for distribution of data and program functions. The topics include data communications for personal computers, network configurations, distributed systems, and data flow and database control.

DATA ANALYTICS CONCENTRATION

DATA 600: Business & Data Analytics (4 units)

This course will introduce the basic concepts of data analytics as applied in various business contexts. After introducing the basic concepts, students will build on these foundations to explain and explore data analytics techniques from the ground up to access, cleanse, and visualize data to construct models and predict outcomes.

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Students will learn the fundamentals of data architecture for business decision making. Topics include fundamentals of data integration, data warehousing and data lakes, data visualization and business performance management. The course introduces contemporary tools such as Google fusion tables and Microfocus dashboards.

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This course introduces the students to the world beyond SQL and the concept of Big Data (structured and unstructured), its characteristics, and the existing and emerging ecosystems. Students will address the challenges of managing and handling big data in a business or organizational context, as well as the larger cultural and ethical implications. Students will learn about NoSQL databases, and how to use existing and emerging software tools such as Hadoop for data access, manipulation and reporting.

DIGITAL MEDIA AND ART CONCENTRATION

DMA 600: Digital Arts and Media (4 units)

This course introduces fundamental features of digital media and examines the immense visual, social, and psychological impact of the “digital revolution” on our culture. Topics include the concepts and forms of the digital hypertext interface, Internet, and web, and the impact of digital media on conceptions of the self, body, identity, and community.

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MEDIA AND COMMUNICATION CONCENTRATION

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GENERAL MBA (No Concentration) AND INTERNSHIP

INT 900: Internship (4 units)

The course is to provide opportunities for students to relate the internship experience to the knowledge that has gained through classroom instruction. An internship should provide the student with hands-on experience and a good sense of what an actual job in the organization will be like. One hundred twenty (120) hours of internship work is required for completion of this class. Students will be expected to analyze the effectiveness of their internship experience. Employer validation and performance reporting will also be required. Academic work generally includes, but is not limited to, one ten to twelve-page report paper. The course may be repeated three (3) times for a maximum of twelve (12) credit hours.

21 M.S. IN COMPUTER SCIENCE PROGRAM OBJECTIVE (ONLINE, ONSITE OR HYBRID)

Computer science (CS) explores the engineering, storage and transmission of digital information. As the day-to-day operations of businesses become increasingly technology driven, the popularity

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of graduate degrees in CS continues to grow. Our Master of Science degree in CS offers a variety of benefits, including the ability to improve upon emerging software technologies and applications. The program offers coursework in areas such as computer architecture, computer language theory, and systems engineering, which provides professionals with the tools and foresight needed for success in the field. Students may concentrate their studies in Mobile App Development, Data Analytics, or Digital Art and Media.

The MS in CS degree requires 48 units, which can be completed at an accelerated pace in 12-months or spread out over multiple years. Once admitted, students have the option of selecting a plan of study that best suits them. Courses are offered face-to-face, completely online or in a hybrid format which combines online study along with face-to-face meetings.

The goal of the Computer Science program is to prepare students to combine the fundamental knowledge and best practices for software engineering, database theory and design, and cloud computing. Students will have the opportunity to use those skills to solve real-world problems. There is also a focus on developing essential communication skills to enable graduates to clearly discuss issues, trends, and solutions with both technical and non-technical audiences. The measurable objectives of the program are:

- PLO-1: Design advanced software and systems to optimize resources and produce results
- PLO-2: Develop computational technologies for data-driven decisions
- PLO-3: Build and implement effective technology driven business solutions
- PLO-4: Develop critical thinking and ability to analyze and synthesize computer science concepts and skills with ethical standards.

Job Preparation: The MS in CS program prepares students for employment into the following job titles or occupations:

- Software Developer
- Database Administrator
- Computer Hardware Engineer
- Programmer, Computer Systems Analyst
- Data Scientist
- Computer Network Engineer
- Web Developer
- Information Security Analyst
- IT Project Manager

21.1 DEGREE REQUIREMENTS

The MS in CS is conferred after satisfactory completion of forty-eight (48) quarter units. The Cumulative Grade Point Average for the degree must be a minimum 3.0 on a 4.0 scale. The graduation requirements are summarized as follows:

Core Courses (9)	36 units
Concentration Courses (3)	12 units

Total Required 48 units

21.2 LENGTH OF THE PROGRAM:

The MS in CS program must be completed within 3 years from the time the student commenced the first course, as a regular student. This time limit may be extended due to special extenuating circumstances with the Dean of Academic Affairs' approval.

Prospective graduates must obtain an Application for Graduation and submit it to the Registrar before they can be considered for graduation. Students are advised to file the application in the quarter preceding that in which they expect to graduate. All fees and tuition debts must be paid in full sixty (60) days prior to graduation.

21.3 INSTRUCTIONAL METHODS – ONSITE, ONLINE & HYBRID

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

The MS in CS is also delivered in several formats for the convenience of students. Classes are held in the evenings and on weekends in the **on-campus classroom, completely online**, using our Education Management System (EMS), and through **hybrid studies, a combination of on-site and online classes**. The program is delivered with small class sizes to ensure that all students have individualized attention and professional guidance throughout their studies.

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

DISTANCE EDUCATION

The MS in CS program can be completed 100% online using our Education Management System (EMS). Students will need to log into the system using an internet connection from an off-site location. Online students are not required to attend classes on campus and there is no requirement to visit the campus to complete the MS in CS degree programs. Students in the online environment will be required to submit source code, papers, projects, reports, case studies, and

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various other written assignments. Student may also be required to take online exams and quizzes depending on the class. Most of the MS in CS program assessments are in the form of written software programs and source code, reports, papers, projects and case studies.

Minimum Online Student Skills Requirements

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

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

Hardware Requirements

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

Software Requirements

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

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- Adobe Flash Player
- OpenOffice or MS Office
- Antivirus Protection
- Skype
- Zoom

21.4 EQUIPMENT TO BE USED

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

21.5 MS IN COMPUTER SCIENCE CURRICULUM (ONLINE, ONSITE OR HYBRID)

The Master of Science in Computer Science (MS in CS) is designed to provide students with the knowledge and skills necessary to be prepared for participation and leadership in a diverse society. Students must take the following:

COURSE	TITLE / DESCRIPTION	UNITS
Core Courses (9 required)	CS 500: Object-Oriented Design and Analysis (4 units) CS 501: Algorithms and Data Structures for Applications (4 units) CS 502: Machine Learning (4 units) CS 503: Blockchains, Cryptocurrencies, and Smart Contracts (4 units) CS 504: Learning and Decision Making (4 units) CS 505: Developing and Designing Interactive Devices (IoT) (4 units) CS 506: Data Management and Information Processing (4 units) CS 507: Web Application Development (4 units) CS 800 Capstone Project (4 units) Taken as an independent study project with a faculty advisor upon Program Chair approval after completion of at least 32 units in the major.	36
Concentration Courses (3 required)	<i>Students choose three (3) concentration courses from the following:</i> Mobile App Development Concentration MOB 600: Introduction to Mobile Programming (4 units) MOB 601: Android Programming (4 units) MOB 602: iOS Programming (4 units) Data Analytics Concentration DATA 600: Business & Data Analytics (4 units) DATA 601: Business Intelligence & Data Mining (4 units) DATA 602: Big Data (4 units) Digital Art and Media Concentration DMA 600: Digital Arts and Media (4 units) DMA 601: Visual Communications (4 units) DMA 602: Production Fundamentals (4 units) Entrepreneurship Concentration	12

	<p>ENTR 600: Opportunity and Start-up (4 units) ENTR 601: Finance and Growth Strategies (4 units) ENTR 602: Entrepreneurship Capstone (4 units)</p> <p>Media and Communication MAC 600: Strategic Communications (4 units) MAC 601: Communication and Social Media (4 units) MAC 602: Integrated Marketing Communication (4 units)</p> <p>Note: Upon advisor approval, students may substitute one (1) of the above concentration courses for one (1) internship. An internship is not required for successful completion of the MS in CS program. INT 900: Internship (4 units)</p> <p>General MS in CS (No concentration) INT 900-1: Internship (4 units) INT 900-2: Internship (4 units) INT 900-3: Internship (4 units)</p> <p><i>INT 900: Internship may be repeated three (3) times for a maximum of twelve (12) credit hours. If a student selects this option, they will NOT earn a concentration. The General MS in CS (without a concentration) will be awarded.</i></p>	
<p>TOTAL (12 classes)</p>	<p>The MS in CS is conferred after satisfactory completion of forty-eight (48) quarter units. The Cumulative Grade Point Average for the degree must be a minimum 3.0 on a 4.0 scale.</p>	<p>48</p>

21.6 COURSE DESCRIPTIONS

CS 500: Object-Oriented Design and Analysis (4 units)

This course provides an introduction to programming practice using a modern programming language. Analysis and formulation of problems for computer solution. Systematic design, construction, and testing of programs. There will be a few substantial programming assignments. Students will learn object-oriented programming, classes and data hiding, dynamic object construction and destruction, derived classes and inheritance, virtual functions; functions, call by value/reference, overloading; abstract data types; standard template libraries; exception handling; introduction to UNIX, file processing, process management.

CS 501: Algorithms and Data Structures for Applications (4 units)

This course provides an introduction to some fundamental algorithms and data structures used in current applications. Examples include cryptocurrencies (hashing, Merkle trees, proofs of work), AI (nearest neighbor methods, k-d trees, autoencoders), and VR/AR (gradient descent, least squares, line-drawing algorithms). Programming assignments will be in Python or Java.

CS 502: Machine Learning (4 units)

In this course you will learn and apply key concepts of modeling, analysis and validation from Machine Learning, Data Mining and Signal Processing to analyze and extract meaning from data. Implement algorithms and perform experiments on images, text, audio and mobile sensor

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measurements. Gain working knowledge of supervised and unsupervised techniques including classification, regression, clustering, feature selection, association rule mining, and dimensionality reduction.

CS 503: Blockchains, Cryptocurrencies, and Smart Contracts (4 units)

Viewed variously as a niche currency for online criminals and a technological threat to the financial industry, Bitcoin has fueled mythmaking, financial speculation, and real technological innovation. We will study both Bitcoin and the technological landscape it has inspired and catalyzed. Topics will include: the mechanics of consensus algorithms, such as Proof of Work and Byzantine Consensus, and their role in blockchains and cryptocurrencies; cryptographic tools employed in cryptocurrencies, including digital signatures algorithm and zero-knowledge proofs; the evolution and mechanics of Bitcoin and its ecosystem; smart contracts; and special topics, such as trusted hardware in blockchain-based systems, smart contracts and real-world contract law, and cryptocurrencies and crime.

CS 504: Learning and Decision Making (4 units)

This course covers the analysis of data for making decisions with applications to electronic commerce, AI and intelligent agents, business analytics, and personalized medicine. The focus will be on learning good and automated decision policies, inferring causal effects of potential decisions, and interactive and intelligent systems that learn through acting and act to learn. Topics include A/B testing, sequential decision making and bandits, decision theory, risk minimization and generalization, Markov decision processes, reinforcement learning, analysis of observational data, instrumental variable analysis, and algorithmic fairness of personalized decision policies.

CS 505: Developing and Designing Interactive IoT Devices (4 units)

This course provides an introduction to the human-centered and technical workings behind interactive devices ranging from cell phones and video controllers to household appliances and smart cars. This is a hands-on, lab-based course. For the final project, students will build a functional IoT prototype of their own design, using Javascript, single-board Linux computer, embedded microcontrollers, and other electronics components. Topics include electronics prototyping, interface prototyping, sensors and actuators, microcontroller development, physical prototyping and user testing.

CS 506: Data Management and Information Processing (4 units)

This course will teach students to how organize and analyze real-world data sets using tools that are most commonly used in the business world. In particular, students will learn the SQL language for analyzing data in relational databases. Students will also learn the details of common data encodings (integer, floating point, fixed point, text, date and time), how such data are structured in data files (CSV, JSON, XML), and how to model complex data sets as a series of SQL tables. In other words, students will learn how to organize large data sets, and to answer questions using that data.

CS 507: Web Application Development (4 units)

With the growing importance of the web and services supported through the web, web programming is fast becoming the standard programming model for enterprise applications. The

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course equips students with resources for design, production, and evaluation of web applications and strategies for locating these resources. Students will be introduced to some of the industry best practices in building scalable web applications using popular web application frameworks such as Ruby on Rails, Groovy on Rails (GRAILS) and Django.

CS 800: Capstone Project (4 units)

The Capstone Project allows students to solve a substantial problem with knowledge gained from many areas in computer science and engineering learned from internship experiences and from taking the previous classes in the program. Students work independently to define a problem, develop a solution, produce and demonstrate an artifact that solves a problem, and present their work. This class is offered in the distance learning, online format using an independent study format lead by an approved faculty advisor. Student will spend class hours on their project design, implementation, documentation and report analysis. Interdisciplinary projects that require interaction with other disciplines such as the MBA program are encouraged. This capstone course is not simply an advanced course in a particular sub-area, nor is it an unstructured project course. The capstone is designed to be a culmination of the student's learning, and an opportunity for them to develop and express many skills at once.

MOBILE APP DEVELOPMENT CONCENTRATION

MOB 600: Introduction to Mobile Programming (4 units)

This course provides an introduction to the development of software for devices including smart phones, tablets, handheld units, and other general-purpose computing platforms. Topics include, mobile application development frameworks; Architecture, design and engineering issues, techniques, methodologies for mobile application development.

MOB 601: Android Programming (4 units)

This course guides students in how to program using Java and apply this knowledge to Android Platform in smart phones. Students will learn the general theme of software engineering for all topics. Another objective of this course is to provide students an environment to experience the lifecycle of Mobile Application software development.

MOB 602: iOS Programming (4 units)

This iOS programming class explores programming techniques using Apple's new language Swift. Students will also be exposed to the Objective-C programming language. Students will learn to develop applications that can be run on Apple's iPhones and iPads. The course will use the Model-View-Controller (MVC) framework to develop iOS Apps. Students will use XCode to develop their iOS Apps which will require using a Mac OS computer.

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MEDIA AND COMMUNICATION CONCENTRATION

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3350 SCOTT BLVD BLDG 54, SANTA CLARA, CA 95054-3124 USA

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MAC 600: Strategic Communication (4 units)

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INTERNSHIP EXPERIENCE

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22 CALIFORNIA UNIVERSITY FACULTY

22.1 MASTER OF BUSINESS ADMINISTRATION FACULTY

Dr. Ann-Marie (Teaches in English)

Ann-Marie holds a PhD in Transpersonal Psychology from Sofia University. She also holds an MA in Clinical Psychology. She has extensive experience in applying psychology theory and practice to business management science. Managing people involves skills in understanding how employees operate both mentally, in their personal space and in society at large. A good manager can understand the perspectives of their staff and use management psychology theory to better support their needs. Ann-Marie has a passion for helping people “Dive into the Divine” through the

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exploration of self and others so they may awaken to their full potential and begin witnessing the immense beauty within. Often this potential is blanketed by layers of trauma, pain, fear and a sense of unworthiness. Recognizing that all traumatic experiences, whether psychological, emotional or physical are reflected in body language, posture, movement and expression shifts, her work has led her to directly use the soma to gently shift the expression of the soul to allow greater fluidity in one's life. Through a variety of Somatic Shamanic and Transpersonal practices, her gently loving feminine approach supports an un-layering that often keeps individuals stuck in the confines of their limited belief systems. With the unraveling of every protective husk, each is invited to open, witness and sense their inner sun. Along the journey "in", she explores the past, the present and the future to allow a soft awakening to immerge, much like a flower stepping into a new world at springtime.

Dr. George Guim (Teaches in English)

George is an experienced board member and officer in non-profit organizations that include the Lana Kingdom Projects. He holds an Ed.D degree in Organization and Leadership from the University of San Francisco. He was a board member (2016-2017), and Vice-president (2018-present). He has also served on the Sofia University and Sofia Foundation board for two years (2015-2017).

George teaches doctoral-level courses in leadership, research methods and statistics, and philosophical psychology at International Technological University (2010 – present) and at Sofia University (2014 – present). He also teaches master's-level courses in financial management, economics, and organizational behavior at International Technological University (2010 – present) and at Sofia University (2014 – present). His has also taught undergraduate-level courses in business, economics, statistics, linguistic and English composition and preparation courses at National Hispanic University, San Jose (1986-2014).

Dr. Gao Li (Teaches in Chinese and English)

Gao has a Ph.D. in Management Science and Engineering from the China University of Geosciences in Beijing, P. R. China. She also holds a Doctorate of Business Administration (DBA), from Glasgow Caledonian University, U.K. as well as undergraduate degrees in International Finance, and English Language and Literature, from Wuhan University, in P. R. China.

Dr. Wayne Lim (Teaches in Chinese and English)

Wayne is a Harvard MBA and doctorate published author with teaching and venture capital experience. He is a very experienced consultant in many business disciplines. He has native fluency in Chinese and English. Wayne teaches a variety of business courses and electives.

22.2 MS IN COMPUTER SCIENCE FACULTY

Dr. Avid Farhoodfar (Teaches in English)

Avid is a self-motivated Software Engineer and Ph.D. in Computational-Physics with a curious, analytical mind and a passion for quantum computing, machine learning and AI. Experience in

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managing and analyzing data using Python, MATLAB, Mathematica and developing algorithms. Extensive experience with advanced mathematics, statistics and visualizing complex concepts.

Dr. Qiaoyun (Liz) Li (Teaches in Chinese and English)

Liz has an achievement record providing leadership and technological innovation to startups and Fortune 500 companies in high tech and universities. She specializes in the intersection of artificial intelligence, technology, and psychology, cross-border partnerships among China, Japan, and United States, and strategic investments for growth in higher education. Liz has extensive experience and expertise growing small educational organizations with a focus on accreditation, regulations, and financial sustainability. She is also trilingual in Mandarin, English, and Japanese.

Liz is a graduate of the Harvard University: Presidential Leadership Seminar & Institute for Educational Management (IEM) at the Graduate School of Education (highly selective for senior leaders). She has earned her PhD at Wuhan University & Keio University: Computer Science and Engineering, concentration in Artificial Intelligence; Joint Program at Wuhan University (China) and Keio University (Japan). She also holds an M.Sc. & B.Sc., Wuhan University: Computer Science (summa cum laude).

Dr. Barbara Hecker (Teaches in English)

Barbara is experienced in Curriculum Development, Assessment, Faculty Development, Instructional Design and Academic Administration. She is a graduate of the ALA (WASC Assessment Leadership Academy) Cohort 8.

She has extensive experience developing and managing Distance Learning environments and platforms. She has designed, and applied for WASC sub changes, implemented and managed several new online and traditional degree program implementations at the doctorate, masters and bachelor's levels.

Barbara has teaching and programming experience in Java, Objective-C, Swift, C/C++, Smalltalk, HTML, SQL, PHP, Perl, Python, Java, and various other languages. She is also a Mobile Application developer and instructor for Android and iOS platforms. She has a Juris Doctor (JD) from Northwestern California University, School of Law, Sacramento, CA. Specialization in Intellectual Property Law. She also holds a Ph.D. Computer Science from Nova Southeastern University, Fort Lauderdale, FL.

Dr. S. Sherman Zhang (Teaches in Chinese and English)

Dr. Sherman has over 15 years of teaching both full time and adjunctive member at local universities in both CHINA and USA. He has over 20 years of db2 and db2 and IBM Oracle DBA and Oracle Financial Applications DBA with experiences of all modules, Oracle CRM BIS ERP, Call center, tale marketing. Oracle E-Procurement, Oracle BIS.

He has accomplished many implementations of db2 database, Oracle CRM/Siebel-CRM, data warehouse on Platform: AIX, Sun, HP, Windows and ERP SCM Project implementation: Siebel CRM: Modules: Call Center, Siebel Sales modules, PeopleSoft: HR and Oracle Financial Suite

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Dr. Sean Ma (Teaches in Chinese and English)

Sean has a strong level of experience with data architecture and data modeling. He has designed, built and maintained ETL pipeline using SQL and Python. He also has strong experience in SQL query optimization. Extensive coding experience in Java/Python/PHP/ES6/Bash. He has implemented data analytics using Tableau for Bic Graphic. He has also developed Tableau visualizations and dashboards using Tableau Desktop. He also has strong experience with Airflow for batch processing workflows. Sean has a PhD in Chemical Engineering from Clarkson University and a Master of Engineering from Cornell University.

Jian Shi, MBA (Teaches in Chinese and English)

Jian has more than 35 year's leading technical experience in computer science, data science and artificial intelligence education; computer system architecture, software and Oracle database design, development, system integration, system administration, production deployment and technical support in the telecom, shipping, wholesale and other industries consulting.