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# CALIFORNIA ARTS UNIVERSITY

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Academic Catalog 2025-2026



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

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**Note:** All classes of instruction are held at the above address. The Board of Trustees has reviewed and approved this catalog.

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© This catalog is updated annually. Updates may be issued through official supplements or inserts accompanying the catalog. If changes to educational programs, services, procedures, or policies required by statute or regulation occur before the release of the next annual edition, such changes will be reflected immediately through dated supplements or inserts.

The *Academic Catalog* of California Arts University is provided for informational purposes only and does not constitute a contract between the University and any student or other party.

California Arts University reserves the right to modify programs, regulations, tuition, fees, and courses at any time without prior notice, in accordance with applicable laws and regulations.

## Table of Contents

<b>GENERAL INFORMATION</b>	<b>7</b>
Disclaimers	7
Contact Information	7
About Our University	7
Institutional Mission Statement	8
Institutional Purpose	8
Institutional Objectives	8
Institutional Learning Outcomes	8
Philosophy of Education	9
Statement of Faith	9
Statement of Ethical Values and Standards	9
Accreditation and Approval Notice	10
Location and Facilities	11
Nondiscrimination Policy Statement	11
<b>EDUCATIONAL PROGRAMS</b>	<b>12</b>
<b><i>Bachelor of Arts in Music (B.A.M.)</i></b>	<b>12</b>
Program Purpose and Objectives	12
Program Learning Outcomes	12
Admission Policies and Procedures	12
Admission Application Requirements	13
Language Proficiency & Instructional Language	13
Delivery Format	14
Program Requirements	14
Course of Study	15
Sample Program Scope and Sequence	17
Course Descriptions	18
<b><i>Master of Arts in Contemporary Music Performance (M.A.C.M.P.)</i></b>	<b>24</b>
Program Purpose and Objectives	24
Program Learning Outcomes	24
Admission Policies and Procedures	24
Admission Application Requirements	25

Language Proficiency & Instructional Language.....	25
Delivery Format .....	26
Program Requirements .....	26
Course of Study .....	27
Course Descriptions.....	27
<b><i>Doctor of Musical Arts (D.M.A.)</i></b> .....	<b>30</b>
Program Purpose and Objectives .....	30
Program Learning Outcomes.....	30
Admission Policies and Procedures .....	30
Admission Application Requirements .....	31
Language Proficiency & Instructional Language.....	31
Delivery Format .....	32
Program Requirements.....	32
Course of Study .....	33
Sample Program Scope and Sequence .....	34
Focus Areas .....	35
Course Descriptions.....	36
<b><i>FINANCIAL INFORMATION</i></b> .....	<b>39</b>
Tuition and Fees .....	39
Fee Schedule .....	41
Tuition and Fee Policy .....	42
Tuition Payment Policy.....	42
Tuition Payment Methods .....	43
Deferred Tuition Payment Plan.....	43
Student Tuition Recovery Fund (STRF) .....	43
Scholarship.....	45
Right to Cancel.....	47
Loans and Student Responsibility.....	48
Refund Policy .....	48
Questions and Complaints.....	50
Disclaimer.....	50
<b><i>ACADEMIC POLICIES AND PROCEDURES</i></b> .....	<b>52</b>
Ability-to-Benefit Policy.....	52

<b><i>Transfer of Credit</i></b> .....	<b>52</b>
General Transfer Credit Guidelines .....	52
Evaluation Procedures.....	53
Appeal Procedure .....	53
Transfer to Other Institutions.....	53
Credit Hour Policy .....	54
<b><i>Registration</i></b> .....	<b>54</b>
Course Add/Drop Procedures .....	55
Course Withdrawal Policy .....	55
<b><i>Attendance and Tardiness</i></b> .....	<b>55</b>
Tardiness .....	56
Classroom Participation .....	56
Attendance Threshold .....	56
Leave of Absence and Withdrawal.....	57
<b><i>Student Record Retention</i></b> .....	<b>59</b>
Permanent Record Retention.....	59
Custodian of Records.....	59
Transcript Requests.....	61
<b><i>Academic Progress and Graduation</i></b> .....	<b>61</b>
Academic Progress Requirements.....	61
Graduation Requirements and Procedures .....	61
Grade Requirements and Grading Policy.....	62
Academic Probation and Dismissal.....	63
Academic Achievement Recognition.....	64
Academic Honesty .....	64
Faculty Assistance .....	65
Program Length and Satisfactory Academic Progress (SAP).....	66
Standards of Satisfactory Academic Progress (SAP).....	66
Failure to Maintain SAP .....	67
Incomplete Work.....	67
<b><i>STUDENT RIGHTS AND RESPONSIBILITIES</i></b> .....	<b>68</b>
Academic Freedom and Integrity .....	68
Facilities and Equipment Policy.....	69

Instructional Facilities and Equipment.....	69
Facilities Use and Scheduling .....	73
Library and Learning Resources .....	75
Online Public Access Catalog (OPAC) .....	75
FERPA Rights.....	77
Student Conduct .....	78
Policy Prohibiting Discrimination and Harassment .....	79
Disciplinary Procedures .....	80
Suspension and Dismissal Policy.....	80
Complaint Procedures.....	82
<b>ADMINISTRATION AND FACULTY.....</b>	<b>84</b>
Board of Trustees.....	84
Administration .....	84
Full-Time Faculty .....	84
Part-Time Faculty.....	85
<b>ACADEMIC CALENDAR.....</b>	<b>87</b>
2025–2026 Academic Year.....	87
<b>STUDENT SERVICES.....</b>	<b>88</b>
Student Financial Aid.....	88
Campus Employment.....	88
Technology and Populi Access .....	88
Distance Education .....	88
Library and Learning Resources .....	89
Student Housing .....	91
Visitor Policy .....	91
Student Health and Safety .....	91
Academic and Personal Counseling.....	91
Assimilation Counseling .....	91
Career and Job Placement Counseling .....	91
Student Organizations.....	92
Orientation .....	92
Standard Occupational Classification (SOC) Codes .....	92
Notice of Student Rights.....	92

<b>Grievance and Appeals Procedures .....</b>	<b>92</b>
<b>International Student Services .....</b>	<b>93</b>



# GENERAL INFORMATION

## Disclaimers

The provisions of this catalog are subject to change without prior notice and do not constitute an irrevocable contract between California Arts University and any student or applicant. The University reserves the right to add, amend, or repeal any regulations, policies, and procedures at its discretion, in accordance with applicable laws and regulations.

Every effort has been made to ensure the accuracy of the information contained in this publication. However, students and applicants are advised that such information may change and should consult the appropriate academic or administrative office for the most current details.

## Student Acknowledgment and Consumer Information

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.

## Contact Information

California Arts University – Main Campus  
4100 W. Commonwealth Ave., Suite 101  
Fullerton, California 92833

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## About Our University

California Arts University (CAU) was founded in 2013 in Fullerton, located in Orange County, California—home to the second-largest Korean immigrant population in the United States. The University's founder, Dr. Sae Kwang Chung, a respected and active music leader, recognized the need to establish a higher education institution that fosters a vibrant musical community and provides professional training in contemporary music.



Through interaction, collaboration, and a dynamic curriculum, students in the University's Contemporary Music Performance program gain hands-on experience that prepares them to excel as professional musicians and as music leaders in church and community settings. Guided by distinguished faculty, CAU is dedicated to equipping students to achieve their individual musical goals and to thrive in today's diverse and evolving global music environment.

## **Institutional Mission Statement**

California Arts University's mission is to create a musical community that offers students excellent professional education in their musical disciplines.

## **Institutional Purpose**

The purpose of the institution is to develop students as professional musicians and church and community-based musical leaders through an advanced study in contemporary music in a dynamic, collaborative environment.

## **Institutional Objectives**

California Arts University strives to achieve the following four institutional objectives.

1. An understanding of theory, history, and performance of musical practice.
2. The ability to play selected musical pieces.
3. A professional level of technical and artistic achievement in performance and composition occupations.
4. Other music business skills, including praise leadership in religious settings.

## **Institutional Learning Outcomes**

California Arts University expects learning outcomes demonstrated by its graduates.

Graduating students will:

1. Demonstrate firm knowledge of theory, history, and performance of musical practice.
2. Show ability to play selected musical pieces.
3. Demonstrate their professional level of technical and artistic knowledge and proficiency in performance and composition occupations.
4. Show sufficient music business skills, including praise leadership in religious settings.

## Philosophy of Education

Throughout students' professional education, the University's faculty strives to develop well-rounded performers who demonstrate skill, spiritual maturity, and professionalism. By integrating the tenets of Christianity throughout the courses, practice sessions, and performances, the University instills both ethics and compassion in every performer. As students master the artistry of music, they simultaneously gain confidence born of a solid academic background permeated by faith. Graduates from the University enter their field as musicians of character.

## Statement of Faith

All board members, administrators, faculty, and students of California Arts University affirm the following Statement of Faith:

We believe the Bible is the inspired Word of God and the sole authority for faith, life, and academic discipline. We believe in the Holy Triune God, eternally existing in three persons: the Father, the Son, and the Holy Spirit.

We believe in the creation of the universe as revealed in Scripture, the reality of heaven and hell, and the existence of the devil. We believe that God created humankind in His image and likeness, but through Adam's disobedience, all humanity became separated from God and lost.

We believe that Jesus of Nazareth is the Messiah, the Son of God, born of the Virgin Mary, who died on the cross for our sins, was physically resurrected from the dead, ascended into heaven, and will one day return in glory to reign upon the earth. We believe that salvation is by grace through faith in Jesus Christ alone, and that all who trust in Him will be saved.

We believe that the Church is the body of Christ, and that the people of God are called to mission, education, and service. We believe that Satan is real and acts as a tempter, and that eternal punishment in hell is prepared for him and for all who die apart from Christ.

We believe in the future, personal, bodily return of Jesus Christ to judge sin, establish His eternal Kingdom, and fulfill His purposes in creation and redemption with eternal rewards and punishments. We believe in the bodily resurrection of both the saved and the lost—the saved to everlasting life in heaven, and the lost to eternal damnation in hell.

## Statement of Ethical Values and Standards

California Arts University's ethical values and standards define the character of the institution and guide all aspects of its operations. Through commitment to these principles, the University seeks to serve and respond effectively to the needs of its students, faculty, staff, and community.

**Community** – To build a community of scholars and students who encourage one another to grow both academically and spiritually.

**Leadership** – To serve the community with integrity, respect, and cultural sensitivity.

**Teamwork** – To work collaboratively in promoting open dialogue and mutual input in a collegial manner consistent with the ideals of higher education.

**Accountability** – To continuously evaluate our role as a Christian institution and to assume responsibility for our actions and decisions.

**Participation** – To encourage active involvement of faculty, staff, and students in University decision-making processes through the practice of shared governance.

**Excellence** – To pursue the highest standards in teaching, scholarship, and performance, with a commitment to continuous improvement and professional growth.

**Spiritual Vitality** – To grow together in personal relationship with Christ Jesus and in the knowledge of God’s calling, dedicating ourselves to Spirit-led service.

## Accreditation and Approval Notice

California Arts University is accredited by the **Transnational Association of Christian Colleges and Schools (TRACS)**, [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; Email: info@tracs.org], having been awarded Accredited Status as a **Category IV** institution by the TRACS Accreditation Commission on April 22, 2024. This status is effective January 1, 2024 through **December 31, 2033**. TRACS is recognized by the **United States Department of Education (ED)**, the **Council for Higher Education Accreditation (CHEA)**, and the **International Network for Quality Assurance Agencies in Higher Education (INQAAHE)**.

California Arts University is a private institution and has maintained formal approval to operate as a degree-granting, accredited institution by the **California Bureau for Private Postsecondary Education (BPPE)**. The University is approved to offer the following degree programs:

- Bachelor of Arts in Music (B.A.M.)
- Master of Arts in Contemporary Music Performance (M.A.C.M.P.)
- Doctor of Musical Arts (D.M.A.)

Approval to operate by the BPPE means the institution is in compliance with the minimum state standards as set forth in the California Education Code (CEC)

§94909(a)(2) and §94897(l)(1)(2) and in Title 5, California Code of Regulations (5, CCR). Approval does not imply that the Bureau endorses programs or that the institution exceeds minimum state standards.

## **Location and Facilities**

California Arts University is currently located in Fullerton, California, across from the city's municipal airport and northeast of the junction of the Santa Ana (I-5) and Riverside (SR-91) Freeways. The main campus building on Commonwealth Avenue is situated in a residential area and offers ample on-site parking.

Campus facilities include administrative and faculty offices, a library, classrooms, a student lounge, a recording studio, and individual lesson rooms.

### **Main Campus Address**

4100 W. Commonwealth Ave., Suite 101  
Fullerton, CA 92833

## **Nondiscrimination Policy Statement**

California Arts University is committed to maintaining a professional musical community that recognizes and values the dignity of every person. The University fosters tolerance, sensitivity, understanding, and mutual respect among its members, encouraging each individual to strive to reach their full potential and personal goals.

We believe that diversity within our community strengthens collaboration and creativity. The University seeks to treat all members as individuals, based solely on their personal abilities, qualifications, and other relevant characteristics.

California Arts University prohibits discrimination against any member of its community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or veteran status. The University conducts all educational programs and support services in conformity with applicable federal, state, and local laws and regulations.

Any questions of interpretation regarding this policy shall be referred to the Academic Dean for final determination.

# EDUCATIONAL PROGRAMS

## Bachelor of Arts in Music (B.A.M.)

California Arts University offers the Bachelor of Arts in Music (B.A.M.) program for students seeking to develop professional knowledge and skills in their major field of music.

### Program Purpose and Objectives

The purpose of the Bachelor of Arts in Music program is to:

- Equip students with the knowledge and skills necessary to establish a foundation for a professional career in music.
- Train students to become professional and faithful musicians with academic excellence and scholarship in music theory, history, literature, harmony, and stylistic practices related to their chosen area of performance through coursework, applied lessons, ensembles, and general education.
- Nurture students to master the technological skills that are essential for today's professional musicians.

### Program Learning Outcomes

Upon successful completion of the Bachelor of Arts in Music (B.A.M.) program, students will be able to:

- Demonstrate academic knowledge of music history, including major composers, literature, and stylistic developments from ancient to contemporary periods.
- Demonstrate an appropriate level of performance proficiency on their primary instrument.
- Demonstrate professional knowledge and competence in their chosen field of concentration.
- Demonstrate understanding of the elements of musical structure and show proficiency in music theory and basic composition.
- Critically analyze and solve problems related to the study and practice of music.

### Admission Policies and Procedures

Admission to the Bachelor of Arts in Music (B.A.M.) program requires submission of the following:

- A copy of the high school diploma and/or official high school transcript.
- Official transcripts from any college or university previously attended (if applicable).
- A completed California Arts University Application for Admission.
- One letter of recommendation from a teacher, counselor, pastor, or professional reference.
- A personal audition or a recent video recording, if applicable.

### **Audition Requirement**

A personal audition is required for all applicants to the Bachelor of Arts in Music program. Applicants who do not reside in Southern California may submit a video recording in lieu of a live audition. All auditions are administered on the CAU campus, with exceptions considered in unusual cases and subject to approval by the Admissions Committee.

### **Admission Application Requirements**

Admission to the Bachelor of Arts in Music (B.A.M.) program is open to individuals who have earned a qualifying diploma from an accredited high school. Applicants are expected to carefully review the admission requirements outlined above before submitting their application.

An applicant to the B.A.M. program at California Arts University must submit the following:

- A completed Application for Admission form.
- A non-refundable application fee of \$50, submitted at the time of application.
- Official transcripts from all institutions listed on the application. Transcripts must be delivered in their official, sealed envelopes or sent electronically directly from the issuing institution to CAU.

All application materials submitted to the University become the property of California Arts University and will not be returned, regardless of the admission decision. Materials are retained in a secure file for one year from the time of application. Upon successful admission, official transcripts, test scores, and acceptance letters are maintained in the Registrar's Office as part of the student's permanent academic record.

### **Language Proficiency & Instructional Language**

The Bachelor of Arts in Music program is approved by the Bureau for Private Postsecondary Education (BPPE) to be offered in Korean through both on-campus and distance education formats. Korean is the sole language of instruction for all courses, lectures, and materials.

Students whose native language is not Korean must demonstrate sufficient proficiency to participate in coursework successfully.

Proficiency may be demonstrated by one of the following:

- Submission of official transcripts showing completion of a degree or secondary education from a Korean-speaking institution, or
- A passing score of 60% or higher on the CAU Korean Language Proficiency Examination.

All official academic records and transcripts are maintained in English, consistent with TRACS and BPPE requirements.

*Note: The educational programs at California Arts University are not designed to lead to professional licensure.*

## Delivery Format

The Bachelor of Arts in Music program is offered in on-campus, distance education (online), and Korean-language formats.

The on-campus format provides classroom instruction, applied private lessons, and ensemble participation at the University's California campus.

The distance education format delivers identical coursework through Populi, incorporating video lectures, virtual performance submissions, and online faculty evaluations.

The Korean-language version mirrors the English curriculum and is designed for students who prefer instruction conducted in Korean.

All formats maintain the same curriculum, academic standards, and degree requirements.

## Program Requirements

Students receive the Bachelor of Arts in Music (B.A.M.) degree upon successful completion of the following program requirements:

- Completion of 120 semester credits of coursework (normally within five years), including 30 credits in General Education requirements (covering the humanities/fine arts, behavioral/social sciences, and natural science/mathematics) and 90 credits in Music requirements.
- Fulfillment of the minimum residency requirement, consisting of four consecutive long semesters (fall or spring) at CAU, with a minimum of twelve semester hours completed in each term.
- Achievement of a minimum cumulative grade point average (GPA) of 3.0.
- Completion of the graduation portfolio requirement, which includes a recital performance and/or approved work from other projects.

Total Program Cost – Bachelor of Arts in Music (B.A.M.)

**Tuition:** 120 units × \$511 per unit = **\$61,320**



## Course of Study

### Bachelor of Arts in Music (B.A.M.) – Music Requirements (90 Credits)

Course Code	Course Title	Credits
MUCO 101	Music Theory	3
MUCO 201	Tonal Harmony	3
MUCO 210	Arranging I	3
MUCO 220	Jazz Harmony I	2
MUCO 310	Arranging II	3
MUCO 320	Jazz Harmony II	2
MUCO 401	Songwriting	3
MUCO 411	Songwriting for Commercial Music	3
MUCO 421	Orchestration	3
MUEN 101	Ensemble I	2
MUEN 102	Ensemble II	2
MUEN 201	Ensemble III	2
MUEN 202	Ensemble IV	2
MUEN 301	Ensemble V	2
MUEN 302	Ensemble VI	2
MIND 401	Music Business	3
MTEC 101	Techniques of Recording I	2
MTEC 201	Techniques of Recording II	2
MUCD 251	Conducting	3
MUCH 411	Music Ministry and the Worship Arts	3
MUET 101	Ear Training I	2
MUET 201	Ear Training II	2
MUHL 101	History of Western Music	3
MUHL 201	History of Contemporary Music	3
MUPF 110	Reading and Groove	2
MUPF 111	Keyboard Lab	2
MUPF 210	Vocal and Choir	2
MUPF 310	Group Performance Workshop	2



<b>MUPF 311</b>	Improvisation Concepts	2
<b>MUS 110</b>	Individual Instruction I	2
<b>MUS 120</b>	Individual Instruction II	2
<b>MUS 210</b>	Individual Instruction III	2
<b>MUS 220</b>	Individual Instruction IV	2
<b>MUS 310</b>	Individual Instruction V	2
<b>MUS 320</b>	Individual Instruction VI	2
<b>MUS 410</b>	Individual Instruction VII	2
<b>MUS 420</b>	Senior Project	3
<b>MUS 450</b>	Graduation Recital and Portfolio	3

**Total Credits: 90**

### **General Education Requirements (30 Credits)**

Students must complete 30 credits of General Education coursework distributed among the Humanities/Fine Arts, Behavioral/Social Sciences, and Natural Science/Mathematics categories.

<b>Category</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
<b>Humanities / Fine Arts</b>	FA 110	Introduction to the History of Western Arts	3
	HU 100	English Literature	3
	HU 200	Introduction to Philosophy	3
	HU 101	Research and Writing	3
<b>Behavioral / Social Sciences</b>	SS 100	Entrepreneurship	3
	SS 200	The Package Deal: Contracts, Budgets, and Making Money	3
	BS 100	Ethics	3
<b>Natural Science / Mathematics</b>	NS 100	Psychology	3
	NS 110	Medical Terminology	3
	MA 100	Mathematics and Computer Applications	3

**Total Credits: 30**

## Sample Program Scope and Sequence

The following represents a recommended sequence of courses for students pursuing the **Bachelor of Arts in Music (B.A.M.)** degree. Actual course schedules may vary based on advising, transfer credits, and course availability.

Year	Semester	Courses	Credits
<b>1st Year</b>	<b>1st Semester</b>	MUS 110 Individual Instruction I (2) MUEN 101 Ensemble I (2) MUPF 110 Reading and Groove (2) MUCO 101 Music Theory (3) HU 200 Introduction to Philosophy (3)	12
	<b>2nd Semester</b>	MUS 120 Individual Instruction II (2) MUEN 102 Ensemble II (2) MUET 101 Ear Training I (2) MUCO 201 Tonal Harmony (3) HU 100 English Literature (3)	12
<b>2nd Year</b>	<b>3rd Semester</b>	MUS 210 Individual Instruction III (2) MUEN 201 Ensemble III (2) MUPF 111 Keyboard Lab (2) MUHL 101 History of Western Music (3) NS 100 Psychology (3)	12
	<b>4th Semester</b>	MUS 220 Individual Instruction IV (2) MUEN 202 Ensemble IV (2) MUET 201 Ear Training II (2) MUCD 251 Conducting (3) BS 100 Ethics (3)	12
<b>3rd Year</b>	<b>5th Semester</b>	MUS 310 Individual Instruction V (2) MUEN 301 Ensemble V (2) MUPF 210 Vocal and Choir (2) MUCO 210 Arranging I (3) MA 100 Mathematics and Computer Applications (3)	12
	<b>6th Semester</b>	MUS 320 Individual Instruction VI (2) MUEN 302 Ensemble VI (2) MUCO 220 Jazz Harmony I (2) MUHL 201 History of Contemporary Music (3) NS 110 Medical Terminology (3)	12
<b>4th Year</b>	<b>7th Semester</b>	MUS 410 Individual Instruction VII (2) MUPF 310 Group Performance Workshop (2) MTEC 101 Techniques of Recording I (2) MUCO 310 Arranging II (3) HU 101 Research and Writing (3)	12

	<b>8th Semester</b>	MUPF 311 Improvisation Concepts (2) MUCO 320 Jazz Harmony II (2) MTEC 201 Techniques of Recording II (2) MUCO 401 Songwriting (3) SS 100 Entrepreneurship (3)	12
<b>5th Year</b>	<b>9th Semester</b>	MUS 420 Senior Project (3) MUCO 411 Songwriting for Commercial Music (3) MIND 401 Music Business (3) SS 200 The Package Deal: Contracts, Budgets, and Making Money (3)	12
	<b>10th Semester</b>	MUS 450 Graduation Recital and Portfolio (3) MUCO 421 Orchestration (3) MUCH 411 Music Ministry and the Worship Arts (3) FA 110 Introduction to the History of Western Arts (3)	12

**Total Credits: 120**

## Course Descriptions

### **Bachelor of Arts in Music (B.A.M.) – Music Requirements (90 Credits)**

#### **MUCO 101 Music Theory (3 credits)**

Foundation in diatonic harmony and music theory. Studies include primary and secondary triads and seventh chords with their inversions, non-harmonic tones, and melodic analysis. Skills are applied to basic composition.

#### **MUCO 201 Tonal Harmony (3 credits)**

Focuses on the proper integration of lyrics and melody. Expands tonal materials used in songwriting, including modulation and modality. Further study of musical form includes transitional and primary bridges. Student projects involve setting lyrics in various styles and forms.

#### **MUCO 210 Arranging I (3 credits)**

Introduces the techniques of constructing engaging arrangements in a variety of styles for different ensembles.

#### **MUCO 220 Jazz Harmony I (2 credits)**

Covers the principles of diatonic chord progressions and available tensions. Explores major and minor key harmony, secondary and extended dominants, and subdominant minor relationships. Includes study of melodic construction, motif development, linear harmonic continuity, and guide-tone lines.

**MUCO 310 Arranging II (3 credits)**

An advanced study of arranging techniques, focusing primarily on the jazz idiom for small and large ensemble settings.

**MUCO 320 Jazz Harmony II (2 credits)**

Advanced study of diatonic chord progressions and available tensions. Continues exploration of harmonic structures in major and minor keys, focusing on melodic construction, motif development, and linear harmonic continuity.

**MUCO 401 Songwriting (3 credits)**

Introduces students to the craft and creative process of songwriting. Examines melodic forms, chord progressions, rhythm, meter, harmony, style, lyrics, and the production of popular songs. Students compose and write complete songs individually and collaboratively as a final project.

**MUCO 411 Songwriting for Commercial Music (3 credits)**

Covers the contemporary use of songs in commercial media. Students explore harmonic colors, rhythmic elements, and structural techniques such as intros, vamps, and endings. Emphasis is placed on writing for film, television, and music libraries, and developing the ability to compose effectively on demand.

**MUCO 421 Orchestration (3 credits)**

An introduction to orchestral instruments, computer notation, and scoring for small ensembles. Students gain practical experience in orchestration and arranging.

**MUEN 101 / 102 / 201 / 202 / 301 / 302 Ensemble I–VI (2 credits each)**

Faculty-guided ensemble performance classes. Students are placed according to performance ability and musical interest. Classes prepare various ensembles for recital performances throughout the term.

**MIND 401 Music Business (3 credits)**

Examines the structure of the music industry, including production music publishing, advertising, and media scoring. Topics include contracts, royalties, licensing, and partnership opportunities with music libraries. Students explore career development in music entrepreneurship.

**MTEC 101 / 201 Techniques of Recording I–II (2 credits each)**

Provides in-depth exploration of recording techniques, including microphone selection and placement, signal path, processing, and acoustics. Topics include digital audio recording, editing, mixing, and the use of plug-in processing effects.

**MUCD 251 Conducting (3 credits)**

Covers integrated techniques for choral and instrumental conducting. Includes conducting patterns, score analysis, tempo, dynamics, articulation, and interpretation. Students develop the ability to lead ensembles effectively and collaborate harmoniously with others to achieve expressive performances.

**MUCH 411 Music Ministry and the Worship Arts (3 credits)**

Examines the history and evolving styles of worship leadership. Provides practical guidelines for biblical worship design and church music leadership. Students are encouraged to develop a deeper philosophy and theology of worship.

**MUET 101 Ear Training I (2 credits)**

This course develops aural skills using the Movable Do System with emphasis on the Dorian and Mixolydian modes as key centers. Students practice recognizing and performing minor 7 (9) and dominant 7 (13, 9) voicings as reference chords. Instruction includes work with single notes, melodic fragments, diatonic triads, and intervals within these modal frameworks.

Students apply 2-, 3-, 4-, 5-, and 6-beat conducting patterns in solfeggio exercises and learn to hear and sing all seventh-chord qualities. The course emphasizes applying Movable Do solfeggio to note group patterns and permutations as a foundation for melodic improvisation.

**MUET 201 Ear Training II (2 credits)**

A continuation of MUET 101, this course advances aural training through the Movable Do System and solfeggio syllables, focusing on the Phrygian and Lydian key centers. Students practice recognizing and performing sus7 (b9) and MA7 (13, 9) voicings as reference chords. Coursework includes advanced rhythmic exercises, melodic dictation, and work with single notes, melodic fragments, diatonic triads, and intervals within Phrygian and Lydian tonalities. Students apply 2-, 3-, 4-, 5-, and 6-beat conducting patterns in solfeggio work and develop the ability to hear and sing all seventh-chord qualities in various inversions. Emphasis is placed on applying note groups and melodic patterns to improvisation and performance.

**MUHL 101 History of Western Music (3 credits)**

A survey of composers, genres, and stylistic developments that shaped the history of Western music from the medieval period through the twentieth century.

**MUHL 201 History of Contemporary Music (3 credits)**

A survey of popular music from early rock and roll to current styles. Includes study of jazz, pop, folk, rock, electronic, and hip-hop genres.

**MUPF 110 Reading and Groove (2 credits)**

This course provides practical training in sight-reading, chart reading, and comping skills, emphasizing the ability to maintain solid grooves and rhythmic patterns across various contemporary styles. Students practice “becoming one” with different rhythmic feels and develop precision through ensemble performance.

Coursework enhances sight-reading proficiency through exposure to traditionally notated materials, lead sheets, and ensemble charts. Concepts include phrasing, time, rhythmic accuracy, groove playing, harmonic possibilities, and understanding the multiple roles an instrument can play in diverse settings. Recorded materials are provided for play-along exercises and performance development.

**MUPF 111 Keyboard Lab (2 credits)**

Develops keyboard skills, chart reading, and accompaniment techniques. Students practice

rhythmic precision, harmonic understanding, and stylistic interpretation through ensemble work and play-along exercises.

**MUPF 210 Vocal and Choir (2 credits)**

Introduces vocal techniques and choral performance fundamentals. Topics include vocal anatomy, breath control, tone production, and maintaining vocal health. Students participate in mixed chorus ensembles emphasizing contemporary and gospel repertoire.

**MUPF 310 Group Performance Workshop (2 credits)**

Faculty-guided ensemble course emphasizing teamwork and live performance. Students prepare for recitals and collaborative presentations throughout the semester.

**MUPF 311 Improvisation Concepts (2 credits)**

Explores contemporary improvisation techniques, including chord-scale relationships, melodic phrasing, blues forms, and harmonic function. Students practice improvisation using backing tracks and perform weekly in class. Techniques apply to various instruments, including keyboard, guitar, bass, and woodwinds.

**MUS 110–410 Individual Instruction I–VII (2 credits each)**

Private instruction on the student's primary instrument, focusing on applied performance, repertoire development, and preparation for the graduation portfolio or recital.

**MUS 420 Senior Project (3 credits)**

Preparation and presentation of a graduation recital or portfolio as a capstone requirement demonstrating artistic and academic proficiency.

**MUS 450 Graduation Recital and Portfolio (3 credits)**

Culminating course in which students complete a public recital or professional portfolio to fulfill the degree requirement. Demonstrates mastery of musicianship, artistry, and performance professionalism.

**Bachelor of Arts in Music (B.A.M.) - General Education Requirements (30 Credits)**

Students must complete 30 credits of General Education coursework distributed among the Humanities/Fine Arts, Behavioral/Social Sciences, and Natural Science/Mathematics categories.

**Humanities / Fine Arts**

**FA 100 Introduction to the History of Western Arts (3 credits)**

To understand Western music, musicians must also understand Western art. Music, art, and literature are deeply interconnected. This course provides an overview of the development of Western culture, emphasizing major artistic movements and their influence on music.

**HU 100 English Literature (3 credits)**

Explores the relationship between literature and music. Many composers have drawn



inspiration from literary works. Students gain insight into how literature shapes artistic and musical creativity while developing general knowledge of literary traditions.

### **HU 200 Introduction to Philosophy (3 credits)**

Introduces students to the fundamental questions and methods of philosophy. Emphasis is placed on developing critical thinking skills and discussing issues related to the natural world, human existence, and philosophical “-isms.”

### **HU 101 Research and Writing (3 credits)**

Develops academic writing and research skills at the college level. Students learn to organize, develop, and present written ideas clearly and effectively in an academic context.

## **Behavioral / Social Sciences**

### **SS 100 Entrepreneurship (3 credits)**

Introduces students to the global music and entertainment industry. Examines professional roles (managers, lawyers, accountants, agents, producers, etc.), legal issues (contracts, licensing, publishing), and the principles of entrepreneurship. Students explore how entrepreneurial thinking can support and advance professional goals.

### **SS 200 The Package Deal: Contracts, Budgets, and Making Money (3 credits)**

Covers the fundamentals of package-deal contracts, licensing agreements, royalties, and budgeting. Students learn negotiation strategies and how to organize and manage writing, recording, and delivery schedules in the professional music environment.

### **BS 100 Ethics (3 credits)**

Designed to help students understand ethical principles of conduct from a **Christian worldview**. Topics include good and evil, right and wrong, justice, value, duty, and obligation. Students study the ethical works of philosophers and analyze them through moral and biblical frameworks.

*(Prerequisite: None. 3 units of theory. 45 instructional hours.)*

## **Natural Science / Mathematics**

### **NS 100 Psychology (3 credits)**

An introduction to the field of psychology, emphasizing core concepts and practical applications. Class discussions integrate psychological theories with a **biblical understanding** of human behavior and thought.

*(Prerequisite: None. 3 units of theory. 45 instructional hours.)*

### **NS 110 Medical Terminology (3 credits)**

Introduces the basic structure and vocabulary of medical terminology. Students learn to analyze and construct terms using common prefixes, suffixes, and roots within the context of human anatomy and physiology. Case studies and exercises reinforce comprehension and real-world application.

*(Prerequisite: None. 3 units of theory. 45 instructional hours.)*

**MA 100 Mathematics and Computer Applications (3 credits)**

Covers foundational mathematical concepts including sets, probability, statistics, finance, matrices, linear programming, and functions. Students also learn computer-based techniques and apply them to instructor-supervised projects.





## Master of Arts in Contemporary Music Performance (M.A.C.M.P.)

California Arts University currently offers the **Master of Arts in Contemporary Music Performance (M.A.C.M.P.)** program. This program is distinctly contemporary in its content and approach, embracing the principal musical movements of our time.

### Program Purpose and Objectives

The purpose of the Master of Arts in Contemporary Music Performance program is to:

- Train students to become professional and faithful musicians who demonstrate individual artistry and advanced performance skills.
- Equip students with a deep understanding of the harmonic and stylistic practices associated with their chosen area of performance through coursework, applied lessons, ensembles, and master classes.
- Nurture students to master the technological skills that are essential for success as contemporary performers.

### Program Learning Outcomes

Upon successful completion of the Master of Arts in Contemporary Music Performance (M.A.C.M.P.) program, students will be able to:

- Synthesize harmonic and stylistic practices within their chosen area of performance.
- Integrate the technical and artistic skills required of performers in contemporary music settings.
- Perform proficiently in a variety of contemporary musical styles.
- Apply technology effectively in recording, production, and distribution of music.
- Develop and articulate their artistic identity, vision, and intent through performance work.

### Admission Policies and Procedures

Admission to the M.A.C.M.P. program requires submission of the following:

- A bachelor's degree or its equivalent from an accredited institution.
- Official transcripts from all current and previously attended colleges or universities.
- A completed California Arts University Application for Admission.
- Two letters of recommendation from a professional or academic reference.
- A personal audition or a recent video recording, if applicable.
- Graduate diagnostic examinations for all new graduate students.

### Audition Requirement

A personal audition is required of all graduate applicants. Applicants who do not reside in Southern California may submit a video recording in lieu of a live audition. All auditions

are administered on the CAU campus, with exceptions considered in unusual cases and subject to approval by the Admissions Committee.

## Admission Application Requirements

Admission to the M.A.C.M.P. program is open to applicants who have earned a qualifying bachelor's degree from an accredited institution. Applicants are expected to review the admission requirements before submitting their materials.

A complete application includes:

- A completed Application for Admission form.
- A non-refundable application fee of \$50, submitted with the application.
- Official transcripts from all institutions listed on the application. Transcripts must be delivered in sealed official envelopes or sent electronically directly from the issuing institution.

All application materials submitted to California Arts University become the property of the University and will not be returned, regardless of admission outcome. Materials are retained in secure files for one year from the date of application. Upon successful admission, official transcripts, test scores, and acceptance letters are maintained in the Registrar's Office as part of the student's permanent academic record.

## Language Proficiency & Instructional Language

The Master of Arts in Contemporary Music Performance program is approved by the Bureau for Private Postsecondary Education (BPPE) to be offered in both Korean and English, available through on-campus and distance education formats.

Students may select either:

- The Korean-language track, or
- The English-language track (subject to availability).

### Korean-Language Track

Korean is the primary instructional language.

Non-native Korean speakers must demonstrate proficiency by:

- Submitting official transcripts from a Korean-speaking institution, or
- Earning a passing score of 60% or higher on the CAU Korean Language Proficiency Examination.

### English-Language Track

English is the instructional language.

Non-native English speakers must demonstrate proficiency by one of the following:

- A TOEFL iBT score of 61 or higher,
- An IELTS score of 6.0 or higher, or

Official transcripts showing completion of a postsecondary program taught in English.

CAU provides bilingual academic support and optional translation services for individual lessons or lectures at a rate of \$50 per hour when needed.

All official records are maintained in English, consistent with TRACS and BPPE requirements.

*Note: The educational programs at California Arts University are not designed to lead to professional licensure.*

## **Delivery Format**

The Master of Arts in Contemporary Music Performance is offered in on-campus, Korean-language, and distance education (online) formats.

The on-campus format provides classroom-based and applied instruction at the University's California campus, including ensemble participation, performance training, and production coursework.

The program is conducted primarily in Korean, serving graduate-level students in Korea and abroad.

The distance education format is delivered through Populi, utilizing video conferencing, online lectures, digital project submissions, and virtual private lessons with qualified faculty.

This program maintains equivalent academic rigor and outcomes across all delivery formats, ensuring consistent evaluation, faculty supervision, and degree requirements.

## **Program Requirements**

Students receive the Master of Arts in Contemporary Music Performance (M.A.C.M.P.) degree upon successful completion of the following program requirements:

- Completion of 45 semester credits of coursework (normally within 2.5 years).
- Completion of a minimum of 36 credits (80% of the total required credits) at California Arts University.
- Achievement of a minimum cumulative grade point average (GPA) of 3.0.
- Successful completion of a graduation recital.

## **Total Program Cost – Master of Arts in Contemporary Music Performance (M.A.C.M.P.)**

Tuition: 45 units × \$612 per unit = \$27,540

## Course of Study

### M.A.C.M.P. Semester Music Requirements – 45 Credits

Semester	Course Code	Course Title	Credits
1st Semester	MUS 501	Individual Instruction I	3
	MUEN 411	Ensemble Performance	3
	MUET 401	Sight Singing & Ear Training	3
2nd Semester	MUS 502	Individual Instruction II	3
	MUEN 421	Ensemble I	3
	MUCO 431	Advanced Jazz Harmony I	3
3rd Semester	MUS 601	Individual Instruction III	3
	MUEN 422	Ensemble II	3
	MUCO 432	Advanced Jazz Harmony II	3
4th Semester	MUS 602	Individual Instruction IV	3
	MUCO 511	Advanced Songwriting	3
	MTEC 451	Studio Recording	3
5th Semester	MUCD 451	Advanced Conducting	3
	MTEC 452	Music Production	3
	MUS 650	Graduation Recital Project	3

**Total Credits: 45**

## Course Descriptions

### Master of Arts in Contemporary Music Performance (M.A.C.M.P.)

#### **MUS 501, 502, 601, 602 Individual Instruction I–IV (3 credits each)**

Principal instrument study through individualized instruction. Emphasis is placed on advanced performance techniques, stylistic interpretation, and preparation for the graduation recital.

#### **MUEN 411 Ensemble Performance (3 credits)**

Through ensemble performance, students improve rhythmic precision, stylistic understanding, and interpretive skills. Emphasis is placed on accurately identifying and performing within diverse musical genres.

**MUEN 421, 422 Ensemble I–II (3 credits each)**

Study and performance of ensemble repertoire. Students gain experience in rehearsal techniques, ensemble coordination, and live performance practices.

**MUCO 431 Advanced Jazz Harmony I (3 credits)**

Analysis and application of major and minor key harmony, including continued exploration of subdominant minor and modal interchange. Topics include chord-scale theory, melodic construction, melody/harmony relationships, substitute dominant and related IIIm7 chords, diminished chord patterns, and modulation.

**MUCO 432 Advanced Jazz Harmony II (3 credits)**

Continuation of modern harmonic practices, including deceptive resolutions of secondary dominants, dominant seventh chords without dominant function, and contiguous dominant motion. Topics include melodic construction, form, modal interchange, pedal point, ostinato, compound chords, and constant structures.

**MUCO 511 Advanced Songwriting (3 credits)**

An in-depth study of songwriting techniques emphasizing form, melody, harmony, bass line development, rhythm, and lyric writing. Students complete multiple songwriting projects in lead sheet format across a variety of contemporary styles.

**MUET 401 Sight Singing & Ear Training (3 credits)**

Develops skills in singing and aurally identifying intervals, harmonies, and melodic structures in both tonal and non-tonal contexts. Topics include melodies, intervals, harmony, and solfège in Lydian, Mixolydian, Dorian, and Phrygian modes, as well as mixed modes and harmonic and melodic minor scales. Continued study of rhythm, meter, conducting patterns, and notation supports performance and dictation proficiency.

**MTEC 451 Studio Recording (3 credits)**

A study of recording and editing techniques using **Digidesign Pro Tools**, with emphasis on arranging and composing applications. Topics include track management, audio import, playlist recording, equalization, effects, virtual instruments, MIDI sequencing, tempo and meter mapping, time stretching, and plug-in automation. Students complete a fully mixed recording project applying all studied techniques.

**MUCD 451 Advanced Conducting (3 credits)**

Explores advanced techniques in conducting, harmonization, counterpoint, and musical analysis. Students study the history and theory of conducting while developing interpretive and leadership skills through systematic practical training and score analysis.

**MTEC 452 Music Production (3 credits)**

Provides theoretical and practical training in music production. Students learn composition, arrangement, sound design, and single-album production, building professional knowledge of the overall production process used in the music industry.

**MUS 650 Graduation Recital Project (3 credits)**

Capstone course in which students prepare and present a graduation recital demonstrating artistic mastery and performance proficiency required for degree completion.



## Doctor of Musical Arts (D.M.A.)

California Arts University currently offers the **Doctor of Musical Arts (D.M.A.)** program, the highest degree representing professional expertise in a major field of musical practice, with additional specialization in choral music, chamber music, conducting, and sound recording.

### Program Purpose and Objectives

The purpose of the program is to:

- Train students to become professional and faithful musicians who demonstrate individual artistry and advanced performance skills.
- Equip students with a deep understanding of harmonic and stylistic practices associated with their chosen area of performance through coursework, applied lessons, ensembles, and master classes.
- Nurture students to master the technological skills that are essential for today's contemporary performer.

### Program Learning Outcomes

Upon successful completion of the Doctor of Musical Arts (D.M.A.) program, students will be able to:

- Demonstrate a solid foundation in theoretical, historical, and stylistic approaches across various musical traditions.
- Synthesize the technical and artistic skills required for performance in diverse musical settings.
- Perform proficiently in a wide range of musical styles.
- Apply appropriate technologies for recording, production, and distribution of music.
- Integrate and express their faith, artistic vision, and spiritual intent through performance.

### Admission Policies and Procedures

Admission to the Doctor of Musical Arts (D.M.A.) program requires submission of the following:

- A master's degree or its equivalent from an accredited institution.
- Official transcripts from all current and previously attended colleges or universities.
- A completed California Arts University Application for Admission.
- Two letters of recommendation from a professional or academic reference.
- A personal audition or a recent video recording, if applicable.
- Graduate diagnostic examinations for all new doctoral students.
-



### **Audition Requirement**

A personal audition is required of all doctoral applicants. Applicants who do not reside in Southern California may submit a video recording in lieu of a live audition. All auditions are administered on the CAU campus, with exceptions considered in unusual cases and subject to approval by the Admissions Committee.

### **Admission Application Requirements**

Admission to the Doctor of Musical Arts (D.M.A.) program is open to individuals who have earned a qualifying degree from an accredited institution. Applicants are expected to carefully review the admission requirements outlined above before submitting their materials.

An applicant to the D.M.A. program at California Arts University is required to submit the following:

- A completed Application for Admission.
- An application fee of \$50 (non-refundable), submitted with the application.
- Official transcripts from all institutions listed on the application. Transcripts should be delivered in their official, sealed envelopes, or may be sent electronically directly from the issuing institution.

All application materials submitted to the University become the property of California Arts University and will not be returned to the applicant regardless of the admission decision. Materials will be retained in a secure file for one year from the date of application. Upon successful admission, official transcripts, test scores, and acceptance letters will be kept in the Registrar's Office as part of the student's permanent academic record.

### **Language Proficiency & Instructional Language**

The Doctor of Musical Arts program is approved by the Bureau for Private Postsecondary Education (BPPE) to be offered in Korean, both on campus and through distance education delivery.

Korean is the sole instructional language for all courses, seminars, and doctoral projects. Students whose native language is not Korean must demonstrate proficiency by one of the following:

- Submission of official transcripts showing completion of an academic degree from a Korean-speaking institution, or
- A passing score of 60% or higher on the CAU Korean Language Proficiency Examination.

English translations may be provided for scholarly references or terminology when necessary for doctoral research.

All doctoral dissertations and final records are archived in English translation as required by TRACS accreditation policy.



*Note: The educational programs at California Arts University are not designed to lead to professional licensure.*

## **Delivery Format**

The Doctor of Musical Arts program is offered in on-campus, Korean-language, and distance education (online) formats.

The on-campus format includes doctoral seminars, applied performance instruction, ensemble leadership, and dissertation advisement at the University's California campus.

The Korean-language format provides identical doctoral coursework and outcomes, delivered in Korean for international students.

The distance education format combines asynchronous lectures with synchronous applied instruction through Populi and secure video conferencing.

All formats are equivalent in content, academic rigor, and degree conferral, ensuring consistent learning outcomes and faculty oversight.

This program maintains equivalent academic rigor and outcomes across all delivery formats, ensuring consistent evaluation, faculty supervision, and degree requirements.

## **Program Requirements**

Students receive the Doctor of Musical Arts (D.M.A.) degree upon successful completion of the following program requirements:

- Completion of 60 semester credits of coursework (normally within 3.5 years).
- Fulfillment of the minimum residency requirement, consisting of two consecutive long semesters (fall or spring) at California Arts University, with a minimum of nine graduate hours in each term.
- Achievement of a minimum cumulative grade point average (GPA) of 3.0.
- Completion of a doctoral essay.
- Successful completion of an oral qualifying examination.
- Presentation of a lecture recital.
- Presentation of a solo recital or completion of a dissertation, if required.

Total Program Cost – Doctor of Musical Arts (D.M.A.)

Total Tuition: 60 units × \$912 per unit = \$54,720

## Course of Study

### Doctor of Musical Arts (D.M.A.)

Degree Requirements: 60 Credits

Course Code	Course Title	Credits
MUCO 551	Advanced Sight Singing and Ear Training	2
MUCO 552	Analytical Approaches to Tonal Music	2
MUCO 553	Songwriting and Arranging I	2
MUCO 554	Songwriting and Arranging II	2
MUCO 555	Modern Improvisation Techniques	2
MUCD 551	Chamber Choir and Conducting I	3
MUCD 552	Chamber Choir and Conducting II	3
MUHL 551	Music History I	2
MUHL 552	Music History II	2
MUHL 553	Research and Writing Seminar	3
MUHL 554	Music Appreciation and Criticism	2
MUPF 551	The Trend of Contemporary Music	3
MUPF 552	Science of Rhythm	3
MTEC 551	Music Technology and Production I	2
MTEC 552	Music Technology and Production II	2
MTEC 553	Computer-Assisted Recording and Editing	2
MUEN 551	Ensemble I	3
MUEN 552	Ensemble II	2
MUS 651	Individual Instruction I	2
MUS 652	Individual Instruction II	2
MUS 653	Individual Instruction III	2
MUS 654	Individual Instruction IV	2
MUS 655	Individual Instruction V	2
MUS 720	Advanced Major Seminar	2
MUS 750	DMA Lecture Recital	3
MUS 751	DMA Solo Recital	3

Total Credits: 60

## Sample Program Scope and Sequence

Semester	Course Code	Course Title	Credits
<b>1st Semester</b>	MUS 651	Individual Instruction I	2
	MUCO 551	Advanced Sight Singing and Ear Training	2
	MUCO 552	Analytical Approaches to Tonal Music	2
	MUCD 551	Chamber Choir and Conducting I	3
<b>2nd Semester</b>	MUS 652	Individual Instruction II	2
	MUCO 553	Songwriting and Arranging I	2
	MUHL 551	Music History I	2
	MUCD 552	Chamber Choir and Conducting II	3
<b>3rd Semester</b>	MUS 653	Individual Instruction III	2
	MUCO 554	Songwriting and Arranging II	2
	MUHL 552	Music History II	2
	MUPF 551	The Trend of Contemporary Music	3
<b>4th Semester</b>	MUS 654	Individual Instruction IV	2
	MUHL 553	Research and Writing Seminar	3
	MTEC 551	Music Technology and Production I	2
	MUPF 552	Science of Rhythm	2
<b>5th Semester</b>	MUS 750	DMA Lecture Recital	3
	MUEN 551	Ensemble I	2
	MTEC 552	Music Technology and Production II	2
	MUCO 555	Modern Improvisation Techniques	2
<b>6th Semester</b>	MUS 655	Individual Instruction V	2
	MUEN 552	Ensemble II	2
	MUHL 554	Music Appreciation and Criticism	2
	MTEC 553	Computer-Assisted Recording and Editing	3
<b>7th Semester</b>	MUS 720	Advanced Major Seminar	3
	MUS 751	DMA Solo Recital	3
		Oral Qualifying Exam	0
		Doctoral Essay/Dissertation	0

Total Credits: 60

## Focus Areas

Students enrolled in the Doctor of Musical Arts (D.M.A.) program may select one area of focus to develop advanced expertise within their chosen discipline. Each focus area allows students to deepen both artistic and technical proficiency while integrating research, performance, and creative application relevant to their field of study.

An area of focus consists of 9 or fewer semester credit hours, with all courses within the same or a related field. Students should consult their academic advisor to select one focus area and for detailed guidance.

### Conducting Focus

MUCD 551 Chamber Choir and Conducting I – 3 credits

MUCD 552 Chamber Choir and Conducting II – 3 credits

MUS 751 DMA Solo Recital: Conducting – 3 credits

### Composition Focus

MUCO 553 Songwriting and Arranging I – 2 credits

MUCO 554 Songwriting and Arranging II – 2 credits

MUCO 552 Analytical Approaches to Tonal Music – 2 credits

MUS 751 DMA Solo Recital: Composition – 3 credits

### Christian Contemporary Music Composition Focus

MUCO 553 Songwriting and Arranging I – 2 credits

MUCO 554 Songwriting and Arranging II – 2 credits

MUCO 555 Modern Improvisation Techniques – 2 credits

MUS 751 DMA Solo Recital: CCM Composition – 3 credits

### Sound Engineering Focus

MTEC 551 Music Technology and Production I – 2 credits

MTEC 552 Music Technology and Production II – 2 credits

MUEN 552 Ensemble II – 2 credits

MUS 751 DMA Solo Recital: Sound Engineering – 3 credits

### Music Business Focus

MUHL 554 Music Appreciation and Criticism – 2 credits

MTEC 551 Music Technology and Production I – 2 credits

MTEC 552 Music Technology and Production II – 2 credits

MUS 751 DMA Solo Recital: Music Business – 3 credits

### Vocal Performance Focus

MUCO 551 Advanced Sight Singing and Ear Training – 2 credits

MUEN 551 Ensemble I – 2 credits

MUEN 552 Ensemble II – 2 credits

MUS 751 DMA Solo Recital: Vocal Performance – 3 credits

### E. Guitar Performance Focus

MUCO 551 Advanced Sight Singing and Ear Training – 2 credits

MUEN 551 Ensemble I – 2 credits  
MUEN 552 Ensemble II – 2 credits  
MUS 751 DMA Solo Recital: E. Guitar Performance – 3 credits

**Bass Guitar Performance Focus**

MUCO 551 Advanced Sight Singing and Ear Training – 2 credits  
MUEN 551 Ensemble I – 2 credits  
MUEN 552 Ensemble II – 2 credits  
MUS 751 DMA Solo Recital: Bass Guitar Performance – 3 credits

**Jazz Piano Performance Focus**

MUCO 551 Advanced Sight Singing and Ear Training – 2 credits  
MUEN 551 Ensemble I – 2 credits  
MUEN 552 Ensemble II – 2 credits  
MUS 751 DMA Solo Recital: Jazz Piano – 3 credits

**Drum Performance Focus**

MUCO 551 Advanced Sight Singing and Ear Training – 2 credits  
MUEN 551 Ensemble I – 2 credits  
MUEN 552 Ensemble II – 2 credits  
MUS 751 DMA Solo Recital: Drum Performance – 3 credits

**Percussion Performance Focus**

MUCO 551 Advanced Sight Singing and Ear Training – 2 credits  
MUEN 551 Ensemble I – 2 credits  
MUEN 552 Ensemble II – 2 credits  
MUS 751 DMA Solo Recital: Percussion Performance – 3 credits

**Strings Performance Focus**

MUCO 551 Advanced Sight Singing and Ear Training – 2 credits  
MUEN 551 Ensemble I – 2 credits  
MUEN 552 Ensemble II – 2 credits  
MUS 751 DMA Solo Recital: Strings Performance – 3 credits

**Woodwinds & Brass Performance Focus**

MUCO 551 Advanced Sight Singing and Ear Training – 2 credits  
MUEN 551 Ensemble I – 2 credits  
MUEN 552 Ensemble II – 2 credits  
MUS 751 DMA Solo Recital: Woodwinds & Brass Performance – 3 credits

## Course Descriptions

Doctor of Musical Arts (D.M.A.)

**MUCO 551 Advanced Sight Singing and Ear Training**

This course takes a comprehensive and integrated approach to sight singing and ear

training, emphasizing pitch accuracy, rhythmic fluency, and harmonic recognition in advanced musical contexts.

### **MUCO 552 Analytical Approaches to Tonal Music**

Study of advanced harmonic analysis, including deceptive resolutions of secondary dominants, dominant seventh chords without dominant function, and contiguous dominant motion. Topics include melodic construction, formal analysis, modal interchange, pedal point, ostinato, modal composition, compound chords, and constant structures.

### **MUCO 553–554 Songwriting and Arranging I–II**

Study of the integration of lyrics and melody within arranged harmonic structures. Students explore tonal expansion, modulation, and modality in songwriting, as well as formal concepts such as transitional and primary bridges. Projects include setting lyrics to various musical styles.

### **MUCO 555 Modern Improvisation Techniques**

Exploration of advanced performance techniques and characteristics of modern improvisation. Students develop improvisational fluency across a range of contemporary genres.

### **MUHL 551 Music History I**

A survey of Western classical music from the Classical through the 20th century, emphasizing major composers, works, styles, and their historical contexts.

### **MUHL 552 Music History II**

Analysis of styles, techniques, performers, and songwriters in pop, jazz, and contemporary music. The course explores key trends, innovations, and cultural influences shaping modern music.

### **MUHL 553 Research and Writing Seminar**

Introduction to music research methods and academic writing techniques. Students develop skills in scholarly inquiry, citation, and presentation of research findings.

### **MUHL 554 Music Appreciation and Criticism**

This course enhances listening skills and critical awareness through the study and evaluation of diverse musical styles. Students learn to identify musical forms, timbres, and stylistic characteristics while developing an informed critical perspective.

### **MUPF 551 The Trend of Contemporary Music**

An examination of contemporary applied music and its evolution. Students research major trends, artists, and techniques influencing performance practices and stylistic development across eras.

### **MUPF 552 Science of Rhythm**

Study of advanced rhythmic structures and applications in contemporary music. Students analyze, internalize, and perform complex rhythmic patterns to strengthen precision and groove.

### **MTEC 551–552 Music Technology and Production I–II**

Comprehensive overview of modern recording technology and music production. Emphasis on digital audio workstations, sound design, mixing principles, and professional workflow.

### **MTEC 553 Computer-Assisted Recording and Editing**

In-depth study of recording and editing techniques using **Avid Pro Tools**. Topics include audio tracking, importing and organizing files, playlist recording, equalization, effects, MIDI sequencing, tempo and meter mapping, automation, and final song mixing.

### **MUCD 551–552 Chamber Choir and Conducting I–II**

Integrated approaches to choral performance and conducting techniques. Topics include conducting patterns, score analysis, tempo, dynamics, articulation, and interpretation. Students gain practical experience in ensemble coordination and expressive leadership.

### **MUEN 551–552 Ensemble I–II**

Performance-based study emphasizing ensemble repertoire, collaboration, and stylistic interpretation. Students prepare and perform works while presenting on the composers, forms, and historical context of selected pieces.

### **MUS 651–655 Individual Instruction I–V**

Private instruction in a student's principal instrument or composition area. Instrumentalists study at least four significant works from different musical periods, while composers complete a minimum of 40 minutes of original music.

### **MUS 720 Advanced Major Seminar**

A capstone seminar focusing on advanced performance planning and production. Students apply leadership, analytical, and creative skills to organize and execute professional-level performances.

### **MUS 750 DMA Lecture Recital**

A combined lecture and performance recital totaling at least 40 minutes. The lecture portion constitutes approximately half of the presentation and integrates scholarly research with live performance.

### **MUS 751 DMA Solo Recital**

A solo recital featuring at least 50 minutes of performance. Jazz musicians may perform as part of a small ensemble, while composers are required to present at least 50 minutes of original music.

### **Doctoral Essay/Dissertation**

All D.M.A. students must submit a research paper of at least 35 pages under the supervision of the D.M.A. Director.

### **Oral Qualifying Exam**

All D.M.A. students must complete the oral examination covering the subject matter of the research paper and related fields of study in greater depth.



# FINANCIAL INFORMATION

## Tuition and Fees

Tuition and fees are set annually by the Board of Trustees of California Arts University and are subject to change. For the 2025–2026 academic year (effective Fall 2025), the tuition and fee schedule is as follows:

### Undergraduate Program

#### **Bachelor of Arts in Music (B.A.M.)**

Duration: 5 years (120 units)

##### **Tuition**

- \$511 per unit
- Full-time enrollment (12 units per semester): \$6,132 per semester | \$12,264 per year
- Total Tuition (120 units): \$61,320

##### **Required Fees**

- Enrollment Fee (one-time): \$100
- Registration Fee: \$100 per semester (10 semesters): \$1,000
- Technology Fee: \$54 per semester (10 semesters): \$540
- Student Association Fee: \$30 per semester (10 semesters): \$300
- Graduation Fee: \$450
- Total Required Fees: \$2,390

**Estimated Total Program Cost:** \$63,710

##### **Additional Estimated Costs (not billed by the university)**

- Textbooks and Course Materials (varies by course)
- Room and Board: approximately \$21,760 per year
- Personal and Transportation Expenses

### Graduate Program

#### **Master of Arts in Contemporary Music Performance (M.A.C.M.P.)**

Duration: 2.5 years (45 units)

##### **Tuition**

- \$612 per unit
- Full-time enrollment (9 units per semester): \$5,508 per semester | \$11,016 per year
- Total Tuition (45 units): \$27,540



**Required Fees**

- Enrollment Fee (one-time): \$100
- Registration Fee: \$100 per semester (5 semesters): \$500
- Technology Fee: \$54 per semester (5 semesters): \$270
- Student Association Fee: \$30 per semester (5 semesters): \$150
- Graduation Fee: \$450
- Total Required Fees: \$1,470

**Estimated Total Program Cost: \$29,010**

**Additional Estimated Costs**

- Textbooks and Course Materials (varies by course)
- Room and Board: approximately \$21,760 per year
- Personal and Transportation Expenses

**Doctoral Program****Doctor of Musical Arts (D.M.A.)**

Duration: 3.5 years (60 units)

**Tuition**

- \$912 per unit
- Full-time enrollment (9 units per semester): \$8,208 per semester | \$16,416 per year
- Total Tuition (60 units): \$54,720

**Required Fees**

- Enrollment Fee (one-time): \$100
- Registration Fee: \$100 per semester (7 semesters): \$700
- Technology Fee: \$54 per semester (7 semesters): \$378
- Student Association Fee: \$30 per semester (7 semesters): \$210
- Graduation Fee: \$450
- Total Required Fees: \$1,838

**Estimated Total Program Cost: \$56,558**

**Additional Estimated Costs**

- Textbooks and Course Materials (varies by course)
- Room and Board: approximately \$21,760 per year
- Personal and Transportation Expenses

*Note: The estimated total costs above do not include additional expenses such as textbooks and course materials, room and board, or personal and transportation expenses. Students should budget separately for these costs.*

## Fee Schedule

*Note: Non-refundable fees are listed below for transparency; however, they are not enforceable and will not be charged if the student cancels within the cancellation period.*

### General Fees

- Application Fee (one-time, non-refundable): \$50
- Enrollment Fee (one-time, non-refundable): \$100
- Registration Fee (per semester, non-refundable): \$100
- Technology Fee (per semester): \$54
- Student Association Fee (per semester): \$30
- Individual/Private Lesson Fee (per semester, non-refundable): \$700
- Individual Instruction Fee – Music Students (per hour): \$70
- Graduation Fee: \$450
- Student ID Card: \$15
- ID Card Replacement Fee: \$25

### Administrative Fees

- Late Registration Fee (non-refundable): \$100
- Late Payment Fee (non-refundable): \$30
- Readmission Fee (non-refundable): \$100
- Add/Drop Course Fee (non-refundable): \$10
- Returned Check Fee (non-refundable): \$35

### Transcript and Documentation Fees

- Transcript / Certificate Fee (Standard): \$10
- Transcript Express Fee: \$20
- Transcript Mailing Fee: \$5
- English Translation Services (per hour): \$50

### Shipping Fees

- Standard Domestic Shipping: \$15
- Standard International Shipping: \$30
- Express Domestic Shipping: \$40
- Express International Shipping: \$50

### International Student Fees

- International Student Service Fee: \$300
- I-20 Re-Issue Fee: \$50
- I-20 Extension Fee: \$100

### Compliance Fee

- Student Tuition Recovery Fund (STRF) (non-refundable): \$0 per \$1,000 of institutional charges (subject to change per California regulations). The current rate is published at [www.bppe.ca.gov](http://www.bppe.ca.gov).

## Tuition and Fee Policy

Tuition and fees are subject to change on an annual basis. In accordance with California Education Code §94911 and BPPE guidelines, any revisions will be published in the institutional catalog and provided to students prior to implementation.

Students are responsible for understanding and meeting their financial obligations to the University. Failure to do so may result in registration holds, transcript holds, or dismissal. Students may request a detailed statement of account showing tuition, fees, and payments made at any time through the Finance Office.

California Arts University maintains full compliance with all financial reporting requirements of TRACS and the Bureau for Private Postsecondary Education. The University undergoes annual audits and board-approved financial reviews to ensure fiscal transparency and accountability.

## Tuition Payment Policy

Students are financially responsible for all tuition and fees for the semester in which they are enrolled. Payment must be completed according to the University's approved schedule.

California Arts University operates on a pay-as-you-go system. Tuition and fees must be paid in full for each semester before a student may register for the next term. Within a semester, students may pay in two to four installments through the University's no-interest, fee-free payment plan, which allows deferred payment within the same semester only.

The University does not extend institutional credit, defer payment beyond the semester, or charge interest on outstanding balances. All tuition payment plans are non-credit-based and fee-free, in compliance with DFPI and BPPE regulations.

Students must ensure that all installment payments are made by the published deadlines to remain in good financial standing with the University.

A flat \$30 administrative late fee will be charged for each missed or delayed payment. This late fee is administrative in nature, not interest-based, and is assessed solely to encourage timely payment and to cover administrative processing costs. Repeated late or missed payments may result in cancellation of classes, suspension of registration privileges, or transcript holds.

Students are responsible for finalizing payment arrangements before the published payment deadline each term. For winter and summer sessions, full payment of tuition and fees is required at the time of registration.

## Tuition Payment Methods

Students may pay tuition and fees by check, ACH or wire bank transfer, money order, cashier's check, or cash (in person only). All payments are processed through the online student management system or directly through the Finance Office.

For questions regarding payments, students should contact [finance@cauniv.edu](mailto:finance@cauniv.edu).

Students who are approved for a Deferred Tuition Payment Plan must sign a separate Deferred Tuition Payment Agreement prior to registration each semester. All payments under this plan are due within the same semester term.

If a student obtains a loan, they are responsible for full repayment, including interest, minus any applicable refunds. California Arts University does not participate in federal or state financial aid programs, private loans, income-sharing agreements, or third-party installment contracts. All tuition must be paid directly to the institution by the student.

## Deferred Tuition Payment Plan

Eligible students may enroll in a no-interest, fee-free Deferred Tuition Payment Plan. Installments are distributed throughout the semester, with the first payment due at registration. This plan is not a loan and fully complies with DFPI regulations.

To qualify, students must:

- Be in good academic and financial standing
- Have no prior balance
- Submit a signed agreement approved by both the Registrar and the Finance Office

All tuition must be paid in full by the end of the semester. Failure to comply with the payment schedule may result in administrative holds, suspension of enrollment, or dismissal from the University.

For details on cancellation and refund policies, refer to the *Student Right to Cancel* section.

## Student Tuition Recovery Fund (STRF)

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

1. You are a student in an educational program, who is a California resident or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans; and

2. Your total charges are not paid by a third-party payer, such as an employer, government program, or other payer, unless you have a separate agreement to repay that third party.

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

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

The Student Tuition Recovery Fund (STRF) was established by the California Legislature to protect students who are California residents, or are enrolled in residency programs, attending certain postsecondary institutions. If such an institution closes, students who suffer a loss may be eligible for reimbursement from the STRF.

Students may be eligible for STRF reimbursement in cases where:

- You prepaid tuition and suffered a financial loss due to the closure of the institution or program;
- You did not receive all the education you paid for because the institution or program discontinued or closed;
- You were promised a refund that was not paid;
- You experienced financial loss because the institution failed to pay or reimburse loan proceeds on your behalf; or
- You experienced other financial loss as defined by law.

To apply for STRF reimbursement, file a claim with the:

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

1747 North Market Blvd., Suite 225

Sacramento, CA 95834

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

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

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

Fax: (916) 263-1897

Questions regarding the STRF may also be directed to the Bureau at the contact information listed above.

As of the date of publication, the **STRF assessment rate is \$0.00 per \$1,000 of institutional charges**, as determined by the Bureau for Private Postsecondary Education.

## Scholarship

Scholarship awards are contingent upon availability of funds each academic term.

California Arts University offers a number of scholarships to assist qualified students in meeting the financial requirements of attending the university. Scholarships are awarded each Fall and Spring semester to eligible students and applied as tuition credit. Scholarships cannot exceed tuition charges.

Scholarship categories include Academic Excellence, Missionary, Religious Service, Community Service, Financial Aid, Senior, Performance Excellence, Global Leadership, and other categories as determined by the Scholarship Committee.

### Scholarship Guidelines

#### 1. Eligibility Criteria

- Undergraduate students must be enrolled in a minimum of 9 units; graduate students must be enrolled in a minimum of 6 units.
- Students must be degree-seeking and maintain good academic standing.
- Students must maintain a minimum grade point average as determined by the Scholarship Committee.
- A scholarship application must be submitted annually, if required.

#### 2. Service and Ministry Requirement

- Students must provide written verification of active participation in church or community ministry (for example, a letter signed by a pastor or ministry leader).
- Eligible service roles include worship team member, Sunday school teacher, media team volunteer, or other approved ministry involvement.
- Failure to submit required documentation may result in reduction or cancellation of the scholarship.

#### 3. Attendance and Conduct

- Students must comply with university attendance policies.
- Students must uphold the standards of Christian character and conduct outlined in the Student Handbook.
- Disciplinary action may result in suspension or revocation of scholarship eligibility.

#### 4. Renewal and Withdrawal Conditions

- Scholarships are not automatically renewed; renewal is contingent upon academic performance, service fulfillment, good conduct, and financial standing.
- Withdrawal from the university may affect eligibility for scholarships in the current and subsequent terms.

- Scholarships will not be renewed for students who completely withdraw from the university.

## **5. Financial Standing**

- Students must be in good financial standing with the university.
- Any outstanding tuition or fee balances may result in suspension or cancellation of the scholarship.

## **6. Exceptions and Appeals**

- Students may submit written appeals to the Scholarship Committee for reconsideration.
- Exceptions are rare and granted solely at the discretion of the University Administration.

## **Scholarship Committee**

The Scholarship Committee is responsible for screening and approving all scholarship awards. The committee is composed of the President, the Dean of Academic Affairs, the Dean of Student Affairs, and the Director of Admission.

Most scholarships are awarded for one semester only and are applied as tuition credit, not as cash payments. Students must reapply each semester and indicate their intent to maintain eligibility. Scholarships are not transferable or redeemable for cash, and students who are scheduled to graduate in the following semester are not eligible to receive scholarship awards, as scholarships are applied exclusively toward tuition charges.

California Arts University offers scholarships for spouses or family members of faculty and staff, pastors and missionaries, sons or daughters of pastors or missionaries, and other qualified individuals. Multiple scholarship awards are not typically permitted; in cases where a student qualifies for more than one, the Scholarship Committee will determine which award to apply.

For additional scholarship details, students may refer to the Scholarship Chart available on the university website at [www.cauniv.edu](http://www.cauniv.edu).

## **Scholarship Types**

### **Academic Achievement Scholarship**

Students demonstrating exceptional academic achievement in or outside the university community may receive a scholarship for the following semester. To remain eligible, students must maintain a GPA of at least 3.0 and meet chapel attendance requirements.

### **Financial Need Scholarship**

Students demonstrating financial need may obtain an application from the Student Affairs



Office and submit it to the Dean of Students. Applications will be reviewed by the Scholarship Committee for the following academic semester.

### **Designated Scholarship**

Churches, organizations, or donors may designate specific scholarships for students meeting particular criteria. Such opportunities will be announced as available. Interested students should contact the Student Affairs Office to apply.

### **Scholarship Forfeiture Policy**

Students who withdraw before completing 60 percent of the semester forfeit their scholarship for that term. Tuition will be recalculated at the full published tuition rate, excluding any previously awarded scholarship.

Refunds will be determined according to the pro rata refund formula in compliance with California Education Code §§94919, 94920, and 94927. The portion of tuition corresponding to instruction already received must be paid in full at the regular tuition rate, regardless of any scholarship previously granted.

If the recalculation results in an outstanding balance, the student is responsible for paying the remaining amount to the University.

### **Right to Cancel**

Students have the right to cancel their enrollment and obtain a full refund of all charges paid through attendance at the first class session, or within seven (7) days after enrollment—whichever occurs later.

Before submitting a cancellation, students are strongly encouraged to contact the Dean of Academic Affairs to discuss their intent to withdraw and receive academic or financial guidance.

California Arts University reserves the right to terminate a student's enrollment for unsatisfactory progress, non-payment of tuition, or failure to adhere to the University's standards of conduct.

To cancel enrollment or withdraw, students must submit a written, dated, and signed notice to:

California Arts University  
4100 W. Commonwealth Ave., Suite 101  
Fullerton, California 92833

or by email to: **[info@cauniv.edu](mailto:info@cauniv.edu)**

Cancellation becomes effective on the date the notice is received by the University. For timely processing, students should include their full name, student ID (if assigned), program, and last date of attendance.

## Loans and Student Responsibility

If a student obtains a loan to pay for an educational program, the student is responsible for repaying the full amount of the loan plus any applicable interest, less the amount of any refund.

If the student receives federal student financial aid funds, they are entitled to a refund of the monies not paid from federal financial aid funds.

If the student is eligible for a loan guaranteed by the federal or state government and defaults on that loan, both of 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 reduce the balance owed on the loan.
2. The student may not be eligible for other federal student financial aid or government assistance at any institution until the loan is repaid.

***Note: The institution does not participate in any federal or state financial aid programs.***

## Refund Policy

*(In compliance with California Education Code §§94919, 94920, and 94927)*

Cancellation becomes effective on the date the written notice of cancellation is sent. Refunds will be processed within 30 days of the effective cancellation date.

The following fees are **nonrefundable**: registration, materials, Student Tuition Recovery Fund (STRF), and student activity fees.

Students are not eligible for a refund after completing more than 60% of the instructional period. For students who complete 60% or **less**, tuition will be refunded on a pro rata basis using the formula below.

### **Refund Formula**

Amount Owed = (Total Tuition & Fees ÷ Total Program Days or Hours) × Days or Hours Attended

Refund = Amount Paid – Amount Owed

**Example:**

If a student withdraws after attending 18 of 45 total hours (3 credits × 15 weeks) and tuition is \$750:

$$\$750 - (\$750 \times 18 \div 45) = \$450 \text{ refund}$$

**Estimated Tuition Refund Table**

Percent of Attendance	Refund Percentage
10%	90%
20%	80%
30%	70%
40%	60%
50%	50%
60%	40%
Over 60%	0%

**Withdrawal Procedure**

Students must complete the official withdrawal process by submitting a signed Add/Drop Form to the Office of the Registrar.

Failure to do so may result in full tuition charges and a failing grade.

**Full Refund Policy**

If a course or program is canceled by California Arts University, students will receive a full refund of all tuition and fees paid, including any normally non-refundable charges.

To request a full refund, submit a written notice (email or in-person) stating your name, program, reason for cancellation, and intended withdrawal date. The University will review and respond within 10 business days, and approved refunds will be issued within 45 calendar days.

**Student Financial Aid Notice**

California Arts University does **not participate in federal or state financial aid programs.**

If such programs become available in the future:

- Students will be refunded any out-of-pocket payments not covered by aid.
- Defaults on government loans may result in debt collection actions or ineligibility for future aid.

## Additional Guidelines

- **Effective Date:** Determined by the date the written notice is sent.
- **Refund Timeline:** Issued within 30 days of cancellation or withdrawal approval.
- **Instruction Threshold:** No refund will be issued after 60% of the course is completed.
- **Pro Rata Refunds:** Applied if 60% or less of the course is completed.
- **Failure to Withdraw:** Students who fail to officially withdraw may be charged full tuition and receive a failing grade.

**Reminder:** Refer to the Academic Calendar for withdrawal deadlines and refund eligibility dates.

## Questions and Complaints

California Arts University maintains an open-door policy for students to raise concerns with the Dean of Student Affairs prior to filing a formal complaint.

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 (BPPE)**

1747 North Market Blvd., Suite 225

Sacramento, CA 95834

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

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

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

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 **(888) 370-7589** or by completing a complaint form, which can be obtained on the Bureau's website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

## Disclaimer

Prior to enrollment, the institution shall provide a prospective student, either in writing or electronically, with a school catalog. The institution shall provide the school catalog to any person upon request. In addition, if the institution has student brochures, the institution shall disclose the requested brochures to any interested person upon request.

California Arts University provides a prospective student and any interested person, either in writing or electronically, with a school catalog at the main campus and on the school website at <http://www.cauniv.edu>

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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free (888) 370-7589, or by fax (916) 574-8900.

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form available on the Bureau's website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

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



# ACADEMIC POLICIES AND PROCEDURES

## Ability-to-Benefit Policy

California Arts University does **not** admit students under an *Ability-to-Benefit* provision. The University also does not grant credit for prior experiential learning, challenge examinations, or achievement tests.

## Transfer of Credit

Academic work completed at accredited institutions in the United States or Canada, or at institutions in Korea recognized by the Ministry of Education, may be eligible for transfer to California Arts University (CAU) if the coursework aligns with the University's curriculum.

CAU accepts transfer credits from institutions that are:

- Accredited by a recognized U.S. accrediting agency;
- Approved by the California Bureau for Private Postsecondary Education (BPPE); or
- Accredited by the Ministry of Education of the Republic of Korea.

Credit from non-U.S. institutions may also be accepted if official transcripts and documentation demonstrate that the coursework is equivalent to CAU's academic requirements. In some limited cases, coursework from an unaccredited school may be considered based on supporting materials and additional verification procedures.

## General Transfer Credit Guidelines

- Transfer credits are evaluated individually and are not automatically accepted.
- Undergraduate transfer credits must carry a minimum grade of **B** or better.
- Graduate transfer credits must carry a minimum grade of **B** or better, have been earned within the past ten (10) years, and must meet the curriculum requirements of the degree.
- A **maximum of 20% of total program credits** may be accepted in transfer, as follows:
  - **Bachelor's Degree:** Up to **24 semester credits**
  - **Master's Degree:** Up to **9 semester credits**
  - **Doctoral Degree:** Up to **12 semester credits**
- Transferability is determined by the Academic Dean or designated evaluator.

## Evaluation Procedures

To request transfer credit evaluation, students must submit official, sealed transcripts directly from the issuing institution. Transcripts delivered by the student must remain in the original, sealed envelope.

Students are encouraged to provide syllabi, course descriptions, textbooks, or other supporting materials to assist in the evaluation process. The evaluator may contact the previous institution to verify information such as faculty credentials or course accreditation.

International coursework may require evaluation by an approved external credential evaluation service at the student's expense.

Students should submit transcripts prior to enrollment to ensure that applicable credits are transferred and to avoid repeating coursework unnecessarily.

## Appeal Procedure

If transfer credit is denied, students may submit a written appeal to the Academic Dean, who will assign at least two faculty members to re-evaluate the decision. The final determination will be issued in writing.

## Transfer to Other Institutions

No institution is required to accept transfer credits from another institution. Credits from unaccredited schools are generally more difficult to transfer.

CAU has no articulation agreements with any other colleges or universities. Students planning to continue their education elsewhere should contact the registrar of the receiving institution to confirm whether CAU credits will be accepted.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at California Arts University is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree you earn in the program is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this



institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Arts University to determine if your credits or degree will transfer.

### **Policy Revision Notice**

California Arts University reserves the right to revise transfer credit policies in accordance with future accreditation requirements or state regulations.

## **Credit Hour Policy**

California Arts University operates on a semester system. For all courses bearing academic credit, one semester hour of credit represents, at a minimum, one hour of classroom or direct faculty instruction and two hours of out-of-class student work each week for approximately fifteen (15) weeks.

For example, a 3-credit course requires a minimum of 45 hours of academic engagement and 90 hours of preparation, totaling 135 hours of student work.

A “credit hour” is based on a 50-minute instructional period. Courses offered in shortened academic terms (e.g., summer or winter sessions) meet the same total instructional and student learning time requirements as those offered in standard semesters.

## **Registration**

All students are expected to maintain continuous enrollment throughout the academic year and must register for courses prior to the start of each term.

Any student who fails to register for courses by the published deadline will be administratively withdrawn from the University as of the end of the registration/add period listed in the Academic Calendar.

There are four registration periods each year: fall, spring, summer, and winter sessions.

- **Early Registration** allows students to secure preferred course schedules.
- **Open Registration** is for students who are unable to register early or need to adjust their schedules.
- **Late Registration** occurs during the first week of classes (modified for summer and winter sessions) and allows final adjustments. A late registration fee is assessed to students who register after the published deadline.

Students are responsible for ensuring all financial obligations are met and for verifying that their registrations are accurate and complete prior to the first day of class.

## Course Add/Drop Procedures

Students may add or withdraw from courses only within the published deadlines each term. A completed Add/Drop Form must be submitted to the Office of the Registrar for any schedule change.

### Course Add Policy

- **Week 1:** Students may add courses freely with no approval required.
- **Week 2:** Additions require the approval of both the Academic Dean and the course instructor.
- **After Week 2:** Course additions are not permitted.

## Course Withdrawal Policy

Students may withdraw from a course by submitting a signed Add/Drop Form to the Registrar's Office. The date the form is submitted determines the official withdrawal date and how the course is recorded on the transcript.

- **Weeks 1–2:** No grade is recorded on the student's transcript.
- **After Week 3:** A grade of “W” (**Withdrawal**) will appear on the academic record.

Withdrawals after the published deadline require exceptional approval from the Academic Dean and may result in tuition liability in accordance with the Withdrawal and Refund Policy (see *Financial Information* section).

## Attendance and Tardiness

California Arts University places great importance on class attendance and participation due to the interactive nature of instruction and the emphasis on musical performance, collaboration, and discussion. Regular attendance is essential to achieve satisfactory academic progress.

- Students are expected to attend all scheduled class sessions.
- Absences may require students to make up all missed work or additional assignments at the discretion of the instructor.
- It is the student's responsibility to stay informed about class assignments and materials covered during any absence.

### **Faculty Discretion:**

Instructors may reduce grades for excessive absences or tardiness. A student who misses a

significant portion of class sessions or fails to meet participation requirements may receive a lower grade or a failing grade for the course.

## **Tardiness**

Tardiness disrupts the learning environment and is strongly discouraged. Instructors have the authority to:

- Mark students absent after excessive tardiness.
- Reduce final grades for repeated lateness or early departures.

Students with documented extenuating circumstances (e.g., medical or family emergencies) are encouraged to communicate promptly with the instructor and the Dean of Academic Affairs.

## **Classroom Participation**

California Arts University (CAU) places great importance on class participation due to the interactive nature of its curriculum, the value of in-class discussion, and the development of professional habits such as punctuality, diligence, and reliability.

Students are expected to:

- Be present and punctual for all class sessions, except in rare cases of documented emergencies or extenuating circumstances.
- Complete all assignments prior to class to be prepared for discussion and participation.
- Engage actively in class activities, discussions, and ensemble work.

Participation grades are determined according to each instructor's syllabus. Students are responsible for understanding how attendance and participation impact their course grade.

## **Attendance Threshold**

When total absences exceed 20% of the scheduled class sessions for a course, the student may receive a lower or failing grade, unless an exception is approved by the instructor and the Registrar.

The 20% allowance covers unforeseen emergencies such as:

- Serious illness or injury
- Serious illness or death in the family
- Other exceptional or unavoidable circumstances

Failure to arrive and be seated at the beginning of class may be considered tardiness or absence at the instructor's discretion.

### **Instructor Discretion and Additional Requirements**

Individual instructors may set additional attendance and participation expectations that may affect the course grade. These will be detailed in the course syllabus. Students are responsible for reviewing the syllabus carefully and discussing any questions directly with the instructor.

### **Student Responsibility**

Students must keep an accurate record of their absences, including dates and reasons. This documentation may be necessary in the event of a grade appeal or administrative review. The University and faculty are not responsible for tracking or notifying students of excessive absences.

## **Leave of Absence and Withdrawal**

Students may request a **Leave of Absence (LOA)** from enrollment for up to **one academic year (two consecutive semesters)**.

A leave of absence is granted only in cases of **extenuating circumstances**, such as:

- Medical or mental health reasons
- Family or personal emergencies
- Financial hardship
- Military service or employment obligations

### **Maximum Duration by Degree Level**

- **Bachelor's Degree:** Up to **5 semesters total** (consecutive or non-consecutive)
- **Master's Degree:** Up to **2 semesters total**
- **Doctoral Degree:** Up to **3 semesters total**

*All approved LOA periods (combined) count toward the maximum program completion timeframe, which must not exceed **150% of the standard program length** in compliance with TRACS and BPPE guidelines.*

### **Eligibility and Restrictions**

- Students on academic probation are not eligible for a Leave of Absence.
- All financial obligations to the University must be satisfied before an LOA can be approved.
- Students must remain in good academic and disciplinary standing.
- A Leave of Absence does not alter or remove any outstanding tuition or fee balances.
- Students on LOA are not considered enrolled and may not attend classes, access institutional facilities, or participate in university-sponsored events unless otherwise authorized.

### **Procedure**

To request an LOA, students must:

1. Submit a Leave of Absence Request Form to the Registrar's Office.
2. Provide supporting documentation (e.g., physician's note, military orders, or written explanation).
3. Obtain approval from the Academic Dean prior to the start of the leave period.
4. International students must consult with the Designated School Official (DSO) before submitting the LOA form to ensure compliance with F-1 visa regulations.

The requested start date and expected return date must be clearly stated on the form.

Students who do not return by the approved re-enrollment date will be administratively withdrawn from the University.

If the student wishes to extend the LOA, a new request must be submitted for review and approval before the current LOA expires.

### **Medical LOA**

If an LOA is requested for medical reasons, a physician's note must be provided verifying the necessity of the leave.

Students may also be required to submit documentation of medical clearance prior to re-enrollment.

### **Official Withdrawal from the University**

Students who wish to officially withdraw from the University must:

1. Submit a Withdrawal Request Form to the Academic Dean or Registrar's Office.
2. Complete all required clearance procedures, including review by the Finance Office and Registrar to ensure resolution of any financial or academic obligations.

The official withdrawal date is recorded as the date the completed form is submitted to the University.

If a student fails to complete the withdrawal process but stops attending, the University will record the last date of attendance as the unofficial withdrawal date.

Withdrawal from the University may affect scholarship eligibility, refund calculations, and future readmission decisions.

Tuition adjustments, if applicable, will follow the Withdrawal and Refund Policy described in the *Financial Information* section of this catalog.

### **Unofficial Withdrawal**

A student will be considered unofficially withdrawn if:

- The student fails to register for courses by the published registration/add deadline, or
- The student fails to return from an approved Leave of Absence as scheduled.

In such cases, the withdrawal date will be recorded as the last day of the last term attended. All tuition and financial adjustments will be made in accordance with the Withdrawal and Refund Policy.

### **Reinstatement After Leave or Withdrawal**

Students returning from an approved Leave of Absence may re-enroll without reapplying, provided they return within the approved timeframe and are in good standing. Students who have been withdrawn (officially or administratively) must submit a Readmission Application and meet current academic and financial requirements for reinstatement.

## **Student Record Retention**

California Arts University (CAU) maintains permanent and confidential student records in accordance with the **Family Educational Rights and Privacy Act of 1974 (FERPA)** and all applicable **California Bureau for Private Postsecondary Education (BPPE)** regulations.

### **Permanent Record Retention**

- All student academic transcripts are retained permanently by the University.
- All other student records (e.g., admissions files, financial aid or payment records, academic evaluations, and correspondence) are retained for a minimum of five (5) years from the student's last date of attendance, in compliance with BPPE §94900(b).
- Records are stored securely in locked, fire-resistant cabinets and/or password-protected digital archives.
- Access to these files is limited to authorized administrative personnel who have legitimate educational or operational need, under the supervision of the Custodian of Records.

### **Custodian of Records**

The Registrar serves as the official Custodian of Records for California Arts University. The Registrar ensures the accuracy, security, and confidentiality of all student academic records and supervises their maintenance in accordance with federal and state law.

### **Confidentiality and FERPA Rights**

In compliance with FERPA (20 U.S.C. §1232g; 34 CFR Part 99), students have the following rights:

**1. Right to Inspect and Review**

Students may request to inspect and review their educational records by submitting a written request to the Registrar. Access will be provided within 45 days of receipt.

**2. Right to Request Amendment**

Students may request correction of records they believe to be inaccurate or misleading. If the University denies the request, the student has the right to a formal hearing.

**3. Right to Consent to Disclosure**

The University will not release personally identifiable information from a student's education records without written consent, except to:

- University officials with legitimate educational interests
- Accrediting agencies, auditors, or government authorities performing official duties
- Persons responding to lawfully issued subpoenas
- Emergency personnel in cases involving the health and safety of the student or others

**Directory Information**

The University may release directory information unless the student requests otherwise. Directory information includes:

- Name
- Address and telephone number
- Dates of attendance
- Major field of study
- Degrees and honors received (including Dean's List)

Students who wish to withhold directory information must complete a *Request to Prevent Disclosure of Directory Information Form* available from the Registrar's Office. This request must be renewed each academic year to remain in effect.

**Record Security**

All student records are stored in secured locations accessible only to authorized administrative staff.

Electronic records are maintained within secure, password-protected systems with regular data backups.

Any physical access to records must be approved through the Dean or Registrar before files are released for internal review.

**Subpoenas and Legal Requests**

Student educational records may be released to comply with a lawfully issued subpoena or court order. The University will make reasonable efforts to notify the student prior to compliance unless legally prohibited.



## Transcript Requests

Transcripts are released only upon the written request and with the signed authorization of the student, in compliance with the Family Educational Rights and Privacy Act (FERPA).

- **Official Transcripts:** Upon graduation, each student will receive one official copy of their final transcript at no charge, provided that all financial accounts and institutional obligations have been fully settled.
- **Additional Copies:** Additional official transcripts are available for a fee of \$10.00 per copy.
- **Processing Time:** Transcript requests require approximately three to five (3–5) **business days** for processing. Expedited service may be available for an additional fee as listed in the Fee Schedule.
- **Hold on Records:** The University reserves the right to withhold transcripts, certificates, or diplomas if the student has any outstanding financial balance or unresolved disciplinary matter.
- **Electronic Transcripts:** When available, CAU may issue secure electronic transcripts through an authorized delivery service to ensure authenticity and confidentiality.



## Academic Progress and Graduation

### Academic Progress Requirements

All students must maintain satisfactory academic progress to remain eligible to continue as students of California Arts University. Students are considered to be making satisfactory progress when they begin their program and during any probationary period. This includes, but is not limited to, meeting minimum standards for grades, completion of assigned projects, and other academic requirements as determined by the faculty and academic dean.

### Graduation Requirements and Procedures

All students desiring to graduate must file a Graduation Application with the Registrar by March 1 for spring graduation (or by the announced deadline for other terms).

Students on Academic Probation are not eligible to graduate.

California Arts University posts degrees on transcripts and issues diplomas only when the following requirements are met:

- Completion of all degree requirements as specified in the catalog for the student's program.
- Achievement of a minimum cumulative GPA of 3.00 for graduate, doctoral students, and undergraduate students.
- Completion of final academic requirements, including recital performances, theses, capstone projects, or graduation portfolios as applicable to the degree program.
- Submission of the Graduation Application by the stated deadline.
- Payment of the graduation fee and clearance of all financial obligations to the University.

Upon verification of eligibility, the Registrar will certify the completion of degree requirements and confer the degree. Diplomas and final transcripts are issued after all grades and fees are finalized.

## Grade Requirements and Grading Policy

To remain in good academic standing as a graduate student, the following standards apply:

- Students must maintain a minimum GPA of 3.0 in all graduate coursework.
- Any course with a grade of C+ (2.3) or lower must be retaken until a minimum grade of B- (2.7) or higher is achieved.
- The grade of N (No Pass) is not accepted for graduate credit and must be retaken until a P (Pass) is earned.
- A cumulative GPA below 3.00 at any time during a student's studies, or the accumulation of more than 6 credits of N or F grades, is considered unsatisfactory progress.
- The Dean may dismiss a student from the University if satisfactory progress is not restored.

### Grading Policy

Faculty members determine the grading policy for each course and clearly state the criteria in the course syllabus. Evaluation typically includes attendance, participation, assignments, examinations, and performance projects. Only the instructor of record has the authority to assign or change grades.

The following grading system applies to all academic programs at California Arts University:

Grade	Percentage	Grade Points	Interpretation
A	93–100	4.0	Outstanding
A-	90–92	3.7	Superior
B+	87–89	3.3	Very Good
B	83–86	3.0	Satisfactory

<b>B-</b>	80–82	2.7	Average
<b>C+</b>	77–79	2.3	Marginal
<b>C</b>	73–76	2.0	Acceptable
<b>C-</b>	70–72	1.7	Borderline Pass
<b>F</b>	0–69	0.0	Failing / Not Acceptable
<b>P/F</b>	80–100 / 0–79	0.0	Pass / Fail (Selected Courses)
<b>I</b>	—	0.0	Incomplete
<b>W</b>	—	0.0	Withdrawal
<b>AUD</b>	—	0.0	Audit (No Credit)

## Academic Probation and Dismissal

Any student whose cumulative grade point average (GPA) falls below 3.00 will be placed on Academic Probation for the following semester.

The probation period is designed to help the student address academic difficulties with guidance from the Academic Dean and assigned faculty advisor.

During the probationary period:

- The student must meet regularly with the Academic Dean or designated advisor.
- The student may be limited in course load or required to take specific courses to strengthen academic standing.
- Failure to raise the cumulative GPA to 3.00 or higher by the end of the probationary period may result in academic dismissal.

A student who remains below the required GPA for two consecutive semesters or one full academic year will be dismissed from the University for unsatisfactory academic progress.

### Appeal and Reinstatement

A student dismissed for academic reasons may submit a written appeal to the Academic Dean within 30 days of receiving the notice of dismissal.

The appeal must:

1. Explain the circumstances contributing to unsatisfactory performance, and
2. Present a specific plan for improvement and successful completion of coursework if reinstated.

The Academic Dean, in consultation with the faculty committee, will review the appeal and notify the student in writing of the decision within 10 business days.

Reinstated students will remain on probation until satisfactory academic progress is achieved.

### **Probation Restrictions**

Students on Academic Probation are ineligible for institutional scholarships, academic honors, or leadership positions during the probationary period.

Eligibility may be restored once the student's GPA meets or exceeds the minimum cumulative requirement of 3.00 and good standing is reinstated.

## **Academic Achievement Recognition**

To promote academic excellence, California Arts University recognizes high-achieving students each semester.

- **Dean's List:** Full-time students earning a semester GPA of 3.75 or higher are placed on the Dean's List and automatically become members of the CAU Honor Society.
- **Graduation Honors:** At commencement, awards are presented to students who demonstrate exceptional academic performance, leadership, and service throughout their program.

## **Academic Honesty**

California Arts University upholds the highest standards of academic integrity. Cheating, plagiarism, or any form of dishonesty in academic work is strictly prohibited and subject to disciplinary action.

Cheating includes, but is not limited to:

- Copying another student's work or test answers
- Receiving or providing information about a test in advance
- Using unauthorized materials or devices during examinations
- Submitting falsified reports or data

Plagiarism is the act of presenting another person's words, ideas, or creative work as one's own without proper acknowledgment. This includes:

- Copying text verbatim without quotation marks or citation
- Paraphrasing material without proper reference
- Using online or AI-generated content without disclosure or citation

Students are expected to properly cite all sources using the citation style required by the course instructor.

### Consequences:

A student found guilty of cheating or plagiarism will receive a grade of “0” (zero) on the assignment or exam and will be reported to the Dean of Student Affairs. Disciplinary action may include:

- A Restorative Action Plan (as described in the Student Handbook)
- Academic probation or suspension
- Dismissal from the University in severe or repeated cases

Students who are aware of academic dishonesty are encouraged to report it to their instructor or the Dean of Student Affairs immediately.

## Faculty Assistance

California Arts University’s faculty members are dedicated to supporting students in both academic growth and spiritual formation. Professors maintain regular office hours each semester, which are posted on course syllabi.

Students are encouraged to meet with faculty for assistance in:

- Understanding course content and assignments
- Discussing academic challenges or goals
- Receiving guidance in spiritual or ministry development

Faculty may provide contact information such as phone numbers or email addresses in their course syllabi. Students should use discretion when contacting instructors outside of office hours.

Each student is also assigned a faculty advisor, who serves as a mentor throughout their program of study. Students are required to meet with their advisor at least once per semester to:

- Review their academic plan and progress
- Register for upcoming courses
- Discuss academic, ministry, and career goals

Additional meetings with advisors are encouraged as needed for continued support and development.

## Program Length and Satisfactory Academic Progress (SAP)

Students are generally expected to complete each degree program within the following standard time frames:

- **Bachelor of Arts in Music (BAM):** 5 years (10 semesters)
- **Master of Arts in Contemporary Music Performance (MACMP):** 2.5 years (5 semesters)
- **Doctor of Musical Arts (DMA):** 3.5 years (7 semesters)

The maximum time frame allowed for completion is 150% of the standard program length, as follows:

- **B.A.M.:** up to 7.5 years (15 semesters)
- **M.A.C.M.P.:** up to 3.75 years (8 semesters)
- **D.M.A.:** up to 5.25 years (11 semesters)

Extensions may be granted only under documented special circumstances such as medical leave, military service, or family emergency, and must be approved in writing by the Academic Dean. Students exceeding the maximum time frame without approval will be administratively withdrawn from the University.

## Standards of Satisfactory Academic Progress (SAP)

Although California Arts University does not participate in federal or state financial aid programs, all students must maintain Satisfactory Academic Progress (SAP) to remain in good standing and eligible to continue enrollment.

SAP is evaluated at the end of each semester and includes the following three standards:

### 1. Maximum Time Frame

Students must complete their degree program within 150% of the standard program length as shown below:

- Bachelor's Degree: 6 years (150% of 4 years)
- Master's Degree: 3 years (150% of 2 years)
- Doctoral Degree: 4.5 years (150% of 3 years)

Students who exceed the maximum time frame without an approved extension may be dismissed from the University.

### 2. Pace of Progression

Students must successfully complete at least 66.7% of all attempted courses to ensure timely progress toward degree completion.

Example: A student who has attempted 60 credits must have successfully completed at least 40 credits to maintain satisfactory pace.

### 3. Minimum Cumulative GPA

Undergraduate students must maintain a minimum cumulative GPA of 2.00.

Graduate and doctoral students must maintain a minimum cumulative GPA of 3.00.

## **Failure to Maintain SAP**

Students who fail to meet SAP standards will be placed on Academic Probation for one semester. During probation, the student must meet with the Academic Dean or assigned faculty advisor to develop a Performance Improvement Plan outlining specific academic goals and required actions.

If satisfactory progress is not achieved by the end of the probationary period, the student may be suspended or dismissed from the University.

### Appeal and Reinstatement

A student dismissed for academic reasons may appeal in writing to the Academic Dean within ten (10) business days of receiving notice. The appeal must include:

- A written explanation of the reason for unsatisfactory performance, and
- A realistic plan for academic improvement.

Reinstatement is not guaranteed and will be determined on a case-by-case basis by the Academic Dean. If reinstated, the student will remain on probation for one additional semester and must meet SAP by the end of that term to continue enrollment.

## **Incomplete Work**

An Incomplete (“I”) grade is assigned only under extenuating circumstances (such as verified illness or family emergency) and only if the student’s coursework was satisfactory prior to the emergency.

An Incomplete grade does not immediately affect the cumulative GPA; however, it must be resolved by the deadline agreed upon between the instructor and the student—no later than the end of the following semester.

If a final grade is not submitted by the deadline, the Incomplete will automatically convert to an “F” (Fail).

Courses with an Incomplete grade are counted as attempted but not completed units for the purpose of calculating Satisfactory Academic Progress (SAP) and pace of progression.



# STUDENT RIGHTS AND RESPONSIBILITIES

## Academic Freedom and Integrity

California Arts University affirms its commitment to academic freedom as essential to the pursuit of truth, creativity, and excellence in teaching, learning, and scholarship.

Faculty and students are encouraged to explore and express ideas freely within the context of their disciplines and the University's Christian mission. Academic freedom is accompanied by the responsibility to uphold professional and ethical standards, respect diverse perspectives, and maintain an environment of integrity and mutual respect.

Faculty members have the right to determine course content, teaching methods, and assessment of student performance, provided that these align with approved course objectives, institutional policies, and accrediting standards.

Students are entitled to full freedom in learning, inquiry, and expression within the framework of the course and in accordance with the University's standards of conduct.

Faculty and students engaged in scholarly or creative work are free to select topics, pursue methods of inquiry, and publish or present findings, subject to adherence to professional ethics, intellectual honesty, and the University's mission and policies.

### Academic Integrity

California Arts University expects all members of its academic community to uphold the highest standards of honesty, integrity, and personal responsibility.

Academic integrity is fundamental to the pursuit of knowledge and the credibility of the University's degrees and programs. Students are responsible for understanding what constitutes academic dishonesty and plagiarism. The following definitions and examples serve as guidelines:

### Academic Dishonesty

- Academic dishonesty includes, but is not limited to:
- Copying or attempting to copy from another student's examination or assignment.
- Submitting work obtained from another individual, the Internet, or an artificial intelligence tool as one's own.
- Falsifying research data or records.
- Assisting another student in acts of dishonesty.

### Plagiarism

- Plagiarism is the act of presenting another person's ideas, expressions, or creative work as one's own without proper acknowledgment. Examples include:
- Failing to cite the source of an idea, quotation, or paraphrased material.
- Submitting another person's written or artistic work, in whole or in part, as one's own.

- Using content generated by external sources (such as published works or digital media) without proper citation.

### **Consequences**

- Any member of the University community who violates the Academic Integrity Policy is subject to disciplinary action.
- The minimum penalty for a first offense may include a failing grade on the assignment or exam.
- Repeated or serious violations may result in course failure, suspension, or dismissal from the University.

The Dean of Academic Affairs oversees academic integrity matters in consultation with the faculty. Faculty members are responsible for identifying violations and reporting them promptly to the Dean for review and action.

## **Facilities and Equipment Policy**

California Arts University (CAU) is committed to providing all students with equal access to academic courses, programs, and university activities. The University accommodates students with disabilities to the extent that such accommodations do not impose an undue hardship or fundamentally alter the nature of the course, program, or activity. Reasonable accommodations may include modifications in course delivery, use of assistive technologies, and testing adjustments.

### **Instructional Facilities and Equipment**

California Arts University (CAU) maintains a comprehensive inventory of musical instruments, recording equipment, and instructional resources to support all academic programs in music performance, composition, and production. All instructional equipment is owned and maintained by the University and is available to students during supervised class sessions or by faculty authorization.

The Facilities and Studio Manager conducts quarterly inspections to ensure all instruments, recording systems, and electronic equipment remain in safe, fully functional condition. Malfunctioning or outdated items are promptly repaired, replaced, or upgraded to meet current professional standards.

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### **Guitars & String Instruments**

<b>No.</b>	<b>Brand/Model</b>	<b>Description</b>	<b>Qty</b>
<b>1</b>	Ovation Adamas	AE Guitar, 6-String	<b>1</b>

2	Ovation Elite	AE Guitar, 12-String	1
3	Takamine EG540SSC	Acoustic-Electric Guitar, 6-String	1
4	Takamine Santa Fe	Acoustic-Electric Guitar, 6-String	1
5	Takamine EF261S AN	Acoustic-Electric Guitar, 6-String	1
6	Brownsville BLG 10A	Acoustic Guitar, 6-String	1
7	Taylor 150E	Acoustic-Electric Guitar, 12-String	1
8	Applause AE-36	Acoustic-Electric Guitar, 6-String	1
9	Yamaha Silent SLG-110S	Acoustic-Electric Guitar, 6-String	1
10	Speed Star Traveler	Electric Guitar	1
11	Dean AE Banjo Guitar	6-String	1
12	Ibanez SDGR	Bass Guitar	1
13	Yamaha RBX-774	Bass Guitar	1
14	EV HAPV-30	Electric Violin	1

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### Amplifiers & PA Systems

No.	Brand/Model	Description	Qty
15	Marshall AS50D	Guitar Amp	1
16	Marshall JCM 2000-60W	Guitar Amp	1
17	Kustom Solo 16	Guitar Amp	1
18	Behringer GTX60	Guitar Amp	2
19	Roland Cube Street	Guitar Amp	1
20	Fender Rumble 15	Bass Amp	1
21	Acoustic B200 MK II	Bass Amp	1
22	Nemesis 200W	Bass Amp	1
23	Roland KC-550	Keyboard Amp	2
24	Kustom PA50	PA System	4
25	Harbinger APS-12	PA System	2
26	Boss Tower Amp	Amp System with Bass	2

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### Keyboards & Pianos

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No.	Brand/Model	Description	Qty
27	Yamaha Motif XS-7	Keyboard	1
28	Yamaha Motif ES-5	Keyboard	1
29	M-Audio Pro-88	Keyboard	1
30	Kurzweil K2600 XS	Keyboard	1
31	Kurzweil MP-520F	Digital Piano	1
32	Williams Allegro	Digital Piano	1
33	Young Chang U-131 UL	Upright Piano	1

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### Drums & Percussion

No.	Brand/Model	Description	Qty
34	Yamaha Hipgig A	Drum Set	1
35	Roland V-Drum TD-8	Electronic Drum Set	1

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### Microphones, Headphones & Accessories

Includes professional-grade recording and live performance equipment such as Shure, Sennheiser, EV, Oktava, AKG, and Bose systems.

Approximate quantities:

- Microphones (various models): 15+
- Headphones (studio-grade): 7+
- Microphone and speaker stands: 12+
- Music and guitar stands: 17+

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### Recording Studio Equipment

The recording studio is equipped with both analog and digital systems supporting courses in music production, recording, and sound design.

Key equipment includes:

- Otari MTR-100 & MTR-20 Tape Recorders
- Dolby Model 363 and Orban 222A Stereo Enhancer
- Yamaha SPX-900, Roland DEP-1, Lexicon LXP-15, and Eventide H3000S Processors

- Amcron/Crown PSA-2 Amplifier, Tascam DA-30 Digital Recorder
- Korg D1600 MK II Digital Recording Studio
- Mackie CR1604VLG Mixer
- Apple Mac Pro Computer

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## **Furniture, Office & General Equipment**

Includes desks, chairs, filing cabinets, whiteboards, audiovisual equipment, and appliances supporting both instructional and administrative operations.

Key items:

- 10–15 student desks and instructor tables
- 46+ student chairs, 19 swivel chairs, 7 armchairs
- 35+ bookshelves, multiple filing cabinets (HON, BIF, Office Depot)
- Whiteboards (standard and music staff)
- TVs (Sharp 47", Samsung 65", LG 65")
- Printers/copiers (Canon, Samsung, Sharp AR-M550N)
- Appliances: refrigerator, microwave, coffee maker, water purifier, air purifier, air conditioning unit

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## **Facilities Summary**

CAU maintains modern instructional and performance facilities that include:

- Administrative and faculty offices
- Classrooms equipped with acoustic and digital instruments
- Individual lesson rooms
- Recording and sound production studios
- Student lounge and practice rooms
- Library and computer access
- Campus-wide high-speed Wi-Fi

All facilities comply with federal, state, and local safety and accessibility standards.

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## **Inventory Summary**

<b>Category</b>	<b>Quantity</b>
Guitars & String Instruments	14

Keyboards & Pianos	7
Amplifiers & PA Systems	12
Microphones & Accessories	20+
Recording Studio Components	30+
Furniture & Office Equipment	50+
<b>Total Instructional &amp; Support Items</b>	<b>130+</b>

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### **Maintenance and Access Policy**

All instructional equipment is the property of California Arts University. Students may access instruments and recording systems during supervised class sessions or by faculty approval. The Facilities and Studio Manager performs quarterly inspections, ensuring all equipment remains safe and operational. Faulty or obsolete equipment is promptly repaired, replaced, or upgraded to align with current professional standards.

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### **Institutional Facilities Standards**

- **Adequacy and Purpose:** Facilities and equipment are sufficient to achieve the educational objectives of all degree programs offered.
- **Industry Relevance:** Instructional equipment is comparable to that used in professional music and recording environments.
- **Currency and Functionality:** All items remain current, functional, and adequate to prepare students for professional performance and production work.
- **Maintenance and Compliance:** All facilities, including classrooms, studios, and offices, are well-maintained with valid health and safety permits available for review by BPPE upon request.

### **Facilities Use and Scheduling**

To avoid double-booking any room, facility, or equipment, students, faculty, or staff must contact the Student Affairs Office and submit a Facilities and Equipment Usage Request Form.

- All reservations require prior approval from the Student Affairs Officer.
- Approved reservations are logged to ensure equitable and conflict-free access.
- Forms are available from the Student Affairs Office.

Any damages, misuse, or loss of equipment or materials must be reported immediately to the Student Affairs Office. The University reserves the right to charge for replacement or repair if damage occurs due to negligence.

### **Disability Access and Accommodation**

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, CAU provides reasonable accommodations to qualified students with disabilities.

Students seeking accommodations should contact the Student Affairs Officer and provide appropriate documentation of disability. The University will engage in an interactive process to determine reasonable accommodations, which may include:

- Adjusted classroom seating or location
- Extended time or alternate testing arrangements
- Accessible course materials or assistive technology
- Access to ground-floor classrooms or alternative arrangements if mobility is limited

Requests for accommodation should be made as early as possible each semester to ensure timely implementation.

### **Maintenance and Safety**

Facilities operations and maintenance are coordinated by the Business Manager (COO), supported by professional maintenance and janitorial contractors.

- The University ensures compliance with all federal, state, and local regulations regarding fire safety, building codes, health, and accessibility.
- Routine inspections are conducted to maintain safe and functional learning environments.
- Emergency exits and fire extinguishers are clearly marked and inspected regularly.

### **Description of Facilities and Instructional Resources**

California Arts University is located at 4100 W. Commonwealth Avenue, Fullerton, California, across from the Fullerton Municipal Airport. The campus includes:

- Administrative and faculty offices
- Classrooms and seminar spaces
- Individual practice and lesson rooms
- A professional recording studio
- A music library and student study lounge
- Restrooms and accessible common areas
- Free Wi-Fi access throughout the building

All classrooms are equipped with desks, chairs, whiteboards, and audiovisual support equipment. The recording studio and practice rooms are furnished with pianos, digital



keyboards, percussion instruments, and sound systems suitable for instruction in performance and recording arts.

The campus is fully compliant with local zoning, occupancy, and safety codes, and is easily accessible via public transportation.

## **Library and Learning Resources**

California Arts University provides a dedicated library and learning resource center to support all academic programs in music performance, composition, production, and related fields. The University's library houses a curated collection of books, periodicals, reference materials, and digital resources that assist students and faculty in achieving academic excellence and creative growth.

A professional librarian is available to assist students in locating materials, using online databases, and developing information literacy skills. The librarian also provides individual and group instruction on research strategies, citation methods, and the effective use of electronic and physical resources.

### **Library Hours of Operation**

Monday–Friday: 9:00 a.m. – 9:00 p.m.

Library hours are posted outside the entrance and on the University website.

### **Library Location and Collection**

CAU's Library is located on the main floor of the campus at 4100 W. Commonwealth Avenue, Suite 101, Fullerton, CA 92833.

The library maintains:

- Over 10,000 volumes in music, theology, the arts, and related disciplines
- Access to online databases and digital collections
- Textbooks, dictionaries, encyclopedias, periodicals, and newspapers for research and current events
- Computer stations with Wi-Fi and quiet study areas for individual and group work

These resources directly support the Bachelor of Arts in Music (B.A.M.), Master of Arts in Contemporary Music Performance (M.A.C.M.P.), and Doctor of Musical Arts (D.M.A.) programs.

## **Online Public Access Catalog (OPAC)**

California Arts University uses the LibraryWorld Automated System for its online public access catalog (OPAC).

Students and faculty may access the library catalog both on campus and remotely through the University's website.

**To access the online catalog:**

1. Visit the CAU website at [www.cauniv.edu](http://www.cauniv.edu).
2. Select the “**Library**” tab from the main menu.
3. Search for materials by author, title, or subject through the LibraryWorld portal.  
(*Borrower ID and password are not required to search in-house materials.*)

**Direct Access Link:**

<http://opac.libraryworld.com/opac/signin?libraryname=CAU%20LIBRARY>

**Learning Resource Support**

In addition to in-house and online collections, students may access additional resources through local and regional library networks and digital academic databases. The librarian assists students with interlibrary loans, citation management tools, and online research support as needed.

Quiet study spaces, computers, and high-speed internet are available to facilitate coursework, recital preparation, and research projects.

**Maintenance and Evaluation**

The Library is maintained in compliance with BPPE and TRACS standards for adequacy, accessibility, and currency.

- Collections are reviewed annually to ensure relevance to academic programs.
- New materials are added each semester based on faculty recommendations.
- Obsolete or worn resources are replaced regularly to maintain a current, high-quality collection.

**Summary**

California Arts University's library and learning resources are designed to provide **comprehensive academic and creative support**, ensuring that students and faculty have access to the tools and information necessary for excellence in performance, scholarship, and lifelong learning.

## FERPA Rights

California Arts University complies fully with the **Family Educational Rights and Privacy Act of 1974 (FERPA)**, which protects the privacy of student education records and affords students certain rights with respect to those records.

### **1. Right to Inspect and Review**

Students have the right to inspect and review their education records within 45 days of the date the University receives a written request for access.

Requests should be submitted to the Academic Dean or Registrar, identifying the records the student wishes to inspect. The University will arrange a time and place for review and notify the student accordingly.

### **2. Right to Request Amendment**

Students have the right to request an amendment of education records they believe are inaccurate, misleading, or in violation of their privacy rights under FERPA.

Requests for amendment must be submitted in writing to the Academic Dean, clearly identifying the record and the reason for the requested change.

If the University decides not to amend the record, the student will be informed in writing of the decision and of the right to a hearing.

### **3. Right to Provide Written Consent for Disclosure**

Students have the right to provide written consent before the University discloses personally identifiable information (PII) from their education records, except as permitted under FERPA without consent.

FERPA allows disclosure without consent to school officials with legitimate educational interests, including faculty, staff, or contractors who require access to records in order to fulfill their professional duties.

### **4. Right to File a Complaint**

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with FERPA requirements.

Contact Information:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5920  
Phone: 1-800-USA-LEARN (1-800-872-5327)

### **Directory Information**

In accordance with FERPA, California Arts University may release certain “directory information” without prior student consent unless the student specifically requests that such information be withheld.

Directory information includes:

- Student’s name

- Address
- Telephone number
- Email address
- Dates of attendance
- Major field of study
- Degrees and awards received (including Dean's List and honors)

Currently enrolled students may request in writing that directory information **not** be disclosed by completing a *Request to Prevent Disclosure of Directory Information* form available in the Registrar's Office.

### **Access to Records**

Academic and administrative personnel may access education records without a student's prior consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

An official has a legitimate educational interest if the information is needed to fulfill professional responsibilities on behalf of the University.

## **Student Conduct**

California Arts University expects all students to conduct themselves in a manner consistent with the values of honesty, respect, responsibility, and professionalism. These standards promote a safe, productive, and Christ-centered environment for learning, performance, and community engagement.

### **Code of Conduct**

Students must uphold the highest standards of integrity and respect toward faculty, staff, peers, and University property.

The following actions are prohibited and may result in disciplinary action, including probation, suspension, or dismissal as determined by the Academic Dean or Dean of Student Affairs:

- Knowingly furnishing false or misleading information to the University, or altering or falsifying University documents, records, or applications.
- Obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other University activities.
- Engaging in disorderly, indecent, or obscene conduct or expression toward faculty, staff, classmates, or administrators.
- Engaging in conduct that threatens or endangers the health, safety, or welfare of others, including threats, intimidation, or acts of violence.
- Unauthorized entry into, or use of, University facilities, property, or services.
- Possession, use, sale, or distribution of illegal drugs, narcotics, or controlled substances as defined by federal, state, or local law.
- Unauthorized possession or use of firearms, weapons, explosives, or other dangerous instruments on University property.

- Theft, vandalism, or destruction of University or personal property.
- Misuse of technology resources, including unauthorized access to electronic systems or data.
- Violation of University policies or local, state, or federal laws.

Students found responsible for misconduct may be subject to disciplinary measures as outlined in the Student Handbook.

Sanctions may include verbal or written warning, probation, suspension, or dismissal depending on the nature and severity of the violation.

## **Policy Prohibiting Discrimination and Harassment**

California Arts University is committed to providing a learning and working environment free from discrimination, harassment, and retaliation.

The University prohibits discrimination on the basis of race, color, religion, national origin, disability, age, veteran status, sex, marital status, or sexual orientation in any of its programs, services, or activities, consistent with applicable state and federal law.

### **Harassment Definition**

Harassment is unwelcome conduct based on any protected classification that interferes with an individual's academic or work performance or creates an intimidating, hostile, or offensive environment.

Harassing conduct can include verbal, physical, or visual behavior, and may occur between persons of the same or opposite sex.

### **Sexual Harassment and Misconduct**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, including sexual assault.

It occurs when:

Submission to such conduct is made explicitly or implicitly a term or condition of a person's academic status or participation in a University program; or

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

All reports of discrimination, harassment, or sexual misconduct will be handled promptly and confidentially.

Students are encouraged to report incidents to the Dean of Student Affairs or the Title IX Coordinator.

Retaliation against any individual who reports or participates in an investigation of such conduct is strictly prohibited.

## Disciplinary Procedures

- Reports of misconduct are reviewed by the Dean of Student Affairs.
- Students will be notified in writing of alleged violations and given the opportunity to respond.
- Disciplinary outcomes may include counseling, written warnings, probation, suspension, or dismissal.
- Students have the right to appeal disciplinary decisions to the Academic Dean within ten (10) business days of notification.

## Suspension and Dismissal Policy

California Arts University reserves the right to suspend or dismiss any student whose conduct, academic performance, or financial standing is inconsistent with the University's mission, standards, or policies.

The purpose of disciplinary or administrative action is restorative—to protect the learning environment, ensure accountability, and maintain community trust.

### **Disciplinary Suspension (Code of Conduct Violations)**

Suspension may be imposed for serious violations of the Student Code of Conduct, including but not limited to:

- Physical violence, possession of dangerous weapons, bullying, or threats
- Sexual harassment or sexual violence
- Cheating during examinations or plagiarism
- Violation of University regulations, defamation of faculty authority, or intentional damage to University property
- Alcohol consumption or smoking on campus, possession or use of narcotics, or trafficking in narcotics

A disciplinary suspension may last from one week to one academic term, depending on the severity of the violation.

During this period, students lose access to all academic and campus privileges.

Repeat or egregious violations may result in permanent dismissal from the University.

### **Administrative Suspension (Non-Payment of Tuition and Fees)**

Students who fail to meet tuition and fee payment deadlines, as outlined in the Enrollment Agreement and University Catalog, may be placed on administrative suspension until the account balance is paid in full.

Administrative suspension does not erase financial responsibility for outstanding charges or stop the accrual of late payment fees.

## **Restrictions During Suspension**

While suspended, a student will not be permitted to:

- Attend classes (online or in person)
- Access the University's student information system (Populi)
- Request or receive official University documents (e.g., admission certificate, enrollment verification, or transcripts)
- Use University facilities or participate in academic or extracurricular activities
- Contact faculty, staff, or current students in the context of University-sponsored programs

Reinstatement will be granted upon full resolution of the suspension conditions and approval by the Academic Dean or Dean of Student Affairs.

## **Academic Suspension and Dismissal**

A student may be placed on academic suspension or dismissed if they fail to meet minimum academic standards, including:

- Not maintaining Satisfactory Academic Progress (SAP) requirements
- Failure to achieve the required cumulative GPA (2.0 undergraduate; 3.0 graduate/doctoral) after probation
- Academic dishonesty or falsification of records

Students on academic suspension may not enroll in courses or participate in University activities until reinstated.

Dismissed students must wait at least one full semester before applying for reinstatement.

## **Appeal and Reinstatement Process**

Students have the right to appeal any suspension or dismissal decision within ten (10) business days of written notification.

Appeals must:

- Be submitted in writing to the Academic Dean or Dean of Student Affairs,
- Include a clear explanation of the reason for appeal and any supporting documentation.

The Academic Dean may uphold, modify, or overturn the decision after reviewing all evidence.

If reinstated, the student may be placed on probation with specified conditions.

Failure to comply with the conditions of reinstatement will result in permanent dismissal without further appeal.



## **Record and Confidentiality**

All disciplinary and academic suspension or dismissal actions are recorded in the student's confidential file maintained by the Registrar.

Such records are protected under the Family Educational Rights and Privacy Act (FERPA) and are not released without the student's written consent, except as required by law or internal University policy.

## **Complaint Procedures**

California Arts University encourages open communication and prompt resolution of student concerns in a fair, respectful, and timely manner. Members of the University community may bring complaints or concerns about harassment, discrimination, or other serious issues to the Academic Dean or Dean of Student Affairs.

The University may first seek an informal resolution when it receives allegations of unlawful discrimination, harassment, or other grievances. If an informal resolution is not achieved, a formal grievance process may be initiated by submitting a written complaint.

### **Filing a Complaint**

Initially, concerns may be communicated orally; however, they must be submitted in writing before any formal review can begin.

The written complaint should specify:  
The University policy or standard allegedly violated, and  
All relevant factual details and supporting evidence.

### **Formal Review Process**

#### **Initial Review**

The Dean shall review the written complaint.

If the complaint warrants further investigation, a copy will be forwarded to the person against whom the complaint is made ("respondent").

If the allegations, even if true, would not constitute a violation of University policy, the Dean will notify the complainant in writing that the matter will not proceed to further investigation.

#### **Response and Investigation**

The respondent shall have 14 calendar days from receipt of the complaint to submit a written response to the Dean. The Dean will then initiate a reasonable investigation, which may include:

- Meeting with the parties,
- Interviewing witnesses, and

- Reviewing any relevant documentation.

A complainant may withdraw a formal complaint at any time; however, the University reserves the right to continue investigating when necessary to protect the interests of the University community.

### **Findings and Decision**

Within a reasonable time after completing the investigation, the Dean shall issue a written decision containing:

- Factual findings,
- Conclusions, and
- Any remedies or corrective actions, if appropriate.

All parties shall receive a copy of the Dean's written decision.

### **Appeal Process**

- Any party may submit a written appeal of the decision to the President of the University within 14 calendar days of receiving the decision.
- The request for appeal must clearly state all grounds for appeal.
- The non-appealing party shall be given an opportunity to respond in writing.
- The President shall review all relevant materials, including the complaint, response, Dean's decision, and appeal request, and may meet with the parties if needed. The President's decision shall be final, and all parties shall receive a copy of the decision.

### **Record Retention**

All written decisions and materials related to a grievance conducted under this procedure shall be retained by the **Academic Dean** for at least **two (2) years** from the date of the final decision.

### **External Complaint Options**

Students who believe that the University has violated state regulations or acted unfairly after exhausting internal remedies may contact the **Bureau for Private Postsecondary Education (BPPE)**:

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

1747 North Market Blvd., Suite 225, Sacramento, CA 95834

Phone: (916) 574-8900 | Fax: (916) 263-1897

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

## ADMINISTRATION AND FACULTY

### Board of Trustees

**Dr. Suny Chung**, Chair – Businessman  
**Dr. Sae Kwang Chung** – President, California Arts University  
**Ms. Young Ji Kang** – Registered Nurse  
**Dr. Samuel Kim** – Retired Professor  
**Ms. Betty Kim** – School Administrator

### Administration

**Dr. Sae Kwang Chung** – President  
**Joy Chung** – Chief Operating Officer (COO)  
**Joanna Park** – Chief Financial Officer (CFO)  
**Dr. Seonghyang Kim** – Chief Academic Officer (CAO)  
**Dr. Mikyung Lim** – Dean of Students / Director, Bachelor of Arts in Music (B.A.M.) Program  
**Dr. Yumi Kim** – Director, Master of Arts in Contemporary Music Performance (M.A.C.M.P.) Program  
**Dr. Hyung Jung Hwang** – Director, Doctor of Musical Arts (D.M.A.) Program  
**David Cho** – Dean of Assessment and Planning / Registrar / Director of Admissions  
**Laurie Anderson** – Librarian

### Full-Time Faculty

**Dr. Hyun Jung Hwang**  
Ph.D., University of California, Los Angeles  
M.A., University of California, Los Angeles  
M.M., Seoul National University  
B.A., Seoul National University

**Dr. Yumi Kim**  
D.C.M., World Mission University  
M.M., University of Southern California  
B.M., Berklee College of Music

**Dr. Mikyung Lim**

D.M.A., University of North Texas

M.M., Dankook University

B.M., Keimyung University

**Part-Time Faculty**

**Dr. Hojun Lee**

Ph.D., University of California, Los Angeles

M.M., Western Michigan University

B.A., Keimyung University

**Dr. Ji Myun Kim**

D.M.A., California Arts University

M.A., California Arts University

B.A., PyeongTak University

**Dr. Gene Woo Lee**

D.M.A., Georgia Central University

M.M., New England Conservatory of Music

M.M., Hanyang University

B.M., Chosun University

**Dr. Kyung Soo Moon**

D.M.A., The University of Texas at Austin

M.M., Pusan National University

B.F.A., Pusan National University



**Dr. Clara Lee**

D.M.A., Claremont Graduate University

M.M., World Mission University

B.A., Kun-Kuk University

**Dr. Wi Young Oh**

D.M.A., World Mission University

M.M., World Mission University

M.Div., Azusa Pacific University

**Dr. Sae Kwang Chung**

D.C.M., Enoch University

Th.D., Faith Theological Seminary and Christian College

M.A., California Arts University

Th.M., Columbia Theological Seminary (Canada)

**Dr. James Lee**

D.M.A., University of Kansas

M.M., University of Nebraska – Lincoln  
B.M., Chapman University

**Dr. Seonghyang Kim**

D.M.A., University of Kansas  
M.M., State University of New York at Binghamton  
B.M., Kyungnam University

**Dr. Jee Won Lee**

D.M.A., Georgia Central University  
M.M., University of Southern California  
B.M., Seoul National University

**Dr. Jiyeon Shin**

D.M.A., University of Oregon  
M.M., Pennsylvania State University  
B.M., Sookmyung Women's University

**Chris Lee**

M.M., University of Southern California  
B.M., Berklee College of Music

**Youngjin Choi**

M.F.A., University of Missouri–Kansas City  
B.M., Keimyung University

**Ken Song**

M.M., University of Southern California  
B.M., University of Southern California

**Sung Yun Min**

D.M.A., California Arts University (*in progress*)  
M.M., San Jose State University  
B.M., The Catholic University of Korea

**Dr. Minkyu Choi**

D.M.A., California Arts University  
M.A., California Arts University  
M.E., Kyungpook National University  
B.S.E., Kyungpook National University



# ACADEMIC CALENDAR

## 2025–2026 Academic Year

Schedule	Fall 2025	Winter 2026	Spring 2026	Summer 2026
<b>Length</b>	15 weeks	3 weeks	15 weeks	3 weeks
<b>Registration</b>	Aug 4–8	Dec 1–5	Jan 12–16	Jun 29–Jul 3
<b>Classes Begin</b>	Aug 18	Dec 15	Jan 26	Jul 13
<b>Add Deadline</b>	Aug 29	Dec 16	Feb 6	Jul 14
<b>Drop Deadline</b>	Aug 29	Dec 16	Feb 6	Jul 14
<b>Withdrawal Deadline</b>	Sep 19	Dec 19	Feb 27	Jul 17
<b>Final Week</b>	Nov 24–28	Jan 2	May 4–8	Jul 31
<b>Classes End</b>	Nov 28	Jan 2	May 8	Jul 31
<b>Grades Due</b>	Dec 12	Jan 16	May 22	Aug 14
<b>Grade Correction Due</b>	Dec 19	Jan 23	May 29	Aug 21

### Observed Holidays:

New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

### Note:

Dates are subject to change with administrative approval and posted notice on the University website.

# STUDENT SERVICES

## Student Financial Aid

California Arts University (CAU) does not participate in federal or state financial aid programs. However, the University offers limited institutional scholarships for full-time students who demonstrate academic merit or financial need. Students are encouraged to discuss scholarship opportunities with the Dean of Students or the Finance Office.

## Campus Employment

CAU provides a small number of on-campus employment opportunities for qualified students. Positions are part-time and typically limited to 8–12 hours per week.

To qualify, students must:

1. Complete and submit a job application to the Finance Office.
2. Interview and be selected for the position.
3. Attend a work orientation led by the assigned supervisor.
4. Maintain satisfactory academic progress and work performance.

## Technology and Populi Access

CAU is committed to maintaining a technology-supported learning environment. High-speed wireless internet is available campus-wide, and students are encouraged to use a laptop that meets minimum system requirements. All enrolled students receive access to Populi, the University's online learning management and student information system, which provides:

- Course registration and schedules
- Class announcements and materials
- Grade reports and transcript requests
- Billing, payment, and account information
- Communication with faculty and classmates

Students are oriented to technology and Populi use during New Student Orientation.

## Distance Education

California Arts University offers both on-campus and distance education programs that meet all applicable standards of the Bureau for Private Postsecondary Education (BPPE) and the Transnational Association of Christian Colleges and Schools (TRACS). All distance education courses are designed to maintain the same academic rigor, learning outcomes, faculty oversight, and student support as on-campus instruction.



Distance education courses are delivered through Populi, the University's learning management system, using video conferencing, recorded lectures, discussion forums, and digital assignment submissions.

Each online course includes regular and substantive interaction between students and instructors, consistent with federal and accrediting standards, ensuring that student learning outcomes are equivalent to those of in-person courses.

Students enrolled in distance education have full access to library and research databases, academic advising, technical support, and student services comparable to those available to on-campus students.

## **Library and Learning Resources**

California Arts University provides a dedicated Library and Learning Resource Center to support all academic programs in music performance, composition, production, and related fields. The University's library houses a curated collection of books, periodicals, reference materials, and digital resources that assist students and faculty in achieving academic excellence and creative growth.

The Learning Resource Center encompasses both physical and online learning tools, providing students with access to citation management systems, research tutorials, and digital media for study support and project development.

A professional librarian is available to assist students in locating materials, using online databases, and developing information literacy skills. The librarian also provides individual and group instruction on research strategies, citation methods, and the effective use of electronic and physical resources.

### **Library Hours of Operation**

**Monday–Friday:** 9:00 a.m. – 9:00 p.m.

Library hours are posted outside the entrance and on the University website.

### **Library Location and Collection**

The California Arts University Library is located on the main floor of the campus at: 4100 W. Commonwealth Avenue, Suite 101, Fullerton, CA 92833

The library maintains:

- Over 10,000 volumes in music, theology, the arts, and related disciplines
- Access to online databases and digital collections
- Textbooks, dictionaries, encyclopedias, periodicals, and newspapers for research and current events
- Computer stations with Wi-Fi and quiet study areas for individual and group work

These resources directly support the Bachelor of Arts in Music (B.A.M.), Master of Arts in Contemporary Music Performance (M.A.C.M.P.), and Doctor of Musical Arts (D.M.A.) programs.

### **Online Public Access Catalog (OPAC)**

California Arts University uses the **Populi Library** system for its Online Public Access Catalog (OPAC). Students and faculty may access the library catalog both on campus and remotely through the University's website.

To access the online catalog:

1. Visit the CAU website at [www.cauniv.edu](http://www.cauniv.edu).
2. Select the **“Library”** tab from the main menu.
3. Search for materials by **author, title, subject, barcode, or call number** through the Populi Library catalog on the library webpage.

### **Direct Access Link:**

<https://cauniv.populiweb.com/library/catalog/index.php>

### **Learning Resource Support**

In addition to in-house and online collections, students may access additional resources through local and regional library networks and digital academic databases. The librarian assists students with interlibrary loans, citation management tools, and online research support as needed.

Quiet study spaces, computers, and high-speed internet are available to facilitate coursework, recital preparation, and research projects.

### **Collection Maintenance and Evaluation**

The Library is maintained in compliance with BPPE and TRACS standards for adequacy, accessibility, and currency.

- Collections are reviewed annually to ensure relevance to academic programs.
- New materials are added each semester based on faculty and librarian recommendations.
- Donations of relevant books and educational materials are welcomed and evaluated for inclusion in the collection.
- Obsolete or worn resources are replaced regularly to maintain a current, high-quality collection.

California Arts University's Library and Learning Resource Center provides comprehensive academic and creative support, ensuring that students and faculty have access to the tools and information necessary for excellence in performance, scholarship, and lifelong learning.

## **Student Housing**

CAU does not provide dormitory housing. Students are responsible for securing their own accommodations; however, the Admissions Office offers housing information and referrals upon request.

Estimated living costs in the Fullerton/Irvine area range from \$1,500 to \$2,400 per month, depending on location and personal lifestyle.

## **Visitor Policy**

California Arts University welcomes guests and visitors who have legitimate business with the university. All visitors must report to the Administrative Office upon arrival and may be required to sign in. Visitors are expected to comply with all university safety, security, and conduct regulations while on campus. Unauthorized entry into classrooms, offices, or restricted areas is prohibited. The university reserves the right to deny access to or remove any visitor whose presence disrupts normal operations, poses a safety risk, or violates institutional policy.

## **Student Health and Safety**

Basic first aid is available on campus for minor injuries. Students are expected to follow all safety and conduct guidelines outlined in the Student Code of Conduct. In emergencies, students should immediately notify a faculty or staff member.

## **Academic and Personal Counseling**

Faculty, administrators, and staff provide academic and personal counseling to help students succeed in their studies and personal growth.

Students may meet with the Academic Dean, Dean of Students, or faculty advisors for course planning, academic progress review, or personal guidance.

## **Assimilation Counseling**

Recognizing that many students are international or newly immigrated, CAU offers cultural adaptation and assimilation counseling to assist with understanding U.S. customs, communication norms, and classroom expectations.

## **Career and Job Placement Counseling**

CAU provides career counseling and job placement guidance for graduates pursuing opportunities in churches, music ministries, education, and the commercial arts industry.

While employment cannot be guaranteed, faculty and administrators assist students by leveraging their professional networks.

## Student Organizations

CAU encourages students to form and participate in student government and clubs that promote community, creativity, and leadership.

The Dean of Students serves as the advisor to all recognized student organizations.

## Orientation

During the first week of instruction, new students attend **orientation** covering academic policies, student rights and responsibilities, Populi and library usage, and available student support services.

## Standard Occupational Classification (SOC) Codes

CAU's degree programs prepare graduates for employment in the following occupational categories defined by the U.S. Department of Labor:

- **27-2040:** Musicians, Singers, and Related Workers
- **27-2041:** Music Directors and Composers (Master's and Doctoral)
- **27-2042:** Musicians and Singers (Master's and Doctoral)

## Notice of Student Rights

Students of California Arts University have the right to:

- Receive quality instruction by qualified faculty.
- Access professional and timely administrative and academic support.
- Obtain accurate and factual information about programs and services.
- Cancel their enrollment agreement and receive refunds as provided by policy.
- Inspect and request correction of their academic records.
- Participate in University-sponsored activities and organizations.
- Request a hearing in disciplinary or academic appeals.
- Contact state or federal agencies to file complaints or seek resolution.

## Grievance and Appeals Procedures

Students may submit a formal written grievance to the Grievance Committee if they believe they have been treated unfairly.

The grievance must include:

1. Description of the issue or dispute.

2. Date of occurrence.
3. Names of individuals involved.
4. Supporting documentation.

If unresolved internally, students may contact:

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

1747 North Market Blvd., Suite 225, Sacramento, CA 95834

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

Phone: (916) 574-8900 or Toll-Free (888) 370-7589

Fax: (916) 263-1897

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

## International Student Services

CAU is authorized by the U.S. Department of Homeland Security to issue Form I-20 for nonimmigrant (F-1) students.

International students must:

- Submit all required application materials and processing fees.
- Receive an I-20 and obtain an F-1 visa.
- Maintain full-time enrollment (12 units undergraduate; 8–9 units graduate).
- Report changes in address, family, or employment to the Designated School Official (DSO).
- Meet with the Academic Dean and SEVIS Officer upon arrival.

CAU does not provide visa services or legal representation for immigration matters. Students must consult an immigration attorney for change of status, CPT, or OPT requests.

Failure to maintain satisfactory academic, financial, or behavioral standing may result in termination of SEVIS records, subject to reinstatement approval by the Academic Dean and SEVIS Officer.