

CALIFORNIA ARTS UNIVERSITY

POLICIES MANUAL

2022-2023

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1. FOUNDATIONAL STATEMENTS

1.1 Mission Statement

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

1.2 Institutional Objectives

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

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

1.3 Christian Philosophy of Education

Throughout students' professional education, California Arts University's faculty strives to develop well-rounded performers who demonstrate skill coupled with spiritual maturity and professionalism. By integrating the tenets of Christianity throughout each course, practice session, and performance, 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.

Faculty members are aware that our students come from diverse confessional backgrounds and hence promote in the classroom an awareness of the diversity of theological viewpoints. CAU is committed to creating and maintaining a vibrant community of faith and learning where faculty members and students may analyze and evaluate the points of view of different Christian confessional commitments and of different religions in light of the Word of God.

1.4 Biblical Foundation Statement

All the board members, administrators, students, and faculty members of CAU pledge their commitment to the "God-centered" Christian faith that maintains:

- The Scriptures of the Old and New Testaments as the only infallible and inerrant authority for faith and life.
- The historical, orthodox teachings of the Reformed churches expressed in the Reformed confessions including Westminster Confession and Catechisms.

All the board members, administrators, students, and faculty members of CAU subscribe to the following statement of faith.

1. We believe the Bible is the inspired Word of God and the only standard for faith, life, and academic discipline (2 Peter 1:21; Isaiah 1:20; 2 Thessalonians 2:15; 2 John 9; 1 Timothy 6:20; 2 Timothy 1:14).
2. We believe in the Holy Triune God, existing eternally in three persons, the Father, the Son, and the Holy Spirit (Matthew 28:19; John 10:30; 14:9; 1 John 5:7; 2 Peter 1:2; 2 Corinthians 13:14).
3. We believe in the creation of the universe as presented in Scripture and in the reality of heaven and hell and the literal existence of the devil (Hebrews 1:10; 11:3; Revelation 3:14; Romans 4:17; John 1:3; 1 Corinthians 8:6; 2 Peter 2:4; Jude 6; Acts 5:3; Luke 22:3; Matthew 13:24-30; 1 Corinthians 7:5; 2 Timothy 2:26).
4. We believe God created humankind in His image and likeness, but by the disobedience of Adam, all humankind was alienated from God and lost (Hosea 9:15; Jeremiah 12:8; Psalms 5:5; 11:5; Romans 1:18; John 3:36).
5. We believe that Jesus of Nazareth is the Messiah, the Son of God, born of the Virgin Mary, who died on the cross, was physically resurrected from the dead, ascended into heaven, and will one day return in His glory to reign upon the earth (Mark 1:1; Matthew 1:25; Luke 1:26-28; Matthew 27:35; 1 Peter 1:3; Matthew 24:30, 64; Mark 13:26; Luke 21:27; John 14:3; 1 Thessalonians 4:15-16).
6. We believe in the gospel of salvation through the cross for those that put their faith in Jesus will be saved (John 1:12; 3:16; Ephesians 2:8-9; Acts 10:43).
7. We believe that the Church is the body of Christ and that the people of God are called to mission, education, and service (Matthew 28:19-20; Luke 4:18-19; Acts 1:8; Ephesians 4:12; 1 Corinthians 9:14, 16).
8. We believe that Satan is real and acts as a tempter, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in eternity.
9. We believe in last things which are the future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments. Both the saved and the lost will be resurrected—the saved unto the resurrection of life in heaven and the lost unto the resurrection of damnation in hell.

2. BOARD POLICES AND GOVERNANCE POLICIES

2.1 Role of the Board of Trustees

California Arts University is governed by a board of trustees, which has final responsibility and authority in all matters related to the operation of the institution.

The role of the board of trustees consists of four interrelated elements: institutional policies, strategic planning, key appointment, and financial management. These four elements of governance are essential to fulfilling the CAU mission.

Institutional Policies

The board reviews and approves the institution's mission statement, objectives, Christian philosophy of education, biblical foundation statement, and all institutional policies.

Strategic Planning

The board reviews and approves the institution's strategic plan, which include long-range objectives and near-term practical steps for its various units that fit within the framework of the overall mission and goals of the institution.

Key Appointment

The board elects the president of the institution; the president consults with the board on the appointment and dismissal of officers of the institution.

Financial Management

The board exercises governance by retaining control of the capital assets of the institution; it is the only authority that can make fundamental changes in the institution's assets. The board maintains a strong commitment to the acquisition of financial and physical resources for the institution and establishes policies to foster fundraising and investment programs for the benefit of the institution.

2.2 Role of the President

The president is the chief executive officer of the institution. The president is appointed, authorized, and supervised by the board of trustees. The president appoints and supervises the institution's other administrative officers.

The president is responsible for general management of the business of the corporation

and in general performs all duties incident to the office of president and such other duties as may be prescribed by the board from time to time. The primary liaison with the president is through the chair of the board.

The principles governing the board's relationship with the president include the following:

- The board requires the president to develop appropriate policy directions for board consideration to enable the board to establish major policies.
- The board looks to the president to carry out all of its policy directives.
- The board requires the president to provide suitable reports to the board so that it may judge the results of its policies and how effectively they have been carried out.

2.3 Role of the Dean and Program Directors

The academic dean is the chief academic officer of CAU. The dean has administrative responsibility for all academic programs of the institution. CAU employs educational program directors to support the academic dean in the task of academic management. Educational program directors lead and support the faculty in each program in

- developing a strategic plan;
- achieving excellence in teaching and scholarship;
- securing the resources they need for teaching;
- serving as advisors/mentors to students;
- performing the assessment of the program.

2.4 Role of the Faculty

The board of trustees has overall fiduciary responsibility for the governance of the institution. However, the board has delegated certain responsibilities to the faculty, which plays an important role in the governance of the institution. The faculty:

- assesses and considers possible changes to the institution's curricula in relation to established learning outcomes;
- determines academic policy and procedures appropriate for the various educational degree programs of the institution; and
- recommends to the president all full-time faculty appointments.

2.5 Conflict of Interest Policy

California Arts University is committed to avoiding any actual or potential conflicts between the interests of the institution and any personal interest a board member or officer may have.

Definition of Conflict of Interest

Generally, conflicts arise when: (a) a board member or officer has an existing or potential financial or other interest which impairs, or might appear to impair, his or her independence or objectivity in serving the institution; or (b) the board member or officer might derive, or appear to derive, a financial or other material benefit from confidential information learned in the course of his or her employment or board service.

The board provides the following guidelines to its members with regard to the appropriate disclosure and management of any potential conflict of interest.

- A board member will not take any action regarding the hiring, promotion or other employment action involving a member of the board member's family.
- A board member will promptly disclose any financial interest which the board member or a member of the board member's immediate family, may have in any business or enterprise which conducts business with California Arts University.
- A board member will promptly disclose facts or situations which the board member recognizes may create a potential conflict of interest.
- A board member having a duty to disclose any potential conflict of interest will make such disclosure to the chair of the board of directors, or in the event the chair has a potential conflict of interest, disclosure will be made to the secretary of the board of directors. The chair or the secretary, as appropriate, shall bring the potential conflict of interest to the board for consideration.
- The board may request and consider any information it determines is necessary and relevant to evaluate the potential conflict of interest, including requesting the board member who has disclosed the potential conflict of interest meet with the board. The committee may take such action as it deems appropriate to resolve any potential conflict of interest, including but not limited to requiring no action, requiring a board member to recuse himself or herself, prohibiting a transaction or relationship, or otherwise managing the conflict. The deliberations of the board with regard to any potential conflict of interest shall be kept confidential to the fullest extent permitted by law.

2.6 Job Descriptions

President (CEO)

President is the Chief Executive Officer (CEO) of California Arts University. President has the responsibility to assure: fulfillment of mission, educational effectiveness, and responsible stewardship of finance. President oversees the work of Dean (CAO), MA Program Director, Business Manager, and other members of the University's administrative team. President reports to the University's Board of Trustees.

Responsibilities include:

- Serves as the Chief Executive Officer of the University and advances the mission, identity, educational programs, and administrative operations of the University.
- Provides leadership of the University, consistent with the expectations of the University's Board of Trustees and in collaboration with its administrative team.
- Guides development and implementation of a strategic vision and direction for the University to assure a dynamic community of learning.
- Provides oversight and leadership of the administrative, management, budget, and organizational requirements of the University.
- Supports and promotes excellence in faculty teaching and engagement with the church and community at large.
- Assumes an active role in the University's fundraising efforts.
- Supervises and coordinates the University's accreditation efforts and serves as the University's liaison officer to state and accrediting agencies.

Dean (CAO)

Dean is the Chief Academic Officer of California Arts University. Reporting to President, Dean is responsible for all academic matters of the University, including management of faculty and educational programs and policies. Essential responsibilities include:

- Serves as both the Chief Academic Officer providing leadership in planning and evaluation efforts in academic areas.
- Chairs faculty meetings and collaborates with faculty in the development of curriculum and academic policy.
- Administers academic programs and enforces academic policies.
- Arrange teaching assignments to make the most efficient use of the faculty.
- Participate in the budgeting process and manages allocations for programs.
- Conducts recruitment, assignment, and evaluation of faculty.
- Collaborates with the Librarian in developing library learning resources.
- Teaches regularly.
- Supervises editing and publication of Catalog, webpage, and various handbooks.

Director of MA Program/Student Dean

Director of MA Program is responsible to President for the effective administration of the MA Program and its policies and procedures. Specifically, he/she shall:

- Implement academic and student policies within the MA program.
- Facilitate and monitor the academic progress of students in the program.
- Evaluate student achievement of the stated program learning outcomes.
- Advises students regarding their vocational and educational objectives.
- Provides information and counseling to prospective students.
- Assists with orientation of new students.
- Advises and works with the Student Council.
- Receives and responds to student complaints and manages student discipline.

Business Manager (COO/CFO)

Business Manager is the Chief Operating Officer of the University, responsible to President for management and leadership of the financial operations of the school. Business Manager shall:

- Prepare the annual budget and financial reports.
- Manage the appropriation of financial resources and controls.
- Manage student accounts and accounting operations.
- Manage facilities.
- Guides students in relation to financial aid programs.

Registrar and Admissions Director

Reporting to the President the Registrar and Admissions Director:

- Implements and enforces the FERPA guidelines for the maintenance, integrity, and security of student records.
- Manages the student information system and educational records.
- Manages registration, grade processing, and transcript production.
- Manages the recruitment and application processes.
- Provides information and counseling to prospective students.

Librarian

Librarian is responsible for management of the library resources and services and reports to and consults with Dean. Responsibilities include:

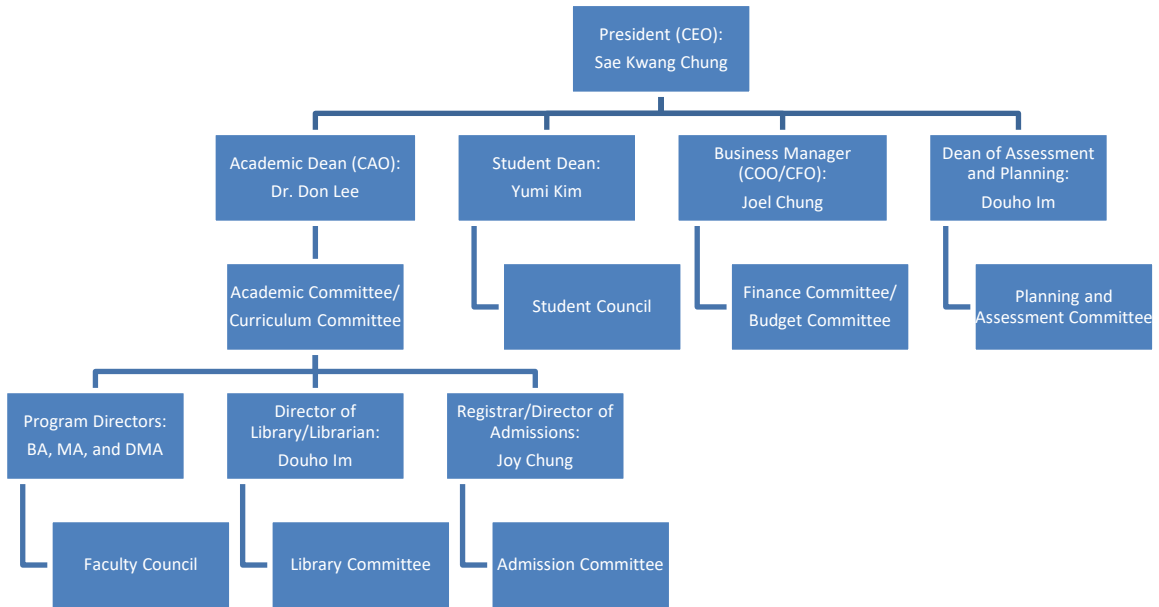
- Develops and enforces policies concerning the development of library resources and services, in consultation with the faculty.
- Develops and implements plans for the library and information technology.
- Manages the selection, acquisition and cataloging of books, periodicals and other library materials to support the school's curricula.
- Manages the various services of the library.
- Assist in the educational use of technology.
- Prepares the annual library budget.

Dean of Assessment and Planning

The dean of Assessment and Planning will lead and manage a comprehensive institutional research program that supports the University's Mission and strategic planning process. Reporting to the Academic Dean and the President, the director will also provide leadership in accreditation, institutional effectiveness, and program assessment.

- Provide oversight and support for institutional and programmatic accreditation.
- Provide research support for ongoing activities in program assessment.
- Analyze data summaries and develop appropriate research approaches to address significant issues.
- Work collaboratively with institutional leadership to translate research findings into actionable strategic initiatives.
- Provide leadership for the development of systems designed to assess institutional effectiveness.
- Prepare environmental scanning reports to inform University planning assumptions particularly as it relates to enrollment and academic program planning.
- Prepare and make presentations to internal and external stakeholders' implications of survey and research findings.
- Serve as facilitator and/or liaison to various committees and task forces
- Perform other related duties as assigned.

2.7 Organizational Chart



3. COMMUNITY POLICIES

3.1 Community Life Principles

The communal life of CAU is guided by biblical principles. We gladly confess that all of life is under the rule of Christ, revealed through the Bible, which we hold to be the infallible, inerrant Word of God. Therefore, the CAU community's lifestyle is to reflect this truth by obeying God's Word.

Being a part of the community at CAU means being accountable first to the Lord, and then to one another in Christ. All members of the CAU community demonstrate personal moral integrity in all the areas of their lives and work as part of that community.

Members of the CAU community (students, faculty, and staff) are asked to abide by biblical principles regarding life. It is our goal to live lives that are pleasing to God. Our community will grow in Christ as we seek to glorify God through our thoughts, through our words, and through our actions.

3.2 Non-Discrimination and Non-Harassment Policy

CAU does not discriminate against any person on the basis of race, color, religion, national origin, disability, age, veteran status, sex, marital status, sexual orientation, or gender identity. The institution shall adhere to all applicable state and federal regulations.

Consistent with its mission, CAU seeks to assure all community members are able to learn and work in an atmosphere free from harassment. Harassing conduct is contrary to the nurturing community of faith and learning the institution wishes to foster. Harassment threatens the well-being of the institution community.

This policy applies to all community members, including faculty, staff, and students. The institution will take appropriate action when this policy is violated. For the purpose of determining whether particular conduct constitutes a violation of this policy, the following definition will be used:

Harassment is conduct that is based on race, color, religion, national origin, disability, age, sex, marital status, sexual orientation, gender identity, or veteran status and interferes with a person's employment or education or creates an intimidating, hostile, offensive working, educational or living environment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex. In accordance with state and federal law, sexual harassment occurs when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academics or participation in a CAU activity, or (2) submission to or rejection of such conduct by an individual is used as the basis for a decision affecting such individual's employment, academics, or participation in a CAU activity.

3.3 Complaint Procedures

Members of the CAU community may bring complaints or concerns about harassing or discriminatory behavior to the dean. The institution may seek informal resolution when it receives allegations of unlawful discrimination or harassment. If an informal resolution does not result, a formal process may be initiated by submitting a complaint or grievance to the dean. Initially, concerns may be communicated orally; however, they should be submitted in writing before any formal review takes place. The written complaint should specify the institution policy violated and all relevant factual details.

- a. The dean shall read the complaint, and if it warrants further investigation, then a copy of the complaint should be forwarded to the person against whom the complaint is made ("respondent"). If the allegations would not constitute a violation of a policy, then the dean should inform the grievant in writing that the allegations are not subject to further investigation.
- b. The respondent shall be given 14 calendar days from receipt of the complaint to return a written response to the dean, who then shall initiate a reasonable investigation into the matter. The investigation may include meeting with the parties, talking with witnesses, and reviewing any supporting documents. A grievant may elect to withdraw a formal complaint at any time; however, the institution reserves the right to investigate all complaints in order to protect the interests of the institution and its community.
- c. Within a reasonable time, the dean shall make a decision based on the formal complaint, response, and any other relevant information. This decision shall be in writing and shall consist of factual findings, conclusions, and a remedy if one is appropriate. All parties shall receive a copy of the decision.
- d. Any party may submit a written request for appeal of the decision to the president of the institution within 14 calendar days from receipt of the decision. The request for appeal must specifically set forth all grounds for appeal. The non-appealing party must be given the opportunity to respond in writing to the request for appeal. Within a reasonable time, the president shall make a decision based on the complaint, response, decision, request for appeal, any response to the appeal, and any meeting the president held in regard to the appeal. The

decision of the president shall be final. All parties shall receive a copy of the president's decision.

- e. All written decisions made and materials produced in a grievance conducted under this procedure shall be retained by the dean for at least two years from the date that the final decision was issued.

3.4 Employment Policies

All prospective employees desiring CAU employment must complete a formal application for employment. Applications are accepted on a continuous basis and are kept on file for one month. The institution will provide a job description for each position. The employees will receive a copy of the job description at the time of employment. All new employees must attend an orientation session to learn about the institution and its policies and procedures.

The new employee will be subject to a three-month orientation period, during which the employee's ability to adjust to the job requirements will be evaluated. The employee is free to resign at any time during this orientation period, just as CAU is free to terminate employment at any time during the same period. Advance notice may be given but is not required. At the end of the orientation period, the employee will be assigned regular status or the employment will be terminated immediately.

Appointments

- *Full-time employees* who are appointed on a full-time, twelve-month service basis, paid monthly for the normal work week hours of thirty-seven and a half. Employees in this category are eligible for benefits.
- *Part-time employees* who are appointed on a part-time, twelve-month service basis, paid monthly, hired on the basis of half-time (average of seventeen and a half to twenty hours per week). Employees in this category are eligible for these benefits: vacation allowance, personal leave days, and sick leave days.
- *Temporary employees*, who are hired on the basis of working less than seventeen and a half hours per week and/or for a period of less than one year. All temporary employees are not eligible for benefits.

Promotion

Promotions to positions of greater responsibility will be based on the employee's performance evaluation, education, prior experience, skills, and recommendations. All promotions will be subject to a three-month review period, during which the employee's performance will be evaluated based on the job description. If the new assignment is unsuccessful, efforts will be made to search for another position.

Resignation

Employees who leave the institution are expected to provide written advance notice. Employees must give a minimum notice of one month to their supervisor. The notice period is to be used to transition the work. Employees are expected to work their notice period. Employees who leave the institution are expected to return School property, and satisfy outstanding financial or other obligations before the last work day.

3.5 Employee Evaluation

Every January, or as close to that time as practical, an employee's performance will be reviewed by the supervisor. The employee will be given a copy of the review. A copy is filed in the business manager's office. The performance review will include:

- Strengths in performance.
- Areas for improvement in performance.
- Review of personal work goals.
- Concerns with job responsibilities and suggestions for changes.
- Changes to the responsibilities due to the institution's new priorities.

Supervisors should take the time to help employees improve their performance. When a supervisor has apparent concerns about an employee's job performance, the supervisor will conduct an informal counseling session. Concerns about an employee's job performance shall be discussed normally during the formal performance review. The supervisor and the employee should reach agreement on changes or correction.

If the employee fails to improve performance, the supervisor will give the employee and the business manager a written summary of the actual facts to let the employee know that the situation is serious and that the employee's actions will determine whether employment will continue. If the employee still fails to improve performance, the supervisor may recommend to the president that the employee be discharged.

3.6 Employee Compensation

Salaries

Salaries are determined each year as a part of the budget development process. Levels of salaries and salary increases or adjustments are proposed by the president and business manager and authorized by the board of directors. Increases, if authorized, generally take effect in January, the first month of the fiscal year.

Medical Insurance

The institution makes medical insurance available to all full-time employees and their dependents. The employee pays 50% of insurance cost. Employees who are covered under a spouse's insurance program may opt out of the institution's insurance plans and

receive compensation up to 50% of the cost of a single employee policy.

Vacation

The following schedule will be used in granting paid vacation: (1) five days of paid vacation will be provided after one year of employment; (2) ten days of paid vacation will be provided after five years of employment; (3) fifteen days of vacation will be provided after ten years of employment.

Personal Leave

Employees are eligible for personal leave days after six months of employment. Three personal leave days are granted per year to provide time to conduct business or personal affairs that cannot be accomplished outside of normal working hours. Requests for leave days should be made in advance to the employee's supervisor.

Sick Leave

In the first year of employment, one day of paid sick leave will be earned for each month worked up to a maximum of ten days for the year. After one year of employment, ten days will be allowed for sick leave and will be credited at the beginning of the year. The unused portion of sick leave will be accumulated to a maximum of 30 days. When the allowed sick days have been used, pay will be reduced on the occurrence of sick time off work.

3.7 Campus Safety

The institution is adamant about providing a safe and healthy work and learning environment. The institution's goal is to provide safe areas, equipment and materials. To protect their own and others' safety, all members of the institution community are expected to observe safety rules and immediately correct or report unsafe conditions.

All employees must immediately report a work-related injury or illness to their supervisor. Supervisors must report any job-related accident or illness to the business manager or president within 24 hours. All members of the institution are required to complete an emergency contact form. In an emergency, the information is used to notify next-of-kin and medical personnel.

3.8 Drug-Free Campus

CAU maintains the following policies regarding a drug-free campus:

- The unlawful possession, use, or distribution of a controlled substance is prohibited on CAU property or as part of any CAU activity.
- Employees or students found to be in violation of a drug-free environment will

be subject to appropriate action, including termination or dismissal.

- Any employee or student who becomes aware of a violation of this policy should report it immediately to the dean so that the matter can be investigated.
- The institution will cooperate to the fullest extent with the enforcement of local, state, and federal laws regarding those who unlawfully possess, use, or distribute illicit drugs and alcohol on campus.

3.9 Due Process Policy

The University may seek informal resolution when allegations of unlawful discrimination or harassment or any other concern is brought to the administration's attention. If an informal resolution does not result, a formal process may be initiated by submitting a complaint/grievance to the Chief Academic

Officer. Initially, concerns may be communicated orally; however, they should be submitted in writing before any formal review takes place. The written complaint should specify the University policy violated and all relevant factual details.

The Chief Academic Officer shall read the complaint, and if it warrants further investigation, then a copy of the complaint should be forwarded to the person against whom the complaint is made ("respondent"). If the allegations would not constitute a violation of a University policy, then the Chief Academic Officer should inform the grievant in writing that the allegations are not subject to further investigation.

The respondent shall be given 14 calendar days from receipt of the complaint to return a written response to the Program Director, who then shall initiate a reasonable investigation into the matter. The investigation may include meeting with the parties, talking with witnesses, and reviewing any supporting documents. A grievant may elect to withdraw a formal complaint at any time; however, the University reserves the right to investigate all complaints in order to protect the interests of the University and its community.

Within a reasonable time, the Chief Academic Officer shall make a decision based on the formal complaint, response, and any other relevant information. This decision shall be in writing and shall consist of factual findings, conclusions, and a remedy if one is appropriate. All parties shall receive a copy of the decision.

Any party may submit a written request for appeal of the decision to the president of the University within 14 calendar days from receipt of the decision. The request for appeal must specifically set forth all grounds for appeal. The non-appealing party must be given the opportunity to respond in writing to the request for appeal. Within a reasonable time, the president shall make a decision based on the complaint,

response, decision, request for appeal, any response to the appeal, and any meeting the president held in regard to the appeal. The decision of the president shall be final. All parties shall receive a copy of the president's decision.

All written decisions made and materials produced in a grievance conducted under this procedure shall be retained by the Chief Academic Officer for at least five years from the date that the final decision was issued.

BUREAU OF PRIVATE POSTSECONDARY EDUCATION (BPPE)

California Arts University is approved to operate by the State of California's Bureau for Private Postsecondary Education (BPPE).

Faculty who have grievances that have not been settled at the institutional level may contact the Bureau at:

Bureau for Private Postsecondary Education
1747 North Market, Suite 225
Sacramento, CA 95834
(916) 574-8900; toll free, (888) 370-7589.

TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS (TRACS)

Faculty may also contact TRACS Accrediting Agency by completing the TRACS Complaint Form found on

http://tracs.org/TRACS_Publications.html

and submitting it to:

President

Transnational Associations of Christian Colleges and Schools
15935 Forest Rd.
Forest, VA 24551

3.10 Student Due Process Procedures

The Chief Academic Officer shall read the complaint, and if it warrants further investigation, then a copy of the complaint should be forwarded to the person against whom the complaint is made ("respondent"). If the allegations would not constitute a violation of a University policy, then the Chief Academic Officer should inform the grievant in writing that the allegations are not subject to further investigation.

The respondent shall be given 14 calendar days from receipt of the complaint to return a written response to the Program Director, who then shall initiate a reasonable investigation into the matter. The investigation may include meeting with the parties, talking with witnesses, and reviewing any supporting documents. A grievant may elect to withdraw a formal complaint at any time; however, the University reserves the right to investigate all complaints in order to protect the interests of the University and its community.

Within a reasonable time, the Chief Academic Officer shall make a decision based on the formal complaint, response, and any other relevant information. This decision shall be in writing and shall consist of factual findings, conclusions, and a remedy if one is appropriate. All parties shall receive a copy of the decision.

Any party may submit a written request for appeal of the decision to the president of the University within 14 calendar days from receipt of the decision. The request for appeal must specifically set forth all grounds for appeal. The non-appealing party must be given the opportunity to respond in writing to the request for appeal. Within a reasonable time, the president shall make a decision based on the complaint, response, decision, request for appeal, any response to the appeal, and any meeting the president held in regard to the appeal. The decision of the president shall be final. All parties shall receive a copy of the president's decision. All written decisions made and materials produced in a grievance conducted under this procedure shall be retained by the Chief Academic Officer for at least five years from the date that the final decision was issued.

BUREAU OF PRIVATE POSTSECONDARY EDUCATION (BPPE)

California Arts University is approved to operate by the State of California's Bureau for Private Postsecondary Education (BPPE). Students who have grievances that have not been settled at the institutional level may contact the

Bureau at:

Bureau for Private Postsecondary Education
1747 North Market, Suite 225
Sacramento, CA 95834
(916) 574-8900; toll free, (888) 370-7589.

TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS (TRACS)

Students may also contact TRACS Accrediting Agency by completing the TRACS Complaint Form found on

http://tracs.org/TRACS_Publications.html

and submitting it to:

President

Transnational Associations of Christian Colleges and Schools
15935 Forest Rd.
Forest, VA 24551

4. ACADEMIC POLICIES

4.1 Admission Policies

The process of admission to the Master of Music program requires:

- A bachelor's degree or its equivalent
- An official transcript from the current or previous college or university
- A California Arts University Application
- Two professional letters of recommendation
- A personal audition or a recent video recording if necessary
- Graduate diagnostic examinations for new graduate students

Audition

A personal audition may be required of all graduate applicants. A video recording may be submitted in lieu of an audition for applicants who do not live in Southern California. Auditions are administered on the CAU campus. Exception considered for unusual case.

4.2 Graduation Policies

Students receive the Master of Arts degree in Contemporary Music Performance when they fulfill the following program requirements:

- 48 units of course work (normally in 2 years)
- Graduation recital

Course of Study

<i>First Semester</i>	<i>Second Semester</i>
Individual Instruction I (3) Jazz Ensemble I (3) Advanced Jazz Harmony I (3) Advanced Sight Singing (3)	Individual Instruction II (3) Jazz Ensemble II (3) Advanced Jazz Harmony II (3) Advanced Ear Training (3)
<i>Third Semester</i>	<i>Fourth Semester</i>
Individual Instruction III (3) Jazz Ensemble III (3) Songwriting I (3) Advance Sound Design Techniques (3)	Individual Instruction IV (3) Jazz Ensemble IV (3) Songwriting I (3) Studio Recording (3) Graduation Recital

4.3 Definition of a Credit Hour

California Arts University operates under a semester system. For all courses bearing academic credit, “one semester hour of credit” is, 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 weeks. For example, a 3 semester-credit course would require at a minimum 45 hours of academic engagement and 90 hours of preparation for a total of 135 hours. A credit hour is assumed to be a 50-minute (not 60-minute) period.

4.4 Program Length and Cost

Estimate of Total Charges for the Entire Educational Program

NAME OF EDUCATIONAL PROGRAM:	<i>MACMP</i>
<i>Estimate based on:</i>	2-year
<i>Units:</i>	48
Enrollment fee	\$100.00
Semester/Term Registration fee	\$200.00
Tuition	\$12,000 .00 \$250 per unit (\$3,000/semester)
Student Association fee	\$120.00
Graduation fee	\$300.00
TOTAL	\$12,720.00
NOTE: Students need to consider cost of text materials, supplies, room, and board. These additional costs are vary depending on the courses they take in each semester and/or term. These are not usually paid to the school directly. Please plan accordingly. Approximate Annual Cost of Room, Board, Tuition, etc. per Student is \$21,760.	

4.5 Transfer of credit

Academic work done at accredited institutions in the US and Canada, or at schools in Korea that have recognition from the ministry of education, may be transferred into California Arts University programs if the work fits into our curriculum (i.e. there is not room for 55 credits of engineering classes in the electives and general education portions of our curriculum). California Arts University accepts transfer credits from institutions accredited by U.S. accrediting bodies, approved by the California Bureau for Private Postsecondary, or accredited by the Ministry of Education of the Republic of Korea. The

University may accept credit from non-U.S. institutions for transfer provided that official transcripts demonstrate that these institutions and their courses are equivalent to our requirements. In some cases, work from an unaccredited school may be transferred. See evaluation procedures below.

A student should not merely assume that previous credits will transfer. California Arts University accepts graduate-level transfer credit. Among other considerations, California Arts University requires that previously earned credits have earned a minimum grade of “B”, have been earned within the past 10 years, and that the courses meet the curriculum requirements of the degree being attempted. If the coursework meets these requirements, and is from an accredited school, transferability is likely. Credits completed at the graduate level with a grade of “B” or better at an accredited institution may be accepted up to one-fifth (20 percent) of the total credits required for the student’s program.

To request transfer of credits, students must arrange for their previous schools to send official, sealed transcripts to the student. The student must not open the envelope or disturb the official seal. Bring the transcripts to the academic dean for evaluation. A student who desires to transfer credit from another postsecondary school to CAU must submit an official transcript stating the courses and grades to the admission office prior to acceptance. Master of Arts students can receive a maximum of 9 credits. If the student believes that denied credits should have been approved, he or she may inform the academic dean that the student wishes to appeal the decision. In such a case, the academic dean will ask two faculty members to review the decision.

EVALUATION PROCEDURES: Students can help facilitate the credit evaluation process, and make approval more likely, by bringing syllabi, textbooks or other materials from the courses he or she wishes to transfer. The evaluator(s) may contact the school to explore information such as faculty credentials, library volumes, accredited schools accepting their credits, etc. This is especially important for any work to be considered from an unaccredited school in the US, Canada or Korea. For work from other countries, the student may need to pay a fee for California Arts University to have credits evaluated by an outside agency.

It is **very important** that a student who wishes to transfer credits bring a transcript of past work when he or she first starts to study at California Arts University. It is crucial that before a student starts to take courses here, the student knows which courses will or will not be transferred into this school. Otherwise a student may take courses again that were not needed, or may not be planning to take course here that will still be required.

It is also important to recognize that no school is required to accept credits from any other school. Credits from an unaccredited school tend to be harder to transfer.

Especially before California Arts University is accredited, students should not merely assume California Arts University credits will transfer to another particular school. Instead, the student should contact the registrar of the other school to inquire whether they will take California Arts University credits. Students are invited to talk to the academic dean about the likelihood of transfer to another higher education institution.

California Arts University has no articulation agreement with any other college or university, and credits completed in the student's program at the University may not be accepted by any other college or university for transfer. Also, the degree earned from the University may not be accepted by any other college or university as a basis for admission to a graduate-level program.

“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 an institution to which you may seek to transfer. Acceptance of the degree you earn in the Master of Arts in Contemporary Music Performance (MACMP) 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.”

4.6 Distance Education & Correspondence Education

The institution demonstrates that programs and courses offered via Distance Education and Correspondence Education are in compliance with the Federal definition of Distance Education and Correspondence Education (Title IV funds are available for Distance Education only):

Distance Education Definition: Education that uses one or more of the technologies listed to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave,

broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs, if used in a course in conjunction with any of the technologies listed above.

Correspondence Education Definition: Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor; interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; correspondence courses are typically self-paced; and correspondence education is not distance education.

[NOTE: This definition for Correspondence Education is provided to ensure that the institution's Distance Education meets the definition of Distance Education and does not fall to the level of Correspondence Education. Correspondence Education is not reviewed by TRACS and is not included in an institution's scope of recognition with TRACS.]

4.6.1 Verification of student identification

An institution offering Distance Education as stated in Federal definitions must have a process to verify that the student who registers for a Distance Education program or course is the same student who participates in, completes, and receives credit. Methods to verify the student include but are not limited to: a secure login or passcode, proctored examinations, or new or other technologies and practices that are effective in verifying the identity of the student.

Institutions must notify the student at the time of registration of any additional charges associated with the verification of student identity.

4.6.2 Student privacy

The institution has a written procedure for protecting the privacy of students enrolled in Distance Education programs or courses.

4.7 Student Achievement

The institution's assessment of student achievement includes retention rates, course completion rates, graduation rates, job placement rates, and state or other licensing examinations. Student achievement information is made available to the public.

5. FACULTY POLICIES

5.1 Faculty Ranks

Professor

The rank of Professor normally is granted to persons who have a Ph.D. or appropriate terminal degree, have been teaching for a period of at least six years at the rank of Associate Professor, and meet the criteria for promotion.

Associate Professor

The rank of Associate Professor normally is granted to persons who have a Ph.D. or appropriate terminal degree, have been teaching for a period of at least five years at the rank of Assistant Professor, and meet the criteria for promotion.

Assistant Professor

The rank of Assistant Professor normally is granted to persons who have a Ph.D. or appropriate terminal degree and some years of teaching experience.

Instructor

The rank of Instructor may be granted to persons who hold at least a master's degree.

5.2 Faculty Promotion

The primary criterion for promotion is the exhibition of scholarly competence that promotes effective teaching, academic research, and service.

Teaching Effectiveness

- Create a classroom or educational environment that promotes engaged learning and academic excellence.
- Demonstrate the relevance of the Christian faith with the discipline of study.
- Demonstrate respect and appreciation for students and other faculty.
- Demonstrate enthusiasm for the subject matter and establish a culture of learning.
- Make a continuing study of and implement effective pedagogical methods and materials in the appropriate field.

Academic Research

- Maintain a breadth of scholarship, pursue serious ongoing research, and share results with students, colleagues, and fellow specialists.

- Engage in an ongoing study of the integration of the faculty member's field with the Christian faith.
- Encourage and guide scholarly activity among students.

Service to the institution Community and the Church

- Advise and mentor students.
- Participate in appropriate activities of the faculty.
- Participate in church life and service activities.

5.3 Faculty Resignation and Dismissal

A faculty member shall give notice in writing to the academic dean not less than three months prior to the intended date of resignation. Unless excused by the president, it is expected that a resigning faculty member will complete an academic term already begun at the time of resignation.

Grounds for dismissal of a faculty member are professional incompetence, mental or physical incapacity, or failure or refusal to perform duties stated in the contract. The president shall initiate the process of dismissal when all attempts at negotiation and reconciliation have failed. The president shall then take the following steps:

- The faculty shall be notified in writing that the dismissal process has begun.
- An inquiry shall be undertaken by a committee chosen by the faculty. This committee shall offer its counsel to the president.
- If the committee recommends dismissal, the faculty member shall have the right to appear before the board of directors to state a defense. The decision of the board of directors shall be final.
- A suspension shall be with full pay and benefits. A faculty member under notice of dismissal shall be allowed to continue at work until the proceeding is completed.

A faculty member may be dismissed in good standing upon ninety days written notice by the board of directors, due to financial exigency of the institution, decrease in student enrollment, or change in academic program. The president must prepare in consultation with the faculty a plan that documents the need for dismissal. The board of directors must approve the dismissal of any faculty member in good standing.

5.4 Faculty Meeting and Responsibilities

The regular faculty meets in plenary session during the academic year: before the beginning of fall semester, at mid-year, and following the spring semester. These sessions may include meetings for business. The dean chairs faculty meetings.

In consultation with the regular faculty, the dean prepares the schedule and agenda for meetings for business. Agenda items may originate with a faculty committee or an academic program. When an agenda is established, it is to be distributed to the regular faculty, along with supporting materials, as far in advance of the meeting as possible. Special faculty meetings can be convened by the academic dean with 48-hour notice to the regular faculty in order to deal with specific, time-sensitive issues of importance.

Participation in faculty meetings is open to persons on regular faculty contracts who teach part-time or more, the academic dean, and academic program directors. Other administrators and faculty members may attend faculty meetings as observers or as invited resource people.

The faculty meeting functions as a forum for school-wide issues of concern to faculty and as the decision-making body with respect to academic programs and policies. Faculty committees are empowered to make recommendations or take action on behalf of the entire faculty. Decision-making responsibilities of the regular faculty include:

- Approval of new degree programs.
- Approval of new undergraduate majors.
- Approval of substantially different delivery systems.
- Periodic review of degree programs, majors, and delivery systems.
- Approval and modification of undergraduate general education.
- Approval of new academic enhancement and support programs.
- Approval of graduates.
- Approval of academic policies that apply to the entire School.

5.5 Academic Freedom

CAU is committed to building a nurturing community of faith and learning. The CAU faculty and students have the freedom to pursue truth in the context of theological school. In teaching and learning, the institution recognizes the importance of integrating the role of faith and one's intellectual inquiry. At CAU faculty members and students pursue all truth as God's truth and seek to integrate all fields of learning around the person and work of Jesus Christ. CAU assumes a responsibility to protect faculty members and students in their responsible exercise of the freedom to teach, to learn, and otherwise to seek and speak the truth.

5.6 Faculty Sabbaticals

CAU provides time and support for faculty sabbaticals for the continued development of the faculty. Sabbaticals are granted in the expectation that they will enrich the teaching

effectiveness and enlarge the scholarly productivity of the faculty. Faculty members are responsible for carefully planning sabbaticals and wisely using the time and funds provided by the institution.

A sabbatical may be undertaken for the purpose of scholarly or professional production (e.g., books, articles, or other identifiable accomplishments); or for the purpose of enhancing the faculty member's teaching proficiency and may include such projects as study in one's discipline or exploration in a related discipline. Sabbaticals must show promise of a specific contribution to the mission of the institution.

Each member of the regular faculty is eligible for regular sabbaticals. After six full years of service to CAU, regular faculty members may be approved for a sabbatical equivalent to one full calendar year with 1/2 salary and benefits. Alternatively, after three full years of service to CAU, regular faculty members may be approved for a one-semester sabbatical with 1/2 salary and benefits.

5.7 Faculty Grievances

Faculty grievances may be appealed to the board of trustees as follows.

- The appeal shall be made in writing to the chair of the board.
- The board chair shall convene a review committee consisting of: two board members, to be appointed by the chair: two representatives of the faculty, chosen by the faculty; and the president.
- The committee shall consider the grievance, gathering information from all parties, and inform the faculty member of its decision, which shall be final.
- The entire process shall be completed if possible within the academic year.

6. STUDENT SERVICES POLICIES

6.1 Ability-to-Benefit Policy

Given the fact that some students may not have obtained the appropriate degree qualifications for admissions to a program, CAU may consider them for admission on an individual basis. Those who are admitted under the conditions of the ability-to-benefit will work closely with the program director to ensure they are making satisfactory academic progress.

6.2 Transfer of Credit Policy

Academic work done at accredited institutions in the US and Canada, or at schools in Korea that have recognition from the ministry of education, may be transferred into California Arts University programs if the work fits into our curriculum (i.e. there is not room for 55 credits of engineering classes in the electives and general education portions of our curriculum). California Arts University accepts transfer credits from institutions accredited by U.S. accrediting bodies, approved by the California Bureau for Private Postsecondary, or accredited by the Ministry of Education of the Republic of Korea. Credits completed at the graduate level with a grade of “C” or better, have been earned within the past 10 years, at an accredited institution may be accepted up to one-fifth (20 percent) of the total credits required for the student’s program. If the coursework meets these requirements, and is from an accredited school, transferability is likely. The University may accept credit from non-U.S. institutions for transfer provided that official transcripts demonstrate that these institutions and their courses are equivalent to our requirements. In some cases, work from an unaccredited school may be transferred. A student should not merely assume that previous credits will transfer. See evaluation procedures below.

To request transfer of credits, students must arrange for their previous schools to send official, sealed transcripts to the student. The student must not open the envelope or disturb the official seal. Bring the transcripts to the academic dean for evaluation. A student who desires to transfer credit from another postsecondary school to CAU must submit an official transcript stating the courses and grades to the admission office prior to acceptance. Master of Arts students can receive a maximum of 9 credits. If the student believes that denied credits should have been approved, he or she may inform the academic dean that the student wishes to appeal the decision. In such a case, the

academic dean will as two faculty members to review the decision.

EVALUATION PROCEDURES: Students can help facilitate the credit evaluation process, and make approval more likely, by bringing syllabi, textbooks or other materials from the courses he or she wishes to transfer. The evaluator(s) may contact the school to explore information such as faculty credentials, library volumes, accredited schools accepting their credits, etc. This is especially important for any work to be considered from an unaccredited school in the US, Canada or Korea. For work from other countries, the student may need to pay a fee for California Arts University to have credits evaluated by an outside agency.

It is **very important** that a student who wishes to transfer credits bring a transcript of past work when he or she first starts to study at California Arts University. It is crucial that before a student starts to take courses here, the student knows which courses will or will not be transferred into this school. Otherwise a student may take courses again that were not needed, or may not be planning to take course here that will still be required.

It is also important to recognize that no school is required to accept credits from any other school. Credits from an unaccredited school tend to be harder to transfer. Especially before California Arts University is accredited, students should not merely assume California Arts University credits will transfer to another particular school. Instead, the student should contact the registrar of the other school to inquire whether they will take California Arts University credits. Students are invited to talk to the academic dean about the likelihood of transfer to another higher education institution.

California Arts University has no articulation agreement with any other college or university, and credits completed in the student's program at the University may not be accepted by any other college or university for transfer. Also, the degree earned from the University may not be accepted by any other college or university as a basis for admission to a graduate-level program.

**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 an institution to which you may seek to transfer. Acceptance of the degree you earn in the University's **Master of Arts in Contemporary Music Performance** 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 University 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 the 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.

6.3 Refund Policy

In order to ensure that students are fully informed of their rights and the procedures for obtaining tuition refunds, a copy of the university's cancellation, withdrawal and refund policies is given to students when they register. In compliance with the California Education Code, the university's cancellation, withdrawal and refund policies are disclosed on the enrollment agreement.

Full Refund

Students have the right to cancel and obtain a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later (except the non-refundable fees, if applicable). If the scheduled classes are canceled by the university, students will receive a full refund.

Pro Rata Refund

For the purpose of determining the amount of a pro rata refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

6.4 Student Financial Aid and Employment

CAU does not participate in federal or state student financial aid programs. However, CAU has limited scholarship funds available for students who require financial aid. Students are encouraged to discuss their financial needs with the program director.

CAU has on campus job opportunities for a limited number of students. Students will be hired as part-time employees of the institution after an application and interview process is completed. Under normal circumstances, students will be awarded 8 to 12

hours per week. Students are eligible for on-campus employment after fulfilling the following requirements:

1. Complete a job application and submit it to the financial aid officer
2. Interview for the position and be offered the position
3. Attend a work orientation session led by the supervisor
4. Demonstrate an ability to maintain a high level of work performance while also maintaining a normal academic load.

6.5 Student Conduct Policy

Students are expected to observe the university's student code of conduct and demonstrate a cooperative and respectful attitude towards all. Students should strive to develop a strong ethical and upright character, professional competence, and compassion.

A student who violates the university's student code of conduct will be subject to disciplinary action which can result in one of the following seven levels of disciplinary action: official warning; reprimand; property restitution; assignment of failing grade; probation; Suspension; dismissal.

Student Code of Conduct

1. No practice of cheating or plagiarism in connection with an academic or internship program.
2. No sale or possession of dangerous drugs, restricted drugs or narcotics, except when lawfully prescribed.
3. No unauthorized use or misuse of University property.
4. No destruction of campus property or property belonging to the university's administrative personnel, faculty or students.
5. No theft of university property or property owned by a member of the administration, faculty, staff or student.
6. No obstruction or disruption, on or off campus, of the educational aims and processes of the university.
7. No entrance to campus in intoxicated or drugged states.
8. No possession or use of explosives, dangerous chemicals or deadly weapons on campus property without prior authorization of the president of the university.
9. No physically abusive or disrespectful behavior toward a member of the university's administrative personnel, faculty, staff, or students.
10. No engaging in lewd, indecent or obscene behavior on campus.

6.6 Student Complaints Policy

California Arts University is granted approval status by the State of California's Bureau for Private Postsecondary Education. Students who have complaints that have not been settled at the institutional level may contact the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225 Sacramento, CA 95834; (916) 574-8900; toll free, (888) 370-7589.

If a student has a complaint regarding a member or members of the institution community, that issue must be handled in accord with the following procedures.

1. If a complaint involves the administration, faculty or staff, the student should first approach the person(s) involved with a view toward explanation or reconciliation.
2. If the student does not feel the concern has been resolved, a complaint involving the president should then be presented to the chair of the board of trustees.
3. An unresolved complaint involving a faculty member or a staff member should be presented to the dean.
4. If the student still does not feel the concern has been resolved, the complaint should then be presented in writing to the president who will render a final decision.

6.7 Directory Information

CAU may release directory information about students without specific prior notice. This information is the institution community and approved external agencies consistent with the institution's overall purpose. Directory information is defined as name, address, email address, phone number, date and place of birth, major field of study, dates of attendance, course schedules, full-time or part-time status, degrees received, and the most recent previous educational school attended. Students may request that directory information not be released but must do so in writing annually to the registrar's office.

6.8 Confidentiality of Education Records

In compliance with Family Educational Rights and Privacy Act of 1974 (FERPA), CAU will disclose information from a student's education records only with the prior written consent of the student—except that education records may be disclosed without consent to School officials having a legitimate educational interest in the records and to third parties specifically authorized by FERPA.

Education records are defined as records, files, documents, data and other materials that contain information directly related to a student and are maintained by CAU. Students have the following rights regarding their education records:

- To have access to their education records.
- To consent to release a record to a third party.
- To request nondisclosure of directory information.
- To seek amendment of information which the student indicates is inaccurate.
- To be notified of their privacy rights.
- To file complaints with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures by the institution to comply with FERPA.

6.9 Faculty Advising

The institution provides support for students through the appointment of a faculty advisor. The goal of faculty advising is to provide each student a one-to-one relationship with a member of the faculty. The faculty advising relationship has several purposes:

- Academic advising regarding degree requirements
- Vocation guidance and career planning
- Personal and spiritual counsel as needed

The program director is available to provide advising for current students regarding career goals and planning, job search, resume writing, and interview skills. The director is normally available for advising during regular office hours.

6.10 Academic Integrity

At the beginning of each course, the instructor and students are expected to reaffirm their commitment to be beyond reproach in their academic work as a vital reflection of Christian character. The faculty and students are encouraged to establish a community which values serious intellectual engagement and personal faithfulness more highly

than grades, degrees, or publications.

Some infractions of the commitment to academic integrity can be addressed by personal confrontation and corrective counsel. The following violations will be addressed formally and may result in a failing grade on the assignment or exam and possibly in the course:

- Submitting as one's own work material obtained from another source.
- Using ideas from published, unpublished or electronic sources without proper quotations.
- Cheating on exams by any means.

6.11 Grade Appeal

In the event a student questions the appropriateness of a grade assigned for a course, the student must first discuss the matter with the faculty member. The discussion should be initiated by the student as soon as possible after the grade is assigned, but no later than five academic days into the next semester. The faculty member concerned in the appeal is expected to respond within 5 academic days of the initiation. In the event that the faculty member(s) concerned agrees to change the grade/decision, the normal process for changing a grade shall be followed.

If there is no response from the concerned faculty or the student wishes to appeal the faculty's decision after the discussion, the student may present the issue directly to the dean. The student may appeal in writing to the dean within fifteen academic days of the first day of the next semester if a satisfactory resolution is not reached with the faculty. The dean will become familiar with the facts of the case by communicating with the student and the faculty member. The parties have a right to meet with the dean without the other party being present. The faculty member will respond in writing to the dean concerning the student's appeal.

The dean may either accept or deny the student's appeal. The dean will notify the student and faculty member of his/her decision in writing within ten academic days of receiving the appeal. In the event that the dean accepts the student's appeal, he/she will initiate a grade change.

6.12 Academic Probation and Dismissal

Students whose semester G.P.A. falls below 2.0 the first time will be placed on academic warning by the registrar, with copies to the academic dean, the dean of students, and the student's adviser. The second or third time a student's semester G.P.A. falls below 2.0, whether or not in consecutive semesters, the student will be placed on academic probation. If the semester G.P.A. falls below 2.0 a fourth semester, the student will be subject to academic dismissal.

Students whose cumulative G.P.A. falls below 2.0 will be placed on academic probation for the next semester. A student will remain on probation as long as his or her G.P.A. is below 2.0. A student who continues on probation for three consecutive semesters will be subject to academic dismissal. Summer and winter session courses are not considered semesters for this purpose.

Students who fail a course in any term will be contacted in writing concerning their performance, with copies to the academic dean, the dean of students, and the student's adviser. Students who fail the same course a second time will be automatically placed on academic warning. Students who fail the same course a third time will be subject to academic dismissal.

6.13 Library Instruction

CAU assists students and faculty in using information resources and technology by offering individual and group training sessions. The library has developed the following outcomes to enhance and evaluate library instruction activities.

Students

- Students rate research class given by librarian as effective and interesting.
- Students rate training sessions as effective and interesting.
- Students articulate the value of the library in their learning experience.
- Students increasingly use library resources for information needs.
- Students engage with library personnel for information needs.
- Students demonstrate information literacy skills.
- Students articulate rationale for evaluating information resources.
- Students include a variety of appropriate resources in bibliographies.
- Students demonstrate ability to use information ethically.

Faculty

- Faculty rate information literacy workshops as effective and engaging.
- Faculty recognize the ways to evaluate information literacy skill levels.
- Faculty convey to their students the value of the library in the learning experience.
- Faculty convey the importance of information literacy in their syllabi.
- Faculty promote information literacy through assignments requiring information resources.
- Faculty evaluate program curricula for effectiveness in promoting the learning of information literacy skills.

7. FINANCIAL POLICIES

7.1 Fiscal Integrity

The business manager of the institution, as chief financial officer, has the responsibility in regard to fiscal integrity. The business manager has the responsibility for ensuring that

1. Funds are spent and managed according to the mission and goals of the institution.
2. Funds are being spent according to a budgeted plan and that the allocation of expenditures is appropriate to the function identified for the account.
3. An adequate system of internal control is in place.
4. Reliable financial information is furnished on a timely basis to the institution's Board, external auditors, governmental agencies, and other constituencies.

7.2 Internal Control

The reliability of the institution's financial records is dependent upon the effectiveness of the system of internal control for ensuring that all transactions are reflected accurately, consistently and completely in those records. The business manager has the fiduciary responsibility for management of these procedures and controls:

1. Accurately record invoices on a timely basis for all accepted purchases that have been authorized and only for such purchases.
2. Ensure completeness and accuracy of accounts payable.
3. Accurately record invoices for all courses for which students have registered.
4. Record cash receipts on accounts receivable completely and accurately;
5. Accurately forecast cash balances to avoid cash shortfalls.
6. Compare operating results with budgets and prior-period results, identifying variances, trends or unusual changes and their causes.
7. Reconcile books and records to ensure their internal consistency.
8. Provide timely and accurate information needed by administrators.
9. Prepare external financial reports on a timely basis and in compliance with applicable laws or regulations.
10. Maintain appropriate confidentiality of financial information.

7.3 Budgeting Policies

Projecting Income & Expenses

To develop the preliminary budget, three administrators (PRESIDENT, COO/ CFO, and CAO) review prospective enrollment (and tuition revenue), prospective auxiliary income (e.g. rent), prospective donations (e.g. church donations, board donations, alumni donations), prospective endowment funding, key needs, major expenses, upcoming projects in the new revision of the three-year plan, and the total amount requested through Preliminary Budget Request Worksheets. The total of expenses is not to exceed 85% of the anticipated income from tuition, donations and other sources.

Budgeting

The annual budgeting process begins in the second week of January when the CFO sends the following memo to all administrators who are authorized to manage California Arts University funds (i.e. Dean of Academic Affairs, librarian, chief administration officer, program director, graduate dean, student dean, and chief financial officer).

Preliminary Budget Request Worksheet

The following worksheet is provided in order to assist us in developing a budget for the upcoming year. Please complete and return this worksheet to the chief financial officer no later than January 31st. By February 15th, the Budget Committee will prepare a preliminary budget. After the preliminary budget is set, you will be informed of the proposed allotment for your department in the upcoming year. You will then have two weeks to comment on this allotment. A proposed budget will be submitted to the board in the middle of April. The board will approve a budget in April, but a revision will be approved (based on enrollment, changes to the three-year plan, etc.) in November.

1) Department/Representative Name/Position: _____

2) Last year's amount budgeted for your department: _____

3) Were there any factors that made last year's allotment unusually large or small (i.e. purchasing expensive equipment, temporary suspension of a program, etc.) _____

4) Amount of funds from last year's budget still remaining (or over expended) at this time: _____ Please indicate whether this represents a surplus or deficit by using a plus (+) or minus (-) sign.

5) Will there be any factors that will make next year's allotment unusually large or small

(i.e. purchasing expensive equipment, temporary suspension of a program, etc.) _____

6) What could be done to save money in your department or other areas of the University?

7) Amount requested for your department in the upcoming year (list subtotals in categories):

Sample:

Salaries of student workers	\$4800
Supplies & Phone	\$840
Professional Development	\$300
New scanner	\$300
Total	\$6240

	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

8) Signature of Administrator/Date: _____

After Preliminary Budget Request Worksheets are due, the budget committee (president, chief operating officer and chief financial officer) will have about two weeks to develop our preliminary budget. The preliminary budget will include proposed allotments to each department requesting funds. To develop the preliminary budget, these administrators will review prospective enrollment, revenue, key needs, major expenses and the total amount of funds requested through Preliminary Budget Request Worksheets. The total of funds for all departments cannot exceed 85% of the anticipated income from tuition, donations and other sources. By February 15th, the chief financial officer will send a Preliminary Budget Response Memo to each department that requested funds (see

below).

Preliminary Budget Response Memo

After reviewing anticipated enrollments, donations, key needs, major upcoming expenses, and Preliminary Budget Request Worksheets from all departments, the budget committee has completed a proposed budget. Below you will note the amount you requested for the upcoming year, as well as the amount allotted in the preliminary budget. The budget committee will meet in mid-March to finalize the budget. Therefore, if you believe that in spite of our school's budget constraints, your department should receive more funds, please make an appointment with the chief financial officer in early March.

Amount requested	\$
Amount allotted	\$
Difference (indicate plus or minus)	\$

9) Signature of CFO/Date: _____

Please update your proposed amounts of funds in each subcategory and return this form by the end of the first week of March.

	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

10) Signature of Administrator/Date: _____

11) Signature of CFO/Date: _____

During mid-February, the budget committee will complete their final proposal for the upcoming year's budget. This budget will be submitted to the President (if the President delegated his or her authority and participation in this process) by the end of the second week of March. Unless the President requests further work on the budget, it will be submitted to the executive committee of the board of directors by March 15th. The board will vote on this proposed budget at their stated meeting (May or June).

7.4 Financial Reviews

Periodic financial reviews are critical for the assessment of financial performance, the resolution of any major issues, and the development of the budget. Twice each year, the business manager reviews actual financial results for each unit and does a thorough analysis of all of the components of the budget. As part of the analysis, major variances from budget to actual are researched so that any necessary corrective action may be taken. The business manager prepares for administrators and the board of trustees a financial report containing detail and analysis related to tuition and fees, gifts, accounts receivable, salaries and benefits, operating expenses, ratio analysis, and the debt issue.

7.5 Contingency Reserve Policy

The board approved CAU contingency reserve policy as follows:

1. CAU shall establish and maintain an adequate contingency reserve to help CAU deal with temporary changes.
2. The minimum reserve amount shall be 10% of the operational budget.
3. CAU shall maintain a business saving account for its reserve fund.
4. The contingency reserve may be used on an exception basis to cover unexpected expenses or revenue decreases within a given year. Any spending out of the reserve shall be accompanied by a plan to replenish the reserve fund within one fiscal year.
5. The president shall report annually to the board regarding reserve balance and any uses of the contingency reserve.

7.6 Investment Policies

Investment policy shall be conservative, prioritizing safekeeping of principal. Aggressive growth funds that present higher risk shall be avoided. Normal growth funds may be suitable, in some cases, and any funds designed for growth shall be well diversified. The investment policies shall specify that a certain percentage of various accounts must be kept in bonds, CDs or other conservative investments. Our goal is that three to six months of reserve capital shall be kept in a liquid account that is FDIC insured. No more than \$100,000 shall be kept in any one bank account so as to remain below the limit of FDIC insurance.

Our specific policies for diversification of funds are as follows:

The target balance of endowed funds is to be 40% to 60% equity at cost basis, and 40% to 60% in fixed income and money market funds. No more than 5% of endowed funds will be invested in a single stock. Of the equity portion of funds, the equity manager will weigh the holdings to large cap and global equities. Of the fixed income portion of

funds, bonds will be either corporate or government bonds rated B or better.

Our policies for ethical implications of investments are as follows:

- Companies whose primary products are alcoholic, tobacco, pornography, or gambling are not to be used in the portfolio.
- Conflicts of interest are to be avoided. No investments may be made that can directly benefit a member of the board, any employee, or a member of their family.

7.7 Fund-raising Policies

California Arts University has fund-raising activities policies that ensure ethical practice in soliciting funds and integrity in the use of the funds. A goal of fund-raising policies and procedures is that they will embody the highest standards of biblical and moral integrity. The Board desires that California Arts University operate consistently with the highest standards of Christian ethics, legal and regulatory requirements, and accepted principles and procedures for postsecondary Christian education. The policies and practices employed in fund-raising are ethical and consistent with biblical principles. Fund-raising has been largely restricted to banquets and voluntary donations from friends of the university, church, Board members, alumni, students, and faculty.

Finances: Fundraising

The board should engage all trustees in the "advancement" functions of the institution. In addition to requiring all trustees to be donors of record each year, the board should volunteer the kinds of help in fund raising which they would enjoy and do well. Some trustees should be asked to help "link" with denominational leaders, community leaders, alumni groups, etc. A board should support the University as a donor, prayer partner, and volunteer.

Finances: Giving

All members are to be a donor of record each year.

At meetings, announce the number of donors and total board giving.

Institutional Finances: Management & Audits

As a guardian of a school's mission and goals, a board must manage financial resources efficiently and effectively. This is necessary to maintain the confidence of donors. Part of this is maintaining economic stability. This includes audits and controls to see that money is handled properly (e.g. according to sound budgeting procedures), fundraising from a large number of sources (e.g. so that there is not an unreasonable danger if a small number of sources of income were to disappear), maintaining substantial equity in property and investments, and keeping debt at a conservative level.

Fiscal Integrity

The business manager of the institution, as chief financial officer, has the responsibility in regard to fiscal integrity. The business manager has the responsibility for ensuring that

1. Funds are spent and managed according to the mission and goals of the institution.
2. Funds are being spent according to a budgeted plan and that the allocation of expenditures is appropriate to the function identified for the account.
3. An adequate system of internal control is in place.
4. Reliable financial information is furnished on a timely basis to the institution's Board, external auditors, governmental agencies, and other constituencies.

Fiscal Integrity

The reliability of the institution's financial records is dependent upon the effectiveness of the system of internal control for ensuring that all transactions are reflected accurately, consistently and completely in those records. The business manager has the fiduciary responsibility for management of these procedures and controls:

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7. Reconcile books and records to ensure their internal consistency.
8. Provide timely and accurate information needed by administrators.
9. Prepare external financial reports on a timely basis and in compliance with applicable laws or regulations.
10. Maintain appropriate confidentiality of financial information.

8. FACILITIES AND EQUIPMENT POLICIES

8.1 Provision of Facilities and Equipment

The institution shall provide adequate facilities, equipment, performance spaces, and information resources that are appropriate to support the institution's mission and educational programs.

The strategic plan of the institution shall plan for upgrades and maintenance of the facilities and equipment. The budget shall reflect the facility and equipment plan.

8.2 Use of Facilities and Equipment

The institution shall maintain control and scheduling authority over their facilities and equipment whether in ownership or in lease arrangements. The institution shall establish and maintain performance spaces as educational programs require. The institution shall maintain a technical infrastructure to support student population and projected enrollment.

8.3 Campus Safety and Security

The University is strongly committed to providing a safe environment for students, faculty, and staff. Cooperation of all members is essential to minimize criminal activity and create a safer community. Our facilities are usually accessible to all members of the University during normal business hours; however, they are generally locked when not in use. Business manager is responsible for monitoring facilities and promptly alerting the local police if necessary. The University shall provide safety orientation to students, faculty and staff to develop members' awareness of their responsibility for their own safety and the safety of others. The orientation should focus on increasing security alertness and crime prevention education.

9. RECRUITING POLICIES

The Recruiting Policies and Guidelines have been established to help ensure the best possible experience while recruiting at the California Arts University. These policy and guidelines have been produced in accordance with the guiding principles set forth by the National Association of Colleges and Employers (NACE) and their Principles for Ethical Professional Practice. All employees and agents who participate in our recruiting programs will be expected to adhere to the policies outlined below.

9.1 Job Posting Policy

Please note that we do not accept postings from the following:

- Third party recruiters
- Employers posting full-time positions that do not require at least a bachelor's degree
- Employers posting internships that do not require the pursuit of a bachelor's degree
- Employers offering full-time positions listed with a rate of pay lower than minimum wage (internships may be unpaid or compensated with a stipend)
- Employers offering internships that do not provide a learning environment supported by supervision for their interns
- Employers using personal email address (e.g., Gmail, Yahoo, etc.); employer must always use their business email addresses
- Employers that charge program fees to students

9.2 Job Offer Deadline Policies

Employers are asked to provide candidates with a reasonable amount of time to make employment-related decisions—generally equating to at least three weeks. Employers are reminded that campus recruiting is as much about building a trusted brand identity as it is about recruiting new talent.

Placing undue pressure on students to make decisions or engaging in questionable recruiting practices not only jeopardizes an employer's ability to recruit our students, but may adversely affect an organization's corporate image for an extended period of time.

The California Arts University has our own offer deadline policies. So many companies are interested in our outstanding students at the California Arts University. But as such, our students often find themselves under a great deal of pressure to make an early decision about where to start their careers. And although we would never condone it, unfortunately we have seen a rise in students renege on offers

because they are forced to decide too quickly.

As a result, we ask that if students are offered a full time position in August or September, the year before they graduate, that they have until the end of October to make a decision so that they can participate in fall recruiting activities. If offers are made after September, we ask that employers give students 2-3 weeks to make a decision.

The same holds true for students being offered summer internships in August or September.

9.3 Scheduling Policy

All employers participating in our on-campus recruiting program are required to use our University's website for posting positions and scheduling on-campus interviews. In a rare occasion where employers are required to use other scheduling systems by their own organizations, they must provide a final schedule at least 72 hours in advance of their on-campus interview date. Failure to provide this information may result in the cancellation of your assigned interview date.

All on-campus interviews and information sessions must be held at the Office of Career Services or in CAU campus buildings assigned by Career Services.

Career Services reserves the right to attend and assess all events and programs scheduled through our office.

9.4 Recruiting Fee Related Policy

- Payment must be received within five business days from the invoice date. If paying by a check, send a copy of your check request to info@cauniv.edu within five business days from the invoice date, along with the date the check will be received. Reservation will be confirmed upon payment (or check-processing notification).
- Refunds are available if a cancellation request is received in writing to info@cauniv.edu at least six weeks prior to the event or interviews. There will be a 25% processing fee.
- No-show and late cancellation (less than six weeks of your scheduled date) will be charged 100% of reservation fees.
- Organizations with an outstanding balance will be prevented from reserving any activities until full payment is received.

9.5 Second-Round Interview Policy

Our second round interview policy is intended to give students the opportunity to be able to attend all scheduled first-round interviews with employers of their choice. Students should not be asked to cancel a first-round interview in order to attend a second-round interview. Employers should make every effort to accommodate candidates' class and interview schedules.

Employers who violate the "Second-Round Interview Policy" will be subject to penalties, which may include being unable to schedule interviews during the first two weeks of the next recruiting season in which they participate.

To ensure that students have the opportunity to participate in all first-round interviews they have signed up for, we have policy guidelines in place for scheduling off-campus second-round interviews.

9.6 Offer Policy

We encourage all employers to provide a reasonable time frame for students to consider all full-time and internship opportunities and offers. We have outlined our offer deadline policies below. Please note that California Arts University Career Services explicitly prohibits any practice that improperly influences or pressures students to accept offers earlier than the time frames posted below. This includes exploding offers to induce early acceptance via bonuses, frequent phone calls to students, the ability to choose a particular department and assignment, etc.

All employers participating in the Campus Recruiting Program, including postings, on-campus interviews, employer information sessions, meet-ups, coffee chats and other visibility events and programs coordinated in conjunction with Career Services, will be expected to follow the Offer Policy. Employers who violate the "Offer Policy" will be subject to penalties that may include forfeiture of the use of Career Services programs, including on-campus interviewing, participation in employer information sessions and other visibility programs and events, for the following academic year.

- All offers made through summer recruiting must abide by the deadlines as follows.
Full-Time: By the end of November for each year
Internship: By the end of November for each year
- If employers make full-time offers at the end of the summer to interns, the interns should be given until the end of November for each year to make a decision, so that these students may participate in the Fall On-Campus Recruiting Program.
- If employers make internship offers to interns to return for a second internship the following summer, the interns should be given until the end of November for each year to make a decision.

- If employers make full-time offers to students through fall recruiting, students should be given until the end of November for each year or two weeks to make a decision (whichever is later).
- If employers make internship offers to students through spring recruiting, students should be given until the end of February for each year or two weeks to make a decision (whichever is later).
- All offers made through summer recruiting must abide by the deadlines as follows.
 - Full-Time: the end of November 16 for each year
 - Internship: the end of November 16 for each year

9.7 Event and Program Advertising Policy

Career Services is happy to broadly publicize information sessions, recruiting programs and events that are coordinated in conjunction with our office and posted within our University's website. We can work with your organization to design a broad publicity plan as well as a more targeted campaign. Please note that on- and off-campus events and programs that are not coordinated with Career Services are not eligible for promotion in the website.

9.8 Requirements for Third-Party Recruiting Partners

Third-party recruiters are agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs.

- Job postings must be a specific position with a single company.
- The third party agency must include their third party status in the job posting and that any fees associated with the service will be paid by the employer and not the student.
- While we prefer that the name of the employer be disclosed in the job description, we understand that this is not always possible. However, if deemed necessary, the third party agency must be willing to disclose this information to a staff member in the Career Services Office.
- Third party agencies will not have access to search resume books.
- Services are not available to third party employers that are seeking to recruit candidates for foreign employment.
- The third party agency must not charge any fees to students. Employers cannot require a candidate to pay the organization for their own training.

10. INSTITUTION-WIDE POLICIES

10.1 Public Information

The institution makes the following information available to students and the public through the institution's Catalog(s), website and/or other methods: academic calendar, grading policies, refund policies, admission policies, program requirements, and information regarding tuition and fees.

10.2 Advertising and Recruitment Materials

The institution's advertising and recruitment materials must accurately represent the institution's practices and policies. Academic Dean supervises editing and publication of the University's Catalog, webpage, various handbooks, recruiting and admissions practices, academic calendars, catalogs, publications, grading, and advertising.

10.3 Fraud and Abuse

The institution must not engage in fraud or abuse and practices or procedures that are designed to deceive students or falsify information to students.