

**CALIFORNIA ARTS UNIVERSITY**

**STUDENT HANDBOOK**

**2022-2023**

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# I. 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.

## 1.5 Institutional Learning Outcomes

California Arts University expects learning outcomes demonstrated by its graduates.

Graduating students will:

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

## 2. ACADEMIC INFORMATION

### 2.1 New Student Orientation

New Student Orientation is required for all newly admitted students and is designed to assist them in their transition into a new learning environment. Cal Arts faculty and staff realize that new students have special needs and are devoted to fully preparing them for their integration into the Cal Arts community. At New Student Orientation helps students

- Meet other new students, faculty, and staff.
- Become familiarized with Cal Arts policies and procedures
- Be introduced to academic information
- Enroll for their first semester of classes.

### 2.2 Academic Advising & Career Counseling Services

Cal Arts University 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

Students will meet with their advisor before each semester in order to evaluate progress, courses and academic program for the next semester.

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.

#### **Career Counseling Services**

California Arts University can assist students with career exploration, resume creation and review, internship and job search strategies, interviewing skills and networking tactics, and more. If you have any questions, please contact us at any time. We will be more than happy to assist you.

### 2.3 Registration

Students will construct their schedules in cooperation with their assigned advisor. A student may enroll in approved courses until the add/drop date as identified in the academic calendar. In each semester, the add/drop date is fourteen calendar days after the first day of

classes. Students may also drop a course before the add/drop date and there will be no grade recorded on the transcript or official record. After the add/drop date, withdrawals from a course before the end of the fifth week of a semester will result in a “W” on the transcript. A student who “unofficially withdraws” by not attending classes of instruction will be given an “F” grade for that course.

## 2.4 Confidentiality of Education Records

In compliance with Family Educational Rights and Privacy Act of 1974 (FERPA), California Arts University 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 university 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 California Arts University. 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 demonstrates 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 university to comply with FERPA.

## 2.5 Grading System

The following grading system is in effect at California Arts University.

Grade	Percentage	GPA Points	Interpretation
A	93-100	4.0	Outstanding
A-	90-92	3.7	Superior
B+	87-89	3.3	Very good
B	83-86	3.0	Satisfactory
B-	80-82	2.7	Average
C+	77-79	2.3	Acceptable
C	73-76	2.0	Borderline pass
C-	70-72	1.7	Not acceptable
F	0-69	0.0	Failing
P/F	80-100/0-79	0.0	Pass/Fail (selected courses)
I		0.0	Incomplete
W		0.0	Withdrawal
AUD		0.0	Audit



An Incomplete (“I”) grade may be granted only when students are unable to complete course requirements because of extenuating circumstances. These circumstances may include personal illness, personal or family crisis, or other reasonable and unforeseeable events. It is the responsibility of the student to submit a petition for an Incomplete grade, signed by the instructor, to the academic dean by the last day of the term. If the petition is granted, all the outstanding assignments must be submitted to the instructor by the end of the next semester to receive a letter grade.

## **2.6 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 academic dean. The student may appeal in writing to the academic 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.

## **2.7 Student Attendance Policy**

Regular class attendance is essential. Records of class attendance are the responsibility of the faculty, and every course’s syllabus should clearly state the instructor’s policy on class attendance and how attendance affects a student’s final evaluation in the course. When a student misses class, the student is expected to follow the instructor’s policy as stated in the course syllabus. The student should contact his/her instructor as soon as possible after he/she knows the absence will occur or has occurred.

If the cause of the absence is an illness, accident, or family emergency, each instructor should assist the student to make up any missed work. Time lost through such absences should not prejudice class standing. Faculty members should specify the appropriate time

frame for making up missed work. If the cause of the absence is less compelling (e.g. choosing to miss class, oversleeping), instructors may or may not permit the student to make up missed work, and may or may not assess a penalty for class absence.

If any of the following conditions are true, the faculty member should contact the dean of students:

- The faculty member is concerned for the student's health or well-being, or thinks the student needs additional help.
- The student has had excessive absences in the class. (An instructor should not assume that continued absence from class indicates an official withdrawal unless so notified).
- The faculty member believes the student has been untruthful about the cause of absence.

If the dean of students is working with a student regarding an emergency or ongoing personal concern(s) affecting the student's academic performance, the student's faculty will be notified by e-mail or telephone. Students are encouraged to use the resources of the dean's office if an emergency situation occurs, or if assistance is needed to resolve individual concerns.

## 2.8 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.

## 2.9 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 3.0 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 3.0. 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.

## **3. STUDENT SERVICES**

### **3.1 Student Financial Aid**

California Arts University does not participate in federal or state student financial aid programs. However, the university has limited scholarship funds available for full-time students who require financial assistance. Students are encouraged to discuss their financial needs with the dean of students.

### **3.2 Campus Employment**

California Arts University has on campus job opportunities for a limited number of students. Students will be hired as part-time employees of the university 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.

### **3.3 Technology Information**

California Arts University is committed to promoting an environment of learning that encourages students to use modern technology to enhance their experience. Wireless internet can be accessed throughout the campus. Students are encouraged to use a laptop/notebook computer that complies with the minimum system requirements. Students will be oriented to the IT use policies during student orientation.

### **3.4 Library Services**

The mission of the California Arts University library is to provide the learning and research materials to students such that they are able to effectively attend to their extra classroom study and related coursework assignments. To further achieve our institutional mission, the university has developed a learning resources program to facilitate and enhance student learning by providing tutorial, research, and other forms of academic support. All students are invited to a

library resources tour and are encouraged to request assistance in developing learning and resource finding skills.

The library is open from Monday through Thursday, at 1:00 pm to 9:00 pm. The library is closed on Fridays, except during the week before and week of final examinations. The library will assist you with any reference request made by a student. A reference librarian is available on Monday thru Thursday, from 1:00 am to 6:00 pm. Students may also utilize the card catalogue for a comprehensive listing of all the holdings available at the California Arts University library.

Most of the circulating materials may be checked out for two weeks and can be renewed for another two weeks unless requested by another student. Bound periodical volumes may circulate for three days. But unbound periodical issues and reference materials do not circulate outside the library. Students may access any of the library computers during any of the above hours of operation.

## 4. STUDENT LIFE

### 4.1 Student Life Purpose and Vision

The Student Life office exists to support the development of the student by

- facilitating student learning;
- encouraging social, emotional, and spiritual growth; and
- equipping students to live the Christian life.

Because we believe that God's sovereignty reigns in all areas of life and because Christ called us to love the Lord with all our heart, soul, mind, and strength, we seek to foster a community of learning and faith. It is California Arts University's vision to be a community that grows both in academic and spiritual life. The central focus of the university's leadership is to build and maintain a caring environment for students, staff, faculty and other members of the university community, in which the well-being of the whole person can be nurtured. California Arts University encourages the faculty, students, and staff to nurture spiritual life in formal and informal ways through the practice prayer, regular devotions, and expressions of faithfulness, justice and mercy.

### 4.2 Community Life Principles

The communal life of California Arts University 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 California Arts University community's lifestyle is to reflect this truth by obeying God's Word.

Being a part of the community at California Arts University means being accountable first to the Lord, and then to one another in Christ. Students, along with the rest of the university community, must demonstrate personal moral integrity in all the areas of their lives and work as part of that community.

Members of the California Arts University 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.

## 4.3 Community Conduct

### Communication

Staff and faculty communicate with the students electronically through email and through announcements posted on the California Arts University website. Students are expected to check their email and the website regularly. Additionally, some announcements are made after chapels. In order for any community to thrive, positive communication needs to be practiced by all members. When communicating with staff and faculty, students need to show respect for both the individual's position and time. For example, appointments should be made and kept to respect the person's time.

### Right to Privacy

All members of the California Arts University community have a right and a high expectation of personal privacy and security. Highly personal and sensitive materials exist in classes and offices that must be protected. Therefore it is strictly forbidden for students, without permission, to access another's computer, files, exams, bag, or similar item.

### Online Forums

Students often choose to participate in online forums including social networking sites, virtual communities, blogs, online journals, and other websites (familiar examples of this type of forum include Facebook, Twitter, and Tumblr). While the university recognizes that these forums are an integral part of modern communication, we caution students to consider carefully the information and comments they post in online forums. For their own safety and success, students should assume that any information they publish online is visible and accessible to everyone. Students are as responsible for their words and actions in online forums as they are in any interpersonal interaction, private forum, or public forum. Behavior inconsistent with California Arts University's mission, community standards will not be exempted from disciplinary action simply because it occurred or originated in an online forum.

## 4.4 Student Code of Conduct

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.

### **4.5 Policies against Discrimination and Harassment**

California Arts University 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 university shall adhere to all applicable state and federal regulations. Consistent with its mission, California Arts University 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 university wishes to foster. Harassment threatens the well-being of the university community.

This policy applies to all community members, including faculty, staff, and students. The university 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 educational experience 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 California Arts University program or 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 California Arts University program or activity.

#### **4.6 Student Complaints and Due Process Procedures**

Members of the California Arts University community may bring complaints or concerns about harassing or discriminatory behavior to the dean. The university 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 university 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 university reserves the right to investigate all complaints in order to protect the interests of the university 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 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.

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

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free telephone number (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov)."

"A student or any member of the public may file a complaint about this institution with the Transnational Association of Christian Colleges and Schools (TRACS), [[15935 Forest Road, Forest, VA 24551](http://15935ForestRoadForestVA24551)]; Telephone: [\(434\) 525-9539](tel:(434)525-9539); e-mail: [info@tracs.org](mailto:info@tracs.org)].

## 4.7 Campus Safety & Emergency Plan

The university is adamant about providing a safe and healthy work and learning environment. The university's goal is to provide safe areas, equipment and materials. To protect their own others' safety, all members of the university 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 university are required to complete an emergency contact form. In an emergency, the information is used to notify next-of-kin and medical personnel.

### **Fire Drills**

Fire drills are explained during new student orientation. Expect at least one fire drill per semester. In the event of a fire drill or fire, walk to the nearest exit and wait at the outskirts of the front parking lot. Be careful to stay out of the way of fire engines or other emergency vehicles.

### **Earthquakes**

Southern California is prone to earthquakes. If you are inside a building when an earthquake occurs, remember to "Duck, Cover, and Hold."

1. DUCK down
2. Take COVER under a sturdy desk or table or against an interior wall.

3. HOLD this position until the earthquake is over.

During emergencies, tune to a local radio or television station for safety instructions and other official information, or wait for school officials to give the “all clear.”

### **Reporting Possible Hazards, Suspicious Activities, and Suspicious Strangers**

If you notice any needed repair (especially if it poses a safety hazard), suspicious activity, or suspicious stranger, please inform the office.

### **Security Tips**

1. Avoid walking alone at night and stay in well-lit areas.
2. Walk with a friend. It is less likely that something would happen if there are two of you. If you would like an escort to the parking lot across the street, please inform the office.
3. Always lock rooms and automobiles when they are unoccupied.
4. Always make sure that your apartment, office, or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.
5. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
6. Look inside your car before entering; also check vehicle for possible break-ins. Assaultants sometimes hide in the back seat of a vehicle.
7. Do not give your name, address, or other personal information (e.g., Social Security Number, credit card numbers, driver's license numbers) to strangers, either online, on the phone, or in person.
8. Keep money and other valuables locked in a secure place. Money should never be left unattended even in your room or apartment.
9. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.

## **4.8 Student Clubs and Organizations**

California Arts University students are encouraged to establish and facilitate clubs and organizations that provide outlets for their special interests. All clubs must, however, be sanctioned by the student dean to receive funds, conduct fund-raising, or advertise events on campus. The general requirements of the club are that

- it must have accountability (faculty/staff adviser);
- it must build unity (membership is open to all applicable persons); and
- it must serve the greater community (one community event per year).

## 4.9 Student Government

All registered students are members of the Student Council. The purpose of the student government is to promote Christian fellowship among students and to advance the kingdom of God and the mission of California Arts University. Activities of the Student Council are supported through a student fee and individual gifts. The officers of the Student Council are President, Vice President, Secretary, Treasurer, and General Officer(s) who are elected annually by the members. These students serve as a “sounding board” for the administration regarding policies that affect the students. They are also responsible for planning certain student activities such as clubs and social events.

## 4.10 Information concerning Automobiles and Parking on Campus

Students are welcome to park their vehicles on campus during classes. No vehicles may be left in the parking lot overnight. Cars are to be locked when on campus. California Arts University is not responsible for theft or to damage to vehicles.

## 4.11 Health Services and Student Insurance

### **Health Insurance**

We ask all students to acquire medical insurance. If you need help contacting an insurance agent, please ask the student dean for assistance.

### **Medical Provisions**

If you have a minor accident, a first aid kit is kept in the office to help you. If you have a more serious medical need that demands immediate attention, the office will arrange for your transportation to a doctor, urgent care clinic or hospital. If you have a medical need that does not require immediate attention, please discuss the issue with the student dean.

### **Medical Facilities near Main Campus**

- The nearest emergency room to our Fullerton facility is the St. Jude Medical Center: Emergency Room. It is 4.2 miles away at 101 E Valencia Mesa Dr., Fullerton, CA 92835 • (714) 871-3280
- The nearest urgent care provider to our main campus is 4.5 miles away. MedPost Urgent Care is located at 1040 W Imperial Highway, La Habra, CA 90631. • (714) 451-1072

## 4.12 Listing of Cultural, Educational and Religious Opportunities.

### **Opportunities (ministry related or otherwise) for community outreach and/or interaction**

#### **Social Activities**

A balanced life includes recreation and opportunities to build friendships. Therefore, a variety

of activities are planned by the student government. These activities are funded through student fees. Additional social activities are provided through student clubs.

### **Spiritual Activities**

A balanced life includes spiritual activities. Various spiritual activities are provided for all students. Chapel services are held occasionally. Students are also encouraged to be active members of a local church.

### **Spiritual Enrichment**

In the Gospel of Mark, Jesus said that the most important commandment is to love the Lord with all of your heart, soul, mind, and strength and to love your neighbor as yourself. Jesus was making it clear that every aspect of who we are should reflect our passion for the Lord. At California Arts University, we are endeavoring to live out this commandment.

We intend to promote the spiritual life at California Arts University through academic advising, mentoring, field education, chapel, bible study or any other form. We intend that prayer, worship, dialogue about God and His Word, and fellowship flow through the community of California Arts University.

### **Chapel Services**

Through the convocation, chapel, and other services, we plan to offer services as dynamic times for responding to the Holy Spirit and the truth of the Word. Passionate worship marks these strong times together. Guest speakers as well as faculty members and selected students bring messages of encouragement and challenge from God's Word.

### **Special Days**

The administration and faculty of California Arts University seek to be sensitive to both the needs of the students and the direction of the Holy Spirit. Periodically, a special day of prayer and worship may be called for the purpose of spiritual reflection and renewal, with the entire school community uniting together for the day.

### **Ministry Emphasis**

At least once annually, a special series of chapel services is planned for ministry emphasis. The speakers are men and women of God who exemplify Christian leadership in the Church and/or the world.

### **Church Services**

Throughout the book of Acts we read how God visits His people when they gather together for times of prayer, praise, and worship. Our doctrine calls on us to "identify ourselves with the visible Body of Christ." We interpret this call to mean that each member of the California Arts University community should participate regularly in the life of a local church.

We assemble together in local congregations to allow the Word to work in us with authority and mutual accountability. We do this so that the gifts can work in and through us by the power of the Holy Spirit. We gather as well, to fellowship among God's people, who are the true temple of God by His Spirit. New students are encouraged to visit several churches in the

local area prior to selecting a “home church.”

We believe it is important for students to attend their home church consistently.

### **Small Groups**

As part of his or her spiritual development, each student is expected to regularly participate in a small group. These groups provide an opportunity for Bible study, fellowship, and accountability. Many students meet in a small group provided through their church; others participate in various groups that meet on campus.

### **Devotional Life**

All members of the California Arts University community (administrators, faculty members, staff, and students) are encouraged to maintain a rich, daily devotional life. Times alone with God in Bible study, meditation, prayer, fasting, and praise are invaluable in forming the character of Jesus and in receiving the empowerment of the Spirit. In addition to private devotions, it is not unusual for students to meet regularly with other members of the campus community for special times together in God’s presence.

## **4.13 Overview of the Family Education Rights and Privacy Act (FERPA) including Amendments**

### **Student Rights under FERPA**

California Arts University fully complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which affords students certain rights with respect to their education records, including:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- The right to request an amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- The right to provide written consent before the University’s disclosure of personally identifiable information from the education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the FERPA. Complaints can be directed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920; Phone: 1-800-USA-LEARN (1-800-872-5327)

Students should submit requests for review or amendment of their education records to the academic dean. Should the University decide not to amend the record as requested, the student has a right to request a hearing.

Our academic and administrative personnel have access to education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. Officials have a legitimate educational interest if they need to review an education record in order to fulfill their professional responsibilities for California Arts University.

### **Retention of Students Records**

Student records are to be kept permanently. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, directory information (name, address, telephone number, dates of attendance, major field of study, awards, honors (includes Dean's List), degree(s) conferred) may not be released without a written consent of the student. Currently enrolled students may request that this information be withheld by completing a Request to Prevent Disclosure of Directory Information form, obtainable in the Registrar's office. (Exception: University officials who have a legitimate educational interest in a student's records and certain government official's action in their legitimate functions may have access to a student's file. Student educational records are subject to lawfully issued subpoenas. Under FERPA, students have the right to inspect, review, and seek to amend their educational records, subject to conditions specified by the Act.)

#### **4.14 Status with TRACS and any other accrediting agencies**

California Arts University is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [[15935 Forest Road, Forest, VA 24551](https://www.tracs.org); Telephone: [\(434\) 525-9539](tel:4345259539); e-mail: [info@tracs.org](mailto:info@tracs.org)] having been awarded Candidate Status as a Category III institution by the TRACS Accreditation Commission on April 24, 2018. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). The University has maintained a formal approval to operate as a degree-granting, non-accredited institution from the California Bureau for Private Postsecondary Education (BPPE). The institution is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. (CEC §94909(a)(2) and §94897(l)(1)(2))

#### **4.15 Residential Life Information and Student Housing Services**

California Arts University does not have any dormitory facilities under our control. It is the responsibility of students to find appropriate housing. While California Arts University does not maintain dormitory facilities and has no responsibility to find or assist a student in finding housing, information on housing is available in the Admissions office. Costs are vary for students as some live alone and others share housing with friends or relatives. Living modestly, one should expect to pay between \$1,500 and \$2,400 for living expenses including rent. CAU will assist the students in locating housing and other problems that attends a student in settling down in order to focus on studying. Questions concerning any of housing services may be addressed to the Dean/Director of Student Affairs.