

**VETERANS INFORMATION BULLETIN**

**May 17, 2010 - December 26, 2010**



*Vision ~ Brilliance ~ Success*

**California InterContinental University  
1470 Valley Vista Drive, Suite 150  
Diamond Bar, California 91765  
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Email: [info@caluniversity.edu](mailto:info@caluniversity.edu)  
Website: [www.caluniversity.edu](http://www.caluniversity.edu)**

Name of Institution: California InterContinental UNIVERSITY

Physical Address: 1470 Valley Vista Drive, Suite 150  
Diamond Bar, CA 91765

Mailing Address: 1470 Valley Vista Drive, Suite 150  
Diamond Bar, CA 91765

Telephone No: Day and night: (866) 687-2258

Emergency: Same

The California InterContinental University is accredited by the *Accrediting Commission of the Distance Education and Training Council (DETC)*, 1601 18th Street, N.W., Washington, D.C. 20009-2529, phone: (202) 234-5100, fax: (202) 332-1386, website: [www.detc.org](http://www.detc.org).

The California InterContinental University has full institutional approval to grant degrees from the California Bureau of Private Postsecondary and Vocational Education, 1625 North Market Blvd., Suite S-202, Sacramento, CA 95834, phone: (916) 574-7720

Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

Bulletin effective March 15, 2010 through December 31, 2010.

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The information contained in this bulletin is true and correct in content and policy.

Senthil Kumar, DBA President and Chief Executive Officer  
Signature of School Official

May 17, 2010  
Date

## **SCHOOL GOVERNING BODY, ADMINISTRATORS, AND FACULTY**

A. Owner

Dr. Senthil Kumar / iGlobal Incorporated / Vickers Financial Group

B. Administrative Officials

Senthil Kumar, DBA	President & Chief Executive Officer
Barbie Kumar, BE	Vice President of Corporate Administration
Fathiah Inserto, Ph.D.	Dean of Academic Affairs
Tom Azim, MSE	Director of Business Operations
Kimberly Hollaway, BS	Registrar/VA Certifying Official
Suren Trinh, BS	Manager Student Accounts/VA Certifying Official
Shavati Karki-Pearl, BS	Director of Global Business Development

C. Student Advisory Faculty

Ms. Andrea V. Clarke  
Dr. Robert D. Gulbro  
Dr. Chika E. Duru  
Dr. Jacqueline Gilliard  
Dr. Fathiah E. Inserto  
Mr. Brian B. Lee  
Dr. Alice McAfee  
Dr. Neruka G. Okpara  
Dr. Kenneth L. Phillips  
Dr. Syed Hasnain Rizvi  
Ms. Linda Ronsick  
Mr. Jordan Shaw  
Dr. Amarjit Singh  
Dr. Dennis Toutant  
Ms. Purdy R. Tran  
Mr. Quynh A. Tran  
Ms. Archana Verma  
Mr. Travis J. Williams

## **INSTRUCTIONAL FACILITIES**

The California InterContinental University's physical address is 1470 Valley Vista Drive, Suite 150, Diamond Bar, California, 91765. The University consists of 9,641 square feet on one floor designed to support the activities of the University. There are administrative offices, admission/enrollment offices, curriculum development offices, library, marketing department, and storage.

## **GENERAL ENTRANCE / ADMISSIONS INFORMATION**

In accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of Educational Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and all Federal Regulations adopted to carry out such laws. CalUniversity admits all qualified applicants regardless of age, sexual preference, gender, marital status, religion, national origin, creed, mental limitation, disability, or ethnic origin. The University recruits and admits those students/Learners who have the potential to successfully complete the educational programs. The prospective student's motivation and interest in succeeding in his/her chosen business field are important factors for admission consideration as well as the student's academic background and qualifications.

Evaluation of the applicant's enrollment application is the necessary component for acceptance. Success in a Distance Education and Learning program is highly dependent on the applicant's prior education and occupational experience enhanced by the motivation, self-discipline, and desire to succeed. The innovative, off-campus educational environment challenges a person's ability to manage his/her time, family, and work commitments, while devoting sufficient time to read and study the assigned instructional materials.

### **PRELIMINARY ADMISSIONS REQUIREMENTS**

All applicants for admission to CalUniversity must provide the Admissions Office with the following:

1. A properly completed Application Form, available at CalUniversity Website or the Admissions Office.
2. Evidence of previous academic work: sealed official transcripts will be required to document the applicant's prior education (official transcripts are to be sent by the issuing institution/college/university directly to the CalUniversity Administration Office).
3. A non-refundable \$75.00 Application Fee (required of all applicants) after 5 business days.

Admission to CalUniversity is based on an applicant's prior education strength reflected in his/her Cumulative Grade Point Average (CGPA). Prospective students' applications will be reviewed and decided for admission on an individual basis by the Chief Academic Officer or his designate. An applicant may be asked to provide additional evidence of academic proficiency, if needed. Other specific admission requirements or prerequisites may be applicable for different degree programs as indicated in this Catalog. *The Application Form and all related admission documents submitted to CalUniversity shall become the property of California InterContinental University.*

Once an Application Form and all supporting documents have been received by the Admissions Office, approximately three to four weeks should be allowed for processing and notification of the applicant's admission status. Due to international official transcripts evaluation, this process may take longer for foreign applicants.

Once a prospective student is admitted into a program, he/she will be mailed a Letter of Acceptance advising him/her of the successful admission evaluation process along with a Student Handbook and all necessary instructional material/information to begin the seme-

ster/term. An applicant may be provisionally (conditionally) admitted for enrollment if his/her admission's file shows deficiency of needed documents.

A program matrix and costs will be provided to new students listing all required program courses for successful completion of the degree program. The program matrix will indicate courses that received transfer credits along with the appropriate earned credits, if any. Enrolled students can follow their program matrix to complete all degree requirements.

### **UNDERGRADUATE ADMISSIONS**

In addition to the preliminary admissions requirements listed above, an applicant for any Bachelor's degree program must submit and meet the following admission prerequisites:

1. A copy of the High School diploma or a GED certificate, (with no college-level work).
2. If the applicant has completed some approved postsecondary college work, a sealed copy of his/her official transcripts will be required (no verification of HS completion will be needed in this case).
3. The applicant's college academic record must show a minimal grade point average (GPA) of C (2.0 on a scale of 4.0) or higher.

### **GRADUATE ADMISSIONS**

In addition to the preliminary admissions requirements listed earlier, an applicant for the Master degree program must submit and meet the following admission prerequisites:

1. A copy of the applicant's Curriculum Vitae or professional resume.
2. Official Transcript showing the completion of a Bachelor degree or its equivalent (satisfactory completion of at least 120 semester units of transferable college level credit from other accredited colleges/universities).
3. Official transcripts showing the completion of a Bachelor degree from an approved or recognized institution. An applicant who has completed his/her Bachelor degree in a non-business related area (i.e., Engineering or Science) is required to meet CalUniversity's business foundational prerequisites by taking a required course in basic Accounting. Other elective courses are available for the student's consideration.
4. The applicant's prior college academic records must show a minimal Cumulative Grade Point Average (CGPA) of C (2.0 on a scale of 4.0) or higher.

### **PROFESSIONAL DOCTORATE PROGRAM ADMISSIONS**

In addition to the preliminary admissions requirements listed above, an applicant for the Professional Doctorate program must meet and submit the following admission prerequisites:

1. A copy of the applicant's Curriculum Vitae (professional resume).
2. Evidence of having minimally seven (7) years of full-time, occupational experience, preferably at a managerial level, related to the Business Administration field.
3. Official transcripts showing the completion of a Master's Degree from an approved or accredited college or university/institution that comparably meets CalUniversity's coursework requirements and standards. If the Master's degree was earned in a

non-business related field, the Academic Office can evaluate the submitted documents to determine a reasonable foundation for the applicant to successfully complete the doctoral program.

4. Previously earned academic credits may be transferred to CalUniversity to meet existing course and graduation requirements. A maximum of 9 Semester Units may be granted as transfer credits.
5. The applicant's prior college academic records must show a minimal Cumulative Grade Point Average (CGPA) of B (3.0 on a scale of 4.0) grade or higher.

## **POLICIES**

### A. Enrollment Policy

Students may enroll at any time.

### B. Credit Evaluation Policy

## **COLLEGE CREDIT FOR PRIOR LEARNING**

Students who are entitled to Department of Veterans Affairs education benefits must make initial contact with their campus veteran's affairs certifying official. A formal application for admission to the university should be completed before applying for the VA education benefits. Application for VA education benefits should be sent to your local campus, for submission to the Department of Veterans Affairs (DVA), so that the campus certifying official can submit the proper certification for your enrollment. The California InterContinental University **does not** participate in the DVA "advanced payment" program. VA education benefit eligibility and payment rates vary depending on each individual's military history and the educational program being pursued. Only the Department of Veterans Affairs can determine VA applications eligibility. **To contact a DVA representative in your area, call toll free 1-888-GI-BILL-1 (1-888-442-4551).**

### **Credit for Prior Education and Training**

Credit for prior education or training must be evaluated and reported to the Department of Veterans Affairs **prior to** the start of the 25th week of enrollment. DVA may not always pay VA education benefits after the 24th week if the DVA records indicate the student has a large amount of transfer credits. Please insure all prior education transcripts, DD-295, DD-214, Army/American Council on Education Registry Transcript System (AARTS), Coast Guard institute transcripts, and Sailor/Marine/American Council on Education Registry (SMART) transcripts are submitted for evaluation in a timely manner. It is the student's responsibility to ensure that all transcripts are submitted to the University. Academic credit earned for courses appearing on an official transcript from a regionally accredited or candidate for accreditation college or university will be evaluated according to University policies and accepted subject to the approval of the University's central Office of Admissions. Transfer credits that are based on a different unit of credit than the one prescribed by the University of Phoenix are subject to conversion before being transferred. Only the official transcript and course evaluations performed by the University's Administrative Office of Admission are final. Any preliminary reviews by the campus personnel are unofficial and not binding, and subject to change.

## **ACADEMIC YEAR AND CALENDAR YEAR**

For academic purposes, an academic year includes any consecutive six (6) Semesters/Terms or a total of 36 weeks of Distance Education and Learning (DEL). A calendar year is comprised of eight (8) academic Terms of six (6) weeks each. This is a compressed calendar, consistent with a growing trend in higher educational institutions. The compressed calendar system enables some qualified students to fast track their academic endeavor with shorter Semesters/Terms. CalUniversity believes that the compressed calendar is in the best interest of students and that it will promote student success.

## **VA Standard of Academic Progress Requirements**

To receive veteran's education benefits, student must maintain satisfactory academic progress and conduct. Accordingly, benefits will be terminated for individuals who are disqualified, suspended, or expelled from the University.

## **AUDITS, WITHDRAWALS, NON-REQUIRED COURSES, & REPEATS**

The law prohibits payment for auditing a course or payment for any course for which a grade assigned is not used in computing requirement for graduation. This includes repeats of grade of "D" or better (unless a higher grade is required); withdrawals; and courses which are not applicable to your declared degree objective. This does not apply to repeats of required courses which you have failed.

**Academic Probation** shall occur when a student's grade point average falls below acceptable levels. Undergraduate degree and certificate program seeking students must maintain a program grade point average of 2.0. Graduate and Doctoral students must maintain a program grade point average of 3.0. Probation lasts for a period of four consecutive courses. Any course work taken concurrently will be applied to the three consecutive course period. Veteran students will continue to receive VA education benefits during the probation period. The veteran will be informed of the probation, and a notation to the student VA file will record when the probationary period commenced.

**Academic Disqualification** will result if a student fails to clear his/her academic probation status within four courses from the onset of probation. Veteran student will not be eligible for VA educational benefits after disqualification. The DVA and student will be notified of the disqualification. To re-enter, a formal application for admission must be submitted in accordance with University admission procedures; in addition, applicants should explain the reasons for the scholastic deficiencies; the manner in which the intervening time has been spent, and why they should be given favorable consideration for re-admission.

The admission file will be reviewed by the student appeals center and decision reached regarding re-admission. If approved, the student would be required to complete all program requirements in effect at the time of re-admission. An application for VA education benefits will also be necessary to re-establish benefits with the California InterContinental University.

## **Overpayments**

To avoid overpayments, VA education benefits recipients should promptly report any changes in enrollment or dependency status to the California InterContinental University and DVA. The University is required to notify the DVA within 30 days of any change in student status during previously certified periods of enrollment. Changes include withdrawals, reduction in training time, unsatisfactory academic progress or conduct, and assignment of "non-punitive" grade and "changes in dates of enrollment". Upon receipt of the notice, DVA will reduce or terminate benefits. DVA is required to take prompt and aggressive action to recover benefits overpayments.

## **DANTES Reimbursement**

Directed study courses have Defense Activity for Non-Traditional Education Support (DANTES) approval for tuition reimbursement. For more information on this program, contact the Educational Service Officer on your base.

### **Tuition Assistance VA Top-Up**

Active duty students requesting to use the Tuition Assistance VA Top-UP program should direct all questions or concerns to the Department of Veterans Affairs at 1-888-GI-BILL-1 (1-888-442-4551) or their web site at [www.gibill.va.gov/](http://www.gibill.va.gov/). The California InterContinental University VA certifying official has no involvement in the processing of any Tuition Assistance VA Top-Up request.

#### **DIRECT DEPOSIT**

Direct deposit is the safest and fastest way to receive your VA education benefits. You may request direct deposit by mail or by calling 1-877-838-2778. Be sure to provide your financial institution's routing number, your account number, and type of account (checking or savings)

### **C. Attendance Policy**

#### **1. ATTENDANCE REGULATION (LEARNING TIME)**

Successful course completion in a Distance Education and Learning (DEL) structured self-pace instruction mode depends on routinely following the instruction and guidelines provided in the course syllabus and Learning Guide (LG). The student's Learning Time will be monitored by timely completion or submission of weekly course assignments/requirements that include, but are not limited to competency exercises, projects, presentations, reports, group discussions, contact with the assigned Student Advisory Faculty (SAF) or Faculty Assistant (FA), demonstration of learning (successful passing quizzes and exams) and knowledge retention (successful passing the major Comprehensive Competency Assessment (CCA) Exams administered at midway and end of the appropriate degree program or emphasis courses).

Attendance/Learning Time will be measured and recorded by routine email communications, telephone discussions or through internet chats with each student, timely submission of course requirements that may include (but are not limited to) Case Studies, Course Project(s), Literature Searches, electronic Presentations, Unit Exams and Final Exam. Scheduled interactive discussions, web-based seminars, and other innovative pedagogic techniques may also be used via the Learning Center (LC). A Learning Time Log will be maintained for each enrolled student to assess the student's successful progression in the course and Satisfactory Academic Progress (SAP) through the completion of the degree program. It is the student's responsibility to check and be familiar with the course syllabus and requirements at the beginning of each course. While attendance may be measured over a number of variables, each study program has definitive minimum objective Attendance/Learning Time measurements.

A. For undergraduate programs, Attendance/Learning Time for a course will include at least 8 objective measures of attendance including: 5 Unit Exams, a Course Project, and one Final Exam.

B. For graduate programs, Attendance/Learning Time for a course will include at least 13 objective measures of attendance including: 5 Case Studies and 5 Unit Exams (MBA program), 5 Case Studies (or Case Analyses) and 5 Mini Projects (DBA program), a Course Project with a PowerPoint Presentation, scholarly activity, and one Final Exam. However, certain courses may include

other objective measures of attendance such as: web presentations, collaborative discussions, web-based seminars and/or other scholarly activities.

## 2. EXCESSIVE ABSENTEEISM/DEFICIENCY IN LEARNING TIME

Students are required to sign in their online Distance Education and Learning (DEL) course at its beginning as required. Regular attendance through participation is necessary to achieve Learning Time and Satisfactory Academic Progress (SAP). If a student is unable to sign in or participate in a course, he/she may be required to make up all work missed. If absenteeism exceeds more than 25% of the course time, he/she must repeat the course regardless of the reason(s) for the absences. Students missing the last two weeks of Attendance/Learning Time, without notifying the SAF or FA will receive a "Failure" grade for the course.

In case of severe illness, or a death in the immediate family, the SAF may "excuse" a student from further participating in the course; however, it is the student's responsibility to make up all missing/incomplete academic work assigned during his/her absence. If the work missed is completed to the SAF's satisfaction within a reasonable time period, the student may continue course enrollment. The SAF will report to the Academic Office any student who misses an excessive amount of Learning Time during a Term. The Academic Dean will initiate discussion and/or counsel the student or may drop the student from further course enrollment.

### **ACADEMIC (STUDY) LOAD: FULL TIME and PART TIME STUDENTS**

Students carrying an average academic load of one to two courses (3 to 6 units) per semester/Term for a total 32 units per academic year are classified as full-time students. Those carrying an average academic load of less than 3 units per Term are part-time students. Students must register each semester/Term to comply with Satisfactory Academic Progress (SAP) requirements and Time Limitation for Degree Completion.

### **GRADING SYSTEM**

Standard letter grades (A, B, C, D, F, etc.) are used for both undergraduate and graduate programs to fairly and objectively assess student learning and academic achievement. They are recorded in official transcripts and used in the computation of semester/Term Grade Point Averages (TGPA) and Cumulative Grade Point Average (CGPA). The grading system adopted by CalUniversity is listed in course syllabi and is:

<b>Grade Awarded</b>	<b>Description</b>	<b>Assigned Grade Point</b>
A	Outstanding	4.00
B	Good	3.00
C	Average	2.00 (0.00 for Graduate courses)
D	Below Average	1.00 (Bachelor course); (0.00 for Graduate Course)
P	Pass	N/A (Listed but not incorporated in GPA)
F	Failure	0.00 (Course must be repeated)
CR	Credit	N/A (Listed but not incorporated in GPA)
NC	No Credit	N/A (Listed but not incorporated in GPA)
I	Incomplete	N/A (To convert to F grade if not changed)
TC	Transfer Credit	N/A (Listed but not incorporated in GPA)
WD	Withdrawal	N/A (Listed but not incorporated in GPA)
R	Repeated Course	N/A (Listed but not incorporated in GPA)
IP	In Progress	N/A (Listed but not incorporated in GPA)

Graduate students earning a Grade of "C" or below in a course must repeat that course for a better grade and pay full tuition and related fees, if any.

Grade Point Average (GPA): Total Grade Points Earned/Total Units Attempted for Grades. The Registrar's Office is responsible for the recording of official grades into students' official academic records or transcripts and the release of semester/Term grades to students.

### **SEMESTER/TERM GRADE REPORT**

The Student Advisory Faculty (SAF) submits course final grades to the Registrar who will prepare a Term Final Grade Report for each student. In the absence of mistake, fraud or bad faith, course grades shall be final once they have been filed with the Registrar. Questions regarding grades should be brought to the attention of the Registrar during the term immediately following their release. CalUniversity makes course final grades available to students electronically.

### **CHANGE OF GRADES**

Course grades are assigned by the Student Advisory Faculty (SAF) to reflect the assessment of learning and academic achievement of students. To change a course grade, the SAF must submit a Grade Change Form that shows the appropriate reason(s) and evidence for the change. Grade Change Forms must be approved by the Academic Office prior to submission to the Registrar for recording. A copy of the Form will remain in the student's academic file for future reference.

A student wishing to contest a Course Final Grade can do so in writing to the Academic Office within a period of six (6) weeks after the release of grades by the Registrar. Any grade change request made after that time period will not be honored.

### **PASS (P) GRADE**

A Pass (P) grade is commonly assigned to academic requirements such as successful completion of a report or preparation of a thesis or dissertation. Grades assigned with a Pass (P) designation will not be calculated in the Grade Point Average (GPA) or Cumulative Grade Point Average (CGPA).

### **FAILURE (F) GRADE**

A Failure (F) grade received by a student may be remedied by repeating the course. If a higher grade is earned in the repeated course, the lower grade will remain in the student's official records with an added "R" to show F(R) and will not be incorporated in the student's TGPA and CGPA. Tuition and applicable fees will be charged for each repeated course. Multiple course failure grades may result in Academic Probation and/or academic dismissal.

### **REPEATED (R) COURSE**

Students can petition to repeat any course (with a grade of "C" or lower) only once. If a higher grade is earned in the repeated course, the lower grade will be recorded with an added "R" in the official transcript. Only the higher grade is included in the GPA. A student who is required to repeat a course for a failure grade ("F") must do so within the allocated time frame and will be charged for the current tuition rate. All repeated courses count as courses attempted for purposes of determining Satisfactory Academic Progression (SAP).

### **INCOMPLETE (I) GRADE**

An Incomplete (I) grade is given to a student if, in the judgment of the Student Advisory Faculty (SAF) and for just cause or justifiable excuse (sickness, medical or family emergency), he/she was unable to complete the academic course requirements before the end of the semester/Term. The "I" grade is recorded on the transcript but does not affect the student's GPA. It is the responsibility of a student to complete the stipulated required academic work so that the "I" grade can be changed by the end of the following semester/Term. If the work is not completed within the designated time limit, the "I" grade will be changed to an "F" grade and posted on the transcripts. A student receiving an Incomplete (I) grade may re-enroll in the course with the approval of the Academic Dean and payment of appropriate tuition and applicable fees.

### **MAKE-UP EXAM(S) OR MAKE-UP COURSE REQUIREMENT**

The opportunity to take a make-up exam(s) or to make-up a course requirement(s) is a privilege given to all students with approved valid excuses. Students must petition the Student Advisory Faculty (SAF) for this privilege. A copy of the Make-up Form will be kept in the student's file for future reference. Excessive make-up requests (three or more per Term) for exams or course requirements will not be approved or tolerated.

### **CREDIT EXAM (CR) OR CHALLENGE EXAM**

Students wishing to earn course credit(s) via Challenge Exam(s) must consult the Academic Dean for eligibility assessment. Undergraduate and graduate students in good standing and with the appropriate educational background documentation may petition to take courses for credit by Challenge Exams. A Credit Exam Processing Fee of \$100.00 is charged for each exam.

Undergraduate students must have completed at least four undergraduate courses and may only challenge a maximum of 3 undergraduate courses. Graduate students must have completed at least two graduate courses and may only challenge a maximum of two graduate courses. Credit earned by Challenge Exams may be applied toward the minimum course requirements for undergraduate and graduate degrees. The passing grade for credit by examination at the undergraduate level is "C" and the graduate level is "B". Credits earned by Challenge Exams will be recorded as "CR" in official transcripts. If a student does not pass a Challenge Exam, "NC" will be posted in his/her transcripts.

### **MAKE-UP EXAM(S) OR MAKE-UP COURSE REQUIREMENT**

The opportunity to take a make-up exam(s) or to make-up a course requirement(s) is a privilege given to all students with approved valid excuses. Students must petition the Student Advisory Faculty (SAF) for this privilege. A copy of the Make-up Form will be kept in the student's file for future reference. Excessive make-up requests (three or more per Term) for exams or course requirements will not be approved or tolerated.

### **WITHDRAWAL (WD) STATUS**

Students may withdraw from course(s) during the first week of a Term or the beginning of a course without affecting their GPA. Withdrawal from course(s) after the first week of enrollment and using proper withdrawal procedures will result in a "WD" grade recorded in the official transcript. Withdrawals are not permitted during the final two weeks of Distance Education and Learning (DEL) except in cases of emergency, serious accident or illness. A grade of "F" will be automatically entered in the grade report if the student does not attend the final two weeks of a course without being excused by the SAF. Withdrawal (WD) grades are not included in the GPA. Tuition refund, if any, will be made in accordance with the Refund of Tuition and Fees Policy found in this Catalog.

### **LEAVE OF ABSENCE (LOA)**

Students must submit a Leave of Absence (LOA) Form to the Academic Dean's Office to request a LOA and to avoid withdrawal status. The time used for an approved LOA will not be included in the calculation of Time Limitation for Degree Completion.

### **Refund of Tuition**

A student may cancel his/her Enrollment Agreement at any time on or before the first day of a Semester/Term for Distance Education and Learning without any tuition charges. A student may also cancel the Enrollment Agreement without penalty or obligation by the Add/Drop period deadline (being the last day of the first week of a Term) or by 7<sup>th</sup> day from the beginning date of a course. The student will receive a full tuition refund (except for the registration fee and costs for educational printed materials, if any). Refundable tuition is defined as the total course tuition excluding the Registration fee.

Upon completing only a portion of a course of three semester units, a student can petition for a withdrawal status and receive a refund of paid tuition based on the following scale:

<b>Learning Time</b>	<b>Refund Due</b>
<b>1. Completed up to 1 week of Distance Education and Self Directed Learning</b>	<b>100% Tuition Refund</b>
<b>2. Completed more than 1 week but less than 2 weeks of Distance Education and Self Directed Learning</b>	<b>70% Tuition Refund</b>
<b>3. Completed 2 weeks of Distance Education and Self Directed Learning</b>	<b>40% Tuition Refund</b>
<b>4. Completed 3 weeks of Distance Education and Self Directed Learning</b>	<b>20% Tuition Refund</b>
<b>5. Completed 4 weeks of Distance Education and Self Directed Learning</b>	<b>0% Tuition Refund</b>

**A student cannot receive a tuition refund if more than 50% of the structured self paced instructional hours of a course have been conducted.**

To receive a tuition refund, a student must contact the Registrar or the Chief Academic Officer during business hours either by a phone call, mail, email, fax or submitting a signed and dated request for withdrawal. Tuition refund calculation shall be based on the day CalUniversity receives the withdrawal request notice from the student. CalUniversity will mail a detailed breakdown of the requested tuition refund within 30 days from the date of the official withdrawal/dismissal or refund request.

### **REFUND OF FEES FOR ALL PROGRAMS**

**Refund of Fees and Other Charges:** 100% refund of fees and other charges will be made if enrollment cancellation occurs before the start of a Term and prior to handling and shipping of Learning Materials (Textbooks). If a student has received the Learning materials, he/she must return them in good condition to receive a refund of fees and other charges minus the handling and shipping costs. Registration Fee is non-refundable once a Term has started.

### **STUDENT TUITION RECOVERY FUND (STRF)**

CalUniversity will collect the STRF fee every semester/Term in accordance with the fee schedule published by BPPVE. STRF was established by the Legislature to protect any California Resident who attended a private postsecondary institution from losing money (student's prepaid tuition) and suffered a financial loss as a result of (a) the closure of an institution, (b) the institution's breach or anticipated breach of the agreement for the course of instruction; or (c) a decline in the quality or value of the course of instruction within 30-day

period before the institution's closure. To be eligible for STRF, a student must be a "California Resident" and resides in California at the time the Enrollment Agreement was signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered "California Residents." *Non-California Residents or recipients of third-party tuition and course costs are not eligible for protection under and recovery from the STRF.* Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1625 N. Market Boulevard, Suite S-202, Sacramento, CA 95834-1924; Telephone: (916) 574-7720.

### **Instructional Schedule**

- A. Distance education courses are offered continually.
- B. Distance education students work at their own pace, but must complete coursework in one year.
- C. Not applicable.

### **DISTANCE EDUCATION and LEARNING (DEL) DELIVERY MODE**

CalUniversity offers undergraduate and graduate degree programs for adult Learners in the field of Business Administration, Healthcare Management and Administration, Management Information Systems, and Engineering Technology through its online site — the CalU LearnCenter™. Students will be able to learn and benefit from courses at their conveniently selected time and place. Students and faculty will interact with each other in a virtual environment.

The Distance Education and Learning (DEL) mode offers flexibility for students to connect to the online CalUniversity LearnCenter™ 24 hours a day, seven days a week. Furthermore, students and faculty can choose to interact in real-time.

Distance Education and Learning (DEL) is education using instructional resources delivered either through print materials or on the Internet where the Learner and the Faculty are not face-to-face (F2F). Learning is largely asynchronous, meaning that the learning style is structured but flexible as the Learner decides when to access and complete the required chapter(s) and unit assignments. With no actual classroom attendance required, the Learner's work and home life remain least affected.

Online Distance Education and Learning (DEL) require a high level of time commitment and motivation from students. Although CalUniversity continues to stress convenience, the Learner must be self-motivated to read the assigned textbook(s) and related instructional materials; participate in-group discussion, when necessary; complete the assigned competency exercises; and take the self-exams, unit exams and final exam. As such, the Learner needs to dedicate necessary time to study and prepare the coursework for successful completion. The relationship between the Learner and CalUniversity's Student Advisory Faculty (SAF) or Faculty Assistant (FA) remains an essential link to ensure the academic success of students.

The Learner is motivated to create his/her own learning pace and style, making use of the principles of active self-learning which are meaningful and productive, since adult Learners have different needs and behaviors. Student-Learners enrolled in Distance Education and

Learning (DEL) will be expected to complete a significant portion of their course work independently with minimal supervision of the CalUniversity's Student Advisory Faculty (SAF) or Faculty Assistant (FA). Although a SAF or FA will be assigned to the Learner, their role will only be that of a facilitator and mentor. In that capacity, the SAF or FA will provide the Learner with guidelines and monitor learning activities as well as offer assistance and feedback as the Learner progresses through the course. The SAF or FA will be available to answer all inquiries/questions and assure that the course is advancing without any technical difficulties. An essential function of the SAF or FA is to motivate the Learner in successful completion of the course.

### **THE CALU LEARNCENTER™ – ONLINE LEARNING PORTAL**

CalUniversity acknowledges that Learners have diverse backgrounds, abilities, and interests and has established a user-friendly e-learning center. The CalUniversity LearnCenter™ contains an innovative e-learning platform specifically designed for CalUniversity students. Since Learners have different learning styles, an educational program was designed to assist every Learner in his/her academic endeavor. In fact, many of the learning exercises and instructional materials are designed to stimulate an interest in learning while providing exciting intellectual challenges. For more information, visit <http://www.caluniversity.edu> to peruse the CalUniversity LearnCenter™ that has an innovative e-learning platform specifically designed for all Learners.

CalUniversity provides educational programs that are structured but fully flexible, using either the RAPID™ or the FlexiLearn™ mode of delivery. FlexiLearn™ provides Learners with an opportunity to determine the Distance Education and Learning (DEL) pace they need to progress through the course units with maximum time for satisfactory academic progress (SAP). As such, the Learners adapt to the course requirements and determine the needed amount of time applicable to their own learning styles. The RAPID™ model provides Learners with a predetermined calendar with beginning and ending terms that must be followed.

### **ADVISE™**

The CalUniversity Graduate Programs feature a unique interactive learning method—the ADVISE™ method for the Master and Doctoral programs.

The ADVISE™ method includes the **A**nalysis of business concepts using case studies, **D**etermination and application of key concepts using e-learning methods, **V**isualizing through virtual video field trips, **I**nteractive and innovative simulations, **S**haring the knowledge gained through presentation, and finally by **E**xploring the industry by documenting research findings and by submitting comprehensive reports to integrate the learned information.

The ADVISE™ method enhances the learning process through the use of interactive and innovative e-learning techniques and promotes knowledge retention through the application of adaptive technologies. The CalUniversity Graduate Programs are designed for Learners who want to gain practical knowledge to enhance present or future career opportunities. The programs use interactive technologies that focus on training that will broaden a Learner's knowledge base, introduce new ideas, and enhance the decision making process. Courses with dynamic content focused on current trends and issues have been included to give a breadth of knowledge in management, marketing, finance, accounting, economics, information technology, and knowledge management.

California InterContinental University offices are closed for the following holidays and/or vacation time: MLK Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Christmas and New Years.

## EDUCATIONAL PROGRAMS

CalUniversity is authorized by the California Bureau for Private Post-secondary and Vocational Education (BPPVE) to grant the following Degrees:

***Bachelor of Business Administration (BBA)***  
***Bachelor of Science, Management Information Systems (BS-MIS)***  
***Bachelor of Engineering - Information Technology (BEIT)***  
***Master of Business Administration (MBA)***  
***Professional Doctorate of Business Administration (DBA)***

Currently, CalUniversity does not offer non-degree certificate programs.

## ACADEMIC PROGRAMS

The educational programs offered by the California InterContinental University are competency-based curricula. (*See university catalog for up-to-date list of course & program requirements*).

### UNDERGRADUATE PROGRAMS: BACHELOR'S DEGREES

To receive a Bachelor's degree from CalUniversity, a student must have achieved and demonstrated learning retention, knowledge and understanding in General Education and also in the designated field of study. General Education (GE) courses introduce students to the English Language, Communication, Critical Thinking, Life and Physical Sciences and Mathematics, Arts, Philosophy and Humanities, Sociology, Economics and Political, and Behavioral Science. General Education bestows students with intellectual and academic exposure in diverse areas for lifelong learning and also provides them with a foundational ability to read, write, communicate and exhibit critical thinking for individual growth. Each Bachelor degree is awarded to students who have completed minimally 120 Semester Units of courses listed in each appropriate program.

### GENERAL EDUCATION REQUIREMENTS FOR UNDERGRADUATE PROGRAMS

#### 1. BACHELOR OF BUSINESS ADMINISTRATION (BBA)

- a. English, Communication and Critical Thinking: 6 semester units (2 courses)
- b. Life and Physical Sciences and Mathematics: 12 semester units (4 courses)
- c. Arts, Philosophy and Humanities: 6 semester units (2 courses)
- d. Sociology, Economics and Political Science: 6 semester units (2 courses)
- e. Interdisciplinary Studies or Electives: 15 semester units (5 courses)

**Total GE Requirements: 45 Units**

#### 2. BACHELOR OF SCIENCE (BS-MIS)

- a. English, Communication and Critical Thinking: 6 semester units (2 courses)
- b. Life and Physical Sciences and Mathematics: 12 semester units (4 courses)
- c. Arts, Philosophy and Humanities: 6 semester units (2 courses)
- d. Sociology, Economics and Political Science: 6 semester units (2 courses)

**Total GE Requirements: 30 Units**

#### 3. BACHELOR OF ENGINEERING (BEIT)

- a. English, Communication and Critical Thinking: 6 semester units (2 courses)
- b. Life and Physical Sciences and Mathematics: 12 semester units (4 courses)

- c. Arts, Philosophy and Humanities: 6 semester units (2 courses)
- d. Sociology, Economics and Political Science: 6 semester units (2 courses)

**Total GE Requirements: 30 Units**

## **GRADUATION REQUIREMENTS FOR UNDERGRADUATE PROGRAMS**

The Bachelor degree is conferred upon those who have fulfilled the following requirements: Successfully complete the GE and Emphasis courses of the appropriate curriculum (or their equivalent) and have fulfilled the minimal required Learning Time for each course and program.

1. Met the study time residency requirement for degree completion and award.
2. Achieve at least 2.0 Cumulative Grade Point Average (CGPA) for all courses taken at CalUniversity.
3. Successfully pass the Comprehensive Competency Assessment (CCA) Exams.
4. Be cleared of all indebtedness and other obligations to CalUniversity prior to degree's award.
5. Be recommended for graduation by the Faculty, Academic Dean, President or Chief Executive Officer.

## **GRADUATE PROGRAMS: MASTER'S DEGREE AND/OR DOCTORATE DEGREE**

The Master degree of Business Administration (MBA) is awarded to those students who have completed 45 semester units of education beyond the Bachelor degree.

The Professional Doctorate of Business Administration (DBA) is awarded to those students who have completed 60 semester units of education beyond the Master degree.

A BBA/DBA Pathway is available for qualified individuals to consider upon completion of the BBA program. This Pathway is an opportunity for a few exceptional students to bypass the MBA program and enroll in the DBA program.

A Dual MBA/DBA Pathway is available for qualified individuals to consider. This Pathway (MBA and DBA degrees) is an opportunity for a few exceptionally qualified students who would like to excel in Business Administration by combining two graduate courses of study.

## **GRADUATION REQUIREMENTS FOR GRADUATE PROGRAMS**

The Master degree and/or the Professional Doctorate degree is/are conferred upon those who have fulfilled the following requirements:

1. Successfully completed all required courses of the MBA and/or DBA curricula (or their equivalent) and have completed the minimal required Learning Time for each course and program.
2. Met the study time residency requirement for degree completion and award.
3. Achieved at least 3.0 Cumulative Grade Point Average (CGPA) for all courses taken at CalUniversity.
4. Successfully passed the Comprehensive Competency Assessment (CCA) Exams.
5. Be cleared of all indebtedness and other obligations to CalUniversity prior to degree's award.
6. Be recommended for graduation by the Faculty, Dean, President or Chief Executive Officer.

## FINANCIAL INFORMATION

Statements regarding tuition and fees found in this Catalog comply with the California Private Post-Secondary Education Act of 1977 and related adopted regulations. Enrollment at CalUniversity, or payment of tuition and fees in advance, does not constitute a contract beyond any single semester. The administration of CalUniversity reserves the right to alter the tuition and fees schedule at any time without prior notice.

### PAYMENT OF FEES: INSTRUCTIONAL MATERIALS

None of the fees paid at time of Registration, except tuition, are refundable as fees are encumbered for expenditures immediately upon collection. Learning Guides, textbooks or instructional materials, etc. purchased by a student are the property of the student. CalUniversity will neither accept return of purchased materials, nor make refunds of fees.

### PAYMENT OF TUITION AND FEES: LATE PAYMENT FEE

Tuition and applicable fees are due and payable at time of Registration. A grace period of 5 working days is allowed prior to the beginning date of the semester/Term. Cash, money orders, credit cards, and checks are accepted in the amount due.

### ADVANCE PAYMENT OF TUITION

Students have the option of paying tuition in advance, at the current rate, and only at time of registration provided that the tuition payment will be for the entire degree program they are enrolled in. An administrative Fee of \$50.00 will be charged. Any future remaining tuition, if any, shall be at the current tuition charge. All other fees or related charges (graduation fee, instructional material fee, etc.) shall be paid separately prior to the beginning of each semester/Term.

### COSTS OF DEGREE PROGRAMS: TUITION and FEE ESTIMATES

#### COST FOR THE BACHELOR PROGRAM: 120 Semester Units

Cost per Unit: \$ 150.00	
Application Fee:	\$ 75.00
Registration Fee: (\$10.00 per Term for 12 Terms only)	\$ 120.00
Total Tuition Cost: \$150 x 120 units	\$18,000.00
Books and Instructional Materials (estimates):	\$ 5,000.00
<b>TOTAL *</b>	<b>\$ 23,195.00</b>

#### COST FOR THE MASTER PROGRAM: 45 Semester Units

Cost per Unit: \$ 225.00	
Application Fee:	\$ 75.00
Registration Fee: (\$10.00 per Term for 12 Terms only)	\$ 120.00
Total Tuition Cost: \$225 x 45 units	\$10,125.00
Books and Instructional Materials (estimates):	\$ 1,500.00
<b>TOTAL *</b>	<b>\$ 11,820.00</b>

#### COST FOR THE PROFESSIONAL DOCTORATE PROGRAM: 60 Semester Units

Cost per Unit: \$ 250.00	
Application Fee:	\$ 75.00
Registration Fee: (\$10.00 per Term for 12 Terms only)	\$ 120.00
Total Tuition Cost: \$250 x 60 units	\$15,000.00
Books and Instructional Materials (estimates):	\$ 1,800.00

**TOTAL\* \$ 16,995.00**

**COST FOR THE DUAL DEGREE PROGRAM (MBA and DBA)**

Cost per Unit: \$ 225.00  
Application Fee: \$ 75.00  
Registration Fee: (\$10.00 per Term for 12 Terms only) \$ 120.00  
Total Tuition Cost: \$225 x 105 units \$ 23,625.00  
Books and Instructional Materials (estimates): \$ 3,300.00

**TOTAL\* \$ 27,120.00**

**\* Plus applicable charges and fees, if any (See Fee Schedule and Optional Charges below)**

**FEE SCHEDULE**

Application Fee (One-Time; non-refundable after 5 business days) \$ 75.00  
Foreign Transcript Evaluation Fee (non-refundable after 5 business days) \$ 175.00  
Term Registration Fee (Charged for 12 Terms of study only) \$ 10.00  
Re-enrollment (Reactivation) Fee (after one academic year of absence) \$ 75.00  
Placement (Challenge) Exam for Credit Fee \$ 100.00  
Comprehensive Cumulative Assessment (CCA) Exam Fee (per Exam) \$ 25.00  
Completion Evaluation & Graduation Fee (Rental of Cap & Gown & Diploma) \$ 175.00  
Returned Check Fee (NSF) \$ 20.00  
Transcript Fee (First Request: No charge) \$ 10.00

**OPTIONAL CHARGES**

Learning Guide Purchase (Printing Cost) At Cost  
Handling & Shipping Charge (Extra for Overseas/Overnight Shipping) \$ 20.00  
Duplicate or Replacement of Diploma \$ 100.00

California InterContinental University  
1740 Valley Vista Drive, Suite 150  
Diamond Bar, CA 91765

I have received a copy of the Veterans Information Bulletin which contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name (Veteran or Eligible Person): \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security or Student Number: \_\_\_\_\_

Enrolled by: \_\_\_\_\_ Date: \_\_\_\_\_