



CIAM
California Institute of
Advanced Management

School Catalog | 2017-2018



2017-2018

**CIAM
SCHOOL CATALOG**

March 29, 2017 – March 20, 2018

Updated February 2, 2018

CIAM

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MISSION STATEMENT

Building from the wisdom of Peter F. Drucker, we produce leaders who have a deep understanding of their management responsibilities to achieve personal and societal success. We do this by delivering experiential learning in both traditional classroom and virtual environments.

VISION STATEMENT

CIAM produces leaders who are responsible, globally oriented, and immersed in practice.

VALUES STATEMENT

CIAM values and promotes a culture respecting ethics, integrity, and the fulfillment of duty to our constituents, employees and society. These values flow directly from the wisdom of Peter Drucker.

MESSAGE FROM THE PRESIDENT



To New Students and Candidates

It is with a great deal of pride that I welcome you to the California Institute of Advanced Management (C.I.A.M). CIAM is a non-profit graduate school offering an MBA based on the principles developed by Peter F. Drucker, known worldwide as "The Father of Modern Management."

As will be the case with your program, Drucker emphasized application and action rather than theory alone. His principles have been tested in the real world of management around the world. His teaching concepts have been further developed and proven in many classrooms, not only in the U.S., but in China as well, where the Peter F. Drucker Academy of China, with representation in 33 cities has inspired over 50,000 executive graduates.

Let me outline just a few of the exciting learning methodologies integral to the program:

Though we do not skip theory, the application of theory to the real world is taught in every class. By doing projects, you will work with real businesses to apply your new skills immediately. You will meet business executives, who will share their experiences, and answer your questions. Through live virtual interactions, you will meet other world-famous professors from top universities and executive managers from companies worldwide.

Using the CIAM approach, you will learn how to speak, write, provide leadership and make presentations confidently and clearly.

You will find that our approach is personal and that we really care about you and your success, not only as you complete our program, but after you graduate. We know that we are only successful ourselves when you are successful.

My very best wishes for a great career at CIAM and afterwards,

A handwritten signature in black ink, appearing to read 'Jennie Ta'.

Jennie Ta
President, California Institute of Advanced Management

ACADEMIC CALENDAR 2017 – 2018**11-Month Hybrid Program**

On-Ground Class Hours: Saturdays 8:00am to 12:10pm, Weekdays 5:00pm to 9:10pm

Term 1: MGT501 & IB501

Wednesday, March 22, 2017	Orientation
Wednesday, March 29, 2017	Term begins
Saturday, May 13, 2017	Term Ends
May 14 - May 23	Break

Term 2: ETH501 & DRU502

Wednesday, May 17, 2017	Orientation
Wednesday, May 24, 2017	Term begins
Saturday, July 15, 2017	Term Ends
Jul 16 - July 25	Break

Term 3: MGT511 & FIN501

Wednesday, July 19, 2017	Orientation
Wednesday, July 26, 2017	Term begins
Saturday, September 9, 2017	Term Ends
September 10 - September 19	Break

Term 4 DRU501 & IS501

Wednesday, September 13, 2017	Orientation
Wednesday, September 20, 2017	Term begins
Saturday, November 4, 2017	Term Ends
November 5 - November 14	Break

Term 5: ACC501 & BUS501

Wednesday, November 8, 2017	Orientation
Wednesday, November 15, 2017	Term begins
Saturday, January 13, 2018	Term Ends
December 17 - January 1, 2018	Winter Break
January 14 - January 23	Break

Term 6: MKT501 & OPS501

Wednesday, December 20, 2017	Orientation
Wednesday, January 24, 2018	Term begins
Saturday, March 10, 2018	Term Ends
March 11 – March 20	Break

2018 Graduation Commencement Date: May 12th, 2018

*Dates and times in the Academic Calendar may be subject to change.

ACADEMIC CALENDAR 2017 – 2018**22-Month Extended Hybrid Program**

On-Ground Class Hours: Saturdays 1:00pm to 6:30pm, Sundays 9:00am to 1:30pm

Term 1: DRU502 & ETH501

Friday, June 23, 2017	Orientation
Saturday, July 8, 2017	Term begins
Saturday, October 14, 2017	Term Ends
October 15 - October 27	Break

Term 2: ACC501 & DRU501

Friday, October 13, 2017	Orientation
Saturday, October 28, 2017	Term begins
Saturday, February 3, 2018	Term Ends
February 4 – February 16	Break

Term 3: BUS501 & MGT501

Friday, February 2, 2018	Orientation
Saturday, February 17, 2018	Term begins
Saturday, May 26, 2018	Term Ends
May 27 - June 8	Break

Term 4 FIN501 & MKT501

Friday, May 25, 2018	Orientation
Saturday, June 9, 2018	Term begins
Saturday, September 8, 2018	Term Ends
September 9 - September 21	Break

Term 5: IS501 & IB501

Friday, September 7, 2018	Orientation
Saturday, September 22, 2018	Term begins
Saturday, December 29, 2018	Term Ends
December 30 - January 11	Winter Break

Term 6: MGT511 & OPS501

Friday, December 28, 2018	Orientation
Saturday, January 12, 2019	Term begins
Saturday, April 20, 2019	Term Ends
April 21 – May 3	Break

Important Deadlines

11-Month Full-Time MBA & 22-Month Part-Time MBA						
Cohort 6	Application Package Due	Assessment Test & Admissions Interview Deadline	Enrollment Paperwork & 1 st Payment Due	Orientation Date	Active Student Payment Due Date	Term Start Date / 1 st Day of Class
Term 4	Aug. 02, 2017	Aug. 16, 2017	Aug. 30, 2017	Sep. 06, 2017	Sept. 18, 2017	Sep. 20, 2017
Term 5	Sep. 27, 2017	Oct. 11, 2017	Oct. 25, 2017	Nov. 01, 2017	Nov. 13, 2017	Nov. 15, 2017
Term 6	Dec. 06, 2017	Dec. 20, 2017	Jan. 03, 2018	Jan. 10, 2018	Jan. 22, 2018	Jan. 24, 2018

11-Month Full-Time MBA & 22-Month Part-Time MBA						
Cohort 7	Application Package Due	Assessment Test & Admissions Interview Deadline	Enrollment Paperwork & 1 st Payment Due	Orientation Date	Active Student Payment Due Date	Term Start Date / 1 st Day of Class
Term 1	Jan. 31, 2018	Feb. 14, 2018	Feb. 28, 2018	Mar. 07, 2018	Mar. 19, 2018	Mar. 21, 2018
Term 2	Mar. 28, 2018	Apr. 11, 2018	Apr. 25, 2018	May 02, 2018	May 14, 2018	May 16, 2018
Term 3	May 23, 2018	Jun. 06, 2018	Jun. 20, 2018	Jun. 27, 2018	Jul. 09, 2018	Jul. 11, 2018
Term 4	Jul. 18, 2018	Aug. 01, 2018	Aug. 15, 2018	Aug. 22, 2018	Sep. 03, 2018	Sep. 05, 2018
Term 5	Sep. 12, 2018	Sep. 26, 2018	Oct. 10, 2018	Oct. 17, 2018	Oct. 29, 2018	Oct. 31, 2018
Term 6	Nov. 14, 2018	Nov. 28, 2018	Dec. 12, 2018	Dec. 19, 2018	Dec. 31, 2018	Jan. 02, 2019

22-Month Extended Hybrid Program						
Cohort A	Application Package Due	Assessment Test & Admissions Interview Deadline	Enrollment Paperwork & 1 st Payment Due	Orientation Date	Active Student Payment Due Date	Term Start Date / 1 st Day of Class
Term 2	Sep. 08, 2017	Sep. 22, 2017	Oct. 06, 2017	Oct. 13, 2017	Oct. 26, 2017	Oct. 28, 2017
Term 3	Dec. 29, 2017	Jan. 12, 2018	Jan. 26, 2018	Feb. 02, 2018	Feb. 15, 2018	Feb. 24, 2018
Term 4	Apr. 20, 2018	May 04, 2018	May 18, 2018	May 25, 2018	Jun. 07, 2018	Jun. 09, 2018
Term 5	Aug. 03, 2018	Aug. 17, 2018	Aug. 31, 2018	Sep. 07, 2018	Sep. 20, 2018	Sep. 22, 2018
Term 6	Nov. 23, 2018	Dec. 07, 2018	Dec. 21, 2018	Dec. 28, 2018	Jan. 10, 2019	Jan. 12, 2019

** Payments due by noon Pacific Standard Time.*

Last day to Add/ Drop (Cancellation Period) within the first week (7 days) of CIAM's seven (7) week term.

Last day to Withdraw with a grade of "W" by the fourth week of CIAM's seven (7) week term.

Last day to Add/Drop (Cancellation Period) within the first week (7 days) of CIAM's fifteen (15) week term.

Last day to Withdraw with a grade of "W" by the eighth week of CIAM's fifteen (15) week term.

Schedule of Classes

All on-ground courses are held in RM201

Cohort & Term	Course ID	Semester Units	Course Name
C6 T1	MGT501	3.0	Management and Organizational Behavior
	IB 501	3.0	International Business Concepts
C6 T2	ETH501	3.0	Business Ethics
	DRU502	3.0	Innovation and Entrepreneurship based on Drucker's Principles
C6 T3	FIN501	3.0	Corporate Finance
	MGT511	3.0	Strategic Management
C6 T4	DRU501	3.0	Leadership based on Drucker's Principles
	IS501	3.0	Management of Information Systems
C6 T5	ACC501	3.0	Accounting for Decision Making
	BUS501	3.0	Quantitative Analysis for Decision Making
C6 T6	MKT501	3.0	Marketing Management
	OPS501	3.0	Operations Management

Holiday Schedule

Please note that our Offices as well as the Campus will be CLOSED on the following federal holidays:

March 31, 2017 (Friday)	Cesar Chavez Day
May 29, 2017 (Monday)	Memorial Day
July 3-4, 2017 (Monday-Tuesday)	Independence Day
September 4, 2017 (Monday)	Labor Day
November 10, 2017 (Friday)	Veteran's Day
November 23-24, 2017 (Thursday-Friday)	Thanksgiving Day
December 25, 2017 – January 1, 2018	Holiday Break
January 15, 2018 (Monday)	Martin Luther King Jr. Day
February 19, 2018 (Monday)	President's Day

****Office will be closed for Winter Break – 12/25/2017 – 1/1/2018**

Office Hours

Our office hours are from 8:30 AM to 5:30 PM, Monday through Friday. CIAM offices are closed on Federal Holidays as shown above.

Religious Holidays

CIAM accommodates students and faculty with religious affiliations who wish to celebrate their religious holidays provided proper arrangements are made in advance. Faculty must arrange a substitute professor for the day of the holiday required. Students also are excused from class on a holiday requiring their absence, but are required to make special arrangements in advance of the class to make up the coursework with their professor. At least two (2) weeks advance notice to the professor is required to avoid being penalized for an absence.

STATEMENT OF LEGAL CONTROL

CIAM is a private non-profit institution incorporated under the laws of the State of California. The corporation operates a main campus in Alhambra, CA and operates under guidelines and policies established by its Board of Trustees: Minglo Shao (Chairman), Yeh Wah Chong, Frances Hesselbein, Dr. Edwin Hullander, General Leonard Kwiatkowski, C. William Pollard, Dr. Francisco Suarez, Rick Wartzman, Dr. Danny Yu, Jennie Ta, Dr. Eric McLaughlin and Kien Tiet. The on-site Director is the campus Chief Executive Officer: Jennie Ta. The institution's corporate officers (Jennie Ta, Dr. Eric McLaughlin and Kien Tiet) execute legal documents and perform functions as required of corporate officers by law.

APPROVAL DISCLOSURE STATEMENT

CIAM, a private nonprofit institution has been granted institutional approval to operate by the State of California Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915. The Bureau's approval means the institution and its operation are in compliance with the standards established under law for occupational instruction by private postsecondary education institutions and does not imply any endorsement or recommendation by the State of California or by the Bureau. Institutional approval must be re-approved every three years and is subject to continuing review.

CIAM is committed to continuously improving our program and services. Therefore, CIAM will avoid introducing changes in graduation requirements, scheduling, or policies inconsistent with our mission, values and educational objectives. Any students for whom program changes impose hardship should consult with the Dean's Office to explore ways to mitigate problems and accommodate concern.

FACILITIES

All courses at the California Institute of Advanced Management will be taught at the following:

**1000 S. Fremont Ave
Building A10, 4th Floor, Suite 10402
Alhambra, CA 91803**

CIAM, located on the 2nd Floor, offers a professional, welcoming, and contemporary learning environment. The facility is ADA compliant. Our well-equipped classroom features a projector and projection screen, computer and speakers, camera and microphone, bulletin and dry erase boards, as well as comfortable, adjustable chairs and table seating to accommodate the small classes that are a hallmark of CIAM. The classroom conveniently adjoins our Administration Offices (including offices for the President,

Vice President, Dean, Associate Dean, and Director of Admissions and Registrar). There is a desktop computer, complete with all the necessary programs for research, reserved for student use located in the conference room. In the reception area, there are magazines for student reference and enrichment. There is a small on-site Presidential Library which includes Peter F. Drucker books for reference use only. A Librarian will be available to students for assistance with any library issues (please refer to the Library Resources section of this catalog). The Dean's office will also be available to assist. Students also have access to a kitchen in the office and break areas on the 1st floor, indoor and outdoor dining areas, and an outdoor courtyard. Many nearby restaurants and coffee shops are just a few minutes' walk from the campus. Classroom assignments are subject to change every term and no other specialized equipment or materials are required for instruction.

LOCATION & PARKING

CIAM is conveniently located in the heart of the San Gabriel Valley, adjacent to the San Bernardino Freeway (Exit Fremont Blvd.). The campus is served by public transportation, including Metrolink & bus. Free parking is plentiful on site and public transportation serves our area via Metro buses.

Online Classroom Access

To enable maximum student accessibility, the online classroom, known as the Moodle, is typically available 24 hours a day, seven (7) days a week, including holidays. Down time for maintenance and software updates is kept to a minimum. Due to the accessibility of online systems, faculty members are generally available to students continuously through email, chat, and discussion board postings.

ADMISSION POLICIES

Students will be admitted to the institution without regard to race, creed, color, ethnicity, religion, background, native origin, physical disability, or sexual orientation. Any students or prospective students who feel they have been a victim of discrimination should immediately report it to the Dean. The Dean will conduct an investigation and will carry out any disciplinary action deemed appropriate. In addition, CIAM maintains and follows a strict policy prohibiting sexual harassment, in any form, including verbal, nonverbal, physical, visual conduct and/or reprisal.

Orientation is given to new students before the start of the first class where important school policies and procedures will be discussed. Students will sign an acknowledgment for their file indicating that they have received all pertinent information, including specific directions for accessing the most current CIAM school catalog online at www.CIAM.edu.

An electronic copy (pdf) of the school catalog will also be emailed to the student prior to enrollment. Printed catalogs are available.

Transcripts received by CIAM become the property of CIAM and will not be released or returned to the applicant or forwarded to any other institution.

Articulation Agreements

CIAM has an articulation agreement with Mt. Sierra College. Under this agreement, qualified Mt. Sierra College graduates are eligible for admission to the MBA program at CIAM.

Transferring Credits

Students wishing to transfer credits to CIAM from another institution must request that an official transcript from the issuing institution(s) be provided directly to CIAM for evaluation.

Transferring Credits Policy

At the minimum, transfer of credit from one institution to another involves at least three (3) considerations:

- (1) the educational quality of the learning experience which the student transfers;
- (2) the comparability of the nature, content, and level of the learning experience to that offered by the receiving institution; and
- (3) the appropriateness and applicability of the learning experience to the programs offered by the receiving institution,

Course credit is granted for graduate courses satisfactorily completed with a grade of "B" or better at accredited institutions when such courses are no older than seven (7) years and cover the same material or equivalent material as one or more courses in the CIAM program. A maximum of two (2) courses, six (6) semester units or equivalent may be transferred.

CIAM will charge a \$25.00 flat, non-refundable fee for transfer credits. Be aware that transcript evaluation may take several weeks or more after receiving official transcript(s) and completed request form. Transfer credit is not counted towards a student's Cumulative Grade Point Average (CGPA), but is counted towards the "Pace of Progression" and the maximum time frame allowed for completion of the program. Please see "Satisfactory Academic Progress" for more information.

If the student is dissatisfied with the number of transfer credits awarded, he/she can appeal to the Academic

Council. The Academic Council will respond to the student within 10 working days. The request/complaint must be made within two (2) weeks of the student receiving approval of the transfer credit. CIAM does not award any credit for prior experiential learning, challenge examinations or achievement tests.

Transfer Credit Evaluation

As soon as the prospective student has completed the application requirements and submit a Transfer Credit Request Form, the information is sent to the Dean for transfer credit evaluation. An unofficial transcript, which may be sent from the applicant to CIAM, is accepted to expedite the credit evaluation. An official transcript, which must be sent to CIAM directly from the institution or military branch where the credit was earned, must be submitted along with the application package. An assessment is generated listing all course work that is transferable. The assessment is used to generate the Individual Degree Plan (IDP).

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at CIAM is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Master of Business Administration (MBA) in Executive Management and Entrepreneurship you earn is also at the complete discretion of the institution to which you may seek to transfer. If the Master of Business Administration (MBA) in Executive Management and Entrepreneurship that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CIAM to determine if your Master of Business Administration (MBA) in Executive Management and Entrepreneurship will transfer.

English Proficiency

The CIAM MBA program is taught in the English language. Therefore, it is imperative that the student have adequate language skills. CIAM assesses the English proficiency of students by requiring that they complete a timed Writing Assessment Essay. The essay is evaluated by an administrator trained in assessing student writing and experienced in applying academic standards and performance expectations. Students must be able to read and understand English at a level equivalent to that of a graduate of an American 4-year college.

Technical Minimum Requirements for the MBA Program

The computer a student will utilize for the MBA program must meet the minimum requirements below. Note that the minimum computer and software requirements may evolve during a student's course of studies, in particular as third-party vendors discontinue support for older versions of the product.

Minimum Hardware and Operating System

1. 1.8 GHz Intel Core 2 Duo or greater.
2. 2GB RAM or more & 1 GB of free hard drive space or more.
3. If running Windows, Windows 7 or greater.
4. If running OSX, OSC 10.6 or greater.
5. Webcam, sound card, microphone & speakers set up on your computer, or a smartphone or tablet that has video and sound recording capabilities.

Software

1. Internet Browser: Google Chrome, Internet Explorer, or Firefox with Adobe Flash Player with most current update.
2. Microsoft Office 2007 or higher: Word, Excel, PowerPoint (or equivalent such as Mac iWork), rtf.
3. Current version of Adobe Reader
4. USB Flash Drive: Strongly recommended (1 GB+)
5. Video Media Player (such as Windows Media Player or QuickTime Player (or equivalent), which are available free of charge from the manufacturers.

Internet Connection

1. A reliable broadband Internet connection, either cable or DSL of at least 5Mbps download speed (constant) for adequate audio video quality.
2. An email address that will accept all emails, including attachments, from the domain name CIAM.edu.

Note: Students are presumed to receive the messages sent to designated CIAM.edu email addresses. It is the responsibility of the student to ensure that messages from CIAM are not blocked and that the mailbox is not too full to receive messages.

ADMISSIONS

Individuals seeking to expand their career objectives through an enhanced understanding of and experience in the profession of management and entrepreneurship should apply. The CIAM MBA in Executive Management and Entrepreneurship prepares its graduates for employment positions determined to be within the field under the United States Department of Labor's Standard Occupational Classification codes. Please see Appendix A, visit Career Services or click [here](#) for the complete listing. Applications are accepted all year round and can be completed online or at our office located at:

California Institute of Advanced Management

1000 S. Fremont Ave
Building A10, 4th Floor, Suite 10402
Alhambra, CA 91803

Admissions Requirements

The following are admissions requirements for the MBA program at CIAM:

1. A Bachelor's degree in any field from an accredited institution with a 3.0 or higher GPA.
** An accredited institution is one that is recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).*
2. Minimum one year of work experience.
3. Successful completion of the CIAM Assessment Essay.

(Additional requirements may apply, please see below for details)

Note: Candidates not meeting these eligibility requirements may petition the Dean to request a waiver with requirements one (1) and two (2) above. The Academic Council may be involved for evaluation and recommendation and if required. Waivers may be granted based on exceptional circumstances such as: having to work while attending school, exceptional accomplishments as a student or post-graduate, hospitalization for exceptional periods, military service, etc. A selection committee reviews all information supporting admission criteria for all applicants. Meeting basic admissions criteria does not guarantee acceptance. Should a student be notified of denial by Admissions, the student is eligible to reapply after six months from their initial application.

Before You Apply:

Review – Class Schedule and School Catalog.

Submit Application Package:

1. Email the following items to admissions@ciam.edu:
 - Application – download the application [here](#).
 - Admissions Questionnaire
 - Current Resume.
 - Copy of Driver's License or Passport.
 - Statement of Interest.
Topic: Please provide us with an essay describing your interest in CIAM's MBA as to how our program meets your career and educational objectives.
2. Pay application fee:
 - a. Contact the Cashier's Office cashier@ciam.edu or 1(626)350-1500 for payment or
 - b. Pay online by clicking [here](#).
3. Submit Official Transcript(s)* – Sent by institution(s) attended DIRECTLY to CIAM (See address below).

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**Transcripts: If you obtained your undergraduate degree outside of the United States, please refer to the "Foreign Transcripts" section under "Additional Admissions Information - International Students."*

4. If interested in transferring credits – contact the Office of Admissions at admissions@ciam.edu.

Note: An incomplete admissions application package will not be processed and evaluated. Once your application package has been completed and requirements are met, the Office of Admissions will contact you about the next steps in the admissions process.

Next Steps in the Admissions Process

Schedule with the Office of Admissions:

1. Assessment writing test.
2. Interview.

CIAM Assessment Writing Test

CIAM assesses the English proficiency of students by requiring that they complete a timed Writing Assessment Essay. The essay is evaluated by a CIAM administrator trained in assessing student writing and experienced in

applying academic standards and performance expectations.

In the event that the Assessment Writing Test needs to be taken online, an admissions representative will schedule a one (1) hour timeslot with the student. At the appointed time, the admissions representative will set up a video conference call with the prospective student to verify their identity and to go over the rules of the Assessment Writing Test. Once their identity has been verified and the student is ready, the test will be sent via email and the student will have one (1) hour to complete the test, sign it, and return it via email to the admissions representative in a timely manner.

Interview

After you have submitted your Application Package and passed the Assessment Writing Test, you will schedule an interview to meet with the Office of Admissions, the Dean, and/or the President. This can be conducted on campus or online.

Students with Disabilities

If you are interested in attending CIAM but are in need of reasonable accommodations, please schedule an appointment with the Dean. There will be discussion of the nature of the reported disability and its impact on learning and the process of receiving reasonable accommodations at CIAM, and the types of accommodations available.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the School. The initial meeting, formal request, and response from the School must take place prior to the pre-enrollment process. In order to be eligible for Title IV you must be able to academically benefit from the reasonable accommodations.

ENROLLMENT PROCESS AND REGISTRATION

Enrollment Process

Soon after the completed application package has been received by the Office of Admissions, if the prospective student has been accepted, he/she will receive an acceptance letter via email and mail. An Admissions representative will assist throughout the enrollment process. Essential documents, including transcripts for credit transfer, enrollment agreement, military service forms, and payment method, are collected by the admissions representative by email, fax, or regular mail.

Completing the Enrollment Process

The applicant will be given the Annual Safety and Security Report to review, and also be informed of the location of this file in the career services office. The enrollment forms

are provided in the following order: Drug and Alcohol for a Drug-Free Workplace; School Performance Fact Sheet; Student Enrollment Agreement; Individual Degree Plan; Video and Picture Consent Form (Optional); Welcome Letter. An Admissions representative guides the applicant through the enrollment process, including explaining how to read the data in the School Performance Fact Sheet, and answering questions on the items and policies stated in the Enrollment Agreement and all other forms. Once the individual degree plan is reviewed and all required documents are submitted, and registration steps are completed, the enrollment process is concluded and the applicant officially becomes a student. First time CIAM students will be scheduled for a required orientation either onsite or electronically. The orientation gives students the opportunity to become comfortable with CIAM's online learning management system, Moodle, and helps them successfully complete their course work. Registration is the process of signing up for school, which includes completing admissions paperwork and paying fees. Students are officially enrolled at CIAM upon the completion of the registration process.

The process of registration includes completing the following tasks:

1. Review the Annual Safety and Security Report
2. **Sign** - The following forms:
 - a. Drug and Alcohol for a Drug-Free Workplace
 - b. School Performance Fact Sheet
 - c. Student Enrollment Agreement.
 - d. Individual Degree Plan (see below for description).
 - e. Video and Picture Consent Form (optional).
3. **Welcome Letter**
4. **Pay** - Tuition fees and other applicable fees.
5. **Attend** – Student orientation.

New Student Orientation is held on the Tuesday, 2 weeks prior to the week of the 1st day of the new term, unless otherwise noted.

Class Registration - Classes will be assigned on a first-come first-served basis (as space allows) by the Registrar's Office upon completion of the steps mentioned above.

Individual Degree Plan

After the admissions process, the student selects their program (mode of delivery and track). Once the official Master's transcripts are reviewed, and any transfer credit is applied to the selected program, an individual degree plan

showing the transferred credit, class schedule and payment plan, along with the Capstone project and graduation requirement is created and sent to the applicant. The admissions representative is available at this point to answer any questions related to the degree plan or the enrollment process.

Tuition Payments

Every student must make tuition payment arrangements to complete the registration process by the Friday before their scheduled Orientation date. Students may not be accepted for enrollment if they cannot prove credit worthiness.

The student must make financial arrangements in regards to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.

Please contact the Cashier's Office at (626) 350-1500 or cashier@ciam.edu to complete payment terms.

Deferred Enrollment

Applicants who are admitted to CIAM but decide not to register in the term for which they first apply may request deferral of their application for a later term within one (1) calendar year. In no case are application files retained for more than four (4) consecutive academic terms from the date of first application. Application after this period may be made only by completing a new application and providing all necessary documents, including the application fee. Admission is not guaranteed to previously admitted applicants who have an approved deferral. All deferral requests must be made in writing. Students who are denied admission must submit a new application and fee together with required documentation in order to be considered for admission in future terms.

INTERNATIONAL ADMISSIONS

CIAM has received approval from the Student and Exchange Visitor Program (SEVP) to enroll nonimmigrant students in its MBA program. This allows CIAM to issue Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status," and vouch for a student's status. There are no additional fees associated with this service.

Nonimmigrant students must meet the same admissions requirements for the program as all other prospective students (see above). To be considered for admission, prospective students must be eligible to apply for a student visa (F-1) or must be resident in the United States in a temporary residency status that does not require a change of status in order to attend CIAM. Nonimmigrant students may only be enrolled on a full-time status and in the hybrid program. Once the student has enrolled, all changes in enrollment status, address, or program of study must be

reported to the Registrar on an on-going basis and at the end of each term.

CIAM will not issue an I-20 until all requirements have been met. International students who are in the United States and already have a student visa will be processed as a transfer in the Student and Exchange Visitor Information System (SEVIS). Other individuals already in the United States under a temporary status, which requires a change of status, must file an I-539 (Application to Extend/Change Nonimmigrant Status) and pay any required fee to the appropriate agency prior to admission.

Additional Admissions Requirements – International Students

1. If your Bachelor's degree (in any field) was not from an accredited institution in the U.S., the following supporting documents are required for a proof of completion of the equivalent to a U.S. Bachelor's degree from a recognized/accredited institution overseas with a 3.0 or higher GPA (on a 4.0 scale):
 - a. Original or certified copies of all OFFICIAL academic transcripts in the original language from the issuing institution with official translations (two copies).
 - b. A course-by-course credential evaluation (report) on the submitted transcripts from an evaluation service in the U.S. (Please view CIAM's Foreign Transcript Policy for instruction [here](#)).
2. Pass an English Language Test (TOEFL, IELTS or PTE Academic). ***Your English score cannot be older than 2 years at the time that you submit it to CIAM.**

For international students who wish to study in the U.S., the following additional items are required:

3. Signed Affidavit of Financial Support Form.
4. A Bank Statement
5. Proof of insurance. (Please see below for Health Insurance Requirements).

English language tests and required scores:

Test Name	Minimum Test Score for full admission to CIAM	Send Score Directly to CIAM
Test of English as a Foreign Language (TOEFL)*	PBT: 550 IBT: 79 Revised TOEFL Paper-Delivered Test: R-23 W-23 & L-23	Use CIAM school code: B200
International English Language Test System (IELTS)*	6.0	Have IELTS send a copy of your Test Report Form to CIAM
Pearson Test of English Academic (PTE Academic)*	58	Online through your PTE Academic Account

As of July 2017, the TOEFL PBT test was discontinued and replaced by the revised TOEFL Paper-delivered Test. Though the TOEFL PBT test is no longer offered, test scores remain valid for up to 2 years after your test date. The revised TOEFL Paper-delivered Test will use the TOEFL iBT section score scale of 0-30. Because there will be no Total score, your evaluation of the applicant's English proficiency as indicated on the TOEFL test will be based on the 3 section scores (Reading, Listening and Writing).

***Click the test name to proceed to the website.**

If your test score cannot meet the English requirement for full admission, you may be granted a conditional admission to CIAM. Conditional admission application will be reviewed and granted on a case-by case basis. Please refer to the chart above for acceptable English Language Test Scores by CIAM, and find more information in Conditional Admission-International Student section. CIAM does not offer English language service or English as a Second Language instruction.*

English Proficiency

English Requirement: International graduate applicants, who graduated from an institution in a non-English speaking country, must demonstrate English-language proficiency by taking the Test of English as a Foreign Language (TOEFL), International English Language Test System (IELTS); Pearson Test of English Academic (PTE Academic) or other CIAM approved examinations (which first must be approved by CIAM) in addition to our standard admissions requirements described above. All instruction occurs in English. English language proficiency is documented by:

1. The admissions review of English proficiency test scores and CIAM Writing Assessment.
2. Receipt of prior education documentation as stated in the admission policy.

English Requirement Waiver:

International applicant may be eligible to waive from above English Language Exam if the student:

- Attended a U.S. educational institution for two (2) years or more and earned a Bachelor's Degree or higher from that institution.
- Attended an institution in a country where the native language is English for two (2) years or more and earned a Bachelor's Degree or higher from that institution.
- Attending a CIAM approved Intensive English program in the U.S. (Please find more information in Conditional Admission – International Student section).

International applicants are required to sign an English Language Exam Waiver Request Form and show the proof of supporting documents (i.e. a degree, official transcript, or a proof of enrollment in the CIAM approved English program, etc.) to have English requirements waived.

Please refer to our website for an approved list of countries eligible for the English exam waiver by clicking [here](#).

Foreign Transcripts

When applying to CIAM, each international applicant is required to submit the official transcripts from all academic institutions she or he attended. Official transcripts are defined as original documents issued by the institution, which bear the actual signature of the Registrar and the seal of the issuing institution. If you have attended more than one institution, separate official transcript should be submitted by each institution. The official transcript must contain a complete list of courses, exams, grades, and dates and the title of any diploma or degree awarded. Copies of the diploma or degree only are not sufficient.

Please read the Foreign Transcript Policy and Submission Transcript Policy and Submission Tips by clicking [here](#). Scanned, photo-copied, or faxed copies of transcripts are NOT considered official. CIAM requires all documents (transcripts, marks statements, degree certificates or diplomas) to be submitted in the original language, accompanied by an official English translation of each document.

In addition to official transcripts, a course-by-course credential evaluation is required of all students who have obtained their undergraduate degree out of the United States.

International Students with a U.S. Bachelor's Degree or higher

If you received a Bachelor's degree from an accredited university in the United States, then you are not required to submit a course-by-course evaluation. The official transcript from the U.S. institution is required and it must be sent directly from the issuing institution in the U.S.

If you have a Bachelor's Degree from overseas, but a Master's degree from the U.S., the course-by-course evaluation is not required. You must provide an official transcript for your Master's degree with a 3.0 or higher GPA. The official transcripts must be sent directly from the issuing institution. The original copy of the undergraduate transcripts issued by the international institution is also required; however, it may be in a sealed school envelope handed over by the student or sent directly from the university. Scanned, photo-copied, or faxed copies of transcripts are NOT considered official.

Affidavit of Financial Support Form

International applicants must submit an Affidavit of Financial Support form (click [here](#)) to show proof of funding, which must meet a minimum indicated on the form. By signing the Affidavit of Financial Support form, the student certifies that the sufficient financial resources will be available to cover all expenses for the duration of his/her MBA study at CIAM, as well as obtain and maintain adequate health insurance coverage throughout enrollment at CIAM. A student who will be accompanied by a spouse and/or children must submit additional support of \$4,000 for spouse and \$3,000 for each child. The marriage and/or birth certificates are required to be submitted with the Affidavit of Financial Support Form. If the certificates are issued in a language other than English, the student must attach a certified English translation. Bank statements and financial affidavits must be dated within 6 months of the intended start date or date of extension request. We strongly recommend that International applicants submit an Affidavit of Financial Support Form once the acceptance letter is received because the enrollment and registration process cannot be completed without a signed form. Please submit bank statements of an account(s) that does not have restrictions on your ability to withdraw money to pay for tuition and living expenses in the U.S. If the account is in another person's name, the student must provide a relationship document (e.g. birth certificate, household registrar, etc.). We do not consider investment or retirement accounts.

Health Insurance Requirements

As an international student, you are required to have health insurance while attending CIAM. Health and accident insurance does not cover all medical expenses. In general, it covers the higher costs that result from accidents and

serious illness. You may purchase the health insurance either in your home country prior to your travel, or after you arrive in the U.S. Please consider your options carefully, contact the Office of Admissions if you have any questions.

If you choose to purchase International Student Insurance, the minimum coverage must provide:

- Medical benefits of at least \$100,000 per accident or illness per policy year
- Repatriation of remains in the amount of \$25,000
- Medical evacuation to your home country in the amount of \$50,000

CIAM has provided the following online resources to better assist you in your search for your insurance needs. These resources are provided for your consideration and are in no way affiliated with the school. You may visit the website or call to speak to a representative.

- Compass Benefits Group:
 - o www.compassstudenthealthinsurance.com
 - o or 1-800-767-0169
- Tokio Marine HCC
 - o www.hccmis.com/index.php
 - o Or 1-800-605-2282
- HTH Worldwide
 - o www.hthstudents.com
 - o Or 1-888-243-2358
- ISO Insurance
 - o www.iso.org
 - o Or 1-800-244-1180
- International Student Insurance
 - o www.internationalstudentinsurance.com
 - o Or 1-877-758-4391

If you have been employed and will be employed during your study at CIAM on CPT, please provide the proof of the health insurance sponsored by your employer confirming that you have at least the equivalent minimum coverage as stated above.

Conditional Admission-International Student

International Student Conditional Admission is offered to international students who are academically qualified and wish to study in the U.S., but cannot meet the English requirement for acceptance. Report writing skills and presentation skills are essential for student performance in the CIAM MBA program. Students with conditional admissions must first attend an intensive English Language program in the US at the American English College (AEC), a CIAM approved Language school in Los Angeles. Once the student has completed their English language program, or shown satisfactory English language scores, the students

may then transfer to full-acceptance and begin CIAM's MBA program.

The Applicant is responsible for additional supporting documentation and fees required by AEC. At any point in the AEC program, if the student feels that she/he has reached a sufficient grasp of the English Language and wishes to be fully admitted at CIAM, the student should speak with his/her AEC advisor to request to "Opt-Out" of the AEC program early by taking the TOFEL, IELTS, Pearson Academic, or ITEP and achieving the minimum score required by CIAM. The students can request more information about ITEP and "Opting-Out" from their AEC advisor.

Note: An International student on conditional acceptance will be issued an initial form I-20 from AEC and a conditional acceptance letter from CIAM. A Conditionally accepted student is able to transfer his or her I-20 from AEC to CIAM upon the successful completion of the English Language program(s) at AEC, or when they meet the minimum score requirement by CIAM.

In order to receive a conditional acceptance letter from CIAM, students must submit necessary documentation for application to CIAM.

Required Documentations for Conditional Admission to CIAM

- CIAM Application Form
- Application Fee (\$50)
- Submit Official Transcript(s) via mail with English translation, and obtain the Course-by-Course evaluation
 - o Please view CIAM's Foreign Transcript Policy for instruction [here](#).
- Most Current Resume
- Scanned Copy of the U.S. government issued photo ID or Biological Page of your Passport (from your home country)
- Statement of Interest/Purpose
- Submit English test score to CIAM (If Applicable)
- A bank statement (\$38,618 for 11-Month Hybrid MBA at CIAM & \$23,046 for 22-Month Extended Hybrid MBA Program)

For more detailed instructions on the above items, please review the INTERNATIONAL ADMISSIONS section above or our International Conditional Admissions Checklist by clicking [here](#).

Apply for Conditional Admission to CIAM

Please see the Admissions Requirement section and Additional Admissions Requirements – (International

Students) section. Once the international applicant submits the required documentations for conditional admissions to CIAM listed above, a conditional acceptance letter will be issued from the Office of Admissions via email and mail. An Affidavit of Financial Support Form, along with a bank statement, will be required prior to the enrollment at CIAM.

Contact admissions@ciam.edu with any questions.

Apply for American English College (AEC)

American English College (AEC) is a CIAM approved English language school in the U.S. where conditional admitted students by CIAM take intensive or semi-intensive English language program to improve their English skills before the MBA study at CIAM. Applicant is responsible for additional, required supporting documentation and fees required by AEC. For information of class schedule and tuition at AEC, please visit AEC's website, or click [here](#).

- Apply for AEC online by clicking [here](#).
- Pay application fees via credit card authorization [here](#).

Form I-20 for International Students studying in the U.S

Once the applicant successfully completes the application process for CIAM and AEC if applicable, an admissions package (with Form I-20) will be sent to the applicant.

It's the applicant's responsibility to ensure the mailing address are correct and I-20 shipping fee (\$80) is paid prior to the issuance of the I-20. CIAM uses a FedEx express service that will allow you to receive your acceptance letter and I-20 in 3-5 days. Applicants will also receive a tracking number to track the status of their I-20 and acceptance letter. Please make the payment of \$80 (non-refundable) online [here](#) and select "I-20 Shipping Fee" or contact the Cashier's Office at cashier@ciam.edu or 1(626)350-1500 for payment.

Obtain your student Visa

Please arrange an appointment at a local U.S. Embassy to secure your F-1 student Visa, as soon as possible. Please update your status with the CIAM Office of Admissions and apply for an enrollment deferral for a later term, if you are refused a U.S. VISA for any reason. Please see Deferred Enrollment section.

Enrollment process and Registration - International Student

Please see Enrollment process and Registration section. Please note that you cannot complete the enrollment/registration process for CIAM until you have arrived in the United States or you have made special

arrangements with CIAM. International students under conditional admissions will be enrolled in AEC upon arrival.

A student who is conditionally admitted will receive a checklist of required items from AEC, separately. Please contact AEC for more information of enrollment in AEC's Intensive English Program.

American English College (AEC)

info@aec.edu

+1(626)457-2800

111 N Atlantic Blvd. Suite 112, Monterey Park, CA 91745

ADMINISTRATIVE POLICIES

MBA Degree:

CIAM offers the following degree:

Master of Business Administration (MBA) in Executive Management and Entrepreneurship

Policies and Procedures

Policies and procedures may be amended at any time in accordance with State and Federal regulations. Revisions reflected in Addenda.

Changes in Tuition and Fees

Prices are subject to change at any time. Students are responsible for all Tuition and Fee payments based upon the Enrollment Agreement at time of registration.

Program Changes

Program schedules are subject to change. CIAM reserves the right to modify course content and the overall structure of the curriculum, which will be compliant with State and Federal regulations.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) protects the privacy of student education records. It gives the student the right to: access education records kept by the school; consent to disclosure of student education records; amend inaccurate education records; file complaints against the school for disclosing education records in violation of FERPA. FERPA rights apply to every CIAM student who is or has been in attendance at CIAM, regardless of the student's age. An education record may include personal information, enrollment records, grades, and schedules, etc. Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently. The Registrar's Office is responsible for student record information. Under FERPA, CIAM provides access to student records to school officials who have legitimate educational interest with responsibilities in the

campus' academic, administrative, or service functions and have reason for using student records associated with their campus or other related academic responsibilities. "School official" may include parties such as: instructors, administrators, attorneys, trustees; or other party to whom the school has outsourced institutional services or functions.

Students who wish to review and inspect their education records must submit a written request to the Registrar's Office. Arrangements will be made within 45 days following its receipt of a request. Written consent is required before education records may be disclosed to third parties, with the exception of accrediting bodies and government agencies so authorized by law. Copying and postage fees may apply.

Students have the right to request that any inaccurate or misleading information in education records be amended. CIAM is not required to amend education records in accordance with the student's request under FERPA, but will consider the request, and will inform the student of his or her right to a hearing on the matter if CIAM decides not to amend a record in accordance with the student's request.

According to FERPA, CIAM may disclose, without consent, "directory" information. According to FERPA General Guidance for students (click [here](#)) and Family Educational Rights and Privacy Act Regulations (click [here](#)) "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information could include information such as the student's name, address, e-mail address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, grade level or year (such as freshman or junior), and enrollment status (undergraduate or graduate; full-time or part-time). The directory information is subject to release by the campus at any time unless the Registrar's Office has received prior written objection from the student specifying information that the student requests not be released. CIAM continuously notifies students of the rights in the school catalog.

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;

- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Non-directory information must not be released to anyone, including parents of the "eligible student" (a student who reaches 18 years of age or attends a postsecondary institution), without the prior written consent of the student. Non-directory information may include: Social security numbers; Student identification number; Race, ethnicity, and/or nationality; Gender.

The Department of Education has established an office and review board to investigate complaints and adjudicate violations.

The designated office is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave Washington, D.C. 20202-8520.
Phone: 1-800-USA-LEARN (1-800-872-5327)

An eligible student may obtain a complaint form by calling (202) 260-3887.

At graduation, students are provided with a copy of their official transcript and diploma at no cost.

Students and alumni requesting additional copies of their transcript must do so in writing to the Registrar's Office and pay a \$10 fee for each transcript and/or \$50.00 for each diploma. Priority/Express shipping will be available at an additional cost. No official transcript(s) may be released if records are on hold for financial reasons or missing documentation.

Written consent is required before educational records may be disclosed to third parties, with the exception of accrediting bodies and government agencies so authorized by law. CIAM transcripts will show all of the following:

1. The courses that were completed, or were attempted but not completed; and the dates of completion or withdrawal.

2. The final grades for each corresponding course.
3. Credit for courses earned at other institutions.
4. Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes.
5. Degrees and diplomas awarded.
6. The name, address, email address, and telephone number of the institution.

Records Retention Policy

CIAM maintains records of names, addresses, email addresses, and telephone numbers of each student who is enrolled in an education program.

For each student granted a degree, CIAM maintains a permanent record of all of the following:

1. The degree granted and the date on which that degree was granted.
2. The courses and units on which the degree was based.
3. The grades earned by the student in each of those courses.

CIAM complies with federal and state requirements regarding the retention of student records, which stipulate that student records are maintained for not less than five (5) years, at its principal place of business in California. CIAM maintains transcripts indefinitely. Restricted access of authorized school officials for student records/files kept electronically and in locked fireproof cabinets.

Changes in Student File

It is the responsibility of each student, staff, or faculty member to file any changes to their current name, address, email address, and telephone number with the Registrar's Office within five (5) days of such changes.

Student Identity Verification Policy

CIAM has a process in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit, primarily through the use of a secure login and pass code. The policy applies to all CIAM credit-bearing courses that have a distance education component.

Secure Login and Pass Codes

CIAM assigns each student a unique username and password for the Learning Management System as well as a University email. In addition, all students registering for a course at CIAM are assigned unique student identification numbers. Students are assigned a password when their account is first established and they are required to change their password when they initially activate their account. It is

advised that passwords must be suitably complex. CIAM's Student Services is the office responsible for issuing secure usernames and password.

All students are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is assigned to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. It is against University policy for a user to give someone his or her password or allow others to use his or her account. Users are responsible for any and all users of their account.

Additional Verifications

Faculty teaching courses through distance education methods have a role in identity verification insofar as they can be alerted to changes in student behavior. Sudden shifts in academic performance, changes in writing style or language used in discussion groups, or email may indicate academic integrity issues. It is recommended that faculty routinely use a variety of assessment instruments. Faculty should regularly ask students to share, in appropriate ways, important ideas learned from texts and references and require projects and paper assignments to be submitted in steps.

Responsibility for Policy Implementation

The Academics Office and Student Services are jointly responsible for ensuring compliance with this policy and to ensure that the Dean, department heads, and respective staff are informed of any changes in the policy in a timely fashion.

Student Identity will be verified by the following:

- a. Student ID (either by the copy provided to Admissions or a school issued ID)
- b. A unique Moodle and email login (username and password)
- c. The student's consistency in the writing of assignments and threaded discussions
- d. The student's presentations either in class or online
- e. The student's unique CIAM email address and password

Student Grievance Policy Statement

Students should be free of unfair and improper action by any member of the CIAM community. A grievance may be initiated by a student when they believe that they have been subject to unjust action or denied their rights as stipulated in published school policies and State or Federal laws. Such action may be instituted by a student against a faculty or staff member and may seek redress through the Student Grievance Procedures as identified below.

Student Grievance Procedures

Academic Grievance

In most situations communication between the student and the faculty member can resolve an academic issue. It is important to address concerns either during the course or immediately after the conclusion of the course. If the issue is not resolved to the satisfaction of the student in this stage of the process, then the student should initiate the formal grievance process using the "Grievance Resolution Form" available on Moodle or from the Office of the Registrar to express his/her concern. There are four levels of this process: the instructor, the Dean, the Chief Academic Officer, and finally the CIAM Academic Council. If the instructor cannot resolve the problem, the matter should be referred to the Dean. The Dean has five (5) working days to resolve the issue. If one is needed, the Dean shall call a meeting or meetings with the parties involved. The instructor and the student will be afforded the opportunity to present evidence prior to his/her deliberations regarding the incident or complaint and the Dean shall distribute the findings/decisions to the instructor and the student within five (5) working days after the meeting. If the issue is not resolved at the level of the Dean, the Chief Academic Officer will review the case and attempt to resolve the issue. If needed, the CIAM Academic Council shall be the final institutional step in arbitrating the grievance and will resolve the issue forwarding their recommendations to the CAO for implement of any remediation. Complaints should be resolved within the thirty (30) days of the initial date on the Grievance Resolution Form. A student or any member of the public is not required to use CIAM's internal process first. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Non-Academic Grievance

CIAM will make all efforts to meet a student's needs for services. If an issue should develop and is not resolved to the satisfaction of the student, the student may initiate a formal grievance process using the "Grievance Resolution Form" available on Moodle or from the Office of the Registrar to express his/her concern. There are four levels of this process: the Dean, the head of the Department in question or Title IX, where applicable, the office of Human Resources, and finally the Chief Academic Officer. If the Dean cannot resolve the problem in conjunction with the head of said Department, the matter should be referred to the Human Resources Office or Title IX, as applicable. The Human Resources Office or Title IX has five (5) working days to resolve the issue (except in the case of Sexual Harassment, please refer to the Sexual Violence and Sexual Harassment Policy, for which the office has 60 days to investigate the matter). If needed, the Dean shall call a

meeting or meetings with the parties involved. The staff and the student will be afforded the opportunity to present evidence prior to his/her deliberations regarding the incident or complaint and the Dean shall distribute the findings/decisions to the staff and the student within five (5) working days after the meeting. If the issue is not resolved at the level of the Dean, the Human Resources Office will review the case and attempt to resolve the issue. If needed, the Chief Academic Officer shall be the final institutional step in arbitrating the grievance and will resolve the issue and proceed to implement any remediation. Complaints should be resolved within the thirty (30) days of the initial date on the Grievance Resolution Form. A student or any member of the public is not required to use CIAM's internal process first. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Student Email

We require each student to use their assigned "ciam.edu" email address as this is CIAM's main form of communication with the student. All students will be assigned their own unique email through the school that will be active throughout the duration of the program as well as after.

ACADEMIC POLICIES

Academic Freedom

The California Institute of Advanced Management ("CIAM") is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses our belief in inquiry, informed debate, and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking, and to help them understand conflicting opinions.

Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.

CIAM's faculty have the right to express their informed opinions which relate, directly or indirectly, to their professional activities, whether these opinions are expressed in the classroom, elsewhere on campus or at college-related functions. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others.

Employment by CIAM does not in any way restrict or limit the First Amendment rights enjoyed by faculty and staff as members of their communities. Faculty members and staff are free to speak and write publicly on any issue, as long as they do not indicate, or imply, that they are speaking for the institution.

Protecting academic freedom is the responsibility of the academic community that includes administrators, faculty and students. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, CIAM protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate.

Late Assignment Policy

The purpose of the CIAM late assignment policy is to establish a fair, consistent, and transparent treatment of late submission of assessment tasks. Instructors may occasionally accept, without penalty, late assignments because of certain extenuating circumstances faced by students. In all cases, the student must inform the instructor of the extenuating circumstances before the due date of the assignment. If the student does not have extenuating circumstances the following penalties apply: Students who submit work up to one week late will receive a penalty of 10 percent applied to the grade achieved on the late assignment. Students who submit on the second week after the due date will receive a 20 percent deduction. Students who submit assignments more than two weeks late will receive a grade of zero. Consistent lateness in completing assignments by any student will be brought to the attention of the Dean by the instructor. The student at risk will be counseled by the Dean or the Dean's designee.

Plagiarism

Plagiarism and cheating are not accepted under any circumstances. Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess. CIAM encourages the use of APA citations. The instructor may assign a lower grade at the minimum or the student can be placed on probation.

Attendance, Substantive Interaction and Participation

CIAM emphasizes the need for all students to attend classes on a regular and consistent basis. Students are expected to maintain attendance in all courses as it is reflected in their grade and the quality of their collaboration and participation with their student teams.

The goal of this policy is to:

- Ensure student success through regular class attendance
- Provide clear guidelines for administrative staff and faculty
- Provide clear expectations for enrolled students
- Ensure adherence of Title IV and withdraw/drop policies

Attendance Policy

In recognizing the correlation between attendance and academic achievement, as well as student retention, regular and punctual attendance is mandatory for students enrolled at CIAM. The instructors are required to maintain attendance for each class meeting.

Students who are absent for 14 consecutive calendar days will be considered an Unofficial Withdrawal by the College. A student can officially withdraw by notifying CIAM before reaching the 14th day of absence. The 14-day absence timeline does not include scheduled calendar days designated as official CIAM breaks. Please refer to the College's SAP Policy and Grading Policy for information regarding grades awarded when student's Withdraw from the College.

Tardiness

All students are expected to arrive to on-ground classes on time. Late attendance is disruptive to both the instructor and other students. If a student is tardy for an on-ground class more times than what the instructor(s) consider acceptable, the instructor will report the issue to the Dean for appropriate disciplinary action. Three (3) instances of tardiness per course, whether arriving late, leaving early, or a combination of both will be counted as one (1) unexcused absence. The conversion is made in the Registrar's Office based on attendance records submitted by the instructor.

Absence

In cases of absence, it is the student's responsibility to notify the course instructor prior to missing the class. In cases where advance notification is not feasible (e.g. accident or emergency) the student must provide notification by the next class meeting after the absence. The notification should include an explanation of why a notice could not be sent prior to the class.

Some absences can be determined as an "excused absence" and will permit the student to make up the missed coursework without penalty.

There are only five acceptable reasons for absence from a class that will be considered an "excused absence".

1. **Serious illness or serious medical emergencies on the part of the student or a dependent.** The student must submit a doctor's note explaining the reason for the absence to the instructor(s).
2. **Family emergency.** The student must submit a note and supporting documents to their instructor explaining the reason for their absence. In case of a death in the family, a death certificate must be submitted as supporting documents.
3. **Legal.** The student must submit the official documentation to their instructor explaining the reason for their absence.
4. **Military duty.** Student must provide an official government, state, or civic document indicating conditions and length of required service.
5. Authorized and approved events sanctioned by the School administration.

CIAM can require additional documentation substantiating the excused absence from the student and establish a timeframe for such submissions.

If a student feels that he or she has been unfairly denied an excused absence, the student may appeal to the Dean who will consider the case and attempt to resolve the problem. If the case cannot be satisfactorily resolved at that level, a final appeal may be made to the Academic Committee.

To make up the excused absence coursework, the student must initiate communication with the instructor to determine the deadline and what will constitute the makeup of the coursework. The instructor must provide the student an opportunity to make up the coursework that contributes to the final grade or provide a reasonable alternative by an agreed upon date by the student and the instructor. The final decision on the content and deadline of the makeup must be communicated to the student in writing by the instructor via CIAM campus email. If the student does not follow the makeup plan (e.g. no show at the prearranged time or missed the deadline for makeup work), the student forfeits their rights for further make up of that work. Timely communication between the student and instructor is important.

Absences for unexcused reasons will result in the student not being able to make up work and may negatively affect the student's final course grade. The instructor is under no obligation to provide an opportunity to a student that has unexcused absences.

Students with more than three (3) absences (excused and/or unexcused) in a course per semester will result in a failing

grade for the course. F-1 visa students must continue attending classes to maintain their visa status even if they have missed more than 4 classes and will be receiving a failing grade.

The SEVP's regulation dictates that an F-1 visa student must maintain at least 75% attendance at any given time during the semester, regardless of whether the absence is excused or unexcused. Failure to do so will result in loss of status if not resolved.

Procedure

Attendance must be taken on a weekly basis. Attendance for on-ground students for a given week is based on the student being present in the classroom. Faculty will take attendance with Moodle on a weekly basis.

Attendance in an online classroom for a given week is based on the student's engagement in an academically related activity that can be documented. Attendance in the CIAM online classroom is collected in weekly cycles. For administrative purposes, attendance is recorded on Monday each week, regardless of the day of the week on which the semester starts. If a week spans over two months, the attendance for that week will be reported as a part of the later month. A weekly unit in CIAM Online Education consists of activities that students are engaged in from a Monday to the following Saturday.

The following are academically related activities for the purposes of attendance in the online classroom:

- Meaningful participation in an online discussion
- Assignment submissions, and other work that is graded by the instructor
- Student initiating contact with a faculty member to ask a course-related question via email or chat room

The following are examples of activities that are not acceptable for the purpose of documenting attendance in the online classroom:

- Student login on the course site
- Student posting of bio in discussion forum

The last day of attendance of an online class is defined as the last day in which the student was engaged in an academically related activity that can be documented.

Registrar's office and student services will track on-ground and online attendance. The Registrar's Office or Student Services will notify a student and his/her academic advisor

when he/she misses the third class (excused and/or unexcused). The notification is sent to the student via campus email. However, students are responsible for monitoring their own attendance records on the student portal (Populi). Failure to receive the notification does not negate their attendance status.

Students are required to report absences by e-mail to the instructor.

After a student accumulates three (3) or more nonconsecutive absences (in class or/and online combined), an instructor may assign the student a final failing "F" grade in the course. If a student is absent for three (3) consecutive classes without pre-approval by the instructor or Dean, the student is deemed to have withdrawn as of the last class attended and will be assigned a "W" grade. In the event a student anticipates a prolonged period of absence then, the student must contact the respective instructor(s) prior to the first missed class. The instructor may set up an alternate attendance plan with the student or assign a paper to compensate for the work missed because of the absence. This will be accomplished with the consent of the Dean to waive the withdrawal and/or the grade penalty. It should be noted that failure to make this contact and follow through with the decisions made at this time could result in the student receiving a grade of "F" or "W" in the class and would require reinstatement. If the student is achieving a grade of "B" or better in the class and has to take a third absence because of extenuating circumstances (on-ground or online), the student will be assigned an Incomplete "I" (please see policy on Incomplete Grades). The student is expected to pay the tuition when retaking the class with "F" or "W".

CIAM requires students to engage in the attainment of the required course outcomes and objectives by requiring them to maintain attendance and substantively interact with faculty and fellow students through the submission of assignments and threaded discussions. Attendance for online classes is required and should be accomplished by the completion and participation in the required assignments: Discussion Board, writing assignments, experiential learning exercises and presentation videos. Students must complete at least one of the assignments on time, to be marked "present". All assignments must be posted by the student through the Moodle learning platform by the posted deadline. Instructors will respond and grade assignments within the evaluation response time schedule. Under extenuating circumstances, the student must contact the instructor to make alternate arrangements for assignment submission. This agreement must support the student's ability to master the learning objectives and to complete all work within the course timeframe. All students

are expected to complete the course within the timeframe specified by the school.

The student must log in and complete the assignments for each week including threaded discussions. Online class participation starts with one (1) student answering the question posted by the instructor. Other students then enter into the discussion to answer the main question and interact with each other. The instructor is expected to enter into the discussion at any time and students can continue to comment based on the instructor's new comment. Since students will be graded on the basis of the quality of their contribution to the discussion, as well as the sum total of their participation in the discussion (substantive interaction).

Students must progress through each course at a steady pace to ensure course completion with the time period required. Students must submit assignments on schedule for review and interactive feedback by the instructor as required in the course syllabus. Students are expected to submit their assignment by the deadlines posted in Moodle. This allows students the opportunity to benefit from faculty feedback.

Non-Participation

Non-participation is characterized by lack of assignment submission and inadequate contribution in discussion board postings. In every module of the course, participation will be monitored by both faculty and the Dean. Closer monitoring will be made particularly during the first two weeks to encourage continuous and active student engagement and substantive interaction. Students who have not submitted assignments and have not responded to the discussion board postings for the module will be contacted by their instructor to learn why the students are not participating. If students are experiencing extraordinary circumstances that prevent assignment submission, the Dean will provide assistance as needed and instructors will provide support and guidance on assignment submission.

Leave of Absence Policy

If it becomes necessary for a student to stop attending classes, the student must request and be approved for a Leave of Absence (LOA), or the student will be considered Withdrawn. Leaves of Absence must be pre-approved unless an unforeseen circumstance prevents the student from doing so. If the student's LOA is not approved, the student will be treated as a Withdrawal for financial aid purposes.

An LOA request will be considered for approval only if:

- the student has completed a minimum of one (1) course;
- the LOA is requested in writing and signed and dated;
- the LOA request includes the reason for the leave;
- there is a reasonable expectation that the student will return after the LOA;
- on a subsequent LOA request, the cumulative number of days on leave does not exceed 180 days per 12-month period; and
- prior arrangements have been made for the student to be able to continue his or her academic coursework upon return from the LOA.

The student must notify the University if he or she intends to return from the LOA early.

A student with extenuating circumstances may be granted a subsequent Leave(s) of Absence not to exceed 180 days of leave within a 12-month period. Supporting documentation must be provided for a subsequent LOA request(s). The number of days of a LOA is counted beginning with the first day of the student's initial LOA. If the student is unable to provide a written LOA request for pre-approval due to unexpected, extenuating circumstances, such as a car accident, the University will accept a verbal LOA request. The student must subsequently provide a written LOA request, along with supporting documentation within 14 days.

If the student is unable to provide the subsequent written LOA request within 14 days, the University will assume that there is not a reasonable expectation that the student will return from LOA and the student will be Withdrawn from the program.

The student will not be charged any fee or additional tuition as a result from taking an LOA. The student will not be eligible for additional financial aid as a result of taking an LOA. However, the student's financial aid package may change.

The student will be charged a fee to retake the course, when the student fails a course and subsequently requests an LOA.

Failure to return on the expected LOA return date will result in immediate Withdrawal from the University per the University's Withdrawal Policy. Withdrawal from the University places the student in his or her student loan grace period starting at the first day of the LOA. For example, if a student is on LOA for 60 days and does not return, the 2 months on LOA will be deducted from the student's 6 month grace period. The student's loan repayment will begin four (4) months after Withdrawal instead of six (6) months.

Military Duty

Military students (including those in the Reserve or National Guard) may have required military activities which will cause the student to be absent from the course(s) for a short period of time. These absences qualify as "excused absences" which means that the absence, with proper arrangement, is not subject to penalty and coursework may be satisfied through agreement between the professor and the student. A copy of military orders would be presented to the instructor as soon as they are available. The copy of military order verifying the required military leave and length of time requested; will be forwarded to the Dean and Registrar's Office. Extensions beyond 30 days require a student to complete a Leave of Absence (LOA). It is the student's responsibility to keep CIAM's School Certifying Official (SCO) informed of their military and student status.

Student Term Updates

The Dean's Office provides students with updates at the beginning of every term via a video posted on the Moodle platform. These updates will cover a variety of topics that will be beneficial to student learning. Students should review these at the start of the term.

Learning Platform

CIAM is using Moodle as its learning platform and is used for the online components of the program. Course content, assignments and other information are accessed via Moodle. Students submit assignments on the platform and faculty is able to access the assignments instantaneously for grading. The course content is available to the students 24 hours a day. Coursework is completed at a location determined by the student. Moodle is relatively easy to use and all students will be trained on using this platform prior to the start of the first class. Each student is given individual access to Moodle with his/her unique login and password. The user has the ability to change the password after the first login. Students should not share login information. Students will have access to the Moodle platform throughout the duration of their program and will be deactivated one month after the completion of their last term. Assignments, Discussion Boards and other activities that are graded should be submitted by each student individually. If there is any compromise of a student's login information, or if there are any technical issues, he or she should immediately contact Jennie Ta at jennie.ta@ciam.edu. Moodle was originally developed to help educators create online courses with a focus on interaction and collaborative construction of content. Some features of Moodle CIAM utilizes are: Assignment submission, Discussion forum, File upload and download, Grading, Moodle instant messages, online calendar, online news and announcement and etc.

Additional Academic Policies for International Students

Enrollment Requirements

International students studying in the United States with an F-1 visa are required to take two classes per term and one of the two must be in the hybrid mode. CIAM has designed the "Extended Hybrid" format with one online course and one hybrid course for each of the six terms of the program. Students seeking to take courses online from the other CIAM formats must request permission via email to dean@ciam.edu and receive authorization from the Dean prior to registration.

CPT Policy (For International Students on an F-1 Visa)

CIAM offers the Curricular Practical Training (CPT) program on an optional basis to international students as experiential learning is a part of CIAM's mission. CPT employment is defined as "alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school." To qualify, the work experience must be related to the student's degree. Students can earn a maximum of one (1) CPT credit unit per term. However, these units will be in addition to the degree requirement of 36 semester units for the CIAM MBA program and would not substitute for any of the required classes. The total number of CPT credits cannot exceed more than 6 units for the MBA program. CPT Courses are not automatically renewed each term and students must apply or re-apply every term.

To qualify for CPT:

- Be in valid F-1 immigration status
- Be registered for two classes (full-time) at CIAM with good academic standing
- Secure a job offer related to the student's field of study.
- Provide an employment letter with a job description to the CIAM DSO.
- Obtain CPT authorization from CIAM BEFORE beginning employment; authorization cannot be back-dated.

Your CPT must be relevant to the degree program you are enrolled in. If approved, you will be required to submit the employment letter along with the application for CPT authorization on a termly basis to verify that your work is still related to the MBA program offered at CIAM. CPT can be paid or unpaid and part-time or full-time as determined by the employer, but you must have worked for a total minimum of 45 hours during the term to earn one (1) CPT credit unit. SEVP guidance states "compensation is not a consideration when determining whether an opportunity

qualifies as CPT," but federal and state labor and wage/hour laws do still apply.

If you have 12 months or more of full-time CPT, you are ineligible for OPT. Engaging in part-time CPT (less than 20 hours of work per week) does not affect eligibility for post-completion OPT. Students must continue to maintain attendance and a full course of study in F-1 status during the period of employment. If the student violates the attendance policy or drops below a 3.0 GPA, the student may be at risk of having his/her CPT cancelled.

CPT Internship Course & Requirements

- CPT Courses are graded on a Pass/No Pass scale
- 1 credit per term
- CPT Course is \$50 per course
- Students are required to submit a 2-3 page paper (CPT Experiential Learning Essay) at the end of the term detailing how their current MBA courses relate to their job. Topic: What did you learn from your job that can be applied to your MBA?
- The CPT Experiential Learning Essay is due two weeks before the end of the term
- Students must receive an 80% or above to pass the class.

**Note:* If a student earns an overall failing grade in their CPT course in a given term, they will be ineligible for CPT in the following term. Ineligible students may re-apply for CPT after one full term off.

How to Apply for CPT

All CPT applications must be submitted to the Designated School Official (DSO) at CIAM: DSO@ciam.edu

In order to apply, submit:

- The CPT Application Form
- An employment offer letter (including the correct start date, work location, job title/description)
- A receipt of \$50 payment for the CPT course

The CPT Application can be found [here](#).

Applications for CPT must be submitted at least three weeks before the start of term or one week before the end of your current term.

The Employment Offer Letter must be on original company letterhead that is signed by the student's supervisor. It must include the following:

- Name and address of employer

- Job Title and detailed job description
- Specific employment start date and end date (end date, if applicable)
- Full-time or Part-time and the number of hours per week
- Supervisor's name, title, and contact information

A sample employment letter can be found [here](#).

Once your application is reviewed, the DSO will notify you when your application has been approved or denied. Please allow up to 2 weeks to process the application and your new I-20. After the student's CPT is processed onto his/her I-20, the DSO will contact them via phone or email. At that time, the student can request that it be mailed or schedule a date and time to pick up his/her updated I-20.

OPT Policy (For International Students on an F-1 Visa)

International students in the U.S in valid F-1 immigration status are permitted to work off-campus in Optional Practical Training (OPT) status both during and after completion of their degree. According to the U.S. Citizenship and Immigration Service (USCIS), students may participate in OPT in two different ways:

- **Pre-completion OPT:** F-1 students may apply to participate in pre-completion OPT after they have been enrolled in school for one full academic year. Students authorized to participate in pre-completion OPT must work part-time while school is in session. They may work full time when school is not in session.
- **Post-completion OPT:** F-1 Students may apply to participate in post-completion OPT after completing their studies. Students authorized for post-completion OPT may work part-time (at least 20 hours per week) or full-time.

Rules established by USCIS govern the implementation of OPT, and all OPT employment requires prior authorization from USCIS and from CIAM.

Students cannot begin employment until they receive their Employment Authorization Document (EAD card) from USCIS, **AND** have been enrolled for at least one year. However, students can start to submit their application for OPT up to 3 months ahead of time after only being enrolled for 9 months. Students also do not need to have a job offer to apply for OPT EAD card, and OPT employment can occur anywhere in the U.S. However, you may accumulate no more than 90 days of unemployment while on post completion OPT. Nonetheless, students are recommended to start early since USCIS takes up to 90 Days to process the application. Permission is based on maintaining lawful F-1 status.

You may be authorized for a maximum of 12 months, for each level of education you complete. OPT time used before the completion of a program is deducted from the available 12-month period of post-completion OPT. Part-time work during pre-completion OPT will be deducted at half the fulltime rate. For instance, if the student works part time for 6 months, only 3 months will be taken from post-OPT and he/she can work full-time for up to 9 months after graduation. Time will be counted by weeks granted, not by hours worked.

Eligibility Requirement

1. Employment must be "directly related" to the student's major (MBA in Executive Management and Entrepreneurship)
2. Student must maintain lawful F-1 status
3. Student must apply for OPT before completion of all work towards the MBA degree
4. Students who have engaged 12 months or more of full-time Curricular Practical Training (CPT) are not eligible for OPT
5. OPT is permitted for up to 12 months full-time in total.

Applying for OPT

You can file an application for Post-completion OPT as early as 90 days in advance of your completion date and up to 60 days after your completion date. We recommend that you file early, as it can take up to 90 days for an application to be approved.

Your completion date is the last day of your last term at CIAM. Your completion date is located on your I-20. You may NOT continue to work on campus after your program completion date. Your OPT start date must fall within your 60-day grace period. It may be as early as the day after your program completion date or as late as 59 days after your program completion date. Since standard OPT is authorized for up to 12 months, your OPT end date would be exactly 12 months after your OPT start date.

To apply for OPT:

1. Download and complete the USCIS Form I-765 (Application for Employment Authorization). It is recommended that you type the form. If you choose to hand-write the form, make sure to use black ink and sign the form using black ink. Instructions for completing the form can be found by [CLICKING HERE](#). Once you complete the form, save it or scan it to a PDF file.

2. Scan the following documents to PDF files:
 - a. Your passport photo page
 - b. Your most recent F-1 visa
 - c. Your current I-94
 - d. Copies of your previous I-20s
3. Submit the OPT Request Form & your completed Form I-765 to your DSO, including your PDF documents listed above. Please email at DSO@ciam.edu for the OPT Request Form.
4. Your application will then be reviewed by your DSO and the Registrar for certification of your program completion date. If your application is complete the DSO and the Registrar for certification of your program completion date. If your application is complete the DSO will issue you a new I-20 with a recommendation for OPT. If there are any concerns regarding your application, you will be notified via your CIAM email address. Application processing time may vary; it may take up to two (2) weeks for your application to be processed during peak times.
5. Sign and mail a copy of your new I-20 and the Form I-765 (Application for Employment Authorization), to USCIS. After you mail the application to USCIS, it can take up to 90 days to approve your application and send you the card. When mailing your application, please keep in mind that USCIS must receive your application no later than 30 days after your OPT I-20 issue date. The OPT I-20 issue date is located next to your DSO's signature on the first page. The USCIS has different addresses for regular and express mails. This is because express mailing services like UPS and FedEx don't generally deliver to P.O. Boxes.
 - a. **Express Mail:**
 USCIS
 Attn: AOS
 1820 E. Skyharbor Circle S
 Suite 100
 Phoenix, AZ 85034
 - b. **Regular Mail:**
 USCIS Phoenix Lockbox
 P.O. Box 21281
 Phoenix, AZ 85036
6. While you are on OPT, please report any changes of your name, U.S. address or employment information to CIAM within ten business days.

Notice:

- Email (dso@ciam.edu) or bring in a copy of the OPT receipt notice and EAD Card to CIAM when available
- Once you submit the OPT application by mail to USCIS, it can take up to 90 days, sometimes longer to receive

an answer. If approved, USCIS will send you an EAD card. You may not legally begin your employment until you receive this card and the beginning employment date listed on the card has been reached. If your plans change after you apply for the card and you will not be working after all, it is usually not possible to cancel the EAD card and request that the unused time be credited to your remaining eligibility (not to exceed 12 months).

GRADING AND ACADEMIC PROGRESS

Credit Hour Policy

This credit hour policy applies to all courses and programs at CIAM that award academic credit regardless of the mode of delivery including, hybrid and distance education.

A credit hour represents the amount of work governed by intended and clearly identified student learning outcomes and verified by evidence of student achievement.

Assignment of credit hours for courses will occur during program/course approval processes and be monitored through faculty, curriculum, and program reviews established by the university.

Every semester unit is equivalent to 15.33 clock hours; for a total of 552 clock hours for 36 semester units. Our on-ground courses and online courses have the identical learning outcomes. The online material has references to textbooks, links, and educational videos that parallel the time spent by hybrid students in the classroom. The material presented in online lessons qualitatively and quantitatively equates with on-ground classes. Learning outcomes and their assessments are the same for all hybrid and online students.

The total time expected of students actively participating in each CIAM course is 113-138 hours for the whole duration of the term. This time can be broken into the following categories: watching lecture-related videos and PowerPoint presentations: 8-10 hours, preparing and delivering presentations: 5-7 hours, preparing and participating in at least three postings (threaded discussions): 6-7 hours, research and writing paper assignments: 24-28 hours, team group work for consulting or case studies: 20-26 hours, experiential learning exercises: 5-6 hours; reading textbook and library articles 45-54 hours. The hybrid, the Extended MBA, and the online programs are equivalent to three (3) semester units.

There are three options for student to consider for the CIAM MBA degree:

1. Enrolling in two 7-week courses per term to earn the degree in 11 months;

2. Enrolling in one 7-week course per term to earn the degree in 22 months; and
3. Enrolling in two (2) fifteen-week courses per term (one of which is hybrid and one is online) to earn the degree in 22 months.

The hybrid course meets once a week for six (6) weeks in class. Each class meets for four (4) hours and 10 minutes per week. In addition, there are five (5) online lessons in each hybrid course, which is completed in seven weeks per term with no sessions on-ground. The Extended Hybrid program has two formats: a hybrid course that meets during one weekend per month for 15 weeks and a second course which is online and parallels the extended hybrid course time of 15 weeks per course. A student in this option takes two courses per term.

Prior to Enrollment, the student will specify the program track, selecting the 11-month, the 22-month or the 22-month Extended Hybrid program. Students are not allowed to register for more than six (6) semester credits, (2 courses) per term. A full-time student is an individual enrolled in six (6) semester credits per term. A part-time student is a student enrolled in less than six (6) credits per term.

Satisfactory Academic Progress (SAP) Policy

Purpose of Satisfactory Academic Progress Regulations:

To be eligible for federal, state and university aid, students are required by the U.S. Department of Education to maintain Satisfactory Academic Progress (SAP) toward their degree objectives. CIAM has established this SAP policy to ensure student achievements, success and accountability and to promote timely advancement toward degree objectives. Students experiencing difficulty should immediately inform their instructor, if after working with the instructor the student continues to experience difficulty the student must then notify the Student Success Department.

Definition of Satisfactory Academic Progress (SAP) at CIAM:

Students must maintain Satisfactory Academic Progress (SAP) throughout their educational program. Students will be evaluated after every three (3) terms (one payment period) to determine their satisfactory academic progress based upon qualitative (GPA) and quantitative (Pace of Progression) evaluations.

- (1) Meeting a minimum cumulative grade point average requirement (CGPA) of 3.0. If a student's CGPA falls below 3.0, he/she must improve their CGPA to 3.0 or better by the end of the next payment period.
- (2) Earning a minimum number of units (Pace of Progression) for credit per described time frame. A

student's academic performance is evaluated at certain predetermined points in time, based on the percentage of semester credit hours attempted.

For full-time students with 7-weeks terms. Successfully completed credits must equal to nine (9) semester credits every 16 weeks of the program to finish within the 150%-time frame limit and meet requirements of SAP.

For part-time students with 7-week terms, successfully completed credits must equal to six (6) semester credits every 24 weeks (or 3 terms) of the program to finish within the 150%-time frame limit and meet requirements of SAP.

For students with 15-week terms, successfully completed credits must equal to six (6) semesters credit every 15 weeks starting with term 4.

- (3) Completing the degree objective within a maximum number of attempted units enrolled and a maximum number of terms. (Maximum Time-Frame Allowance).

Complete the program within a maximum timeframe of 150% of the published length of the program as calculated in credits attempted. For example: A student enrolled in 36 semester credit program would have to complete the program in a maximum timeframe of 54 credits.

When Satisfactory Academic Progress is Monitored

The Registrar monitors the SAP of each student every three (3) terms (one payment period).

Financial Aid Warning

Students who do not meet SAP measures described above will automatically be put on Financial Aid Warning for one (1) payment period.

The SAP Warning Period allows you three (3) terms to make up for any GPA or Pace of Progression deficiencies. During the SAP Warning Period, you may continue to receive financial aid without a written appeal. You will be encouraged to seek both academic and financial aid advisement. This status may only be given to a student who was in compliance with the SAP standards at the previous evaluation. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment period after they receive the warning status. The student's academic progress will be evaluated at the end of the Warning period. It may not be assigned for consecutive payment periods. The Warning status is applied only to students with a reasonable expectation of improvement in one (1) payment period.

If a student meets SAP at the end of the Financial Aid Warning period, he/she shall return to normal SAP status with no loss of Title IV eligibility. A student, who has not improved his/her standing and still fails to comply with SAP requirements at the end of the Warning Period, will be ineligible for future aid disbursements. It is advisable for any student on warning status to meet with both the Financial Aid Coordinator and Dean to ensure future satisfactory progress and aid eligibility.

A financial aid student may continue on a cash-pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days after notification of loss of SAP.

Financial Aid Appeal Process

The Financial Aid Appeal process allows students who are not meeting SAP standards to petition for reinstatement of Title IV aid eligibility.

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Dean, who will meet with the Academic Council to make a decision on the appeal.

The bases on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point. The Dean will provide a decision in writing within ten (10) business days.

Financial Aid Probation

If the appeal is approved, the student may be placed on Financial Aid Probation after the school evaluates the student's progress and determines that the student did not make SAP during the Financial aid warning or previous evaluation period. *Financial Aid Probation will only be for one (1) additional payment period* during which the student remains eligible for federal aid.

The student will be placed on an academic plan to regain SAP status to continue to be eligible for federal aid beyond the initial probationary period, the student must either be meeting the cumulative attendance and grade standards as published, or be in compliance with any customized written academic plan. An *academic plan may continue for multiple payment plans*. At the completion of the plan the student

will either be in compliance with SAP or have completed the program. If the student fails to meet the standards established in the plan, the student will no longer be eligible for Title IV aid.

Reinstatement of Title IV

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Academic Council.

Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV funding.

Impact on Grades on CGPA

Grades "A", "B", and "C" (+/-) specific grades are counted in the calculation of CGPA, where a grade of "I" (Incomplete) and

"W" (Withdraw) are not counted in the calculation of CGPA. *D grades are not given because anything below a C- is a failing grade.

All course work completed at CIAM is counted in CGPA where repeated course work from a previous passing or failing grade and transfer course work do not count towards CGPA.

Please refer to Tables 1 and 2 below.

Table 1
Impact of Grades on Graduate Cumulative SAP GPA

Grade Earned	Counted in Grade Point Average
A, B, C (+/-)	Yes
I — Incomplete	No
W — Withdrawal	No

Table 2
Impact of Course Type on Graduate Cumulative GPA

Course Type	Counted in Grade Point Average
Course work at CIAM	Yes
Repeated course work (previous passing grade)	No
Repeated course work (previous failing grade)	No
Transfer course work	No

Pace of Progression Requirement

To maintain satisfactory progress, graduate students must complete a minimum number of units each predetermined point in the program (Pace of Progression) to ensure completion of the degree within the maximum time frame.

The units attempted and completed with grades, "A", "B", and "C" (+/-), "W" and "I" are counted in the calculation of the "Pace of Progression" as well as in the computation of the maximum time frame.

All course work attempted and completed at CIAM, including repeated course work from a previous passing or failing grade(s) and all accepted transfer course work counts towards the "Pace of Progression" and the maximum time frame.

Please review Tables 3 and 4.

Table 3
Impact of Grades on Pace of Progression and Maximum Time-Frame Allowance

Grade Earned	Pace of Progression		Counted Toward Maximum Time Frame
	Units Completed	Units Attempted	
A, B, C (+/-)	Yes	Yes	Yes
W, I	No	Yes	Yes

Table 4
Impact of Course Type on Pace of Progression and Maximum Time-Frame Allowance

Course Type	Pace of Progression		Counted Toward Maximum Time
	Units Completed	Units Attempted	
Graduate-level course work	Yes	Yes	Yes
Repeated course work (previous passing grade)	Yes	Yes	Yes
Repeated course work (previous failing grade)	Yes	Yes	Yes
Transfer course work	Yes	Yes	Yes

Maximum Time-Frame Allowance

To demonstrate Satisfactory Academic Progress, students must complete their degree objective within a specified amount of time. The time frame will depend on the student's enrollment status and educational objective.

Table 5
Full-Time Course Load for Determining Maximum SAP Units and Semesters

Program	Full-Time Course Load
Master's program	6 units

Grades and Grade Point Average

All students must meet the minimum standards of academic progress while enrolled at CIAM. Failure to maintain the minimum cumulative GPA of 3.0 will result in the student being placed on probation.

CIAM does not have a cumulative final test or examination required for the completion of any of the program. Grades are based upon the quality of work completed, i.e., upon the actual accomplishment in courses offered for credit. The GPA is computed by dividing all grade points earned by total units completed.

All assignments are graded by the faculty within three (3) business days after the assignment deadline. All final grades are submitted by faculty to the Dean and Registrar and posted on Moodle (gradebook) within three (3) business days following the end of the course. Comments are given from the professor to the student for submitted

assignments and discussion forums in which the student participates.

Grading System

CIAM's grading system consists of the following designations:

I	Incomplete	Not used in calculation of GPA
W	Withdrawal	
NG	No Grade	

Letter Grade	Grade Points
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
F	0.0

Student evaluations are given at the end of each term. The qualitative evaluation is done by the instructor or Dean and quantitative evaluation is done by the Registrar.

Incomplete Grades

Incomplete academic work for unforeseeable, emergency, and justifiable reasons within two (2) weeks of the end of the term may result in an "I" (Incomplete) grade. When an instructor assigns an "I", he/she shall specify in writing the requirements the student shall fulfill to complete the course as well as the reasons for granting an "I". The instructor shall retain a copy of this statement in his/her grade records and provide copies to the Dean's office.

The Incomplete is not used in calculating a grade point average and no credits will be earned until a final grade is entered. A course with a grade of "I" must be completed within six (6) months or the "I" will be changed to an "F". A student may not re-enroll in a course if he/she has an unresolved Incomplete grade for that course. To remove the "I" grade, the student must contact the instructor who taught the course or the Dean in the absence of the instructor, to complete the grade change process within the allowed time frame. A final grade will be assigned by the instructor or the Dean (in the absence of the instructor) when the work assigned has been completed and evaluated.

The temporary grade of "I" must be changed to a grade (e.g., A, B, C, D, or F) for completion of the program to be awarded a degree from CIAM. If the student cannot remove the "incomplete" within the allowed time frame due to extenuating circumstances and has a current grade of "B" or better in the current course that the student is enrolled in, the student may petition the school to request an extension of time; approval is not guaranteed.

Add / Drop Period

The Add/Drop or cancellation period occurs within the first week (7 days) of a term. The last day to During this period, students may add or drop individual courses. If a student drops all courses, this will be considered an automatic student withdrawal. Dropped courses that occur within this period will not appear on students' transcripts nor will these dropped courses be included in evaluating satisfactory academic progress (please see Satisfactory Academic Progress). New students that have not been enrolled prior to the first class may be admitted during this period provided professor approval.

Course Withdrawal

A student who withdraws from a course may do so only with advisement from the Dean. The deadline for Withdrawal is by the fourth week of the 7 week-term and by the eighth week of the 15-week term. The student who withdraws from a course prior to its completion will be assigned the grade of "W" (Withdrawal). This grade is not calculated in the cumulative grade point average, and no credits will be earned. Incompletes and Withdrawals do not affect the CGPA. However, repeated grades are calculated as part of CGPA. Since all CIAM courses are required, the course will need to be retaken prior to the awarding of the MBA degree. See "Course Repetitions" below. Any student who drops unofficially after the fourth week will be assigned the grade of "F".

Course Repetitions

A student is required to repeat any course in which a grade of "F" (Failure) or "W" (Withdrawal) was received. The new grade will replace the original grade for the purpose of calculating the cumulative grade point average. However, courses in which an "F" is received will be considered credit hours attempted for the purpose of determining GPA. The student will be responsible for tuition fees incurred for any repeated courses. Student may repeat the same course only once and are not allowed to repeat more than three (3) courses. Repeated coursework at CIAM will be counted towards the "Pace of Progression" and the maximum time frame.

Withdrawal from School

If a student chooses to withdraw from school, the student needs to provide a written notice. If a student does not attend class, is not on an approved Leave of Absence (please see Leave of Absence Policy below) and fails to notify the school for a period of three (3) consecutive class sessions, the student will be deemed withdrawn as of the last date of attendance. The student will be eligible for reinstatement for a period not to exceed six (6) months from the date of the written notice. If a student withdraws without notice, reinstatement will be at the discretion of the Academic Council and earned credits will be counted if the period between withdrawal and re-instatement is six (6) months or less any monies paid are subject to CIAM's refund policy (please see Tuition Refund Policy section), Students may take only one leave of absence from the day the first course begins till the last course ends.

Academic Standing

Academic Probation Policy

The Registrar reviews Academic Standing progress every term. Any student, whose CGPA falls below a 3.0, will be placed on academic probation. The probationary period is three (3) terms in which time the student must return to good standing by raising his/her CGPA to a 3.0. If a student does not raise his/her CGPA to at least a 3.0 by the end of the probationary term, he/she will be placed on "Suspension" (See below for suspension policy). Grades and credits earned during a probationary period will count towards CGPA and pace of progression, and the maximum time frame.

A student may be placed on "Conduct Probation" should the following behaviors occur: disruptive or disrespectful behavior toward staff, faculty, students, or consulting clients; theft of property, use of indecent or profane language, cheating and/or plagiarism in any form of work, repeated violations of the school dress code, harassment of instructors, clients, or other students; or discrimination of any kind. All conduct rules apply to the classrooms, school buildings, consulting client meetings and CIAM parking areas.

At the end of each term, The Registrar's Office reviews the student's grades, conduct, and pace of progression to determine the academic status of the student in accordance with CIAM's policies of Satisfactory Academic Performance (SAP); subsequently, the Registrar makes recommendations to Student Success and subsequently the Dean. The student will be placed on "Academic Probation" or "Conduct Probation" via email to schedule a meeting within 5 days of the Registrar's office notification. The Dean will make recommendations for the next steps the student should take. A written plan, signed by both the student and the

Dean, for the student to return to good standing will be produced and placed in the student's official file. Students have the right to appeal the probation determination to the Academic Council. When a student on academic probation raises his or her cumulative GPA to at least 3.0, the student is removed from probation.

Suspension Policy

At the end of the probationary term, any student who fails to raise his/her CGPA to the minimum requirement of a "3.0" will be placed on "Academic Suspension". The Registrar will inform the Dean who will then contact the student via email to inform him or her about their academic status. The student will have an "Academic Suspension" hold placed on his/her account and will not be able to register for any future CIAM courses.

"Academic Suspension" normally lasts one (1) term. The statement "academic suspension" is placed on the student's academic record. A student who has been informed of the academic suspension may submit an appeal in writing to the Dean for reconsideration. Suspended students may be readmitted after the suspension period by submitting a written request for readmission to the Dean. A student will be notified by written notification from the Dean. A student who is reinstated to the school after having been academically suspended must achieve a term GPA of 3.0 or better for the term of reinstatement or be academically dismissed. This is an opportunity to repeat a prior course or prior courses in which the student received low grades that affected their CGPA. Please see the "Course Repetitions" section on effects on CGPA, "Pace of Progression" and the maximum time frame.

Student suspensions are disciplinary actions at the discretion of the Dean. The school will notify the student in writing of the suspension through a "Student Notice". Any student suspended may appeal that decision to the Dean. If the review of the appeal is positive, the student will be removed from "Academic Suspension" and be placed back on "Academic Probation". Should a student fail to respond to a "Student Notice" issued by any administrative or instructional personnel, that student will be suspended from class until proper contact with the issuing department has been made.

Dismissal Policy

When a student on "Academic Suspension" completes their one (1) term suspension, they may enroll in classes at CIAM and they must demonstrate academic progress towards a CGPA of "3.0" or better. When the target CGPA is achieved, the student will be removed from "Academic Suspension". Students who fail to maintain satisfactory progress (as determined by the Dean) towards a 3.0 CGPA after the

suspension term will be placed on "Academic Dismissal" and will not be allowed to continue with the program.

Grades and credits earned during the period after Academic Suspension will count towards the CGPA, the "Pace of Progression" and the maximum time frame.

Student dismissals (terminations) are disciplinary actions at the discretion of the Dean. A student may be dismissed for the following reasons:

1. Failure to adhere to any probation plan developed by the appropriate administrative personnel.
2. A third (3rd) probation of any kind.
3. Excessive violations, based upon assessment and recommendation by the appropriate administrative and/or instructional personnel, with the approval of the Dean.

In any event, should a student be on probation and found to be violating any school rules and/or attendance policy, the student may be dismissed from school for "Probation Violation."

The school will notify the student in writing of the dismissal through a "Student Notice". Any student dismissed may appeal that decision. Any student dismissed may apply for reinstatement. Reinstatement is subject to the Dean's discretion and space availability. Failure to attain a 3.0 GPA in the subsequent term results in academic dismissal. Academic dismissal normally is permanent unless, with good cause, the student reapplies and is accepted under special consideration by the Dean of the school. A student placed on Academic Dismissal is required to wait one (1) year and then apply for reinstatement. The statement "Academic Dismissal" is placed on the student's academic record.

Appeals

A student may appeal any decision regarding their progress, probation, suspension, or dismissal. All appeals must be submitted in writing to the Dean within two (2) weeks of the action causing the appeal. The letter of appeal should include any reasons or extraordinary circumstances as to why the decision should be reversed. The appeal will be reviewed, and the student will be notified of a decision within 30 days. A student may appeal an appeal that the Dean did not approve to the Academic Council within two (2) weeks of the determination.

Appeal Process Guidelines

The student may appeal and must illustrate the mitigating circumstances that prohibited successful achievement of higher education cumulative GPA or unit completion. A

written appeal may be submitted with supporting documentation which must include:

- An explanation of why the student has failed to meet the minimum GPA/unit completion.
- An explanation of how the student resolved or plans to avoid the mitigating circumstances that impeded satisfactory academic progress
- A concise plan for successful achievement of GPA and/or unit completion in the future.
- The Student must have met with the Dean and developed a plan for satisfactory academic progress for future terms. He/ she must include any other supporting documentation that may be relevant to his or her case (e.g. medical/doctor's notes, etc.).

Appeal Review and Outcome

Appeals are reviewed by the Dean, and the student will be notified of the outcome in writing. An appeal will be approved for one (1) term only. There are no retroactive appeals. The student must have made satisfactory academic progress (3.0 GPA graduate and completed 100% or more of units attempted for that term).

While the appeal is being reviewed, the student may continue with the program until a decision is made with the understanding that the appeal may not be granted. If the appeal is granted, the student will be allowed to continue with the program with the understanding that SAP must be met at all times (CGPA and Pace of Progression minimum). If the student is on Academic Probation, a favorable or unfavorable appeal will count towards CGPA and Pace of Progression. If the student is on Academic Suspension and the appeal is favorable, then the grades earned during this period will count towards CGPA and Pace of Progression; however, if the appeal is unfavorable there will be no impact on CGPA and Pace of Progression.

Grade Appeal Policy

The grade appeal policy is to establish a clear, fair process by which students can contest a course grade that they believe has been awarded in a manner that is inconsistent.

The evaluation of student performance is based upon the professional judgment of the professors and appeals will not be considered unless based upon one or more of the following factors:

- Grade computation error.
- Standards different from those established in school policies.
- The professor departed substantially from his or her previously articulated written standards,

without notifying students, in determining the grade.

Only the final course grade may be appealed. The grade assigned by the professor is assumed to be correct and the student appealing the grade must justify the need for a change of the grade assigned.

The student should first reach out to the professor to try to resolve the grade issue.

If there is no satisfactory resolution, within 10 days of the conclusion of the course the student will send an email to the instructor, with a copy to the Dean, with an explanation of why he/she would like the grade formally reviewed. The student needs to be specific as to what issues he/she has regarding the grade and instructor feedback on specific assignments.

If necessary, the instructor will be able to counter the argument as to why the grade should not be reviewed. The instructor will forward his/her counter argument to the Dean, with a copy to the student, for a decision.

The Dean may investigate the matter further by calling/emailing the student and/or the instructor. Once the Dean makes a decision he will let the student and instructor know via email. Usually a decision will be made within seven (7) business days but in the case of some courses, there may be a need for consulting a subject matter expert.

If the previous steps do not lead to a mutually agreeable resolution, and the student wishes to pursue the matter further, then the Academic Council shall be formed by the Dean within 10 business days. The Council's decision may be to keep the assigned grade or to raise the assigned grade. The Council shall provide a written justification to the Dean for its decision, no later than 10 business days after the Council's formation.

The Dean shall inform all parties of the Council's decision. This decision by the Council is final.

In the case of a change of grade, at any point of this review process, the professor must complete a "Student Grade Change Form" and submit to the Registrar within 10 business days after a decision is made.

Academic Council

The Academic Council is responsible for matters pertaining to CIAM student academic performance and to disciplinary and corrective actions pertaining to student behavior, improper conduct, possible criminal issues or other such matters and for any faculty related issues.

The President of CIAM has entrusted the Academic Council with the task of enforcing and interpreting CIAM admission and academic policy. CIAM outlines these policies in the school catalog and holds students responsible for adhering to them.

At the end of each term, the Office of the Registrar reviews final grades and student transcripts. If a student's record indicates he/she is experiencing academic difficulty, the Dean will be notified. The Dean will inform the student via e-mail, telephone or U.S mail of any change in status and recommends remedial steps for the student, imposes discipline such as probation on the student, or terminates the student. Students have the right to appeal the Dean's determination to the Academic Council. The Academic Council is the administrative body that reviews and either denies or grants a student's continuing enrollment in the school due to the student's academic standing or other issues related to CIAM policies. The Academic Council is not limited to academic review.

The Academic Council makes recommendations to the President regarding student dismissal, suspension or other disciplinary actions, including those occasioned by academic performance, honesty and integrity, and behaviors that undermine the mission of CIAM.

The student may invite faculty members or classmates to testify to matters of fact and may have legal counsel present. The Council may request the list of such individuals up to 10 days prior to the scheduled hearing if witnesses are desired. The Council reserves to limit the number of such individuals. The Council meets within the first two (2) weeks of the end of the term in which the Dean takes disciplinary action. However, any member of the Council can request an emergency meeting.

All recommendations from the Academic Council are forwarded to the President. The President shall consider the Council's recommendations in making the final determination and imposing disciplinary action.

Reinstatement Criteria

If the student seeks to return to CIAM, he/ she must file an application for reinstatement, presenting a plan that he/ she is likely to succeed. The student must have had accumulated a minimum cumulative transfer GPA of at least 3.0, if courses were taken at another institution. These transfer courses are not calculated in the students' CGPA but will count towards the Pace of Progression. CIAM is not obliged to grant reinstatement requests.

GRADUATION REQUIREMENTS

CIAM grants an MBA degree to students who successfully complete the prescribed program credits and any related

requirements. In order to be eligible for graduation, students must complete the program with a minimum cumulative grade point average of 3.0 ("B" average). The Registrar's Office maintains academic records of all course work completed at the school. A Diploma will be issued at the commencement following the term in which all graduation requirements have been successfully completed and all financial obligations have been satisfied.

Upon completion of the program, all students will be asked to volunteer feedback about the School and their program. Online students will be asked to complete an "Exit Interview" form. Students in the hybrid program will be asked to complete an "Exit Interview" form as well as complete a face-to-face interview. The student's assessment and feedback of the program will assist the School with continuous improvement.

Capstone Project

The capstone project is an individual consulting project that must be completed in one of the final four (4) courses in a student's degree program with a presentation required on the last day of the selected course. Students select the course and opt out of the group consulting project for that course. The capstone substitutes for the group consulting component of that course and is graded by the faculty member teaching the course. The capstone is designed to highlight the student's individual capacity to perform a significant individual consulting project at the MBA level and thus complements the consulting projects completed in the other eleven (11) courses. It is the responsibility of the student to acquire their own client for the capstone course. A student must plan with enough time to acquire a client and submit the capstone application form with required signatures by the end of their fourth term.

A student must submit the capstone application form with required signatures by the end of their eighth course.

Graduation & Commencement

There are important differences between graduation and commencement.

Graduation is a process that requires submission of an Application for Graduation, completion of all academic requirements for the intended degree, and settling all financial obligations. The administrative process will indicate the student's official date of graduation.

Commencement refers to the ceremony that takes place annually, officiated by the President of the School, where graduating students can celebrate their academic achievement with invited guests. This ceremony also gives the opportunity for the School, its administrators and faculty to acknowledge student accomplishments.

Commencement is also when the student receives his/her earned diploma.

Conferral of Degrees

A degree becomes official when it is posted to the student's transcript. A student must complete a graduation application so that the Registrar's Office can verify graduation requirements completion and subsequently post the degree on the transcript. Degrees are awarded four times each year at CIAM, on the first day after each calendar quarter (i.e. January 1st, April 1st, July 1st, October 1st; policy effective July 1, 2015). All diplomas, however, are prepared and distributed after degree conferral and will be presented at commencement or, if a graduate is unable to attend, the diploma will be mailed to the most current address provided by the student within thirty (30) days after the commencement ceremony.

Students must apply for conferral of a graduate degree by filing an Application for Graduation during the term in which they expect to be awarded a degree. CIAM, however, reserves the right to confer a degree on a student who has completed all of the requirements for a degree, even though the student has not applied to graduate.

Students who wish to withdraw a request for conferral or make changes to the Graduation Application should notify the Registrar's Office in writing by the deadline which is the 1st of the month prior to the degree conferral date (i.e. December 1st, March 1st, June 1st, and August 1st). Students who withdraw their graduation applications or fail to meet degree requirements must reapply to graduate in a subsequent calendar quarter.

STUDENT SERVICES

Office of Admissions and Registrar

The Office provides clear and concise information to all members of the community, and admits and registers students in a timely and proficient manner. The staff counsel students about the process of attaining their degree(s). This includes explaining the admission process, program and degree requirements, and any recent school policy change as well as updates. The Registrar's Office provides support for students, faculty, and the administration by maintaining and retrieving student records. The Office serves as the final evaluator of all certificate and graduation applications, distributes student records (including grades and transcripts), and certifies and reports attendance data to appropriate agencies.

New Student Orientation

In this 2 – 2.5-hour new student orientation required for all new students, various administrators will guide students through their program. The Dean informs the students

about the specifics of our program, including but not limited to our specially developed teaching model and the process of developing a consulting report. The Dean will also provide the students with some tips and tools for adult learning. Other administrators will be sharing information such as correct APA citation, the student learning platform (Moodle), library resources, academic calendar, staff directory, and student services. Other tutorials such as a video presented by our president that provides recommendations on making good presentations is provided on Moodle. In addition, throughout the student's program of study, there will be regular student term update meetings held prior to each term or on an as needed basis. Online MBA students can participate onsite, via teleconference, or through an electronic format.

Academic Advisement

Through electronic correspondence, telephone, individual appointments or drop-ins, the Dean's office, with assistance of other departments if needed (such as Admissions or Career Services) are available during normal office hours to assist students in need of academic advising.

Transcript Services

CIAM understand the importance of providing our students with effective and efficient transcript services. Your new career, entrance to graduate school, professional certification, or other important events depend on the prompt and secure delivery of your transcript and we want to keep you informed of order and delivery status. We also understand the need to protect the privacy of your transcript. The instructions that follow will enable you to request your transcript for delivery as quickly and efficiently as possible.

Ordering Transcripts: The transcript is the official record of the academic performance of the student at CIAM. Students may acquire either an unofficial transcript (which may be used to informally see classwork or grades) or an official transcript, which is the official document recording the students' academic record at the school. Official and Unofficial transcripts of CIAM coursework (grades) are available approximately four (4) weeks after the completion of courses. It can take an additional 3-4 weeks to confer the degree.

Unofficial Transcripts: Registered CIAM students, as well as former students, may request an unofficial transcript from Registrar's office at CIAM. It takes 1-3 business days to process the unofficial transcript after the receipt of the request (in person, by email, mail or fax) has been received. An unofficial transcript lists all of a student's coursework but does not include the school seal or signature of the registrar. Unofficial transcripts can only be issued to students and cannot be released to a third party.

Emailed, faxed or mailed unofficial transcripts cost \$10.00 each. Rush unofficial transcripts cost \$30.00 (\$20.00 rush fee + \$10.00 emailed, faxed or mailed unofficial transcript fee).

Official Transcripts: The first official transcript that includes a conferred degree will be issued upon the completion of the program and the Dean's approval. A student can order up to five

(5) additional Official Transcripts at the Registrar's Office per day, and 30 in a 12-month period at CIAM. Normal processing time, excluding delivery, is 3-5 business days from the date the signed request is received.

Orders are not accepted by telephone. Requests will be sent out via U.S. mail or can be picked up in the Office of the Registrar at CIAM. If someone other than yourself will be picking-up the transcript, you need to provide a signed release authorizing the third party to pick-up your official transcript. In accordance with CIAM policy, as well as with state and federal privacy laws, a student's signature is required for release of the academic transcript, either official or unofficial. All requests must have the student's signature. To order official CIAM transcripts, please direct your request to the Registrar's Office at 626-3501500, or email at registrar@ciam.edu.

Fees: Upon graduation, students are provided with a copy of their official transcript and their diploma at no cost. Students and alumni requesting additional copies of their official transcript and/ or diploma pay a \$10 fee for each official transcript and/or \$50 for each diploma. The full fee is payable by cash, credit card or check made out to CIAM

Transcript Policy

It is the student's responsibility to clear all holds on his or her account before submitting a transcript request. Any hold, such as an outstanding financial balance, will delay or prevent a request from being processed. If you have questions regarding any hold(s) on your record which would delay processing your transcript, please contact CIAM at 626-350-1500, or email at registrar@ciam.edu.

Processing time is the time it takes our office to prepare your transcript. This does not include mailing time. We cannot guarantee your transcript's arrival or the time it will take to reach its destination once it has left our campus. All coursework will show on a student's CIAM transcript, including transfer credit(s). For security purposes, we do not fax out transmit transcripts. CIAM issues official transcripts by mail or in person.

Every transcript is checked for accuracy. It is the student's responsibility to direct concerns and/ or discrepancies to the Registrar's Office within 90 days of the transcript request.

Transcripts for pick-up will be held for up to two (2) months by the Registrar's Office, after which they will be destroyed. Students must then place a new transcript order and pay all applicable fees. CIAM does not offer a notary service. Transcript fees are non-refundable. Once a transcript request has been submitted it cannot be cancelled or changed.

Transcripts/Credentials from Other Institutions

All transcripts and credentials received (for admission, transfer articulation, etc.) become the permanent property of CIAM and cannot be returned to the student or forwarded to other institutions; once received these documents are retained by the Registrar's Office. Federal policy states that a student has the right to view these documents in his or her file. However, CIAM does not release copies of transcripts from other institutions. Those transcripts must be requested directly and are subject to the rules and regulations of that institution.

Student Seminars

Student seminars may be offered throughout the year, topics include job finding, developing effective writing skills, leadership development, etc. Online MBA students can participate onsite, via teleconference, or through an electronic format.

Volunteer Opportunities

Students have opportunities to develop and expand their skills through volunteering to assist faculty or administrators in various school departments such as admissions, administrations, marketing, and information technology. Online students that are local can participate. Arrangements can be made for remote volunteering if such positions are needed. Please contact Claudia Sarabia at Claudia.sarabia@ciam.edu

Non-Federal Work-Study (NFWS) Program

The Non-Federal Work-Study Program (NFWS) consists of funds granted solely by CIAM to aid enrolled students in achieving a graduate degree education. The program is also intended to attract high-quality, full-time graduate students and provide them with professional experiences while at CIAM. This program offers selected and qualified students up to a 15 hour per week work schedule in various administrative offices. The students can use the earned wages to pay for a portion of their tuition at CIAM. Students must maintain a satisfactory grade point average and job performance for continued employment for the duration of the position assignment. An agreement specifying job performance criteria and academic criteria will be signed by the student at the time of hire. The students will be provided with meaningful learning experiences that help to meet their educational and/ or career goals, without displacing or replacing regular employees. Please visit our website for a current list of open positions. NFWS is only available to

students who have successfully completed at least 1 (one) term at CIAM. Applications for this program are accepted year round. Any CIAM new or continuing student in good standing is eligible to apply for this program. Applicants will be interviewed by the hiring department head with questions based on the cover letter and application. Additional selection criteria will consist of the student's GPA, work experience, presentation skills, writing skills and other accomplishments. Students meeting criteria will be accepted on a first-come, first-serve basis until available positions are filled. (The availability of NFWS positions varies throughout the year; the maximum at any given time is three (3). Candidates must present proof of eligibility to work in the United States prior to consideration. Students interested in NFWS are eligible to receive a maximum of \$10,000(which may be subject to tax withholdings) for a total maximum of 667 hours for the total program. Length of appointment and hourly wage depends on position. There are no additional benefits provided by CIAM. Students are paid hourly and timesheets are submitted to Payroll monthly. All students are encouraged to apply for open positions if position requirements are met. Please contact the Office of Admissions for more information.

Career Services

"Living in fear of loss of job and income," management guru Peter F. Drucker once wrote, "is incompatible with taking responsibility for the job and work group." This is why CIAM's teaching model integrates career development, such as job search, into our academic program. Our teaching model also incorporates consulting in each course, showcasing our MBA student's abilities to potential employers. There are also visiting executives in each course.

CIAM is committed to working closely with students and graduates on their professional development, both inside and outside of the classroom, in order to help them achieve their career goals. In addition to working closely with current students and graduates, CIAM is also committed to building lasting relationships with potential employers in order to create opportunities for CIAM graduates as well as serve the needs of potential employers.

The purpose of CIAM's Career Services Program is to assist CIAM's graduates who request for employment in finding appropriate positions in line with CIAM's MBA degree in Executive Management and Entrepreneurship. The Career Services Department will assist CIAM's graduates in the following areas:

- Preparing students to compete for employment opportunities through: Interviewing skills & follow up; Networking; Resume writing; Application completion; Cover letter writing; Professional

behavior and attire coaching; Setting up interviews; Keeping a career log; and establishing a social media profile.

- Developing meaningful and sustainable relationships with employers
- Assisting graduates throughout the entire hiring cycle.

All CIAM students in good standing are eligible for placement services from the Career Services department. Graduates with a MBA in Executive Management and Entrepreneurship can obtain jobs as managers, entrepreneurs, consultants, and executives. The School does not make any promise of employment or starting salaries for current students or graduates.

Housing

CIAM does not assume responsibility for student housing, nor does CIAM have dormitory facilities under its control, or provide student housing assistance. According to Zillow.com for our 91731 zip code, rental properties are readily available and start at approximately \$1,000.00 per month for a one (1) bedroom one (1) bath.

Textbooks

CIAM does not require students to purchase textbooks. Electronic textbooks are included at no additional cost.

Library

CIAM library services seek to provide information resources that support the learning and academic goals of the CIAM MBA program. Along with the following services CIAM provides a librarian that is committed to helpful and efficient guidance to all services provided.

LIRN (Library and Information Resource Network) is an online library accessible to students 24/7 at www.LIRN.net. LIRN provides a core library collection with access to thousands of scholarly journals, e-books, encyclopedias, newspapers, magazines, and audio, and video clips. Through LIRN, CIAM provides access to Books24x7® that offers on-demand, instant access to more than thirty thousand titles in various formats including e-books, audio books, and multi-media. Books 24x7 materials cover countless subject areas and provide CIAM students critical information on business, business management and leadership. Hundreds of new titles are added to Books24x7 each month. CIAM also has subscriptions of several excellent, specialized business databases from ProQuest (i.e. ABI/INFORM) and GALE Infotrac (i.e. Business Insights: Global and Business Economic and Theory). CIAM students are able to use LIRN to access the latest scholarly research papers to support their educational endeavors including conducting market and industry research.

CSU Libraries – CIAM students can access any of the local California State University Libraries and obtain borrowing privileges and limited access to the electronic collections. CIAM will reimburse students the cost of membership to any CSU Library as a “Friend of the Library”, “Patron of the Library”, or equivalent. Nearby CSU libraries include: CSU Los Angeles, CSU Northridge, CSU Long Beach, and CSU Fullerton.

Instructions on how to access LIRN will be provided at orientation. A librarian will be available to students for assistance with accessing library resources and for any library questions. The librarian can be reached by phone, 626-350-1500 and by email at library@ciam.edu. Students can also make an appointment to meet with the librarian; this can be on campus or online, when available.

The Dean’s office will also be available to assist. Please note that the Librarian will not be available when the Office and Campus are closed. Please refer to the Federal Holidays.

Classroom Policy

The classroom at CIAM is a multi-purpose room. As long as the room is available outside of class sessions it is available to students, faculty, and staff / employees as a conference room, study room, and meeting room with prior approval from Claudia Sarabia at Claudia.Sarabia@ciam.edu. All class sessions in this room will be videotaped. These videotape recordings will be used as a resource and reference to the student. It is expected that all users maintain the area clean and use proper care of any equipment in the room.

Copier Service

Limited copying service for a fee is available to students during business hours. A commercial copying service is available near campus.

Computer Access

A computer for academic use only is available on-site at CIAM.

Writing Composition Services

CIAM considers excellent written and oral communication in English to be essential for students and graduates. Every course requires that students perform at a graduate level in tasks that demand these skills in order to obtain a passing grade.

To ensure student success, admissions screening includes a series of oral interviews and the completion on site of a writing assessment essay. Admission is contingent on adequate performance on these tasks.

Students who are advised that their writing assignments are not up to CIAM standards are offered the option of writing composition tutorials on an as needed basis.

These tutorials may be face-to-face, or conducted via email. Group sessions will be organized if a sufficient need is identified by faculty and CIAM administrators.

For individual writing composition assistance, students may contact Claudia Sarabia at claudia.sarabia@ciam.edu or 626-350-1500 to schedule an appointment.

Writing Assistance

A graduate of the CIAM MBA program should be capable of communicating in written English such that they can produce documents (formal proposals, contracts, policy documents, and even emails) that are clear, professional, and free from grammatical errors. An effective document is supported by comprehensive research to support observations and arguments. While CIAM has a written admission essay requirement, English is “acquired” as well as “learned,” and this process takes time. CIAM recognizes that mastery of the written English language requires practice and appropriate feedback. Each of the twelve courses in the MBA program has numerous written assignments to provide the opportunity for all students to practice and improve their written English.

To assist with the feedback component, CIAM provides English Composition Consultants to assist students who want or require individual, custom tutoring to continue their progression to master the written English language to achieve the level of a business professional. Access to the consultants is available at tutor@ciam.edu. Faculty may encourage (or even require) written assignments to be reviewed by the consultants when they evaluate a written assignment. This service is offered at no additional cost to all registered students in the CIAM MBA program.

Course & Class Auditing

CIAM alumni have the opportunity to update their knowledge of content covered in a course they have already taken by auditing that same course for free, when space allows. The student must complete the Auditing application form to reserve a spot with Admissions.

CIAM welcomes prospective students to sit-in on a number of classes in a course after completing the appropriate application process. The general public is invited to sit in on occasional classes and to attend classes featuring guest speakers. However, those visitors who have not completed the application process have limited access to classes depending on space availability and other factors. Visitors in this category must reserve space in prior to attending. For reservations, call (626) 350-1500.

STUDENT CONDUCT

Students enrolled at CIAM must demonstrate professionalism while at school and in their careers. Students are expected to abide by high standards of ethical conduct in preparing and presenting material that demonstrates their level of knowledge and that is used to determine grades.

The following are considered violations of acceptable student conduct and may result in dismissal:

- Plagiarism and cheating are not accepted under any circumstances. CIAM requires the use of APA citation in written assignments. For additional details please refer to CIAM Moodle homepage.
- Use of alcoholic beverages or illegal drugs on campus.
- Use of indecent or profane language (language or actions that disrupt the academic environment).
- Failure to follow common sense rules of safety and/or posted safety regulations.
- Harassment or discrimination of any kind.
- Possession or use of a weapon of any kind
- Violation of any school policy or state and federal laws

Academic Honesty Policy

Honesty is the key characteristic of a successful leader. CIAM prohibits dishonesty in connection with any academic activity at CIAM, and though not within “Academic Policy,” strongly discourages dishonesty in connection with any activity. Examples of dishonesty include but are not limited to, lying, cheating and stealing. Lying is defined as the deliberate act of being to be deliberately untruthful in order to gain an unfair advantage. Cheating is defined as the act of using or attempting to use unauthorized materials, information, ideas or work of another in order to gain an unfair advantage. Stealing is defined as the act of intentionally taking the property of another, without consent or permission and with the intent to keep or use the property without the permission of the owner.

If students are uncertain of this policy, they should consult their professor or administrator for clarification. All members of the academic community have a responsibility to ensure that academic honesty is maintained.

Examples of academic dishonesty include, but are not limited to:

- Plagiarism;
- Copying or sharing answers;
- Presenting work done by others as one’s own;
- Giving or receiving unauthorized assistance to or from another student;

- Altering or falsifying any information;
- Using any portion of material to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so; Failing to adhere to a professor's specific directions with respect to the terms of academic integrity or academic honesty;
- Falsifying information or record;
- Any attempt to change grades or written records pertaining to assessment of a student's academic achievement;
- Providing false or misleading information in order to be excused from classes or assignments;
- Intentionally underperforming;
- Unauthorized collaboration on items considered to be independent work;
- Sabotaging work of other students, including hiding of shared resources.

Procedure

Before any formal action is taken against a student who is suspected of academic dishonesty, the professor must present clear evidence to the student in a private meeting or communicate with the student by some other means. The professor must initiate this communication with the student within 30 calendar days of discovering evidence of academic dishonesty. If the professor concludes that the student violated this policy, the matter may be resolved with the student through punitive grading. Examples of punitive grading are: assigning giving a lower or failing grade on the assignment, having; requiring the student repeat the assignment and perhaps some additional assignment; or assessing a lower or failing grade for the course.

Professors are encouraged to communicate with the Dean for adjudication and/or appropriate record keeping. If it is a repeat violation, the Dean may schedule with the involved professor(s) and student(s) a hearing with the Academic Council who will considers whether any further action should be taken which may include suspension or expulsion from CIAM. The Council will consider the entire student record of misconduct when making its decision and it will not limit itself just to mere acts of academic dishonesty.

All grades are ultimately the responsibility of the professor. However, if a student accused of academic dishonesty wishes to contest a violation, the student may, within a 30 calendar day period, file a grievance to request a hearing from the Academic Council if he/she believes the violation is erroneous was a false accusation.

If a violation of academic dishonesty comes to the attention of an administrator, the administrator will bring the concern

to the attention of the professor of the corresponding course.

Records relating to academic dishonesty will be maintained by the Office of the Dean.

Drug and Alcohol Policy

Zero tolerance policy on substance abuse: Possession of alcohol, drugs, or any indication of substance abuse will be grounds for immediate dismissal from CIAM. Please see Student Handbook for more information on CIAM's Drug and Alcohol Policy.

Lost or Stolen Personal Property

CIAM is not responsible for lost or stolen personal property - valuables should not be left unattended on school grounds or facilities.

In addition, please lock your car doors and do not leave anything in your vehicle that would tempt somebody to break in. Remove valuables and avoid having valuable belongings in plain sight by securing them out of sight in your trunk or under a blanket.

Dress Code

All students will be expected to dress in an appropriate manner, to convey a professional appearance or image, and to be neat and clean. "Business Casual" is strongly encouraged.

Attending class or entering any campus building while barefooted or bare-chested is specifically prohibited.

Students & Professor Consulting Policy

Students and Professors are prohibited from doing paid consulting with a CIAM client so long as the student or the professor is associated with CIAM.

Students are also prohibited from doing CIAM consulting for a professor or a professor's company. Students may not do a consulting project for an organization for which their professor consults or has previously an actual or potential conflict of interest nor in any situation where there is student a member of an organization or business. CIAM might make certain exceptions. However, the Dean must be notified ahead of time and approve it prior to any actions by the student team.

CIAM students will NOT implement, or promise, or appear to promise the implementation of their recommendations or plans, either pro bono or for payment under any circumstances.

These policies are established to prevent any possible conflicts of interest or the appearance of such a conflict.

If a CIAM client requests paid or unpaid work be done after the term consulting project is complete, the students and/or professor must decline and explain that work for hire for a consultation client is contrary to CIAM policy.

After graduation or permanent separation from CIAM, students and faculty are not restricted by CIAM rules. However, students and faculty should be cognizant to avoid any unethical commitments or conflicts of interest that may reflect badly on them or on their alma mater.

Conduct Probation

Students may be placed on Conduct Probation should the following behaviors occur: disruptive or disrespectful behavior toward staff, faculty, or other students; theft of property, use of indecent or profane language, cheating and/or plagiarism in any form of work, repeated violations of the school dress code, harassment of instructors or other students, or discrimination of any kind. All conduct rules apply to the classrooms, school buildings, and parking areas. (Please see Suspension and Dismissal Policy.)

PROGRAM

MBA in Executive Management & Entrepreneurship

The Master's Degree program prepares students with the necessary skills and knowledge to understand, manage or create financial, business, and leadership careers in executive management and entrepreneurship. The program provides the tools for business and leadership professionals to develop knowledge, attitudes, and skill sets that will equip them to perform effectively, ethically, and creativity in the corporate or entrepreneurial environment. The CIAM MBA can be applied to employment positions determined to be within the field under the United States Department of Labor's Standard Occupational Classification codes. Please see Appendix A, Career Services, or visit click [here](#) for a complete listing. Eleven months of study if the student takes two (2) courses per term; 22 months of study if the student takes one (1) course per term. Max classroom enrollment per course is 20 students with a limited number of online students.

Program Objectives

1. The program provides a comprehensive immersion in all the essential elements of business education: Accounting, International Business, Ethics, Marketing, Finance, Organizational Behavior, Quantitative Analysis, Entrepreneurship, Leadership, and Strategy. These concepts are strengthened through the threaded discussions online, through experiential learning exercise, and the consulting projects. Online visits by

exceptionally qualified faculty researchers bring students into contact with the latest research methods and finding.

2. Critical thinking, problem solving, and communication skills are addressed by experiential learning exercises, frequent short presentations and the consulting project and report. Faculty, peer and client feedback is effective in teaching the characteristics of effective thinking and communication.
3. Teamwork, leadership, integrity and accountability are taught as concepts and practiced in class through experiential learning and the team-based consulting project.
4. The students will learn the effective use of technology to solve management problems in all classes online. Consulting includes international clients that help students develop and apply technological skills to overcome the impediments of distance.

Learning Goals and Corresponding Student Learning Outcomes

Learning Goals #1 through #5 are program-driven goals and they constitute the five overarching goals of the MBA program. They could be labeled "Institutional Goals" or "Program Goals". Each of these five goals is assessed in each of the twelve courses of the MBA program.

Learning Goal #1. Verbal/Visual Presentation Skills

Students completing the CIAM MBA program will demonstrate the ability to verbally and visually communicate effectively in a business setting when making presentations.

Corresponding Student Learning Objectives:

- a. Students will demonstrate verbal communication skills by delivering effective communications.
- b. Students will demonstrate visual communication skills by effectively utilizing and employing computer software with bot content and the display of information.

Learning Goal #2. Written Skills

Students completing the CIAM MBA program will demonstrate the ability to effectively communicate in written format in a business setting.

Corresponding Student Learning Objectives:

- c. Students will demonstrate written communication skills at the time of admission exemplified in the completion of an essay involving critical thinking and competent English Language usage.

- d. Students will demonstrate written communication skills by producing professional-quality business documents, including threaded discussion dialogue, research papers and consulting reports.

Learning Goal #3. Leadership Skills

Students completing the CIAM MBA program will demonstrate the ability to effectively lead a group in a business environment.

Corresponding Student Learning Objective:

- e. Students will demonstrate effective leadership as evidenced in the production of a course consulting project.

Learning Goal #4. Teamwork

Students completing the CIAM MBA program will demonstrate the ability to work in a professional team setting producing material commensurate with their assigned responsibilities.

Corresponding Student Learning Objective:

- f. Students will demonstrate collaboration, contribution, and timeliness in achieving common team goals associated with the production of a client consulting project.

Learning Goal #5. Consulting

Students completing the CIAM MBA program will demonstrate the ability to work in a team to provide a written and verbal consulting project fulfilling the contractual obligations of a consulting proposal with a client.

Corresponding Student Learning Objective:

- g. Students will demonstrate interviewing skills, client needs, contract development, industry research, and produce a verbal, visual, and written report commensurate with the contract proposal.

Student learning outcome goal #6 is a course-driven goal providing the MBA student with both functional knowledge and analytic tools to be successful as managers in today's ever-changing workforce. With the twelve courses of the MBA program, many of the topics and tools are introduced in the first few courses, developed in the next block of courses (with overlapping topics in many cases to provide intentional redundancy), and finally mastered at the graduate level in the courses offered at the end of the MBA program. Each course, to some extent, has components that constitute both analytic and functional elements.

Each of the twelve courses in the MBA degree program have course student learning outcomes (SLO's) that are

quantified with a "Pre" and "Post" knowledge survey instrument completed by the students at the beginning of each course and then at the end of each course. There is a direct mapping between the knowledge survey questions and each of the course's SLO's. Additionally, each of the eleven lessons in each course have individual lesson student learning outcomes. At least one of the lesson's SLO is measured and mapped to the "Pre" and "Post" Knowledge Survey instrument.

Learning Goal #6. Functional Knowledge and Analytic Knowledge

Students completing the CIAM MBA program will demonstrate knowledge of fundamental principles in information assurance and critical thinking skills, integrating knowledge across business disciplines from a global, ethical, and socially responsible perspective. Additionally, students completing the CIAM MBA program will demonstrate the ability to use analytical techniques and information technology to solve business problems.

Corresponding Student Learning Objectives:

- h. Students will demonstrate the ability to apply principles of theory and accepted "best practices" within business environments.
- i. Students will be able to identify problems, evaluate the quality of the evidence, and undertake appropriate analyses to produce appropriate solutions.
- j. Students will be able to integrate across analytic components of data to identify relationships and interrelationships to apply theoretical constructs in a business setting.

Instructional Methods

Our instructional methodology includes lecture, experiential learning exercises, individual and group presentations, and the application of principles to the student's current job or profession. Students will also be exposed to speakers from the industry on a regular basis. In addition, our students will be involved in consulting projects with small businesses as a way of putting into practice the concepts they are learning in the classrooms.

Try Before Buy Program

CIAM has a "Try Before Buy program" (TBB) where we want the student to be 100% certain before spending a penny for the degree. CIAM assumes all the risk and the student can take one (1) trial course. Only after the seven (7) week term and the student decides to continue with the program, then the student will pay for the course taken and continue necessary payments for the MBA program. The student will receive a "No Grade" (NG) if the student cancels the trial course or decides not to enroll in the MBA program after

completion of the trial course. A record of “NG” (no grade) will be marked for the trial course in such circumstances. Only one (1) TBB course allowed per student within a 5-year period. Additional TBB courses after the 5-year period requires approval from the Dean. Please contact the Enrollment Executive (admissions@ciam.edu) for more information.

Teaching Models

The total time expected of students actively participating in each course is 113-138 hours for the whole duration of the term. This time can be broken into the following categories: watching lecture-related videos: 8-10 hours, preparing and delivering presentations: 5-7 hours, preparing and participating in at least three postings (threaded discussions): 6-7 hours, researching and writing paper assignments: 24-28 hours, team group work for consulting or case studies: 20-26 hours, experiential learning exercises: 5-6 hours; reading textbook and library articles 45-54 hours.

The hybrid course involves 46 hours of total time (6 sessions of four hours and ten minutes on-ground and 5 sessions online of equal quality and quantity). The students are required to engage in additional reading and home-work of approximately 2 hours for every one hour of class in the hybrid format. The total time spent for any given graduate class will range from 113-138 hours based on instructional hours (50 minutes) or clock hours (60 minutes).

The online class requires the students engage in the class for 113-138 hours.

Course Structure

Course Numbering System: The first two or three letters represent the subject and all courses are given 500 numbers. Our MBA program is modular, and students can enter the program on any given term. There are no pre-requisites in this program given that the majority of our students have work experience in the business field and can navigate the courses in any sequence. There are multiple sections of courses offered throughout the year for students that are in a situation in which they need to make-up a course. Students may join other cohorts in these situations with the Dean's approval.

<u>Course No.</u>	<u>Title</u>	<u>Semester Credits</u>
ACC501	Accounting for Decision Making	3.0
BUS501	Quantitative Analysis for Decision Making	3.0
DRU501	Leadership Based on Drucker's Principles	3.0
DRU502	Innovation and Entrepreneurship Based on Drucker's Principles	3.0
OPS501	Operations Management	3.0
ETH501	Business Ethics	3.0
FIN501	Corporate Finance	3.0
IB 501	International Business Concepts	3.0
IS501	Management of Information Systems	3.0
MGT501	Management and Organizational Behavior	3.0
MGT 511	Strategic Management	3.0
MKT501	Marketing Management	3.0
TOTAL Semester Credits		36.0
		36.0

Course Descriptions

CIAM's MBA program is a modular program and there is no sequencing required and there are no prerequisite courses.

DRU501: Leadership based on Drucker's Principles

3.0 Semester credits

Drucker's view of leadership is critical to becoming an effective executive: the fundamental decision for the leader, the leader's role in shaping the organization's future, how a leader must develop, what he should and should not do. This class will cover Drucker's models of ethics, duty, motivation and leadership, and marketing, which are fundamental to sound leadership. Students who take this course will develop a deep understanding of leadership and an appreciation that courage, commitment, careful thought and analysis, and character are the foundations they will need to develop over a lifetime of service.

DRU502: Innovation and Entrepreneurship based on Drucker's Principles

3.0 Semester credits

This course will provide the student with an opportunity to learn about Drucker's ideas about the practice of innovation (the seven sources for innovative opportunity and his five principles of innovation), the practice of entrepreneurship (entrepreneurial management, the entrepreneurial business, entrepreneurship in service institutions, and the new venture), and entrepreneurial strategies. In doing so, this course discusses the basics for every manager who needs to organize successful technology and/or market-driven innovation in both entrepreneurial and established firms. The course will examine how entrepreneurs and managers can shape their firms so that they continuously build and commercialize valuable innovations.

OPS501: Operations Management

3.0 Semester credits

Operations Management is the study and application of the work of making optimal decisions as to how to get things done by people, working together and with technology. Topics include process design, capacity planning, forecasting, supply chain management, quality control, and continuous process improvement. While all of these topics are addressed, most of the focus of this course will be on capacity planning, forecasting, inventory control (part of supply chain management) and continuous process improvement. While there are no formal prerequisites, some familiarity with basic statistics will be very helpful.

ACC501: Accounting for Decision Making

3.0 Semester credits

This course examines how accounting information is used in managerial decision-making and control. The course stresses how to use rather than how to prepare accounting reports. Topics to be covered include: basic cost concepts, cost volume profit relationships, product costing, differential analysis, strategic product pricing, cost allocation, budgeting, and the evaluation of financial performance.

BUS501: Quantitative Analysis for Decision Making

3.0 Semester credits

Metrics and analysis are hallmarks of outstanding management. Managers must understand the basics and application of descriptive and inferential statistics including basic descriptive statistics, statistical inference, hypothesis testing, correlation and regression, time series forecasting, inventory models, simulation, queuing, and decision under uncertainty. Students will also learn how to present data effectively using graphs and charts. The course will also address decision trees and expected value of information.

ETH501: Business Ethics

3.0 Semester credits

This course will prepare students to face the ethical challenges that they are likely to experience as managers. Students will come to realize that ethical dilemmas are common aspects of the business decision-making process. As a result of taking this course, students should become more proficient in issue recognition, application of ethical principles, and analysis of the consistency of corporate decision-making processes with such principles. While we never expect managers to be joyful when they encounter ethical dilemmas, our goal is to help students develop the

competence, courage, and character that will enable right action for the good of all.

FIN501: Corporate Finance

3.0 Semester credits

This course introduces the student to the basic decision models of financial management and prepares them to take an active role in financial decision-making in their organization. It provides an introduction to the theory, the methods, and the concerns of corporate finance. The main topics include: 1) the time value of money and capital budgeting techniques; 2) uncertainty and the trade-off between risk and return; 3) security market efficiency; 4) optimal capital structure, and 5) dividend policy decisions.

IB501: International Business Concepts

3.0 Semester credits

Today's markets are becoming increasingly global, and it is imperative that managers understand the theories, institutions, and environmental elements that underlie international commerce. This course will equip students to manage using a comprehensive framework to formulate strategies in the global marketplace. The course covers competitive advantage, competitive strategies, alternative modes of market entry, including import and export through intermediaries, contracts with suppliers and distributors, and foreign direct investment (FDI).

IS501: Management of Information Systems

3.0 Semester credits

In this class, students will learn about business and consumer information systems. We will cover MIS theory and practice as they relate to management and organizational theories. Students will learn about the use of IT in different functional areas of the firm, and the role of the Internet in facilitating, augmenting, and providing competitive advantage for information systems.

MGT501: Management and Organizational Behavior

3.0 Semester credits

This course deals with human behavior in organizations. It will employ a number of conceptual frameworks, case discussions, and skill-oriented activities and challenge students to apply these to our course topic. In part, these will include: motivation, learning and development, group dynamics, leadership, communication, power and influence, change, diversity, organizational design, and culture.

MGT511: Strategic Management

3.0 Semester credits

This course introduces the student to the concepts of vision, mission, and determination of the basic long-term goals and objectives of a company, and the adoption of a course of action and the allocation of resources for carrying out these goals

MKT501: Marketing Management

3.0 Semester credits

Peter Drucker said that marketing was too important to be left to marketers. Indeed, marketing is one of the most important, complex, and fascinating management disciplines, and is closely tied to other functions of the firm such as R&D, operations, and finance. An understanding of marketing fundamentals is an essential component of management knowledge. The roles of ethics, corporate social responsibility, and public policy intrinsic in marketing decision making in global environments are explored.

TUITION REFUND POLICY

Student's Right to Cancel

During the cancellation period, the student has the right to withdraw from the program for a full refund of tuition. Note the application fee and Student Tuition Recovery fund fee are not refundable. The cancellation period encompasses seven (7) calendar days from enrollment or through the first class session, whichever is later. After the cancellation period, the student may withdraw and receive a pro rata refund of tuition paid if notice of withdrawal has been submitted before sixty (60%) percent or fewer scheduled days have passed. The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal. Students on full CIAM scholarships or 100% institutionally funded tuition by CIAM may cancel their enrollment at any time. Students using VA, please see Veterans Addendum for more information.

Cancellation shall occur when the student gives written notice of cancellation to the university at the following address:

1000 S Fremont Ave. Mailbox #45
Building A10, 4th Floor, Suite 10402
Alhambra, CA 91803

Students can also do this by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it

shows that the student no longer wishes to be bound by the agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money paid, less an application fee of \$50.00 within 30 days after the notice of cancellation is received.

Official Withdrawal from the Program

Withdrawal from CIAM is a matter of major importance. If you are considering withdrawal from school, discuss the matter with the Dean prior to initiating action.

Students may withdraw from the school at any time after the cancellation period and receive a pro rata refund if they have completed 60 percent or fewer of the scheduled days in the current payment period. The Student Tuition Recovery fee and the application fee not to exceed \$50.00, and the cost of any equipment not returned in good condition will be deducted from the refund. The refund will be made within 30 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution in writing.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class as stipulated in the California Institute of Advanced Management attendance policy.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the charges for the current payment period, divided by scheduled days in the current payment period, multiplied by days attended prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn after failing to attend class as stipulated in CIAM's attendance policy. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If a student prepays tuition and fees and withdraws prior to the conclusion of the cancellation period for the next term, all charges collected for the next period will be refunded in accordance with the cancellation policy. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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

Sample Refund Calculation

Application Fee (Non-Refundable): \$50.00
 Course tuition paid: \$1,875.00
 Scheduled days per course: 49 days
 Days attended: 20 days
 Tuition earned: \$765.31
 Tuition refund due to student: \$1,109.69

Unofficial Withdrawal

Withdrawal from CIAM is a matter of major importance. If you are considering withdrawal from school, discuss the matter with the Dean prior to initiating action.

If you stop attending all of your classes without officially withdrawing or if you fail all courses within a term, it is considered an unofficial withdrawal. The instructor may report a grade of "I" (Incomplete) if there is reason to believe that the absence was beyond the student's control; otherwise the instructor shall record a grade of "F" and last date of documented/recorded class activity. An "F" grade will be on the student's academic record.

For financial aid recipients, upon determination of the student's last date of attendance, the Return of Title IV funds will apply. Any student for whom a repayment calculation results in a required return of federal funds will be responsible for repaying those funds prior to receiving additional federal financial aid at CIAM or any other institution. You will not be eligible to receive additional Federal Title IV financial aid at CIAM or any other institution until the federal aid has been paid back.

Please also see Post-Withdrawal Policy

FINANCIAL ASSISTANCE

Military and Veterans Discount

CIAM offers a \$3,000 tuition discount for active duty service members and their spouses and dependents as well as reserve service members and veterans.

The Federal Military Tuition Assistance Program

The Tuition Assistance program provides educational assistance to active duty military members. Each branch has specific tuition assistance limits and application procedures.

When your Tuition Assistance Authorization form is received, please submit a copy to the CIAM Admissions Office at least two (2) weeks before your class start date. If you're eligible for the Montgomery GI Bill (MGIB) and plan to use Tuition Assistance, you can use the MGIB Top-Up Benefit to cover the remaining costs of your college.

Payment Plan

For those who do not utilize financial assistance, CIAM offers an institutional payment plan that requires no interest and is designed to be fully completed by graduation. Additional information may be obtained through the Admissions Office at admissions@ciam.edu.

Scholarships

Application Requirements

Any new student is eligible to apply. Students must have applied and satisfied all of the following 3 criteria, the criteria outlined for each scholarship, and meet the published deadlines to qualify. Only one (1) scholarship per student will be awarded and it is non-renewable.

- Students must have been accepted into CIAM
- Must meet SAP and maintain a 3.0 CGPA throughout the program
- Be enrolled in at least one (1) course per term

Deadline for scholarship application in the 2017-2018 Academic Year: 3/1/2018

**In the 2017-2018 school year (March 29, 2017 – March 20, 2018), CIAM will make \$15,000 available for scholarships to new students who meet eligibility.*

Academic Scholarship – Students with an incoming undergraduate or graduate cumulative grade point average (CGPA) of 3.8 – 4.0 as conferred by an accredited institution are eligible for this award (verified by transcripts).

Community Scholarship – Students who have developed an extraordinary service project in the last 5 years or have demonstrated a commitment to volunteer service for the last 10 years that helped people and the planet. (verified by

the student's resume and community service/volunteer verification).

Entrepreneurship Scholarship – Students who have started their own business and currently own an active business with customer activity within the last 6 months) are eligible for this award. This will be verified by the legal documentation that indicates evidence of ownership.

International Scholarship – For nonimmigrant students on Visas studying in the U.S. for the first time with an undergraduate or graduate cumulative grade point average (CGPA) of 3.5 and above as conferred by an accredited institution are eligible for this award (verified by transcripts). This scholarship is for nonimmigrant students only.

Disclosures

- Recipients are responsible for all other educational expenses
- Awards are disbursed in 2 increments, before the recipient's 1st course or the course after the scholarship is awarded, whichever is earlier and the 10th course. If a student receives the first payment and fails to maintain a GPA of 3.0 at CIAM, then they will forfeit the second payment (the 10th course payment).
- Must be a United States citizen, or Permanent Resident for the Community Scholarship.
- Award recipients who do not start in their intended term specified on the admissions application will have their award expired and will have to reapply for available offerings at the time of their actual enrollment.
- To retain scholarship eligibility, recipients must remain in good academic standing (3.0 CGPA).
- To qualify for a scholarship, students must maintain continuous enrollment on a term basis.
- Students can apply for as many scholarships as they are eligible, but will only be awarded a maximum of one (1) scholarship for the degree.

Other Sources

Please also see the following sources for additional funding and information:

1. The Internet (there is a free scholarship search from the U.S. Department of Labor [here](#)).
2. The reference section of your school or public library
3. Foundations, organizations (e.g., religious, community, professional, ethnicity-based), local businesses, and civic groups
4. Your employer

5. Your state vocational rehabilitation agency, if appropriate (a list of state agencies is at www.ed.gov/svr and at www.disability.gov)

Fellowship

The Fellowship is awarded to international students who are currently in the United States of America and would like to continue their education with CIAM. Students will be awarded \$1,500.00 USD credit towards the tuition fee in the last term of the program. Students can apply for either the scholarship program or the fellowship program. Scholarships or fellowships will be awarded to those who qualify.

Federal Financial Aid (Title IV funding)

Award Guidelines

CIAM offers financial aid to those who qualify. When a student applies for federal financial aid, they may be eligible for need based as well as non-need based aid. CIAM currently offers unsubsidized loans, which are a non-need based financial aid. Expected Family Contribution (EFC) which is calculated by the U.S. Department of Education and reflected on your FAFSA. Your EFC is determined by many factors, including the family's income, assets, family size and number in college. If you are independent, "family" refers to yourself and your spouse/children (if applicable).

If you are eligible for federal financial aid, your need may be funded by various sources. Funds are awarded in the following sequence:

1. Outside scholarships or awards for which our office is aware.
2. Federal Direct Loans (Unsubsidized).

Notice: *Students may supplement their awards with private educational loans up to the amount of the student's cost of attendance minus any financial aid they have received. Students must apply for these loans separately through a bank or lender. Remember that a loan is a legal obligation, so it is important to borrow only what you need and to research the terms and conditions of the loan thoroughly.*

Award Adjustments

Throughout the academic year it may become necessary for the Office of Financial Aid to adjust your award if the total aid received exceeds your estimated cost of attendance. Additionally, need based funding may not exceed the student's financial need which is the cost of attendance minus EFC. For example, a student may receive a scholarship from an outside organization after they have been awarded. If that scholarship creates an over award, it may become necessary to adjust a future scheduled award or to return

aid that has already disbursed. Over awards will be returned to loans before scholarships and grants when possible.

It is important to remember that all financial assistance you receive for being a student must be coordinated with your financial aid award. Make sure you notify the Office of Financial Aid immediately if you receive financial assistance not reflected on your award. If you notice any omission or discrepancies on your award letter, notify the Office of Financial Aid immediately.

Unsubsidized Direct Loan

CIAM offers Unsubsidized Direct Loans. This type of loan is not based on financial need. Interest rates are fixed and established annually by the U.S. Department of Education.

Current interest rates can be found at [here](#). Interest is charged during all periods, even during the time a student is in school and during grace and deferment periods. A student may choose to pay interest on the Direct Unsubsidized while in school. If you choose not to pay the interest while you're in school, it will be added to the unpaid principal amount of your loan. Regular payments begin six (6) months after students' cease enrollment or fail to be at least a half-time student. For information on repaying your student loans, please visit the Department of Education's website [here](#). Eligible students must maintain satisfactory academic progress to continue receiving financial aid.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Students have the right to cancel all or part of any disbursement of a Federal Direct Loan by notifying the School in writing within 30 days of receipt of the Loan Disbursement Notification. Canceling the loan does not relieve the student of the obligation to pay any or all of the outstanding tuition balance.

Additional information may be obtained through the Financial Aid Office at financial.aid@ciam.edu.

Government guaranteed loans are an important part of financing educational expenses. CIAM provides students with information and counseling to assist them in managing their loans effectively. Confidential loan counseling is available upon request.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The Financial Aid Office uses this information to determine students' eligibility and assists them in

deciding what resources are best suited to their circumstances. Students must meet all eligibility requirements to qualify for Federal Student Aid. The Financial Aid Office may request additional documentation to support the student's request for financial assistance, including, for example, official IRS Tax Transcripts. Renewal of financial aid is not automatic. Recipients are required to reapply each year by the announced deadline.

Title IV eligibility

To be considered for Title IV funding, a student must complete the Free Application for Federal Aid (FAFSA) online. The student may sign the FAFSA online by using the FSA ID which is comprised of a user-selected username and password. Once the student completes the FAFSA, and it is processed by the government, the school will receive an ISIR which will contain the Estimated Family Contribution and let the student know if he/she is selected for verification.

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
2. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
3. Be registered with Selective service, if you are a male (you must register between the ages of 18 and 25). Men exempted from the requirement to register include:
 - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
 - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
 - Males born before 1960;
 - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
 - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.

4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the FAFSA stating that:
 - You are not in default on a federal student loan
 - You do not owe a refund on a federal grant
 - You will use federal student aid only for educational purposes.
7. Maintain satisfactory academic progress (SAP) while you are attending CIAM.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. Not have been convicted of, or pled nolo contendere (no contest), or guilty to, a crime involving fraud in obtaining Title IV aid.

In Addition, you must meet one of the following:

1. Be a U.S. CITIZEN or U.S. NATIONAL
You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD
You are eligible if you have a Form I-551, I-151, or I551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD
Your Arrival-Departure Record (I-94) from the U.S. Citizenship and Immigration Services must show one of the following:
 - Refugee
 - Asylum Granted
 - Cuban-Haitian Entrant (Status Pending)
 - Conditional Entrant (valid only if issued before April 1, 1980)
 - Parolee
4. Have BATTERED IMMIGRANT STATUS

You are designated as a **“battered immigrant qualified alien”** if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.

5. Have a T-VISA

You are eligible if you have a T-visa or a parent with a T-1 visa.

Verification

Each year the Department of Education selects a percentage of financial aid recipients randomly to be selected for verification. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Financial Aid) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc.

Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Office of Financial Aid, there are any changes to the Estimated Family Contribution and possibly the financial aid available, the student will be notified by email or in writing.

Federal Return of Title IV Funds Policy (R2T4)

Federal financial aid is used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The School will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below:

This policy applies to students' who withdraw officially, unofficially, or fail to return from a leave of absence or are dismissed from enrollment. It is separate and distinct from the School refund policy.

If a student ceases attendance (drops or withdraws) from all his or her Title IV eligible courses in a payment period or period of enrollment, the student must be considered withdrawn for Title IV purposes. If circumstances cause a student to withdraw from all classes, they are encouraged to contact the Dean and the Financial Aid Office, so their decision will be based on a clear understanding of the consequences of withdrawing from all classes. The student is considered to have withdrawn if the student is in a non-term or nonstandard-term program and the student is not scheduled to begin another course within a payment period or period of enrollment for more than 45 calendar days after the end of the module the student ceased attending (unless the student is on an approved leave of absence). The

payment period for the program is one half the academic year or program length (whichever is less).

The Date of Determination, the date of the institution's determination that the student withdrew, varies depending on the type of withdrawal. (See withdrawal policy above.) For a student who withdraws, without providing notification from a school that is not required to take attendance, the school must determine the withdrawal date no later than 30 days after the end of the earlier of (1) the payment period or period of enrollment, (2) the academic year or (3) the student's educational program.

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid is earned based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to the student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from other sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that s/he will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of the Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

Determining Aid Earned

If a student withdraws from CIAM, then the school, or the student, or both may be required to return some, or all of the federal funds awarded to the student for that term. The federal government requires a return of Title IV federal aid that was received if the student withdrew on or before completing 60% of the term. Federal funds, for the purposes of this federal regulation, include Pell Grant, Supplemental Educational Opportunity Grant, Unsubsidized Stafford Loans, Subsidized Stafford Loans, Perkins Loans, and Parent PLUS Loans. The formula used in this federal "return of funds" calculation divides the aid received into earned aid and unearned aid.

A student "earns" financial aid in proportion to the time s/he is enrolled up to the 60% point. The percentage of federal aid to be returned (unearned aid) is equal to the number of calendar days remaining in the term when the withdrawal takes place divided by the total number of calendar days in

the term. If a student was enrolled for 20% of the term before completely withdrawing, 80% of federal financial aid must be returned to the aid programs. If a student stays through 50% of the term, 50% of federal financial aid must be returned.

Institutionally scheduled breaks of five (5) or more consecutive days are excluded from the Return calculations as periods of nonattendance and therefore, do not affect the calculation of the amount of federal aid earned. This provides for more equitable treatment of students who officially withdraw near the end of a scheduled break. In those instances, at an institution not required to take attendance, a student who withdrew after the break would not be given credit for earning an additional week of funds during the scheduled break, but would instead only earn funds equal to the number of days of training the student completed after the break. If a break occurs prior to a student's withdrawal, all days between the last scheduled day of classes before a scheduled break and the first day classes resume are excluded from both the numerator and denominator in calculating the percentage of the term completed.

Post-Withdrawal Disbursement

For a student who withdraws after the 60% point-in-time, there is no unearned aid. However, CIAM will complete a Return to Title IV calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. If a student did not receive all of the funds that they have earned, they may be due a post-withdrawal disbursement. The school may use a portion or all of the post-withdrawal disbursement for tuition and fees (as contracted with the school). For all other school charges, the school will need the student's permission to use the post withdrawal disbursement. If the student does not provide permission, they will be offered the funds.

In compliance with federal regulations, the Financial Aid office will perform the calculation within 30 days of the student's withdrawal and funds will be returned to the appropriate federal aid program within 45 days of the withdrawal date. An evaluation will be done to determine if aid was eligible to be disbursed but had not disbursed as of the withdrawal date. If the student meets the federal criteria for a post-withdrawal disbursement, the student will be notified of their eligibility within 30 days of determining the student's date of withdrawal. If the eligibility is for a grant disbursement, the funds will be disbursed within 45 days of determining the student's date of withdrawal. If the eligibility is for a loan, the student will be notified in the same timeframe, but they must also reply to the Financial Aid Office if they wish to accept the post-withdrawal loan obligation. A post-withdrawal disbursement of any funds

would first be used toward any outstanding charges before any funds are returned to the student.

Once the amount of unearned federal aid is calculated, CIAM will repay funds in the student's package in the following order:

- Unsubsidized Stafford Loans - Subsidized Stafford Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution and/or the U.S. Department of Education. If a student fails to repay grant funds, s/he may be ineligible for future federal financial aid. A copy of the School's R2T4 worksheet will be available through the office upon student request.

Students are responsible for returning to the Title IV, HEA programs any funds that were disbursed to the student in which the student was determined to be ineligible for via the R2T4 calculation. Students are also responsible for ensuring that any notification of withdrawal should be in writing and addressed to the appropriate institutional official. Students may rescind their notification of intent to withdraw but it must be filed in writing.

Course Repetition

A student who receives federal financial aid (Title IV funds) must adhere to the following rules in order to be considered as meeting enrollment requirements for financial aid eligibility and satisfactory academic progress. Please note the federal regulations only addresses the treatment of repeated courses for Federal Title IV purposes, as outlined below:

- In order to receive Title IV federal funds for a repeat course, a previously passed course may be repeated only one (1) time and the student may receive Title IV federal funds for this repeated course.
- Repeated coursework may be included when determining the enrollment status if a student is required to meet an academic standard for a particular previously passed course, such as a minimum grade.

- Title IV will pay for unlimited repeats of failed courses as these limitations pertain only to passed courses. However, please refer to the School's policy on course repetitions for restrictions (Students may repeat the same course only once and are not allowed to repeat more than three (3) courses).
- Repeated courses, both passed and failed, will affect Satisfactory Academic Progress in that a repeated course, along with the original attempt, is counted towards the maximum time frame.

Rights and Responsibilities of Students for Federal Financial Aid

Student Responsibilities

Each Student Must:

- Complete all requested forms completely, accurately and in a timely fashion.
- Use all financial aid received solely for educational expenses related to attendance at CIAM.
- Submit, in a timely manner, all additional documentation requested by the Office of Financial Aid.
- Meet all satisfactory Academic Progress (SAP) Policies

Student Rights

Each Student has the right to:

- Know how financial need was determined.
- Know how financial aid will be distributed.
- Request an explanation of programs in the financial aid package.
- Refuse any financial aid offered.
- Request an explanation of CIAM's refund policy.
- Know what portion of financial aid is a grant and what portion must be repaid, and if the loan(s) is accepted, know the interest rate and loan repayment options and procedures.
- Examine the contents of aid records, provided a written request is made to the Office of Financial Aid. Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted.
- Appeal financial aid decisions regarding Satisfactory Academic Progress.

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

The Financial Aid Office is designated to assist enrolled or prospective students in obtaining the institutional or financial aid information. Please call 626-350-1500 or email financial.aid@ciam.edu.

Methods of Disseminating Consumer Information

The Office of Financial Aid disseminates information through various channels, including our website where all programs, application processes and deadlines are listed. Financial aid information is also included in various resources such as the School Catalog. The Office also has various information pieces that are emailed to the student's CIAM email account and uses this as the primary means for contacting a student. New students are contacted by his/her personal email until they have completed enrollment and registered for courses. Targeted and general announcements are posted in these media venues, in addition to sending student emails. The Office of Financial Aid sends an email, each July to all students regarding consumer information. In addition, the Office of Financial Aid sends an email, each term, to new students.

Student Right-To-Know Act

Information on Completion/Graduation Rates for General Student Body

CIAM retention and graduation rate information is on the CIAM website [here](#).

VOTER REGISTRATION

CIAM provides hardcopies of the voter registration forms on campus. This form to vote can also be obtained [here](#).

TITLE IX POLICY

CIAM is dedicated to fostering a community which values inclusion, tolerance, and diversity in its members, and recognizes that each individual contributes through their wide range of experiences, perspectives, and their unique skills and talents to the learning community. CIAM believes that diversity among its students, staff and faculty strengthens the institution and society, stimulates innovation, and creative solutions. As an academic institution, CIAM seeks to encourage all individuals equally to develop their full potential. CIAM upholds this policy and expects all members of its community to give support in its execution.

Title IX prohibits discrimination based on sex, gender, sexual orientation, or gender identity, and discrimination based on pregnancy in any education program or activity receiving federal financial assistance. Inquiries regarding the application of Title IX may be directed to the Title IX Coordinator, Claudia Sarabia at claudia.sarabia@ciam.edu or 626-350-1500, or the Department of Education's Office for Civil Rights, OCR@ed.gov.

CIAM is committed to creating and maintaining a community free of all forms of discrimination and harassment. Sexual Harassment is defined by unwelcome conduct of a sexual nature, including sexual violence. Sexual

harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

This policy applies to all students, staff, and faculty regardless of sexual identity or gender orientation. Anyone who experiences harassment in the classroom should seek the assistance of the Title IX Coordinator. The Title IX Coordinator is available to consult and provide advice to anyone in the CIAM community regarding rights and responsibilities under Title IX as well as policies and procedures. The Title IX office takes complaints and ensures that all complaints are handled in accordance with established policies and procedures.

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

-Title IX, Education Amendments of 1972

NOTICE OF AVAILABILITY OF ANNUAL CAMPUS SECURITY REPORT

This notice is being posted in compliance with the Jeanne Clery Act.

CIAM publishes annually, by October 1st, the Campus Security report that contains statistics for three (3) previous calendar years concerning reported crimes. The report contains institutional policies and procedures about campus safety and security and includes sexual assault reporting, alcohol, drug, and weapons violations. It also includes policies and procedures related to fire safety.

Upon request, hardcopies of the CIAM Campus Security Report can be picked up at our main office located at 1000 S Fremont Ave., Building A10, 4th Floor, Suite 10402, Alhambra, CA 91803, and also viewable on the School's website at www.ciam.edu under "Campus Safety."

TUITION & FEES

Tuition for current students and applicants who have already paid their application fee will remain the same at \$22,500.00.

MBA in Executive Management and Entrepreneurship*	
Full-time Status (2 courses per term)	\$ 3,750.00 per term
Part-time Status (1 course per term)	\$ 1,875.00 per term
Tuition Cost Per Credit	\$625.00
Total Tuition Cost	\$22,500
Application Fee (Non-Refundable)	\$50
STRF Fee (Non-Refundable)	\$0
Estimated Total Book Cost	\$0
Estimate for Consulting Reports printing & binding	\$100
Total Estimated Program Costs (Tuition + Fees)	\$22,650

* Estimated charges for the period of attendance and the entire program. Prices are in USD.

At the student's option, the school may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled with the date of the first class session disclosed on the enrollment agreement. The fee for a completed Try Before Buy course is at the current rate of tuition per course at the time of enrollment for the MBA program. There is a penalty of \$25.00 per returned check. The application fee is reduced for military students. If a student is late on making tuition payments, a flat \$50.00 fee will be added to the tuition payment and the student will not be enrolled in any courses until the tuition and fees are paid in full. Qualified CIAM employees may receive institutionally funded tuition if admissions requirements are met. A Cost of Attendance (COA) breakdown for Title IV purposes is provided [here](#).

STUDENT TUITION RECOVERY FUND (STRF)

*Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

CIAM AND THE COMMUNITY

CIAM is committed in contributing and participating in its local community through various activities. In that interest, CIAM offers lectures open to the public that range from faculty research presentations to Public Lectures on Job Finding and Entrepreneurship. The school is also an active member and participant in the Local Chambers of Commerce. As a core component to the MBA program, CIAM includes consulting experience for its students through which it provides Pro Bono Consulting for local and international businesses and organizations. Administrators and Faculty provide guest speaking at other universities and for other organizations in Los Angeles area. Moreover, in our commitment to give back to our local community CIAM offers full tuition for an MBA in Executive Management and Entrepreneurship to the winner of the annual Ms. Friendly El Monte pageant. This pageant is held once a year generally in the month of December and the judging criteria is based on accomplishments in leadership, scholarship and service to the community. Recipients must meet CIAM admissions requirements at the time of enrollment. The scholarship is worth the tuition and application fee at the time of enrollment.

AFFILIATIONS

CIAM is affiliated in a non-financial way with the Peter F. Drucker Academy (PFDA). PFDA offers management training courses in 33 locations in China and Hong Kong and does not have the intent nor right to use any accreditation of state licensure possessed by CIAM. With the goals of building Chinese management capacity, it is inspired by the work of Peter F. Drucker, whose ideas are incorporated into all of its programs. PFDA is funded by Minglo Shao who also has been the source of unrestricted grants to CIAM. In this sense there is an unofficial affiliation with CIAM since both institutions are financially supported by Minglo Shao. This allows free interchange of ideas between the two organizations CIAM and PFDA although there is no formal or legal connection.

ADMINISTRATIVE STAFF

The administrative staff at CIAM is committed to providing students with the best academic experience possible and is always striving to help students achieve their academic and professional goals. For complete bios of the administrative staff please visit our website [here](#).

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All CIAM professors have their Doctorates. Student will be informed of their professors prior to the start of each course. However, class assignments are subject to change, any replacement professors will be as highly qualified to teach the class as those originally assigned. For full bios, click [here](#).

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BOARD OF TRUSTEES

The affairs of the corporation shall be managed by a Board of Trustees as prescribed in the Bylaws of the corporation. Full bios can be found [here](#).

Voting Members:

Mr. Minglo Shao

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Chairman, Bright China Group
Founder, Peter F. Drucker Academy

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Mr. Rick Wartzman

Senior Advisor, Drucker Institute

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Eric McLaughlin, Vice President/CAO
Kien Tiet, CFO

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The California Institute of Advanced Management has been recognized as a Candidate for Accreditation by

WASC Senior College and University Commission (WSCUC)
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
(510) 748-9001



This status is a preliminary affiliation with the Commission awarded for a maximum period of five years. Candidacy is an indication that the institution is progressing toward Accreditation. Candidacy is not Accreditation and does not ensure eventual Accreditation.

CATALOG DISCLOSURES

California Bureau for Private Postsecondary Education

California Institute of Advanced Management is a private, non-profit institution and approved to operate by the Bureau for Private Postsecondary and Vocational Education. For more information, please call the Bureau for Private Postsecondary Education at (916) 431-6959, or toll free at (888) 370-7589, or visit its website at: www.bppe.ca.gov.

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

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
<http://www.bppe.ca.gov>
Tel: (888) 370-7589 or by fax: (916) 263-1897



The CIAM Vice President and President can also be reached with any questions regarding the catalog.

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

A student or any member of the public may file a complaint about this or any institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site <http://www.bppe.ca.gov>. Of course, it is usually better to attempt to resolve an issue directly with CIAM first.

CIAM's approval to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. CIAM under section 94802 (a) of CPPEA, will by operation of law, be approved upon the Bureau's approval pending approval. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, West Sacramento, CA 95798-0818, 888.370.7589.

CIAM does not issue licenses. We award degrees only for our MBA in Executive Management and Entrepreneurship.

Should you have an issue at CIAM; we would appreciate the opportunity to resolve it through our own grievance procedures first before filing a complaint as direct resolution is usually faster and easier.

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

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The logo for CIAM (California International Academy of Management) is displayed in a large, bold, yellow serif font.

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CATALOG REVISION ADDENDA Note: All revisions are reflected in the current catalog			
3/14/2017	61	Accreditation Disclosures	Addition: WSCUC Candidacy Status
4/13/2017	40	Program	Revision: Teaching Models
5/4/2017	15	Admissions	Revision: Admissions Requirements
	29	Grading and Academic Progress	Revision: Incomplete Grades
	12	Academic Calendar	Revision: Holiday Schedule
5/8/2017	54	Administrative Staff	Revision: Kien Tiet
5/22/2017	45	Scholarships	Revision: International & Entrepreneurship Scholarships
	35	Student Services	Revision: Non-Federal Work Study (NFWs)
	57	Adjunct Faculty	Addition: Dr. Elizabeth Musil
6/21/2017	44	Veterans Benefits	Revision: Military and Veterans Discount
7/10/2017	54	Administrative Staff	Removal: Gene Raltz
	11	Academic Calendar	Revision: Important Dates
7/24/2017	55	Administrative Staff	Addition: Richard Johnson
	27	Grading and Academic Progress	Revision: Credits Hours/Units
	24	Academic Policies	Revision: Attendance Policy for all Programs
	21	International Admissions	Addition: CPT Policy
	19	International Admissions	Addition: Students with Masters Degrees
	24	Administrative Policies	Addition: Student Identity Verification Policy
	45	Tuition Refund Policy	Revision: Students Right to Cancel, Official Withdrawal from the Program
7/28/2017	59	Adjunct Faculty	Removal: Dr. Wenli Jen
8/11/2017	18	Enrollment Process & Registration	Removal: VA Language
	54	Tuition & Fees	Removal: VA Language
8/14/2017	17	Enrollment Process & Registration	Revision: Enrollment Process
8/24/2017	26	Academic Policies	Addition: Plagiarism
	26	Academic Policies	Revision: Attendance, Substantive Interaction and Participation
	26	Academic Policies	Revision: Late Assignment Policy
	27	Grading and Academic Progress	Revision: Credit Hour Policy
	34	Graduation Requirements	Revision: Capstone Project
	40	Program	Revision: Program Objectives, Learning Goals & SLO's

	9	Mission Statement	Revision: Mission Statement
	9	Vision Statement	Revision: Vision Statement
	26	Grading and Academic Progress	Revision: Satisfactory Academic Progress
	19	International Admissions	Revision: Apply for Conditional Admission to CIAM
	40	Program	Revision: Teaching Models
	12	Statement of Legal Control	Revision: Statement of Legal Control
9/8/2017	9	Academic Calendar	Addition: Cohort A Schedule
	10	Important Deadlines	Addition: Cohort 7 and Cohort A Deadlines
9/27/2017	17	International Admissions	Revision: TOEFL Test Information
	18	International Admissions	Revision: International Students with a US Bachelor's Degree or Higher
	18	International Admissions	Revision: Health Insurance Requirements
	25	Additional Academic Policies for International Students	Addition: Enrollment Policy
	25	Additional Academic Policies for International Students	Revision: CPT Policy Fee Instituted
	37	Student Services	Addition: Writing Assistance
	42	Program	Addition: Course Structure
	46	Financial Assistance	Revision: Scholarships
	56	Administrative Staff	Addition: Christopher Doucet, Elsa Myers
10/4/2017	17-19	International Admissions	Revision: Bank Statement Requirements
	27-28	Additional Academic Policies for International Students	Revision: CPT Policy
	27	Additional Academic Policies for International Students	Revision: CPT Policy (For International Students on an F-1 Visa)
	28-29	Additional Academic Policies for International Students	Addition: OPT Policy (For International Students on an F-1 Visa)
	19	International Admissions	Revision: International Students with a U.S. Bachelor's Degree or Higher
10/30/2017	48	Financial Assistance	Removal: Removal of TFC Financing Language
11/20/2017	55	Tuition & Fees	Addition: Information about Tuition Increase from \$20,000 to \$22,500.
	48	Tuition Refund Policy	Revision: Amounts in Sample Refund Calculation adjusted to mirror new tuition increase.
11/22/2017	58-59	Administrative Staff	Addition: Dr. Vivek Sharma. Revision: Paul Lee's Title

11/22/2017	62	Adjunct Faculty	Revision: Dr. Elisa Magill's Credentials
12/07/2017	40	Writing Assistance	Revision: Clarified that tuition services are offered at no extra cost.
	51	Financial Assistance	Removal: Removed Effect of LOA on Title IV for clarification.
12/13/2017	26	Leave of Absence	Revision: Revision of Leave of Absence Policy
12/15/2017	11	Important Deadlines	Addition: Language for 15 week term drop/ withdrawal
	32	Add/Drop Period	Addition: Language for 15 week term drop/ withdrawal
12/20/2017	30	Grading and Academic Progress	Revision: Revision of SAP Policy
12/22/2017	25	Attendance Policy	Revision: Attendance Policy
	51	Sample Refund Calculation	Revision: Addition of Non Refundable Language for Application Fee
1/2/2018	52	Financial Assistance	Addition: Fellowship section
1/3/2018	52	Financial Assistance	Removal: Removed Language in Scholarship section about nonimmigrant students studying on Visas only being eligible for the International Scholarship.
2/1/2018	13	Facilities	Revision: Change of Address
	15, 16	Admissions	Revision: Change of Address
	50	Tuition Refund Policy	Revision: Change of Address
	20	Health Insurance Requirements	Revision: Online Student Insurance
	50	Tuition Refund Policy	Revision: Cancellation Policy
	57	Notice of Availability of Annual Campus Security Report	Revision: Change of Address
	68	Who To Contact	Revision: Change of Address
2/2/2018	13	Location & Parking	Revision: Updated to account for change of address

Appendix A: 2010 Standard Occupational Classification

2010 Standard Occupational Classification

Major Group	Minor Group	Broad Group	Detailed Occupation
11-0000			Management Occupations
	11-1000		Top Executives
		11-1010	Chief Executives
		11-1011	Chief Executives
		11-1020	General and Operations Managers
		11-1021	General and Operations Managers
		11-1030	Legislators

	11-1031	Legislators
11-2000		Advertising, Marketing, Promotions, Public Relations, and Sales Managers
11-2010		Advertising and Promotions Managers
	11-2011	Advertising and Promotions Managers
11-2020		Marketing and Sales Managers
	11-2021	Marketing Managers
	11-2022	Sales Managers
11-2030		Public Relations and Fundraising Managers
	11-2031	Public Relations and Fundraising Managers
11-3000		Operations Specialties Managers
	11-3010	Administrative Services Managers
	11-3011	Administrative Services Managers
11-3020		Computer and Information Systems Managers
	11-3021	Computer and Information Systems Managers
11-3030		Financial Managers
	11-3031	Financial Managers
11-3050		Industrial Production Managers
	11-3051	Industrial Production Managers
11-3060		Purchasing Managers
	11-3061	Purchasing Managers
11-3070		Transportation, Storage, and Distribution Managers
	11-3071	Transportation, Storage, and Distribution Managers
11-3110		Compensation and Benefits Managers
	11-3111	Compensation and Benefits Managers
11-3120		Human Resources Managers
	11-3121	Human Resources Managers
11-3130		Training and Development Managers
	11-3131	Training and Development Managers
11-9000		Other Management Occupations
	11-9010	Farmers, Ranchers, and Other Agricultural Managers
	11-9013	Farmers, Ranchers, and Other Agricultural Managers
11-9020		Construction Managers
	11-9021	Construction Managers
11-9030		Education Administrators
	11-9031	Education Administrators, Preschool and Childcare Center/Program
	11-9032	Education Administrators, Elementary and Secondary School
	11-9033	Education Administrators, Postsecondary
	11-9039	Education Administrators, All Other
11-9040		Architectural and Engineering Managers
	11-9041	Architectural and Engineering Managers
11-9050		Food Service Managers
	11-9051	Food Service Managers
11-9060		Funeral Service Managers
	11-9061	Funeral Service Managers
11-9070		Gaming Managers
	11-9071	Gaming Managers
11-9080		Lodging Managers
	11-9081	Lodging Managers
11-9110		Medical and Health Services Managers
	11-9111	Medical and Health Services Managers
11-9120		Natural Sciences Managers

	11-9121	Natural Sciences Managers
11-9130		Postmasters and Mail Superintendents
	11-9131	Postmasters and Mail Superintendents
11-9140		Property, Real Estate, and Community Association Managers
	11-9141	Property, Real Estate, and Community Association Managers
11-9150		Social and Community Service Managers
	11-9151	Social and Community Service Managers
11-9160		Emergency Management Directors
	11-9161	Emergency Management Directors
11-9190		Miscellaneous Managers
	11-9199	Managers, All Other

13-0000

Business and Financial Operations Occupations

13-1000

		Business Operations Specialists
13-1010		Agents and Business Managers of Artists, Performers, and Athletes
	13-1011	Agents and Business Managers of Artists, Performers, and Athletes
13-1020		Buyers and Purchasing Agents
	13-1021	Buyers and Purchasing Agents, Farm Products
	13-1022	Wholesale and Retail Buyers, Except Farm Products
	13-1023	Purchasing Agents, Except Wholesale, Retail, and Farm Products
13-1030		Claims Adjusters, Appraisers, Examiners, and Investigators
	13-1031	Claims Adjusters, Examiners, and Investigators
	13-1032	Insurance Appraisers, Auto Damage
13-1040		Compliance Officers
	13-1041	Compliance Officers
13-1050		Cost Estimators
	13-1051	Cost Estimators
13-1070		Human Resources Workers
	13-1071	Human Resources Specialists
	13-1074	Farm Labor Contractors
	13-1075	Labor Relations Specialists
13-1080		Logisticians
	13-1081	Logisticians
13-1110		Management Analysts
	13-1111	Management Analysts
13-1120		Meeting, Convention, and Event Planners
	13-1121	Meeting, Convention, and Event Planners
13-1130		Fundraisers
	13-1131	Fundraisers
13-1140		Compensation, Benefits, and Job Analysis Specialists
	13-1141	Compensation, Benefits, and Job Analysis Specialists
13-1150		Training and Development Specialists
	13-1151	Training and Development Specialists
13-1160		Market Research Analysts and Marketing Specialists
	13-1161	Market Research Analysts and Marketing Specialists
13-1190		Miscellaneous Business Operations Specialists
	13-1199	Business Operations Specialists, All Other
13-2000		Financial Specialists

13-2010	Accountants and Auditors
13-2011	Accountants and Auditors
13-2020	Appraisers and Assessors of Real Estate
13-2021	Appraisers and Assessors of Real Estate
13-2030	Budget Analysts
13-2031	Budget Analysts
13-2040	Credit Analysts
13-2041	Credit Analysts
13-2050	Financial Analysts and Advisors
13-2051	Financial Analysts
13-2052	Personal Financial Advisors
13-2053	Insurance Underwriters
13-2060	Financial Examiners
13-2061	Financial Examiners
13-2070	Credit Counselors and Loan Officers
13-2071	Credit Counselors
13-2072	Loan Officers
13-2080	Tax Examiners, Collectors and Preparers, and Revenue Agents
13-2081	Tax Examiners and Collectors, and Revenue Agents
13-2082	Tax Preparers
13-2090	Miscellaneous Financial Specialists
13-2099	Financial Specialists, All Other

25-0000

Education, Training, and Library Occupations

25-1000

25-1010	Postsecondary Teachers
25-1011	Business Teachers, Postsecondary

35-0000

Food Preparation and Serving Related Occupations

35-1000

35-1010	Supervisors of Food Preparation and Serving Workers
35-1011	Supervisors of Food Preparation and Serving Workers
35-1012	Chefs and Head Cooks
35-1013	First-Line Supervisors of Food Preparation and Serving Workers

37-0000

Building and Grounds Cleaning and Maintenance Occupations

37-1000

37-1010	Supervisors of Building and Grounds Cleaning and Maintenance Workers
37-1011	First-Line Supervisors of Building and Grounds Cleaning and Maintenance Workers
37-1012	First-Line Supervisors of Housekeeping and Janitorial Workers
37-1013	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers

39-0000

Personal Care and Service Occupations

39-1000

Supervisors of Personal Care and Service Workers

39-1010 First-Line Supervisors of Gaming Workers
 39-1011 Gaming Supervisors
 39-1012 Slot Supervisors
 39-1020 First-Line Supervisors of Personal Service Workers
 39-1021 First-Line Supervisors of Personal Service Workers

41-0000

Sales and Related Occupations

41-1000 Supervisors of Sales Workers
 41-1010 First-Line Supervisors of Sales Workers
 41-1011 First-Line Supervisors of Retail Sales Workers
 41-1012 First-Line Supervisors of Non-Retail Sales Workers
 41-2000 Retail Sales Workers
 41-2030 Retail Salespersons
 41-2031 Retail Salespersons
 41-3000 Sales Representatives, Services
 41-3010 Advertising Sales Agents
 41-3011 Advertising Sales Agents
 41-3020 Insurance Sales Agents
 41-3021 Insurance Sales Agents
 41-3030 Securities, Commodities, and Financial Services Sales Agents
 41-3031 Securities, Commodities, and Financial Services Sales Agents
 41-3040 Travel Agents
 41-3041 Travel Agents
 41-3090 Miscellaneous Sales Representatives, Services
 41-3099 Sales Representatives, Services, All Other
 41-4000 Sales Representatives, Wholesale and Manufacturing Sales Representatives, Wholesale and Manufacturing Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products
 41-4010 Sales Representatives, Wholesale and Manufacturing Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products
 41-4011 Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products
 41-4012 Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
 41-9000 Other Sales and Related Workers
 41-9010 Models, Demonstrators, and Product Promoters
 41-9011 Demonstrators and Product Promoters
 41-9012 Models
 41-9020 Real Estate Brokers and Sales Agents
 41-9021 Real Estate Brokers
 41-9022 Real Estate Sales Agents
 41-9030 Sales Engineers
 41-9031 Sales Engineers
 41-9040 Telemarketers
 41-9041 Telemarketers
 41-9090 Miscellaneous Sales and Related Workers
 41-9091 Door-to-Door Sales Workers, News and Street Vendors, and Related Workers
 41-9099 Sales and Related Workers, All Other

43-0000

Office and Administrative Support Occupations

43-1000 Supervisors of Office and Administrative Support Workers

	43-1010	First-Line Supervisors of Office and Administrative Support Worker
	43-1011	First-Line Supervisors of Office and Administrative Support Worker
43-3000		Financial Clerks
	43-3010	Bill and Account Collectors
	43-3011	Bill and Account Collectors
	43-3020	Billing and Posting Clerks
	43-3021	Billing and Posting Clerks
	43-3030	Bookkeeping, Accounting, and Auditing Clerks
	43-3031	Bookkeeping, Accounting, and Auditing Clerks
	43-3040	Gaming Cage Workers
	43-3041	Gaming Cage Workers
	43-3050	Payroll and Timekeeping Clerks
	43-3051	Payroll and Timekeeping Clerks
	43-3060	Procurement Clerks
	43-3061	Procurement Clerks
	43-3070	Tellers
	43-3071	Tellers
	43-3090	Miscellaneous Financial Clerks
	43-3099	Financial Clerks, All Other
43-4000		Information and Record Clerks
	43-4010	Brokerage Clerks
	43-4011	Brokerage Clerks
	43-4020	Correspondence Clerks
	43-4021	Correspondence Clerks
	43-4030	Court, Municipal, and License Clerks
	43-4031	Court, Municipal, and License Clerks
	43-4040	Credit Authorizers, Checkers, and Clerks
	43-4041	Credit Authorizers, Checkers, and Clerks
	43-4050	Customer Service Representatives
	43-4051	Customer Service Representatives
	43-4060	Eligibility Interviewers, Government Programs
	43-4061	Eligibility Interviewers, Government Programs
	43-4110	Interviewers, Except Eligibility and Loan
	43-4111	Interviewers, Except Eligibility and Loan
	43-4120	Library Assistants, Clerical
	43-4121	Library Assistants, Clerical
	43-4130	Loan Interviewers and Clerks
	43-4131	Loan Interviewers and Clerks
	43-4140	New Accounts Clerks
	43-4141	New Accounts Clerks
	43-4150	Order Clerks
	43-4151	Order Clerks
	43-4160	Human Resources Assistants, Except Payroll and Timekeeping
	43-4161	Human Resources Assistants, Except Payroll and Timekeeping
43-6000		Secretaries and Administrative Assistants
	43-6010	Secretaries and Administrative Assistants
	43-6011	Executive Secretaries and Executive Administrative Assistants
	43-6012	Legal Secretaries
	43-6013	Medical Secretaries

43-9000	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive Other Office and Administrative Support Workers
	43-9010	Computer Operators
	43-9011	Computer Operators
	43-9020	Data Entry and Information Processing Workers
	43-9021	Data Entry Keyers
	43-9022	Word Processors and Typists
	43-9030	Desktop Publishers
	43-9031	Desktop Publishers
	43-9040	Insurance Claims and Policy Processing Clerks
	43-9041	Insurance Claims and Policy Processing Clerks
	43-9081	Proofreaders and Copy Markers
	43-9110	Statistical Assistants
	43-9111	Statistical Assistants
	43-9190	Miscellaneous Office and Administrative Support Workers
	43-9199	Office and Administrative Support Workers, All Other
47-0000	Construction and Extraction Occupations	
47-1000		Supervisors of Construction and Extraction Workers
	47-1010	First-Line Supervisors of Construction Trades and Extraction Workers
	47-1011	First-Line Supervisors of Construction Trades and Extraction Workers
49-0000	Installation, Maintenance, and Repair Occupations	
49-1000		Supervisors of Installation, Maintenance, and Repair Workers
	49-1010	First-Line Supervisors of Mechanics, Installers, and Repairers
	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
51-0000	Production Occupations	
51-1000		Supervisors of Production Workers
	51-1010	First-Line Supervisors of Production and Operating Workers
	51-1011	First-Line Supervisors of Production and Operating Workers
53-0000	Transportation and Material Moving Occupations	
53-1000		Supervisors of Transportation and Material Moving Workers
	53-1010	Aircraft Cargo Handling Supervisors
	53-1011	Aircraft Cargo Handling Supervisors
	53-1020	First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand
	53-1021	First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand
	53-1030	First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators

53-1031 First-Line Supervisors of Transportation and
Material-Moving Machine and Vehicle Operators