CiAM

INNOVATE. INSPIRE. ACHIEVE.

School Catalog | 2020-2021

2020-2021

CiAM
SCHOOL CATALOG

August 29, 2020 – August 27, 2021

Updated, April 7, 2021

04072021LS

CiAM

1000 S. Fremont Ave
Building A10, 4th Floor, Suite 10402
Alhambra, CA 91803
TEL: 1(626) 350-1500 FAX: 1(626) 350-1515
www.CiAM.edu
info@CiAM.edu

Table of Contents

VISION STATEMENT 8
MISSION STATEMENT 8
MISSION OBJECTIVES 8
CORE VALUES 8
CULTURE STATEMENT 8
MESSAGE FROM THE PRESIDENT 9
MBA Academic Calendar 2020-2021 10
Holiday Schedule 11
Campus Office Hours 11
Religious Holidays 11
STATEMENT OF LEGAL CONTROL 12
APPROVAL DISCLOSURE STATEMENT 12
FACILITIES 12
LOCATION & PARKING 12
Online Classroom Access 12
ADMISSIONS POLICIES 12
Transferring Credits 13
Transferring Credits Policy 13
Transfer Credit Evaluation 13
Notice Concerning Transferability of Credits and Credentials Earned at Our Institution 13
Achievement Tests or Exams, Ability to Benefit 13
Technical Minimum Requirements for the MBA Program 13
HOLISTIC ADMISSIONS 14
Admissions Requirements 14
Before You Apply: 15
Submit Application Package: 15
Next Steps in the Admissions Process 16
CiAM Statement of Purpose: 16
Admissions Interview 16
Students Success and Accessibility 16
ENROLLMENT PROCESS AND REGISTRATION 17
Enrollment Process 17
Completing the Enrollment Process 17
Tuition Payments 17
Deferred Enrollment 17
INTERNATIONAL ADMISSIONS 18
Additional Admissions Requirements – International Students 18
English Proficiency 19
English Requirement: 19
Foreign Transcripts and Its Evaluation 19
International Students with a U.S. Bachelor's Degree or higher 19

Affidavit of Financial Support Form 20
Health Insurance Requirements 20
Conditional Admission-International Student 20
Required Documentations for Conditional Admission to CiAM 21
Apply for Conditional Admission to CiAM 21
Apply for American English College (AEC) 21
Form I-20 for International Students studying in the U.S 21
Obtain your student Visa 21
Enrollment process and Registration - International Student 21
International Partnerships 21
ADMINISTRATIVE POLICIES 22
MBA Degree: 22
Policies and Procedures 22
Changes in Tuition and Fees 22
Program Changes 22
FERPA 22
Records Retention Policy 23
Changes in Student File 23
Student Identity Verification Policy 23
Secure Login and Pass Codes 23
Additional Verifications 24
Responsibility for Policy Implementation 24
Student Grievance Policy Statement 24
Student Grievance Procedures 24
Academic Grievance 24
Non-Academic Grievance 24
Filing a Grievance 25
Student Email 25
ACADEMIC POLICIES 25
Academic Freedom 25
Articulation Agreements 25
Evaluation of Student Work 25
Late Assignment Policy 25
Plagiarism 26
Attendance, Substantive Interaction and Participation 26
Attendance Policy 26
Absence 27
Leave of Absence Policy 28
Military Duty 28
Student Term Updates 29
Learning Platform 29
Additional Academic Policies for International Students 29

Enrollment Requirements 29
CPT Policy (For International Students on an F-1 Visa) 29
Internship Courses (INT501 & INT599) Requirements & Course Descriptions 30
How to Apply for INT501 or INT599 30
OPT Policy (For International Students on an F-1 Visa) 31
Eligibility Requirement 31
Applying for OPT 31
Credit Hour Policy 32
Satisfactory Academic Progress (SAP) Policy 33
Purpose of Satisfactory Academic Progress Regulations: 33
Definition of Satisfactory Academic Progress (SAP) at CiAM: 33
When Satisfactory Academic Progress is Monitored 33
Financial Aid Warning 33
Financial Aid Appeal Process 34
Financial Aid Probation 34
Reinstatement of Title IV 34
Impact on Grades on CGPA 34
Pace of Progression Requirement 35
Maximum Time-Frame Allowance 35
Grades and Grade Point Average 35
Grading System 36
Incomplete Grades 36
Add / Drop Period 36
Course Withdrawal 36
Course Repetitions 37
Withdrawal from School 37
Academic Standing 37
Academic Probation Policy 37
Suspension Policy 37
Dismissal Policy 38
Appeals 38
Appeal Process Guidelines 38
Appeal Review and Outcome 39
Grade Appeal Policy 39
Conduct & Appeals Committee 39
Reinstatement Criteria 40
GRADUATION REQUIREMENTS 40
Capstone Project 40
Graduation & Commencement 40
Conferral of Degrees 40
STUDENT SERVICES 41
New Student Orientation 41

Academic Advisement 41
Transcript Services 41
Transcript Policy 41
Transcripts/Credentials from Other Institutions 42
Student Workshops or Seminars 42
Volunteer Opportunities 42
Career Services 42
Housing 42
Textbooks 42
Library 43
Classroom Policy 43
Computer Access 43
Writing Composition Services 43
Writing Assistance 43
Presentation Assistance 44
Course & Class Auditing 44
STUDENT CONDUCT 44
Academic Honesty Policy 44
Procedure 45
Drug and Alcohol Policy 45
Lost or Stolen Personal Property 45
Dress Code 45
Students & Professor Consulting Policy 45
Conduct Probation 46
Anti-Hazing Policy 46
INSTITUTES 47
The Center for High Impact Learning (CHIL) 47
MLA Research Institute 47
PROGRAM OFFERINGS 47
Program Learning Outcomes (PLO) 48
Institutional Learning Outcomes with Aligned Program Learning Outcomes 48
Instructional Methods 48
Teaching Model 48
MBA AND CONCENTRATIONS 49
Course Structure 50
Course Descriptions 52
TUITION REFUND POLICY 56
Student's Right to Cancel 56
Official Withdrawal from the Program 56
Sample Refund Calculation 57
Unofficial Withdrawal 57
FINANCIAL ASSISTANCE 57
The Federal Military Tuition Assistance Program 57

Payment Plan 57
Scholarships 57
Application Requirements 57
Application Requirements: 58
Application Requirements: 58
Application Requirements: 59
Other Sources 60
Federal Financial Aid (Title IV funding) 60
Award Guidelines 60
Award Adjustments 60
Unsubsidized Direct Loan 60
Title IV eligibility 61
Verification 62
Federal Return of Title IV Funds Policy (R2T4) 62
Determining Aid Earned 63
Post-Withdrawal Disbursement 63
Course Repetition 64
Rights and Responsibilities of Students for Federal Financial Aid 64
Student Responsibilities. Each Student Must: 64
Student Rights 64
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information 64
Veterans Benefits and Transition Act of 2018, Section 103 64
Methods of Disseminating Consumer Information 65
Student Right-To-Know Act 65
VOTER REGISTRATION 65
TITLE IX POLICY 65
NOTICE OF AVAILABILITY OF ANNUAL CAMPUS SECURITY REPORT 65
TUITION & FEES 66
STUDENT TUITION RECOVERY FUND (STRF) 68
CiAM AND THE COMMUNITY 69
AFFILIATIONS 69
ADMINISTRATIVE STAFF 69
ACCREDITATION DISCLOSURES 77
CATALOG DISCLOSURES 77
CATALOG REVISION ADDENDA 85

Drucker believed that leaders in management could "advance the basic beliefs of our society, to contribute to its stability, strength, and harmony."

In this spirit, CiAM envisions to empower, through hands-on experience, every leader to make a difference in their life and communities worldwide.

VISION STATEMENT

A world where our Graduates promote the public good and serve humanity.

MISSION STATEMENT

Building upon the philosophy of Peter F. Drucker, through classroom and online learning, we produce successful, responsible, globally oriented leaders who are rooted in practice.

MISSION OBJECTIVES

- To offer educational programs that are accessible.
- To provide our students with real-world, hands-on experience.
- To advocate Management as a Liberal Art (MLA) to instill a sense of social responsibility in our students.

CORE VALUES

- Human Dignity
- Integrity
- Innovation
- Diversity, Equity & Inclusion
- Citizenship
- Empowerment

CULTURE STATEMENT

We at CiAM, are a team that embraces a teaching and learning culture that:

- ✓ **adapts to change** and turns challenges into opportunities.
- ✓ **pursues excellence** through continuous learning and self-development.
- ✓ thrives by our autonomous efforts and succeeds through our **collaborative** endeavors.
- ✓ believes that management facilitates **diversity** to serve the common good.
- ✓ advocates real-world experience that **leads to real results**.
- ✓ works with our **strengths, opportunities, and resources**.
- ✓ **empowers** leaders to create social impact.
- ✓ takes great talent and unconditional support and respect to **foster innovation and positivity**.
- ✓ engages in honest **constructive communication** that creates an open dynamic environment for new ideas.
- ✓ is a**ccountable** to our students and all stakeholders.
- ✓ **responds** effectively to meet our mission and objectives.
- ✓ is **determined, dedicated, and driven**.

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 (CiAM). 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.

We have one goal: to give you the opportunity to create your own future in the setting of your choice. To accomplish this, we have built our courses and our program around what managers and entrepreneurs need to know to succeed in today's challenging and competitive environment. Top executives and future employers today understand that today's essential employees, who Peter Drucker, called "knowledge workers", cannot be managed, but must be led. Moreover, this leadership role can only be accomplished by managers who not only have MBAs, but also have perspective anchored in experience and in a wide range of disciplines. What you have already learned in life and in college, no matter what your major, and what you have gained from interacting with others in the past, are the doors to opportunity. The CiAM MBA gives you the keys to open these doors by building on your personal world setting where you can innovate, inspire and achieve.

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. . 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,

Jennie Ta
President, CiAM

MBA Academic Calendar 2020-2021*

CiAM Academic Calendar	Academic Dates and Deadlines		
	Fall 2020	Spring 2021	Summer 2021
MBA (2 Year)	Sept 05-Dec 24	Jan 09 – Apr 30	May 08 - Aug 27
New Student Orientation	Aug 21	Dec 18	Apr 23
Class Registration Open	Jul 20	Nov 23	Mar 22
Tuition Payment Deadline**	Aug 31	Jan 04	May 03
Term / Courses Begin	**Sep 05**	**Jan 09**	**May 08**
Add/Drop Period for Registration Ends	Sep 18	Jan 22	May 21
Final Day to Drop a Class with Full Refund	Sep 18	Jan 22	May 21
Last Day to Withdraw with a Grade of "W"	Oct 30	Mar 05	Jul 02
Final Projects Week	Dec 13 - Dec 20	Apr 17 - Apr 25	Aug 14 - Aug 22
Last Day of Classes	Dec 20	Apr 25	Aug 22
End of Term	**Dec 24**	**Apr 30**	**Aug 27**
Term Break	Dec 25- Jan 08	May 1-May 7	Aug 28-Sep 03

Online MBA ***	Term A 2021	Term B 2021	Term C 2021	Term D 2021
(18 Months)	Jan 9 -Mar 26	Apr 03-Jun 18	Jun 26-Sep 10	Sep 18-Dec 03
New Student Orientation	Jan 06	N/A	Jun 25	N/A
Class Registration Opens	Nov 23	Feb 15	May 10	Aug 02
Tuition Payment Deadline**	Jan 04	Mar 29	Jun 21	Sep 13
Term / Courses Begin	**Jan 09**	**Apr 03**	**Jun 26**	**Sep 18**
Add/Drop Period for Registration Ends	Jan 15	Apr 09	Jul 02	Sep 24
Final Day to Drop a Class with Full Refund	Jan 15	Apr 09	Jul 02	Sep 24
Last Day to Withdraw with a Grade of "W"	Jan 29 or Mar 12	Apr 23 or Jun 04	Jul 16 or Aug 27	Oct 08 or Nov 19
End of Term	**Mar 26**	**Jun 18**	**Sep 10**	**Dec 03**
Term Break	Mar 27-Apr 02	Jun 19-Jun25	Sep 09-Sep 17	Dec 03-Jan 07

Commencement: Date to be Determined

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

*** Payments due by 11:59pm Pacific Standard Time.*

****The online program is not enrolling new students in 2021.*

- Due to COVID-19 Last Day to Withdraw with a grade of "W" was extended by 1 month for the 2 Year MBA and 2 weeks for the Accelerated 1 Year MBA for the Summer and Fall 2020 Terms.
- All on ground courses are held in Suite 10402

Last day to Add/Drop or Withdraw

MBA Program

Last day to Add/Drop (Cancellation Period). Fourteen (14) calendar days after the term start date.
Last day to Withdraw with a grade of "W" before the end of the eighth week.

Accelerated MBA Program

Last day to Add/ Drop (Cancellation Period) Seven (7) days after the term start date.
Last day to Withdraw with a grade of "W" before the end of the fourth week.

MBA Program - Online

Last day to Add/ Drop (Cancellation Period) Seven (7) days after the term start date.
Last day to Withdraw with a grade of "W" before the end of the third week.

Holiday Schedule

Please note that our Offices will be CLOSED on the following holidays:

September 7, 2020 (Monday)	Labor Day
October 12, 2020 (Monday)	Indigenous Peoples' Day
November 11, 2020 (Wednesday)	Veteran's Day (Observed)
December 25, 2020 to January 1, 2021	Holiday Break
January 18, 2021 (Monday)	Martin Luther King Jr. Day
February 15, 2021 (Monday)	President's Day
March 29, 2021 (Observed Monday)	Cesar Chavez Day
April 04, 2021 (Sunday)	Easter
May 31, 2021(Monday)	Memorial Day
July 5, 2021 (Observed Monday)	Independence Day

Campus Office Hours

Our office hours are from 8:30 AM to 5:30 PM, Monday through Friday, and when classes are in session (please see schedule of classes here). CiAM offices are closed on Federal Holidays as shown above.
Due to the COVID-19 Pandemic, and in the interest of safety, CiAM Campus will be closed if government mandated orders are in place. Campus will reopen upon approval of governing agencies. In addition, upon safe reopening of the campus, CiAM will take all necessary safety measures, as indicated by the government, CDC, and Public Health Organizations, including social distancing and sanitation protocols as mandated.

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: General Leonard Kwiatkowski (Board Chair), Yeh Wah Chong, Frances Hesselbein, Stephen Morgan, C. William Pollard, Minglo Shao, Dr. Francisco Suarez, Rick Wartzman, Dr. Danny Yu, and Jennie Ta. The on-site Director is the campus Chief Executive Officer: Jennie Ta. The institution's corporate officers 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 4th 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. 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 Ave.). The campus at The Alhambra is served by public transportation, including Metrolink and bus. Free parking is available on-site during class hours on weekends, and class hours on weeknights, and with validation during office hours. Public transportation serves our area via Metro buses.

Online Classroom Access

To enable maximum student accessibility, the online classroom, known as Canvas, is 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. Technical Support is available through Canvas 24 hours a day, seven (7) days a week; please go to Canvas Help for details.

ADMISSIONS 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, of any form, including verbal, nonverbal, physical, visual conduct and/or reprisal.

New student orientation is a mandatory orientation provided to new students before the start of their 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 upon request.

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.

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.

A (non-refundable) $25 processing fee will be applied to each Transfer Credit Evaluation. Transcript evaluations take several weeks to process from their day of submission 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 Conduct & Appeals Committee. The Conduct & Appeals Committee 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 coursework 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 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 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 will transfer.

Achievement Tests or Exams, Ability to Benefit

CiAM does not require achievement tests or exams. Nor does it offer any ability-to-benefit benefits to students.

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. Intel Core i3-3xxx or greater.
2. 4GB RAM or more & 20 GB of free hard drive space or more.

3. If running Windows, Windows 10 or greater.

4. If running OSX, OSC 10.10 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.

6. USB Flash Drive: Minimum Storage of 8GB recommended

Software

1. Internet Browser: Google Chrome, Internet Explorer, or Firefox with Adobe Flash Player with most current update. Please note that Internet Explorer is not compatible with the LMS platform Canvas currently used by CiAM.

2. Microsoft Office 2010 or higher: Word, Excel, PowerPoint (or equivalent such 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.

HOLISTIC ADMISSIONS

Individuals who seek to expand their career objectives through an enhanced understanding of and experience in the profession of management should apply. The CiAM MBA in Executive Management and any concentration 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:

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

Admissions Requirements

CiAM is committed in providing an equitable and accessible experience for all applicants. We value a diverse community, and therefore our admissions policies are designed to attract students with a variety of backgrounds and experiences. Candidates for admission are evaluated holistically based on their merits and potential to succeed at CiAM. For admissions decisions, we use information from academic performance, work experience, leadership positions, extracurricular interests, unique talents, and the personal interview. We consider the applicant as a whole individual, not select parts such as GPA or GRE/GMAT test scores. Efforts are made to match the candidate's expectation with that of the CiAM MBA program design.

Student Applications are not reviewed until the Admissions Application is 100% completed and the (non-refundable) Application Fee has been paid.

A Bachelor's degree from an accredited institution and at least one year of professional organizational experience is required.

1. A Bachelor's degree in any field from an accredited institution
   ** 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 organizational work experience.

Note: A selection committee reviews all information supporting admission criteria. Meeting basic admissions criteria does not guarantee acceptance. In addition, Office of Admissions reserves the right to deny or revoke acceptance to candidates at any moment if a candidate is found submitting falsified and misleading documentation, participates in academic dishonesty, plagiarism, or illegal/criminal activity. Should a student be notified of a denial or revocation (of admission) by Office of Admissions, the student is eligible to reapply after six months from their initial application.

How Your Application is Considered

In our admissions process we give careful, individual attention to each applicant. We seek to identify students who show perseverance and growth and those who will enrich one another, their professors, and the culture at CiAM. We seek individuals who will inspire those around them during their CiAM years and beyond.

Selection is based on a holistic review, both academic and personal information, that is presented in the application. Holistic review refers to the process of evaluating applications where no one piece of information is weighted more heavily over another, but emphasis is placed on academic preparedness, perseverance and potential contribution to the campus and beyond. This is why it is so important to address each section of the application thoughtfully and thoroughly.

The goal of our selection process is to identify applicants who are most likely to contribute to the intellectual, cultural, and entrepreneurial communities, and the world at large.

The following areas are considered in the review of the Statement of Purpose and the application:

Growth and potential
- Professional and personal accomplishments
- Initiative, motivation and inspiration
- Goals and interests
- Expected goals and contributions for the next 5,10 or 25 years
- Self-development goals
- Intentions for a graduate education

Interests and activities
- Intellectual, professional and personal passions and interests
- Learned experiences from successes and failures
- Commitment to leadership

Character and personality
- Choices in life and their reasons
- Openness to new ideas and people
- Appearance and poise
- Communication and interpersonal skills
- Grace under pressure
- Aspiration to contribute to CiAM community

Before You Apply:

Review – Class Schedule and School Catalog.

Submit Application Package:

1. Complete the Online Application :
   - Click HEREto start your application
   - Statement of Purpose (S.O.P.)
   - Current Professional Resume.
   - A Copy of a Valid Government ID (i.e. Passport or Driver License)

2. Pay application fee (non-refundable):
   a. Submit payment within the online application form here
   b. Contact the Cashier's Office cashier@ciam.edu or 1(626)350-1500 for payment questions.

3. Submit Official U.S. Transcript(s)*

Office of Admissions
California Institute of Advanced Management
1000 S. Fremont Ave. Mailbox #45
Building A10, 4th Floor, Suite 10402
Alhambra, CA 91803

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.

Submitting Transcripts for Admissions

When applying to CiAM, each applicant is required to submit official transcripts of their Bachelor's Degree or higher. Transcripts can be electronic or paper documents. Electronic Transcripts are official documents sent from your institution securely through the internet (i.e. via parchment). To be considered "official", paper transcripts must remain sealed as they were by the issuing university. Transcripts from a US university must be sent directly to CiAM from the issuing institution. The official transcript must include the complete official academic record (showing all course titles, dates, taken, and grades received) and the title of any diploma or degree awarded. Copies of the diploma or degree only are not sufficient. Scanned, photo-copied, or faxed copies of transcripts are NOT considered official.

* Due to the COVID-19 pandemic, we strongly encourage you to order the Electronic Official Transcripts to be emailed to admissions@ciam.edu

*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."

Next Steps in the Admissions Process

Schedule with the Office of Admissions:

1. Admissions Interview

CiAM Statement of Purpose:

A 300-500-word statement of purpose describing and explaining the applicant's unique experiences, interest in CiAM's MBA program and how they feel their own vision and goals fit with CiAM's mission, vision, values statements, and the cultural statement shown below.
(Format: double spaced, 12-point Times New Roman font, PDF/Word format).

Additional Guidelines to the Applicant:
Each candidate's statement of purpose is unique and, as such, there is no fixed content. However, in general terms, the statement of purpose is designed for CiAM Admissions to get to know you and to confirm that you are a good fit for the program and vice versa, (i.e. that you understand the program and that its curriculum is a good match for your goals). As such, use your statement of purpose as an opportunity not only to demonstrate your ability to create a well-written, viable, and cohesive narrative, but also to show us how you have succeeded and/ or managed to overcome challenges in your life and to "connect the dots" between the program and your goals by explaining in detail HOW you believe that the program can help you to reach those goals.

To that end, please be sure that your statement of purpose helps CiAM Admissions to understand your motivation in applying to the program, i.e. what you hope to achieve therefrom. Examples might include some depth related to: academic growth, personal growth, professional development, skill enhancement, community service, leadership, etc.

Additionally—and perhaps most importantly—the statement of purpose should clearly, and in some detail, explain HOW you believe that the program's content will aid in your goals, and how you feel this will help you contribute to the community. Examples might include: expanding on existing skills/knowledge, developing new skills/knowledge, contextualizing existing experience with new modes of thinking, broadening scope, etc. This type of statement can only be crafted in relation to the program's current content, and so please take time to review the "Course Descriptions" section of the program's "Curriculum" page, and the Student Learning Outcomes on the website and ensure that your answers directly relate to the courses and their content.

One of the ways to test that your statement of purpose contains the minimum requisite elements is to ask yourself: Does it answer all of the following questions (directly below)? In addition, does it do so with a solid level of articulation, depth, and quality?

- How will the program help you to achieve your educational goals?
- How will the program help you to achieve your career goals?
- How will the program's curriculum help to achieve these goals?
- How will the program help you in your goals to contribute to the community?
- What do you hope to gain from the MBA program?

Please review CiAM's Vision, Mission and Objectives, Core Values, and Cultural Statement, linked here to write a personal statement on how you embody these values currently, in the program at CiAM, and for your future.

Important Notice:
1) Applicants have ONE CHANCE to submit their Statement of Purpose (S.O.P.)
2) The applicant must be the sole writer and submit original work
3) An S.O.P. will NOT be considered for admissions if the applicant fails to meet the detailed guidelines of how to write a valid S.O.P.

Admissions Interview

After you have submitted your Application Package you will schedule an interview to meet with the Office of Admissions. This can be conducted on campus or online.

Students Success and Accessibility

If you are interested in attending CiAM but are in need of reasonable accommodations, please schedule an appointment with the Student Success Coordinator. 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. Proof of a disability may be required before special accommodations are granted. Upon completion of the initial meeting, a formal request, along with any required documentation, for the accommodation must be submitted in writing to the Student Success and Accessibility (SSA) department. The initial meeting, formal request, and response from the SSA 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. For currently enrolled students who are diagnosed with a disability during their tenure at CiAM, the process to acquire reasonable

accommodations is identical as the one for new students. Please contact the Student Success Coordinator to begin that process.

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 (it can be also mailed upon request). The Registrar 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 Specialist by email, fax, or regular mail.

Completing the Enrollment Process

The applicant will be given the Annual Campus Safety and Security Report to review, and also be informed of the location of this file in the Student Services office. The enrollment forms are provided in the following order: Distance Learning Questionnaire; Drug and Alcohol for a Drug-Free Workplace; School Performance Fact Sheet; Student Enrollment Agreement; Individual Degree Plan; Video and Picture Consent Form (Optional). The Registrar 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 onsite. The orientation is intended to introduce and acquaint the student with:

- The program and teaching model
- CiAM's online learning management system, Canvas.
- The Student Portal Populi and the registration process, including initial registration
- Student Services
- Management as Liberal Art (MLA)
- CiAM Consulting, and
- Process student ID pictures,

The process of enrollment includes completing the following tasks:

1. Review the Annual Campus Safety and Security Report and School Catalog
2. **Sign** - The following forms:
    a. Distance Learning Questionnaire
    b. Drug and Alcohol for a Drug-Free Workplace
    c. School Performance Fact Sheets
    d. Student Enrollment Agreement.
    e. Individual Degree Plan (included in the Enrollment Agreement).
    f. Video and Picture Consent Form (optional).
3. **Welcome Letter** (mailed with student ID)
4. **Pay** - Tuition fees and other applicable fees.
5. **Attend** – Student orientation.

Please see "Important Deadlines" for Student Orientation Dates.

Class Registration – Course Registration for current students opens 6 weeks before the start of the term at 12:00 AM on that Monday. Students login into their Student Portal (Populi) and go to the registration tab. Open spots for courses are available on a first-come first-served basis (as space allows). Registration for incoming new students occurs at Orientation.

Priority Registration

Priority Registration opens seven (7) days before the normal registration period. Priority registrations is only for students in their last two terms of the MBA program. This is to ensure their ability to register for the final courses they need to complete the program.

Tuition Payments

Every student must make tuition payment arrangements to complete the registration process by the published dates under "Important Deadlines" Students may not be accepted for enrollment if they cannot prove credit worthiness.

The student must make financial arrangements regarding 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 a year from the date of the initial 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 was not from an accredited institution in the U.S., the following supporting document is required for a proof of completion of the equivalent to a U.S. Bachelor's degree from a recognized/accredited institution overseas):
    a. An official document-by-document credential evaluation report on the submitted degree transcripts from an NACES certified evaluation service in the U.S. that includes a GPA calculation (Please view CiAM's Foreign Transcript Policy for instruction here The Official Evaluation Report is required to be sent DIRECTLY to CiAM by the evaluation service.
2. Passing score on an English Language Test (TOEFL, IELTS, or PTE Academic, ITEP). ***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 and I-20 Application 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	How to Submit Test Score
Test of English as a Foreign Language (TOEFL)*	PBT: 550 IBT: 79 Revised TOEFL Paper-Delivered Test: R-23 W-23 & L-23	Official score sent directly from Test Center school code: **B200**
International English Language Test System (IELTS)*	6.5	Official score sent directly from Test Center
Pearson Test of English Academic (PTE Academic)*	58	Official score sent directly from Test Center
iTEP (International Test of English Proficiency)	3.8	Official score sent directly from Test Center

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

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).

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 CiAM.

2. Receipt of prior education documentation as stated in the admission policy.

English Requirement:

International applicant can also meet CiAM's English requirement by meeting one or more conditions below:

- Attended a U.S. educational institution for 1 year or more and earned a Degree (not a certificate) with a 2.0 GPA or higher.
- Attended an institution in a country where the native language is English for a year or more and earned a Degree (not a certificate) with a 2.0 GPA or higher.
- Attended an institution for a year or more and earned a degree (not a certificate) with a 2.0 GPA or higher where the official language of the institution was English for ALL coursework.
  Attended and successfully completed a CiAM approved Intensive English program in the U.S. Please contact Office of Admissions for an approved list of English programs. (The certificate of completion, official transcript and a recommendation letter from the English program officer will be required for evaluation purpose)
- Have taken a different English proficiency exam and achieved an equivalent score that meets CiAM's requirement. Please send your valid English score to Office of Admissions for evaluation.

All international applicants must complete online MBA application* and pass the admissions interview.

*Reminder: The online program is not enrolling new students in 2021.

Your English Proficiency Exam may be also waived, if you are a citizen of the following countries: click here.

Foreign Transcripts and Its Evaluation

All students who have obtained their undergraduate degree outside of the United States must have their official degree transcripts evaluated by a 3rd party evaluation service to show what type of degree the student has and the grade equivalence (GPA) in the U.S. format. The official document-by-document credential evaluation with the GPA calculation must be sent directly to CiAM by the evaluating party via email or mail. Please refer to http://naces.org/members.htm to select an evaluation service. The approved evaluation services listed at www.naces.org are not related to CiAM and any fees for the evaluation service will be the responsibility of the student.

If a student wishes to transfer courses from a foreign university, then a course-by-course evaluation (GPA calculation included) will be required. See Transferring Credits for more information. Please click here for the foreign degree evaluation instruction. If your transcripts are issued in a language that is NOT English, you will be required to have your transcripts translated, if you are requesting for credit transfer

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 Foreign Degree Evaluation. The official transcript from the U.S. institution is required and it can be sent directly from the issuing institution in the U.S. via email or mail. The official transcript can also be presented by the applicant in person, or mailed it to CiAM in a sealed envelope. An electronic transcript forwarded by applicant via email will not be considered official.

If you have a Bachelor's Degree from overseas, but a Master's degree (or higher degree) from the U.S., the Foreign Degree Evaluation is not required. The official U.S. transcript is required for the application. The transcript can be sent directly from the issuing institution in the U.S. via email or mail. The official transcript can also be presented by the applicant in person, or mailed it to CiAM in a sealed envelope. A scanned copy of the undergraduate transcripts issued by the international institution is optional.

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. 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:
  - www.compassstudenthealthinsurance.com
  - or 1-800-767-0169
- Tokio Marine HCC
  - www.hccmis.com/index.php
  - Or 1-800-605-2282
- HTH Worldwide
  - www.hthstudents.com
  - Or 1-888-243-2358
- ISO Insurance
  - www.isoa.org
  - Or 1-800-244-1180
- International Student Insurance
  - https://www.internationalstudentinsurance.com/schools/ciam.phpOr 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 provisional letter

from CiAM. These students are 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 provisional letter from CiAM, students must submit necessary documentation for application to CiAM.

Required Documentations for Conditional Admission to CiAM

- CiAM Online Application
- Application Fee ($75.00) (Nonrefundable)
- Most Current Resume (Upload it to the online application)
- Scanned Copy of the U.S. government issued photo ID or Biological page of your Passport (from your home country; upload it to the online application)
- A scanned copy of the Bachelor's transcript from an accredited institution overseas

Optional Docs (Required for a full admission to MBA program)

• Document-by-document evaluation with **GPA** calculation
• Submit English test score to CiAM (If Applicable)
• A bank statement ($30,618 for the 2-year MBA and $42,618 for the Accelerated 1-year MBA)
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 provisional letter will be issued from the Office of Admissions via email and mail. An Affidavit of Financial Support and I-20 Application Form, along with a bank statement, will be required prior to the enrollment and I-20 issuance 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

International Partnerships

CiAM partners with recruiting agents to assist in providing accurate information to prospective international students. The agents are contracted to ensure adherence to the strict

regulations for communicating true and accurate information to prospective students. Agents are monitored by CiAM staff to ensure compliance with all CiAM, State, and Federal requirements for college admissions.

ADMINISTRATIVE POLICIES

MBA Degree:

CiAM offers the following degree:
Master of Business Administration (MBA) in Executive Management with or without concentrations

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 enrollment.

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.

Upon conferral of the degree, 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 online in their Populi account or 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 Student Portal, 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 Populi 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 with faculty either during the course or immediately after the conclusion of the course (within 3 days). 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 Canvas or from the Office of the Registrar to express his/her concern. All appeals or grievances must be submitted in writing to the Dean within two (2) weeks of the action causing the appeal or grievance. A student or any member of the public is not required to use CiAM's internal process first. There are four levels of this process: The Professor, the Dean, the Chief Academic Officer, and finally the CiAM Conduct & Appeals Committee. If the instructor cannot resolve the problem, the matter should be referred to the Dean. The Dean has five (5) working days to address 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 professor 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 Conduct & Appeals Committee 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.

Non-Academic Grievance

All complaints are viewed with the utmost seriousness and are treated in confidence, including those associated with bullying, racial and religious vilification, sexual harassment and unlawful discrimination allegations made by students. A student or any member of the public is not required to use CiAM's internal process first. The Director of Campus Success or Title IX Coordinator 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).

Complaints may be formal or informal. The difference between the two is that an informal complaint is unwritten and often unofficial, whereas a formal complaint is documented and therefore official.

Administered Three Stage Process

- First Stage of the Process: The complainant may initially raise an informal complaint (unwritten) with the Student Success Coordinator. Following receipt of the informal complaint, the issue will be reviewed by the Department Head within three (3)

business days and a response will be provided to the complainant within five (5) business days. Depending on the nature of the complaint, the Department Head may choose to meet with other Directors to gain further information and resolution of the complaint raised. The Student Success Coordinator will raise the complaint directly with the Director of Campus Success if the complaint is perceived to be of an extreme, threatening or criminal nature.

- Second Stage of the Process: Should the complainant not be satisfied with the outcome, they may submit a formal complaint in writing. The complainant may choose to go directly to the formal second stage if they prefer. The formal written complaint must be received by the Student Success Coordinator within 10 business days of the complainant receiving feedback. The formal complaint will be reviewed and addressed within three (3) business days and a response will be provided to the complainant within five (5) business days.
- Third Stage of the Process: If not satisfied with the decision of the Student Success Coordinator, the complainant may submit the complaint in writing to the Director of Campus Success within 10 business days of receipt of the formal complaint decision. The complaint will be addressed within 15 business days of receipt of the complaint, and a response will be given within 30 business days. Complaints should be resolved within 30 days of the initial date on the Grievance Resolution Form.

Filing a Grievance

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website at **http://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 the completion of the program.

ACADEMIC POLICIES

Academic Freedom

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.

Articulation Agreements

CiAM does not have any articulation agreements at this point in time.

Evaluation of Student Work

Students receive the evaluation/feedback on their homework, projects, and any other assignments submitted in 5 days or less electronically through the student's current class found in our Online Learning System, Canvas.

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 resulting from 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, and/or no agreement has been made with the faculty ahead of time, the following penalties apply for all courses (online and hybrid):

MBA (2 Year Track) Online and Hybrid courses: Students who submit assignments late will receive the following point deduction: Assignments received 1-3 days late will receive a 10% deduction. Assignments received from Day 4 to Day 7 (1 week late), will receive a 20% reduction. Assignments received during week 2 will receive a 30% reduction. No assignments will be accepted if past 2 weeks (14 days) late and a grade of zero will be issued for that missing assignment in Gradebook (this should occur by the grading due date and can be changed once the assignment has been graded within that 2-week timeframe).

MBA (Online Program, 18-Month Track) courses: Students who submit assignments late will receive the following point deduction: Assignments received 1 day late will receive a 10% deduction; 2 days = 15% reduction; 3 days = 20% reduction; 4 days = 25% reduction; 5-7 days = 30% reduction. No assignments will be accepted after one week (7 days) late and a grade of zero will be issued for that missing assignment in Gradebook (this should occur by the grading due date and can be changed once the assignment has been graded within that 1-week timeframe). Please note: Any late submissions for the Team Project will need to be discussed with the faculty beforehand, as the faculty has only 48-hours to return Team Project Rough Drafts, leaving students with only 5 days (if submitted on time) to complete the requested updates to the submission of the Team Project Final Paper.

Consistent lateness in completing assignments by any student will be brought to the attention of the Dean and/or Student Services by the instructor. The student at risk will be counseled by the Dean and/or Student Services.

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 7th Edition citations. The instructor may assign a lower grade at the minimum or the student can be placed on academic 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.

Attendance Policy

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

A student can officially withdraw by notifying CiAM before reaching the end of the 3rd week for the MBA Online Program , or the end of the 8th week for the MBA Program. The absence timeline does not include scheduled calendar days designated as official CiAM breaks. Please refer to the SAP Policy and Grading Policy for information regarding grades awarded for withdrawals.

Attendance for on-ground students for a given week is based on the student being physically present in the classroom.

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, online attendance is recorded on Monday each week, regardless of the day of the week on which the semester starts.

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

- Meaningful participation in an online Threaded Discussion (both initial posts and peer replies count).
- Assignment submissions, and other work that is graded by the instructor.
- Student intiating contact with a faculty member to ask a substantial course related question via e-mail or chat room

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 collect and 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 and following up with their professors. Failure to receive the notification does not negate their attendance status. Students are required to report absences by e-mail, or by phone in case of an emergency to the instructor.

Non-Attendance

Not all Canvas activities are considered for attendance. The following are examples of activities that are not applicable for the purpose of documenting attendance in the online classroom.

- Student login on the course site.
- Student posting of their bio in the student introductions discussion forum.
- Student working on group projects with no submissions of graded materials.
- Student messaging on Canvas.
- Student initiating contact with a faculty member to ask a general course-related question via email or chat room.
- Student posting a non-substantive threaded discussion peer reply, such as, "Great comment." Without including an additional thought from the literature or a personal example. To be safe, follow the guidelines outlined in Canvas and/or discuss what is expected with the professor.

Students enrolled in the MBA Program (2 Year Track) that are absent for 28 consecutive calendar days and students in the MBA Online Program – (18 Month Track) that are absent for 14 consecutive calendar days will be considered administratively withdrawn (Unofficial Withdrawal). The student will receive a grade of "W". The faculty are required to be very active in the online portion of hybrid classes and 100% online classes. This approach motivates and inspires our students to become active participants.

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 to the faculty by the next class meeting after the absence.

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 (5) 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 (official doctor's communication is required).
2. Family emergency of an immediate family member (child, parent, spouse, sibling).
3. A legal issue.
4. Military duty.
5. Authorized and approved events previously sanctioned by the school administration.

Please note: If any of the above five (5) items are being claimed to constitute an excused absence, documentation is required.

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 your CiAM Canvas inbox. If the student does not follow the makeup plan (e.g. no show at the prearranged time or missed the deadline for makeup work, or submits plagiarized work), the student forfeits their rights for further make up of that work. Timely communication between the student and instructor is important.

Students with more than three (3) unexcused absences 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 four (4) or more non-consecutive classes and they will receive a failing grade.

Absences cannot occur in any sequence. The following will outline what is not acceptable for unexcused absences for all Hybrid courses (2 Year Track):

1. Students cannot miss the first on-ground day of a hybrid course, otherwise they will be dropped.
2. Students cannot miss more than one on-ground class per weekend, otherwise they will be dropped.
3. Students cannot accrue more than three (3) unexcused absences; however, no more than two (2) absences are allowed to occur for on-ground sessions (considering No. 1 and No. 2 above), with one (1) online absence; or – They cannot accrue more than three (3) online absences.

The following will outline what is not acceptable for Fully Online courses (All Tracks):

1. Students cannot accrue more than 3 unexcused online absences for each individual Online course.

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.

A 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, this is typically 1 term for the 2 Year Track or 2-3 Terms for the 1 Year Track. 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 or withdraws from 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 Department of Student Success provides students with updates at the beginning of every term to a student's CiAM email. These updates 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 Canvas as its online learning platform for all online components of their program. Course content, assignments and other information are accessed via Canvas. Students submit assignments on the platform and faculty are 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 (i.e. it is a virtual platform). Canvas is relatively easy to use and all students will be trained on using this platform prior to the start of their first class. Each student is given individual access to Canvas 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 Canvas 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 Student Success at student.success@ciam.edu., Canvas Help, or Canvas Student Support at (833) 444 2089 Some features on Canvas include: Assignment submission, Discussion forums, File upload and download, Grading, messages, online calendar, online news and announcements, 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. 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 authorizes Curricular Practical Training (CPT) for international students enrolled in an Experiential Internship Course (INT501 or INT599). 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 take a maximum of one INT course per term. These courses are zero unit courses and do not count towards the Full-Time Student requirement. CPT authorizations 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 **for at least 1 year** (International Student who are on a new I-20 have to wait until their 3rd term to take INT501).
- Be registered for two classes (full-time) at CiAM with good academic standing.
- Be enrolled in Experiential Internship course (INT501 or INT599).
- Secure a job offer related to the student's field of study.
- Obtain CPT authorization from CiAM BEFORE beginning employment; authorization cannot be back-dated.
- You must reapply for CPT every term.

CPT can be paid or unpaid and can be part-time or full-time as determined by the employer, but you must have worked for a total minimum of 45 hours at your job during the term to pass the Internship course. 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 a student has 12 months or more of full-time CPT, the student becomes ineligible for OPT. Engaging in part-time CPT (less than 20 hours of work per week) does not affect eligibility for post-completion OPT.

PLEASE NOTE: You cannot lawfully begin employment until your DSO has approved your application and you have received an endorsement for Curricular Practical Training authorization on the second page of your new Form I-20. Questions regarding Curricular Practical Training or any form of employment should be addressed with your DSO.

Additional Note: Students must continue to maintain attendance and a full course of study in F-1 status during the period of authorized CPT 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.

Internship Courses (INT501 & INT599) Requirements & Course Descriptions

Course Description: Experiential Internship Course (INT501)

Course Description: Experiential Work-Life Balance Internship Course (INT 501) The Experiential Work-Life Balance Internship Course incorporates experiential learning along with tried and proven planning processes into CiAM's MBA. The goal of this course is to support the student in applying time management skills, along with wellness and stress management tips to effectively balance work, school, and life for optimal success. As such, each student must register for and complete at least one term of the INT501 internship during their 1st 3 terms of the MBA program. The internship, employment, or volunteer position must be relevant to the MBA Degree Program and can be paid or unpaid; Full-Time or Part-Time. The link between Peter Drucker's concept of management as a liberal art and the concepts students employ in their work will also be highlighted. A total of at least 45 hours is required for the one (1) term to complete the course. International students will need CPT authorization to take this course. Evaluation: Pass/No Pass (P/NP)

Course Description: Experiential Internship Course (INT599)

The Experiential Internship Course at CIAM incorporates experiential learning into CIAM's MBA. The course involves bringing the work environment into the academic setting of the MBA program. As such, each student must register for and complete at least one term of internship during the MBA program. The internship, employment, or volunteer position must be relevant to the MBA Degree Program and can be paid or unpaid; Full-Time or Part-Time. The link between Peter Drucker's concept of management as a liberal art and the concepts students employ in their work will also be highlighted. A total of at least 45 hours is required for the one (1) term to complete the course. International students will need CPT authorization to take this course. Evaluation: Pass/No-Pass International students will need CPT authorization to take this course. Evaluation: Pass/No Pass (P/NP)

Important Course Details

- Each course is worth 0 (zero) units.
- Students who started their MBA before 1/1/2021: must take INT599 at least once before they graduate and can retake INT599 up to 5 times (for a total of 6 times).
- Students who started their MBA after 1/1/2021: must complete at least one term of the INT501 during their first 3 terms of the MBA program and must complete at least one term of the INT599 during their last 3 terms of the MBA program. Each course can be retaken 2 additional times.
- INT501 and INT599 have a $50 nonrefundable processing fee that is charged per enrollment. Retakes will be charged the $50 nonrefundable processing fee again.
- Students must receive an 80% score or above to pass the class.

How to Apply for INT501 or INT599

In order to apply, students must register for INT501 or INT599 during course registration (you will be placed on the waitlist for the class) and send the following documents to dso@ciam.edu: registrar@ciam.edu

- The Internship Application Form
- An employment letter (including the correct start date, work location, job title/description, and hours)

Once approved, the student will be moved into the enrolled list for the appropriate course.

Employment Letter:
The Employment Offer Letter must be on original company letterhead that is signed by the student's supervisor. A sample employment letter can be found here: https://ciam.edu/documents/CPT_SampleEmploymentLetter.pdf. It must include the following:

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

***Applications for CPT must be submitted at least one week before your projected start date. Applications are accepted for a term when Course Registration opens for that term, but must be submitted by the deadline above.**

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. **For the duration

of COVID-19 all I-20s will be emailed or mailed directly to the student. No in person pick-ups will be permitted**

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 with or without a concentration)
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 begin your application for OPT, first contact dso@ciam.edu to receive the applications and set up your review appointment.

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 workload and credits are the same for the 18-month and the 2-year track.

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. Each course in the MBA Hybrid Program (2-Year Track), and MBA Online Program *(18-Month Track) are equivalent to three (3) semester units.

Here are the Track options for student to consider for the CiAM MBA degree:

1. The MBA Hybrid Program (2-Year Track): consists of enrolling in two (2) courses per term (one of which is hybrid and one is fully online) to earn the degree in two (2) years. Terms are 16 weeks long. The Hybrid class meets for three (3) weekends

every term (Saturday and Sunday) for four (4) hours each day.

2. The MBA Online Program (18 Month Track): consists of enrolling in two (2) courses per term (each course is 100% online) to earn the degree in 18 Months. Each term is 11 weeks long and each class is 5 weeks long with 1 week break in between each class. Each class is Asynchronous, however two synchronous dates per class (first day and the final team presentation) will be highly encouraged.

Prior to Enrollment, the student will specify the program track. 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 for ALL students. 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 taking two (2) courses per term successfully completed credits must equal to 12 semester credits every three (3) terms of the program to finish within the 150%-time frame limit and meet requirements of SAP.

For part-time students taking one (1) course per term), successfully completed credits must equal to six (6) semester credits three (3) terms of the program to finish within the 150%-time frame limit and meet requirements of SAP.

(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. For further clarification, if it is deemed that in anytime in the program, a student cannot finish the program in the maximum allowable time i.e. 150% of the maximum time allowed, the student will be dismissed from the program.

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 Conduct & Appeals Committee 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 Conduct & Appeals Committee.
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), "P" (Pass), "NP" (No pass), 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, F (+/-)	Yes
P/NP — Pass/No Pass	No
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 (New passing grade higher than previous grade)	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", "C", and "F" (+/-), as well as "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
F, 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 Frame
	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 Degree	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 professor within five (5) business days after the assignment deadline. All final grades are submitted by faculty to the Dean and Registrar and

posted on Canvas (gradebook) within five (5) 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	
P/NP	Pass/No Pass	
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 Registrar's and 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 the 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

During the Add/Drop period, students may add or drop individual courses. If a student drops all courses for a term and does not apply for a Leave of Absence (LOA), 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). Nonimmigrant students must be enrolled on a full-time status (2 courses/6 credits per term) and any course drop will affect Visa status in the U.S. Student must consult with the DSO before the drop. The student will receive a pro rata refund of tuition paid if notice of drop as been submitted before sixty (60%) percent or fewer scheduled days have passed (Please see Tuition Refund Policy). New students that have not been enrolled prior to the first class may be admitted during this period provided professor approval.

The Add/Drop period begins after the tuition deadline and ends seven (7) days after the term start for the MBA – Online Program, and fourteen (14) days after the term start for the 2-Year MBA Program. Add/Drop deadline dates are shown on the Academic Year Calendars. Students who add courses during the Add/Drop period will receive an $50 late fee added to their Tuition Charge.

Course Withdrawal

A student who withdraws from a course may do so only after seeking guidance from the Student Services team and/or the Dean. The deadline for Withdrawal is before the end of the third (3rd) week of the MBA – Online Program and before the end of the eighth (8th) week of the MBA Hyrbrid program. 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. The grade of "F" will be assigned if any student who drops after the third (3rd) week of the MBA – Online Program (18 Month Track), or the eighth (8th) week of the MBA Hybrid program (2 Year Track).

Course Repetitions

A student is required to repeat any course in which a grade of "F" (Failure) or "W" (Withdrawal) was received. Students have the option of repeating a course with a grade earned of "B-" or lower. A student may not repeat a course for academic credit for a course with an earned grade of "B" or better. The new grade earned 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.

Students may repeat the same course only once and are not allowed to repeat more than three (3) courses in the entire MBA program. 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. 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 Conduct & Appeals Committee 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).

Academic Standing

Academic Warning Policy

The Registrar reviews Academic Standing progress every term. Any student, whose CGPA falls below a 3.0, will be placed on academic warning for the next term. Students on academic warning will have one (1) term to return to good standing by raising his/her CGPA to a 3.0. Students on academic warning are still eligible for CPT or INT501 or INT599. Grades and credits earned during an academic warning period will count towards CGPA and pace of progression, and the maximum time frame. If a student fails to raise his/her CGPA to a 3.0 at the end of the academic warning term he/she will be then placed on academic probation and no CPT will be authorized nor will the student be allowed to register for INT501 or INT599.

Academic Probation Policy

The academic probationary period is two (2) 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 "Academic 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. Students on academic probation are no longer eligible for CPT, INT501 or INT599 and will not be eligible for CPT, INT501 or INT599 until the academic probation is lifted.

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, submitting falsified documents, 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 Warning", "Academic Probation" or "Conduct Probation" via email. The Student Success Coordinator will contact the student to schedule a meeting within the first two weeks of the next term. The Student Success Coordinator will make recommendations for the next steps the student should take. A written Academic Success Plan will be completed by the student and signed by both the student and the Student Success Coordinator, for the student to return to good standing. This plan will be placed in the student's official file. If the student is on Academic Probation the Dean will also meet with the student to discuss and sign the Academic Success Plan with him/ her. Students have the right to appeal the probation determination to the Conduct & Appeals Committee. When a student on academic warning or academic probation raises his or her cumulative GPA to at least 3.0, the student is removed from warning or 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 Conduct & Appeals Committee 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 professor, 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/she 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 Conduct & Appeals Committee 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.

Conduct & Appeals Committee

The Conduct & Appeals Committee 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 Conduct & Appeals Committee 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 Student Services Team will be notified. The Student Success Coordinator will inform the student via e-mail, telephone or U.S mail of any change in status and recommends remedial

steps for the student and imposes discipline such as warning or probation on the student. Should necessary discipline progress to suspension and, or dismissal as determined by the Dean. Students have the right to appeal the Dean's determination to the Conduct & Appeals Committee. The Conduct & Appeals Committee 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 Conduct & Appeals Committee is not limited to academic review.

The Conduct & Appeals Committee 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 Conduct & Appeals Committee 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 within sixty (60) days after degree conferral.

Capstone Project

The capstone project is an individual consulting project that must be completed during the student's final course of their program, MGT511 - Strategic Management. The capstone substitutes for the group project and is graded by the faculty member teaching the course. It 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 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 prepare a client proposal and Statement of Work (SOW) during their first week of class (or within the first three (3) days if enrolled in the MBA Online Program (18-Month Track), unless prior arrangements have been made with the client and instructor

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.

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 three times each year at CiAM, January 15th, May 15th, and September 15th (policy effective May 1, 2020). All diplomas, are prepared and mailed within sixty (60) days after degree conferral to the most current address provided by the student

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. January 1st, May 1st, and September 1st). Students who withdraw their graduation applications or fail to meet degree requirements must reapply to graduate in a subsequent term.

STUDENT SERVICES

New Student Orientation

Orientation is required for all new students. There is an on-ground and online component through Canvas (OLS). Various administrators will guide students through their program. The Student Success Team, along with various members from the Academic Office,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. Student Success 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 (Canvas), library resources, classroom norms and expectations, academic calendar, staff directory, registration and student services.

Academic Advisement

Through electronic correspondence, telephone, individual appointments or drop-ins, the of Student Success Team are available during normal office hours and class sessions to assist students in need of academic advising.

Transcript Services

CiAM understands 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.

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 are available at all times on the Student Portal, Populi. Official Transcripts can take 3-5 days to process after the request is received and additional time to mail to the student.

Unofficial Transcripts: Registered CiAM students, as well as former students, may request an unofficial transcript from the Registrar's Office at CiAM. Unofficial transcripts can be printed electronically by the student through the student portal, Populi, or can be ordered in person, by email, mail or fax. 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.

Official Transcripts: The first official transcript will be issued upon the completion of the program and the conferral of the degree at no cost to the student. 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 request is received. There is a $10 fee for each Official Transcript.

Ordering Transcripts: Official transcripts can be ordered electronically by the student through the student portal, Populi, or can be ordered in person, by email, mail or fax. 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.

Enrollment Verifications**:** Enrollment Verifications can be ordered in person, or by email (registrar@ciam.edu), mail or fax. Orders are not accepted by telephone. Requests will be sent to the student via email or can be picked up in the Office of the Registrar at CiAM.

Fees: Upon conferral of the degree, 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, except 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 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 Workshops or Seminars

Student seminars will be offered throughout the year, topics include job finding, developing effective writing skills presentation skills, leadership development, etc.

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.

Career Services

CiAM's teaching model integrates career development, such as job search, into our academic program. Our teaching model also incorporates consulting in six (6) courses, showcasing our MBA student's abilities to potential employers. Several opportunities will be shared with students to attend presentations provided by successful working professionals in the field.

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 any respective concentration. 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 can obtain jobs as managers, and become 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 91803 zip code, rental properties are readily available and start at approximately $1,100.00 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 and can be found within the Canvas Online Learning System. To have access to books after the class ends, students need to download their textbook into their Bookshelf in order to have access to their books indefinitely. Otherwise, access will be lost after one year.

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 and faculty 24/7 at www.LIRN.net and in our degree courses in Canvas. LIRN provides a core library collection with access to thousands of scholarly journals, e-books, and audio-visual media. Through LIRN, CiAM provides access to SkillSoft (formerly Books 24X7), that offers on-demand, instant access to more than thirty thousand titles in various formats. E-Book Central (formerly Ebrary) offers ready access to over 280,000 e-books in multiple disciplines, with 25,000 business and economics e-books. Statista in LIRN offers statistics and analytical reports on pertinent topics, markets and industries, and includes software to develop a business plan and detailed profit and loss statement. CiAM has subscriptions of several excellent, specialized business databases from ProQuest (i.e. ABI/INFORM) and GALE (i.e. Business Insights: Global and Business, Gale Business: Entrepreneurship.) CiAM through LIRN also has access to health and medical databases with ample journal articles pertaining to health care management. CiAM students are able to use LIRN to access the latest scholarly research articles 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 during on-campus classes and is available to answer questions via phone at626-350-1500 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 classrooms at CiAM are multi-purpose rooms. As long as rooms are available outside of class sessions they are available to students, faculty, and staff/employees as conference rooms, study rooms, and meeting rooms during business hours with prior approval from Administration at Info@ciam.edu. It is expected that all users maintain the area clean and use proper care of any equipment in the room. The CiAM Campus is currently closed due to the current COVID-19 pandemic, but will reopen when the health and governmental authorities indicate it is safe to do so.

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.

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 student.success@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. 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.

Presentation Assistance

A graduate of the CiAM MBA program should be capable of communicating orally and visually such that they can present professionally in person, on video or teleconference and produce formal presentation decks that are clear, professional,

To assist with this feedback component, CiAM provides Presentation Consultants to assist students who want or require individual, custom tutoring to continue their progression to master presentation skills to achieve the level of a business professional. Access to the consultants is available at **presentations@ciam.edu**. Faculty may encourage (or even require) presentations to be reviewed by the consultants when they evaluate a presentation. 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 Canvas Orientation and Resources.
- 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 or documents;
- 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 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 Conduct & Appeals Committee 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 Conduct & Appeals Committee 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 during the time the client is receiving probono consulting from CiAM. In addition, all CiAM students, professors, and staff are prohibited from soliciting an active client for continued support in which a fee is charged for services rendered. However, if the client is unsolicited, yet on their own does request for a continuation of support from the student or professor where no additional CiAM course is identified to perform the work on a probono basis, then the request must be formally submitted to CiAM's Dean and Director of Campus Success for an official review and approval to avoid any conflict of interest, and to ensure that all probono promises stay as such.

In addition, students and client need to note that consulting from all probono student projects at CiAM does NOT include any promise to implement any of their final report recommendations and/or plans in neither a pro bono nor fee-based status. Any requests for such would NOT be a part of the CiAM Student Consulting agreement. Any possible exception/s must consider the preceding statements and be formally reviewed and approved to avoid any possible conflict of interest, or misuse of student work.

In rare circumstances, CiAM may at times require either a professor or a student to find their own client (for a course aa professor is teaching, at the request of The Center for High Impact Learning (CHIL) for another professor's course, or for a student capstone project). If this does occur, then the student, faculty, and/or staff member who provide a client for a probono student consulting project is agreeing that for the duration of that consulting project, all services provided to that client are NOT connected to a fee they are charging, nor is the work contingent on a plan to fulfill student recommendations for a fee in the future. i.e., the work done by the students is not attached to a fee, and is indeed, truly probono in nature. After the course is completed, the referring entity may continue their relationship with the client.

During a capstone project, if the client is the student's current employer, the student may still continue to work for pay with that client during their capstone course, as long as the services being performed for their capstone course are not part of what they are getting paid for. i.e., services need to indeed be "free" (going above-and-beyond what they normally do at their job) and solely for educational purposes for the student.

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 which 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.)

Conduct Probation for Plagiarism Policy

Students placed on Conduct Probation for plagiarism will be required to meet with the Student Success Coordinator once a week for two (2) terms. Additionally, they must submit any written assignments to a Writing Advisor for their review prior to their respective due dates for the same time span.

Anti-Hazing Policy

As stated in the State of California Education Code, Part 19, Chapter 1, Article 5, Section 32050-32051:

"Hazing" includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

The term hazing also has the following meaning as per the Higher Education Act of 1965: Any assumption of authority by a student whereby another student suffers or is exposed to any cruelty, intimidation, humiliation, embarrassment, hardship, or oppression, or is required to perform exercises to excess, to become sleep deprived, to commit dangerous activities, to curry favor from those in power, to submit to physical assaults, to consume offensive foods or alcohol, or the threat of bodily harm or death, or the deprivation or abridgement or any right.

No student, member of the campus community or their guest at any public, private, parochial or military school, college or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or member of the campus community.

The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars ($100), not more than five thousand dollars ($5,000), or imprisonment in the county jail for not more than one year, or both. In cases of accidents, injury, death or dismemberment as results of hazing, other civil and/or criminal charges and punishments may be applied accordingly as per the appropriate authorities.

Any individuals found guilty of violation of this section of this Policies shall be subject to appropriate disciplinary action by CiAM.

If a group or individual is suspected or reported to be hazing, a thorough investigation will be conducted by CiAM. While the investigation takes place, the suspected individual may be suspended.

The names of individual students suspected of hazing will be turned over to the Administration for investigation and/or for the disciplinary action.

INSTITUTES

The Center for High Impact Learning (CHIL)

The Center for High Impact Learning (CHIL) monitors and guides our students while they are engaged in the consulting projects, ensuring the highest quality is provided for all parties involved. The Center for High Impact Learning (CHIL) is led by Dr. Richard Johnson. Dr. Johnson has been a consultant and contract executive for thirty years. During this time, he has consulted in several industries (including the public sector). Dr. Johnson specializes in change management, organizational development, project management, statistical process control, and financial modeling, and has circumnavigated the globe six times in the process.

Our Mission:
Serve client needs to the highest level of excellence attainable, given our time and resource constraints.
Provides our students with real-life, real-time applications of the materials taught in CiAM's MBA courses.
Develop student's analytic, communication, and leadership skills.

MLA Research Institute

Peter F. Drucker understood the study of management to be a liberal art – "liberal" because management deals fundamentally with human nature, knowledge, and wisdom; and – "art" because it is concerned with practice and application.

Building upon the wisdom of Drucker, at CiAM we believe that knowledge, self-knowledge, wisdom, and leadership are essential to developing the individual as well as society. At CiAM we firmly believe that 'management as a liberal art' (MLA) helps support personal development, organizational effectiveness, community development, and the realization of human dignity.

As a result, CiAM has formed the MLA Research Institute (MLARI), an institute that is dedicated to the study and application of management as a liberal art within organizations. With the purpose of advancing our understanding and application of MLA in organizations, the MLA Research Institute develops educational content, publishes its research, and offers training workshops.

The MLARI develops MLA-specific course assignments, class exercises, and case studies through which CiAM's students gain a solid understanding of MLA as well as learn how to apply MLA in real-life organizational settings. The MLA Research Institute also works with organizations to develop their knowledge of MLA and help improve their overall effectiveness.

VISION
To promote human dignity in life, work, and community to build a functioning society.

MISSION
To expand knowledge and practice of Management as a Liberal Art (MLA) globally by conducting and disseminating collaborative research, and developing educational content.

OBJECTIVES
To advocate Management as a Liberal Art (MLA)
To develop educational content relating to MLA
To showcase community leaders and organizations who practice MLA
To offer training workshops
To promote freedom and liberty and resist those who oppose these values

CiAM's 'management as a liberal art' approach helps students and clients to think critically about management responsibilities, and to see the interrelationships that exist between knowledge, moral leadership, personal development, organizational development, and a functioning society.

PROGRAM OFFERINGS

CiAM offers one program, an MBA in Executive Management, and the option of concentrations in Project Management and Business Analytics. The program has two tracks of study. The 2 Year Track has three terms per year and each term is 16 weeks. Students are required to take 2 courses per term: one hybrid and one fully online allowing a student to complete the program in two years. The other track is the MBA Online Program, 18-Month Track. It is composed of six (6) terms in total, with two classes required per term (one 5-week course at a time with a one (1) week break in between courses. This allows a student to complete the program in 18 months. Additionally, the program includes mandatory internship courses, INT599 and IN501. Please see EXPERIENTIAL INTERNSHIP COURSES (INT 599 and INT501) for more details. Classroom enrollment is set at a maximum of 20 students per class to allow for personalized interaction for both hybrid and online courses.
Institutional Learning Outcomes (ILO)

Based on Peter Drucker's philosophy, graduates will:

1. Demonstrate effective communication skills.
2. Demonstrate the skills to be an effective

team member in an organizational setting.
3. Demonstrate effective leadership practices by applying the principles of Management as a Liberal Art (MLA).
4. Apply analytical skills in the global environment.

Program Learning Outcomes (PLO)

Students earning an MBA from CiAM will:

1. Demonstrate verbal communication skills through effective delivery of presentations.
2. Demonstrate visual communication skills through effective use of technology for presentations.
3. Demonstrate written communication skills by producing professional-quality business documents.
4. Collaborate with diverse teams in achieving common goals in a timely manner.
5. Integrate concepts of societal impact and human dignity through application of Management as a Liberal Art in business settings.
6. Apply the principles of business ethics in managerial settings.
7. Create value for clients through consulting processes.
8. Recommend appropriate solutions to identified problems through analysis of evidence and/or application of industry research.

Institutional Learning Outcomes with Aligned Program Learning Outcomes

CiAM graduates with an MBA will:

1. Demonstrate effective communication skills. (ILO 1)

   a. Demonstrate verbal communication skills through effective delivery of presentations. (PLO 1)
   b. Demonstrate visual communication skills through effective use of technology for presentations. (PLO 2)
   c. Demonstrate written communication skills by producing professional-quality business documents. (PLO 3)

2. Demonstrate the skills to be an effective team member in an organizational setting. (ILO 2)

   a. Collaborate with diverse teams in achieving common goals in a timely manner. (PLO 4)

3. Demonstrate effective leadership practices by applying the principles of Management as a Liberal Art (MLA). (ILO 3)

   a. Integrate concepts of societal impact and human dignity through application of Management as a Liberal Art in business settings. (PLO 5)
   b. Apply the principles of business ethics in managerial settings. (PLO 6)
   c. Create value for clients through consulting processes. (PLO 7)

4. Apply analytical skills in the global environment. (ILO 4)

   a. Recommend appropriate solutions to identified problems through analysis of evidence and/or application of industry research. (PLO 8)

Instructional Methods

Our high impact learning 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 throughout their program. In addition, our students will be involved in consulting projects with a variety of business sizes and types. Types range from small start-ups to large businesses allowing students to put into practice the concepts they are learning in the classroom.

Teaching Model

Each course consists of the following activities: reading textbook and library articles, watching lecture-related videos, watching and participating in live instructor-led lectures and discussions, preparing and delivering presentations, preparing and participating in threaded discussions, researching and writing paper assignments, and Team Projects for each course (except for the student's Capstone course), which consist of experiential learning exercises, individual reflections related to their teamwork, and a team paper and presentation delivered at the end of each class. Team projects will focus on a High Impact Learning Practice (live consulting clients, case studies, etc.)

Hybrid Class Hours

Each hybrid class involves 44 hours of total time (6 sessions of four hours on-ground and 5 sessions online of equal quality and quantity). The students are required to engage in additional reading and homework of approximately 2 hours for every one hour of class in the hybrid format making a total class engagement of 138 hours.

Online Class Hours

The online classes require the students engage in each class for 138 hours. Our online classes utilize the same syllabi, student learning outcomes and all classes are equivalent in quality and quantity.

MBA AND CONCENTRATIONS

MBA in Executive Management

The Master's Degree program prepares students with the necessary skills and knowledge to understand, manage and create financial, business, and leadership careers in executive management. 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 creatively in the corporate or entrepreneurial environments. 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.

Course Prerequisites
CiAM's MBA is mostly a modular program with a few exceptions:

1. ACC501: Accounting for Decision Making and DRU505: Ethical Leadership Based on Drucker's Principles must be completed with a passing grade during a student's first term at CiAM.
2. ACC501: Accounting for Decision Making is a pre-requisite for FIN501: Corporate Finance
3. BUS501: Quantitative Analysis for Decision Making is a pre-requisite for OPS501: Operations Management.
4. MGT511: Strategic Management and OPS501: Operations Management must be completed with a passing grade during a student's last term at CiAM. The Capstone project must be completed during MGT511.

Concentrations:

MBA in Executive Management with a Concentration in Project Management

MBA in Executive Management with a Concentration in Project Management prepares students with the necessary skills and knowledge to understand, manage and create financial, business, and leadership careers in mid or upper level of management. 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 creatively in the corporate or entrepreneurial environment. The courses in Project Management provide students with the necessary skills and knowledge to manage projects in support of organizational strategy and objectives. This Concentration immerses students in the details of initiating, planning, executing, monitoring, and closing projects in a complex business environment.

Students taking this Concentration are required to substitute DRU502: Innovation and Entrepreneurship Based on Drucker's Principles, DRU 503 Managing One's Self and One's Career, and GB501: Global Business Concepts with the three Project Management Concentration courses listed below.

Additionally, the program includes a mandatory internship course, INT599, that must be fulfilled in at least one term. Please see EXPERIENTIAL INTERNSHIP COURSE (INT 599) for more details. Classroom enrollment is set at a maximum of 20 students per class to allow for personalized interaction for both hybrid and online courses.

Course Prerequisites

1. CiAM's MBA with Project Management Concentration is mostly a modular program with a few exceptions: ACC501: Accounting for Decision Making and DRU505: Ethical Leadership Based on Drucker's Principles, must be completed with a passing grade during a student's first term at CiAM.
2. ACC501: Accounting for Decision Making is a pre-requisite for FIN501: Corporate Finance
3. BUS501: Quantitative Analysis for Decision Making is a pre-requisite for OPS501: Operations Management.
4. MGT511: Strategic Management and OPS501: Operations Management must be completed with a passing grade during a student's last term at CiAM. The Capstone project must be completed during MGT511.
5. The Project Management Concentration courses must be taken in order:

- PM501 is a pre-requisite for PM502 and
- PM502 is a pre-requisite for PM503.

MBA in Executive Management with a Concentration in Business Analytics

MBA in Executive Management with a Concentration in Business Analytics prepares students with the necessary skills and knowledge to understand, manage and create financial, business, and leadership careers on the mid and upper level of management. 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 creatively in the corporate or entrepreneurial environment. The courses in Business Analytics provide students with in-depth training in the analysis of business data, including statistical modeling, machine learning, data storage and management, visualization and decision-making under data-driven strategy. Business Analytics is one of the fastest growing fields in the United States.

Students taking this concentration are required to substitute DRU502: Innovation and Entrepreneurship Based on Drucker's Principles, DRU 503 Managing One's Self and One's Career, and GB501: Global Business Concepts with the three Business Analytics Concentration courses listed below.

Additionally, the program includes a mandatory internship course, INT599, that must be fulfilled in at least one term. Please see EXPERIENTIAL INTERNSHIP COURSE (INT 599) for more details. Classroom enrollment is set at a maximum of 20 students per class to allow for personalized interaction for both hybrid and online courses.

Course Prerequisites

CiAM's MBA with Business Analytics Concentration is mostly a modular program with a few exceptions:

1. ACC501: Accounting for Decision Making and DRU505: Ethical Leadership Based on Drucker's Principles must be completed with a passing grade during a student's first term at CiAM.
2. ACC501: Accounting for Decision Making is a pre-requisite for FIN501: Corporate Finance
3. BUS501: Quantitative Analysis for Decision Making is a pre-requisite for OPS501: Operations Management.
4. BUS501: Quantitative Analysis for Decision Making is also a prerequisite to BA501: Database for Business Analytics.
5. MGT511: Strategic Management and OPS501: Operations Management must be completed with a passing grade during a student's last term at CiAM. The Capstone project must be completed during MGT511.
6. The Business Analytics Concentration courses must be taken in order.
    - BA501 is a pre-requisite for BA502 and
    - BA502 is a pre-requisite for BA503.

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 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.

Course No.	Title	Semester Credits
ACC501	Accounting for Decision Making	3.0
BUS501	Quantitative Analysis for Decision Making	3.0
DRU502	Innovation and Entrepreneurship Based on Drucker's Principles	3.0
DRU503	Managing One's Self and One's Career based on Drucker's Principles	3.0
DRU 505	Ethical Leadership Based on Drucker's Principles	3.0
OPS501	Operations Management	3.0
FIN501	Corporate Finance	3.0

GB 501	Global 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
INT501	Experiential Internship, Work-Life Balance	0.0
INT 599	Experiential Internship	0.0
	TOTAL Semester Credits	**36.0**

Concentration Course Structure:

Core Course No.	**Title**	**Semester Credits**
ACC501	Accounting for Decision Making	3.0
BUS501	Quantitative Analysis for Decision Making	3.0
DRU505	Ethical Leadership Based on Drucker's Principles	3.0
OPS501	Operations Management	3.0
FIN501	Corporate Finance	3.0
GB501	Management of Information Systems	3.0
MGT501	Management and Organizational Behavior	3.0
MGT 511	Strategic Management	3.0
MKT501	Marketing Management	3.0
INT 501	Experiential Internship, Work-Life Balance	0.0
INT 599	Experiential Internship	0.0
	TOTAL Semester Credits	**27.0**

Concentration in Project Management Courses:

PM501	Project Management Fundamentals	3.0
PM502	Project Management in Practice	3.0
PM503	Organizational Project Management	3.0
	TOTAL Semester Credits for this Concentration	9.0

Concentration in Business Analytics Courses:

BA501	Database for Business Analytics	3.0
BA502	Applied Probability and Statistics in Data Analytics	3.0
BA503	Advanced Analytics for Business	3.0
Total Semester Credits for this Concentration		9.0
TOTAL Semester Credits		**36.0**

Course Descriptions

Course Prerequisites
The majority of courses within the CiAM MBA program can be taken independently. However, there are three courses that benefit from taking them in a sequence: Accounting before Finance; Quantitative Analysis before Operations Management; and Strategic Management at the end of your program.

Accounting presents the language of business using the generally accepted accounting principles (GAAP) which are internationally recognized. Finance uses and builds upon the material learned in accounting. As such, ACC501 is a prerequisite to FIN501. Similarly, Quantitative Analysis teaches the mathematical tools of business and academic research and these tools are used in the Operations Management course. BUS501 is a prerequisite to OPS501 to that the student will be able to apply their tools at the very beginning of the OPS501 course. The Strategic Management course, MGT511, is a course that aggregates the many subjects from the MBA program into practice.

The following prerequisites are incorporated in our MBA program and Concentration Paths:

1. ACC501: Accounting for Decision Making and DRU505: Ethical Leadership Based on Drucker's Principles must be completed with a passing grade during a student's first term at CiAM.
2. ACC501: Accounting for Decision Making is a pre-requisite for FIN501: Corporate Finance.
3. BUS501: Quantitative Analysis for Decision Making is a pre-requisite for OPS501: Operations Management.
4. BUS501: Quantitative Analysis for Decision Making is also a prerequisite to BA501: Database for Business Analytics.
5. MGT511: Strategic Management and OPS501: Operations Management must be completed with a passing grade during a student's last term at CiAM. The Capstone project must be completed during MGT511.
6. The Project Management Concentration courses must be taken in order:
   - PM501 is a pre-requisite for PM502 and
   - PM502 is a pre-requisite for PM503.
7. The Business Analytics Concentration courses must be taken in order.
   - BA501 is a pre-requisite for BA502 and
   - BA502 is a pre-requisite for BA503.

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 particular, Drucker's holistic treatment of these areas which includes the liberal arts and other areas of the humanities will be articulated. 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.

DRU503: Managing One's Self and One's Career based on Drucker's Principles
3.0 Semester credits

We live in an age of unprecedented opportunity. We all like to think that with ambition, drive, and talent, you can rise to the top of your chosen profession regardless of where you started out. However, companies today are not managing their knowledge workers' careers. Instead, you must be your own chief executive officer; you must become more deliberate in managing yourself and your career. The foundation of this course will be Drucker's classic article in the Harvard Business Review on Managing Oneself. Using this article as its foundation , the course will also look to tie in Drucker's ideas regarding Management as a Liberal Art into ideas of self-management and self-development. Overall, we will consider how Peter Drucker explained how to manage your career successfully.

DRU 505 Ethical Leadership Based on Drucker's Principles
3.0 Semester credits

.
This course will prepare students to face the ethical and leadership 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 and that leadership plays a crucial role in achieving an acceptable result. 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. This class will also cover Drucker's models of ethics, duty, motivation and leadership, which are fundamental to sound leadership and ethics. Students will look to apply these concepts in ways that reflect Drucker's notion of caring and compassionate management in keeping with management as a liberal art and the importance of service to others. Prerequisite: Must be taken during first term.

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. This course provides students with an understanding of global supply chain management, lean operations, and forecasting methods. The link between corporate social responsibility (CSR), productivity and competitiveness, and Drucker's concept of management as a liberal art will also be highlighted. The course also covers process design, capacity planning, 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. *Prerequisite*: BUS501 Co-Requisite: MGT 511 and must be taken during final term.

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. Concepts of Peter Drucker's management as a liberal art will be brought out in the application of these topics to the practice of accounting and management. Prerequisite: Must be taken during first term.

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. The importance of proper use of these metrics and analysis in the application of Drucker's concepts of management as a liberal art will be explored. 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.

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 introduces the theory, the methods, and the concerns of corporate finance. The main topics include: 1)

financial statements interpretation and analysis; 2) management of cash flow and working capital; 3) pro forma analysis; 4) the time value of money and capital budgeting techniques; 5) long-term financing instruments; 6) security market efficiency; and 7) value creation principles. Drucker's concept of management as a liberal art and its connection with corporate mission, profits, social responsibility, and service to society will be explored. *Prerequisite*: ACC501

GB501: Global Business Concepts
3.0 Semester credits

Today's markets are becoming increasingly global, and it is imperative that managers and knowledge workers understand the theories, institutions, and environmental elements that underlie international commerce. This course will equip students with skills to manage international projects using a comprehensive framework to formulate strategies in the global marketplace. The link between the social responsibilities of international business firms and Drucker's concept of management as a liberal art will also be discussed. The course covers globalization, economic development, entrepreneurship and innovation in a global economy, 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. The role of the Internet in facilitating, augmenting, and providing competitive advantage for information systems will be examined. This course will also explore the application of IT in gaining information and applying it to the right measures in accordance with Drucker's concepts of management as a liberal art.

MGT501: Management and Organizational Behavior
3.0 Semester credits

This course focuses on human behavior in organizations. It employs a number of conceptual frameworks, case discussions, and skill-oriented experiential exercises. Each module is designed to challenge students in applying these concepts/ideals to real-world settings and hypothetical scenarios related to increasing worker productivity, engagement, and organizational commitment. In part, these will include motivation, learning and development, group dynamics, leadership, communication, change, diversity, organizational design, and culture.

MKT501: Marketing Management
3.0 Semester credits

This course focuses on human behavior in organizations. It employs a number of conceptual frameworks, case discussions, and skill-oriented experiential exercises. Each module is designed to challenge students in applying these concepts/ideals to real-world settings and hypothetical scenarios related to increasing worker productivity, engagement, and organizational commitment. In part, these will include motivation, learning and development, group dynamics, leadership, communication, change, diversity, organizational design, and culture.

MGT511: Strategic Management
3.0 Semester credits
. Co-Requisite: OPS501 and must be taken during final term.

This course emphasizes the strategic management processes, tools, and strategic framework that managers and knowledge workers use to make decisions in today's complex environment. The content of the course is practical and aims to provide an integrative learning experience. The connection between business ethics, social responsibility and sustainability, and Drucker's concept of management as a liberal art will also be examined. The course covers the concepts of vision, mission, and determination of the basic long-term goals and objectives of a company, internal and external analysis, strategic tools and alternatives available to an organization, the adoption of a course of action, its implementation, and the allocation of resources for carrying out these objectives. The student's Capstone is completed during this course.

INT 501: Experiential Internship
0.0 Semester Credits
The Experiential Work-Life Balance Internship Course incorporates experiential learning along with tried and proven planning processes into CiAM's MBA. The goal of this course is to support the student in applying time management skills, along with wellness and stress management tips to effectively balance work, school, and life for optimal success. As such, each student must register for and complete at least one term of the INT501 internship during their 1st 3 terms of the MBA program. The internship, employment, or volunteer position must be relevant to the MBA Degree Program and can be paid or unpaid; Full-Time or Part-Time. The link between Peter Drucker's concept of management as a liberal art and the concepts students

employ in their work will also be highlighted. A total of at least 45 hours is required for the one (1) term to complete the course. International students will need CPT authorization to take this course. Evaluation: Pass/No Pass

INT 599: Experiential Internship
0.0 Semester Credits

The Experiential Internship Course at CIAM incorporates experiential learning into CIAM's MBA. The course involves bringing the work environment into the academic setting of the MBA program. As such, each student must register for and complete at least one term of internship during the MBA program. The internship, employment, or volunteer position must be relevant to the MBA Degree Program and can be paid or unpaid; Full-Time or Part-Time. The link between Peter Drucker's concept of management as a liberal art and the concepts students employ in their work will also be highlighted. A total of at least 45 hours is required for the one (1) term to complete the course. International students will need CPT authorization to take this course. Evaluation: Pass/No Pass

Concentration Courses:

Business Analytics

BA 501 Database for Business Analytics
3.0 Semester credits
Structured query language (SQL) is the language of databases. Whether students run reports or collect data for analysis, you need to know SQL to add, delete, edit and view records. This course provides a step-by-step overview and instructions that will help students to get started with SQL language. You will learn how to create SQL statements for data storage, data collection, data computation and reporting. Upon completion of this course, students will be able to manage, query and analyze business datasets by using relational database. Turning to Peter Drucker's ideas of management as a liberal art, students will also explore ethical issues and learn to define ethical boundaries in analyzing data. *Prerequisite*: BUS501

BA 502 Applied Probability and Statistics in Data Analytics
3.0 Semester credits

This course will introduce the theory and applications of probability and statistics. Topics include fundamental concepts of probability, conditional probability, random variables, common distributions, and statistical inference (estimation, hypothesis testing, and regression). Students will learn many practical skills such as descriptive statistics analysis, A/B testing, data visualization. The emphasis is on developing problem-solving skills and applying key results to business analysis with Excel and Tableau. Students will describe how organizations who use this data and respect human dignity at the same time through data privacy embody the best aspects of Drucker's ideas of management as a liberal art. *Prerequisite*: *BA501*

BA 503 Advanced Analytics for Business
3.0 Semester credits

This course teaches the scientific process of transforming data into insights for making better business decisions. The course covers the methodologies, issues, and challenges related to analyzing business data. It will illustrate the processes of analytics by allowing students to apply business analytics algorithms and methodologies to business problems. Students will learn data cleanup, data exploration analysis, forecasting, classification and clustering. Upon completion of this course, students will be able to develop business analytics ideas, analyze data and generate business insights using R language and Tableau. The course will also continue on the theme of Peter Drucker's ideas of management as a liberal art by exploring how Drucker's ideas can be applied in preventing abuse of "big data." *Prerequisite: BA502*

Project Management

PM501 Project Management Fundamentals
3.0 Semester credits

This course explores the role of project management in an organization. Topics include project governance, the project environment, project success, project stakeholders, the role of the project manager, the four project life cycle phases, and the six project management process groups. The connection between project management, profit incentives, and ethics will also be discussed.

PM502 Project Management in Practice
3.0 Semester credits

This course explores the key concepts and emerging trends associated with each of the ten project management knowledge areas. Topics covered include component processes, practices, inputs, outputs, tools, and techniques associated with each knowledge area. Students will also explore project management challenges, including the pressure to adapt to profit-maximizing norms. Through reflection and analysis, students will develop an understanding of how 'virtue ethics' apply to project management. *Prerequisite*: PM501

PM 503 Organizational Project Management
3.0 Semester credits

This course explores how organizations adapt and align project, program, and portfolio management practices with organizational strategy and objectives. Topics include development of an organizational project management (OPM) framework, OPM implementation, and ongoing OPM monitoring. The course will also explore Drucker's concept of management as a liberal art and its connection with project management, leadership, and the practice of management. *Prerequisite*: PM502

TUITION REFUND POLICY

Student's Right to Cancel

The student has the right to withdraw from the program for a full refund of tuition during the cancellation period Note the application fee*, Student Tuition Recovery fund fee, and any Processing Fees 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.

*The application fee is refundable for military students.

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 amounted 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): $75.00
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 Registrar's Office 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

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 plans that requires no interest and is designed to be fully completed by graduation. Additional information may be obtained through the Cashier's Office at cashier@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 2020-2021 Academic Year: 08/31/2021

***** *In the 2020-2021 school year, CiAM will make $15,000 available for Institutional scholarships, and $192,000 available in Program scholarships to students who meet eligibility.*
Scholarship applications will be reviewed in September 2021 and students who are awarded a scholarship will have the first payment will be applied the following term. The second payment is applied during the student's 10th course.

Institutional Scholarships

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

$3,000.00 Award

- The amount of the scholarship is the lesser of the outstanding tuition amount (net of all other scholarships and/or grants) or $3,000 per year.
- Scholarship may only be used towards tuition at CiAM
- Scholarship applications will be reviewed in September 2021.
- Awards are disbursed in 2 increments, the term after the scholarship is awarded and the 10th course. If a student receives the first payment and fails to maintain a CGPA of 3.0 at CiAM, then they will forfeit the second payment (the 10th course payment).
- The first scholarship payment must be issued within the same academic year that the scholarship is awarded, otherwise the entire scholarship will be forfeited
- In order to retain scholarship eligibility, the recipient must remain in good academic standing (3.0
- CGPA)
- In order to retain a scholarship, the recipient must maintain continuous enrollment
- Only one scholarship per student will be awarded and it is non-renewable
- CiAM will award 5 institutional scholarships per year in total

Program Scholarships

First Generation Scholarship

Eligibility Criteria:

- First generation students who are the first in their immediate family to have completed an undergraduate degree.
- Must be a U.S. citizen or Permanent Resident of California

Application Requirements:

- Students must have been accepted into CiAM
- *Must enrolled full-time in the Online MBA Program*
- Must meet Satisfactory Academic Progress (SAP), maintain good Academic Standing, and a 3.0 CGPA throughout the program
- Write a short essay of a minimum of 500 words explaining your background, challenges as a first-generation student pursuing a graduate degree, and how this scholarship would impact you, your future, and your family
- One Letter of Recommendation from either a faculty member, employer, or a community leader
- Submit the scholarship application form, essay, and the letter of recommendation to your Admissions Specialist before the deadline

Dreamers Scholarship

Eligibility Criteria:

- Available to undocumented students with or without DACA, all Dreamers
- Non-US citizens currently in the United States who do not hold an immigration or student visa
- Individuals not defined as a permanent resident, asylee, or refugee
- Brought to the U.S. by parents, or other relatives, and were under age 18 at the time of arrival
- May or may not have filed DACA paperwork with the US Government

Application Requirements:

- *Must be a Dreamer per the above criteria*
- Students must have been accepted into CiAM
- *Must enrolled full-time in the Online MBA Program*
- Must meet Satisfactory Academic Progress (SAP), maintain good Academic Standing, and a 3.0 CGPA throughout the program
- Write a short essay of a minimum of 500 words explaining your background, challenges as an undocumented student pursuing a graduate degree, and how this scholarship would impact you, your future, and your family
- One Letter of Recommendation from either a faculty member, employer, or a community leader
- Submit the scholarship application form, essay, and the letter of recommendation to your Admissions Specialist by the published deadline

- Must demonstrate commitment to academic excellence, community service, and cultural awareness.

Social Justice Scholarship

Peter F. Drucker, the father of modern management, was primarily a social-ecologist. He believed the corporation, as any business was not only an economic organization, but a human organization, and a social organization (Maciariello, 2011). He was fundamentally concerned with the social good and the relationship and impact of business, as organs of society with a purpose, on the greater community. For Drucker, management, with its ethics and responsibility, serves as a social function where its leaders, serve the public good and constitute the survival of society (Paschek, 2008). Drucker did not specifically call on a cause for social justice, rather he was adamant that inherent in management's responsibility is to ensure social justice and equity within and outside the organization.

Additionally, Drucker felt that organizations in the social sector, whose purpose is to change human lives, may very well be what saves society, in collaboration with the private and public sectors. He identified the social sector as the "sphere of meaningful citizenship…where an individual could become a master through serving…where freedom is not just being passive…[but]… a sphere that requires active involvement and responsibility." (Drucker, 1989).

In this spirit, CiAM offers this scholarship to students interested in the essence of "management as responsibility", to make a difference and an impact within business organizations where they inform and foster a business culture that focuses on human dignity and contribution to the social good in its decision making practices, and have demonstrated exceptional character, leadership, and a commitment to serving the community.

Likewise, CiAM offers this scholarship to students who are passionate about the public, social, and non-profit sectors in their efforts to contribute to the public good and who have a trajectory in making an impact in improving the lives of others through their demonstrated involvement in activities towards social justice causes and community outreach.

Eligibility Criteria:

Non-US citizens and undocumented students are eligible and encouraged to apply

- Demonstrated interest in social justice issues and desire to continue to be involved in social justice efforts during graduate education:
  - ✓ Community service, school activities, and leadership opportunities taken over their college and professional career
  - ✓ Demonstrate exceptional character, leadership, and a commitment to serving your communities.
  - ✓ Justice and civil rights
  - ✓ Anti-harassment, gender, and women's issues, or other programs that advance justice for women
  - ✓ Economic justice and international solidarity
  - ✓ Volunteer sector
  - ✓ Dedicated to the advancement of all underrepresented individuals and groups
  - ✓ Environmental Justice
  - ✓ Work against violence, bullying, and tyranny
  - ✓ Healthcare Justice

Application Requirements:

- Students must have been accepted into CiAM
- *Must enrolled full-time in the Online MBA*
- Must meet Satisfactory Academic Progress (SAP), maintain good Academic Standing, and a 3.0 CGPA throughout the program
- Write a short essay of a minimum of 500 words explaining your experience in community service, or social justice advocacy, and how this scholarship would impact you, and your future goals to create social impact.
- One Letter of Recommendation from either a faculty member, employer, or a community leader
- Submit the scholarship application form, essay, and the letter of recommendation to your Admissions Specialist before the deadline

References:

Drucker, P. F. (1989). *The New Realities*. Harper Collins.
Maciariello, J. (2011, September 21). Joe's Journal: The Three Dimensions Of The Corporation. Retrieved from https://www.drucker.institute/thedx/joes-journal-the-three-dimensions-of-the-corporation/
Paschek, P. (2008, October). Management As Social Task. Retrieved October 13, 2020, from https://www.druckerforum.org/articles/peter-paschek-management-as-social-task/

Program Scholarship Disclosures:

- The amount of the scholarship is the lesser of the outstanding tuition amount (net of all other scholarships and/or grants) or $12,000 per year.
- Open to admitted and returning/currently enrolled students.
- Scholarship may only be used towards tuition at CiAM

- Limit one per student, per household
- In order to retain scholarship eligibility, the recipient must remain in good academic standing (3.0 CGPA)
- In order to retain a scholarship, the recipient must maintain continuous Full-Time enrollment
- Awards are disbursed in 5 increments: $2,000.00 in terms 2, 3, 4, 5, and $4,000.00 in Term 6. If a student receives the first payment and fails to maintain SAP, Full-Time Enrollment, or a CGPA of 3.0 at CiAM, then they will forfeit the remaining balance of the funds and subsequent payments
- The Scholarship is valid for one year. Students who defer their enrollment beyond a year will forfeit their scholarship award
- Students can apply for as many CiAM scholarships as they are eligible for but will only be awarded a maximum of one scholarship towards their MBA degree

CiAM will award a total of 16 program scholarships per year, consisting of 10 1st Generation Scholarships, 3 Social Justice Scholarships, and 3 DACA Scholarships

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 and at https://www.ed.gov/ and www.disability.gov)

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 Sates 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 ½ the academic year in credits and in 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 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.

Veterans Benefits and Transition Act of 2018, Section 103

In accordance with Section 103 of the Veterans Benefits and Transition Act of 2018, CiAM adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. CiAM will NOT:

- Prevent nor delay the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution

To qualify for this provision, such students are required to:

- Produce the VA Certificate of Eligibility (COE) or valid VAF 28-1905 by the first day of class
- Provide a written request to be certified
- Provide additional information needed to properly certify the enrollment as required by the School Certifying Official (SCO)

This provision ends on the earlier of the following dates:

- The date on which payment from the VA is made to the institution

90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility

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, at titleix@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 Cleary 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 https://www.ciam.edu/student-life/campus-safety"

***For 2020 The Department of Education is extending the date for institutions to distribute their Annual Security Reports (ASRs) and Annual Fire Safety Reports (AFSRs) to required recipients to December 31, 2020.**

TUITION & FEES

Effective July 1st, 2019, any students enrolling on this date and after, qualify for the new increased tuition rate of $24,000. The breakdown of the costs are summarized in the chart below.

Tuition for current students and applicants who have already signed their enrollment agreements and enrolled prior to July 1st, 2019, will remain the same at $22,500.00.

MBA in Executive Management*	
Full-time Status (2 courses per term	$ 4,000.00 per term
Part-time Status (1 course per term)	$ 2,000.00 per term
Tuition Cost Per Credit	$666.67
Total Tuition Cost	**$24,000**
Application Fee (Non-Refundable)	$75
STRF Fee (Non-Refundable)	$0
Estimated Total Book Cost	$0
Total Estimated Program Costs (Tuition + Fees)	**$24,075**

* 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. A penalty fee of $25.00 will be assessed per returned check, and for any reversed payments that results in an unpaid financial balance. Refunds may only be issued in the case a student chooses to withdraw from courses for the term or cancels their enrollment agreement within the allowed time-frame.

The application fee is reduced for military students. 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.

Tuition Deadline

The tuition deadline is five (5) days before the start of term. Please see the academic year calendar for tuition deadline dates.

Drop for Nonpayment

Students who do not pay tuition by the tuition deadline will be dropped from all of their registered courses for the term.

During the add/drop period students who have been dropped for non-payment may re-register for courses, however a $50 late fee is applied to all tuition charges during the add/drop period. Students who then do not pay tuition fees and the late fee by the end of the add/drop deadline will be dropped from all of their registered courses for the term.

If a student is enrolled in a tuition payment plan, any specific plan details for Drop for Nonpayment will be enforced in addition to the general Drop for Nonpayment policy.

Late Fees

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 future courses until the tuition and fees are paid in full. During the start of term, students who do not make their payment by the tuition deadline are subject to the Drop for Nonpayment policy (see above).

Students who add courses during the Add/Drop period will receive an $50 late fee added to their Tuition Charge. See Add/Drop section (page 35) for add/drop details. The student will not be enrolled in any future courses until the tuition and fees are paid in full. During the start of term, students who do not make their payment by the tuition deadline are subject to the Drop for Nonpayment policy (see above).

Students who add courses during the Add/Drop period will receive an $50 late fee added to their Tuition Charge. See Add/Drop section (page 35) for add/drop details.

Monthly Tuition Payment Plan - 2 Year MBA

Students are required to follow their tuition payment plan that they signed when they first began the monthly payment schedule. Any applicable administrative and late fees are subject to change. Monthly payment plan enrollment requests must be completed and submitted to the Cashier's Office before the start of the term a student wishes to enroll. Students cannot switch payment plans during the middle of a term; any changes to payment plans will require an

updated addendum, and take effect the next term the student is enrolled in classes.

Students enrolled in the Monthly Payment plan will have their term tuition payment split into 4 even amounts, after any deductions for Financial Aid or Scholarships. A flat non-refundable $40 plan processing/administration fee is applied and due with the 1st payment of every term.

Payment Due Dates

- **Students in 1st Term at CiAM:** 1st Monthly Payment due no later than their scheduled New Student Orientation Date. Subsequent payments are due 1st day of the 2nd , 3rd, 4th months of the enrolled term. Future enrolled terms will follow the same payment schedule as currently enrolled students (see below)*.

- **Currently Enrolled Students switching to Monthly Payment Plan:** Payments are due the 1st day of the 1st, 2nd 3rd, and 4th months of the enrolled term*.

In the event that the Monthly payment deadline falls on a Holiday or during the Winter Break, the payment deadline will be pushed to the next business day that the CiAM office is open.

If a student is late on making monthly tuition payments, a flat $50.00 fee will be added to the tuition payment and the student will not be enrolled in any future courses until the tuition and fees are paid in full. Students who add courses during the Add/Drop period will receive an $50 late fee added to their Tuition Charge. See Add/Drop section (page 35) for add/drop details. During the start of term, students who do not make their payment by the 1st payment deadline will receive a $50 late fee added to the tuition charge and will be dropped from their courses. Students who then do not pay the outstanding tuition/fee & the late fee by the Add/Drop deadline are subject to the Drop for Nonpayment policy (see above).

In the event of withdrawal or a leave of absence from classes, tuition refunds will be made in accordance with the Tuition Refund Policy. Administrative Fees, Late Fees, and Shipping Fees are non-refundable. Tuition refunds are calculated based on the official date of withdrawal approved by the Registrar's office, and the amount of tuition the student has paid up till that date. Students are considered active and enrolled up to that date and are responsible for all tuition earned up to that date. Students who leave their classes once the 60% mark of their courses has completed, are responsible for the full tuition balance for the term (as the entire term tuition is considered earned at that point).

MBA – Online (Payment Plan):

Students are required to follow their tuition payment plan that they signed when they first began the payment plan schedule. Any applicable administrative and late fees are subject to change. MBA Online Payment Plan enrollment requests must be completed and submitted to the Cashier's Office before the start of the term a student wishes to enroll. Students cannot switch payment plans during the middle of term; any changes to payment plans will require an updated addendum and take effect the next term the student is enrolled in classes.

Students enrolled in the MBA Online Payment Plan will have their term tuition payment split into 2 even amounts, after any deductions for Financial Aid or Scholarships. A flat non-refundable $20 plan processing/administration fee is applied and due with the 1st payment of every term.

Payment Due Dates

- **1st Payment Deadline: 5 days before Start of 1st Class, 50% of Term Tuition Due**
- **2nd Payment Deadline: 5 days before Start of 2nd Class, remaining 50% of Term Tuition Due**

**In the event that a tuition deadline falls on a Holiday or during the Winter Break, the payment deadline will be pushed to the next business day that the CiAM office is open. This will be reflected on the Student's Financial Account on Populi.*

If a student is late on making payment plan tuition payments, a flat $50.00 fee will be added to the tuition payment and the student will not be enrolled in any future courses until the tuition and fees are paid in full. Students who add courses during the Add/Drop period will receive an $50 late fee added to their Tuition Charge. See Add/Drop section in the CiAM Catalog for add/drop details. During the start of term, students who do not make their payment by the 1st payment deadline will receive a $50 late fee added to the tuition charge and will be dropped from their courses. Students who then do not pay the outstanding tuition/fee & the late fee by the Add/Drop deadline are subject to the Drop for Nonpayment policy (see below).

Drop for Nonpayment: Students who do not pay tuition/fees by the 1st payment deadline will be dropped from all of their registered courses for the term. During the add/drop period, students who have been dropped for non-payment may re-register for courses, however a $50 late fee is applied to all tuition charges during the add/drop period. Students who then do not pay tuition fees and the late fee by the end of the Add/Drop deadline will be dropped from all of their registered courses for the term. Student who miss their 2nd

payment deadline will be assessed a $50 late fee and a financial block will be placed on their account. Any outstanding fees and tuition need to be paid by the 7th day after the start of the 2nd class in the term, to avoid being dropped for non-payment.

In the event of withdrawal or a leave of absence from classes, tuition refunds will be made in accordance with the Tuition Refund Policy stated in the CiAM Catalog. Administrative Fees, Late Fees, and Shipping Fees are non-refundable. Tuition refunds are calculated based on the official date of withdrawal approved by the Registrar's office, and the amount of tuition the student has paid up till that date. Students are considered active and enrolled up to that date and are responsible for all tuition earned up to that date. Students who leave their classes once the 60% mark of their courses has completed, are responsible for the full tuition balance for the class (as the entire class tuition is considered earned at that point).

Outstanding Financial Balances

Students with outstanding financial balances on their account for any reason will receive a Lock on their account. This lock will prevent registration for classes, degree verifications, and the issuance of diplomas.

STUDENT TUITION RECOVERY FUND (STRF)

*Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero ($0) per $1,000. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who

1) is or was a California resident while enrolled, or was enrolled in a residency program and,
2) if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if

1) you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if

1) you are not a California resident, or
2) are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF California Code of Regulations Division 7.5. Private Postsecondary Education ~ 105 ~ may be directed to the:

Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

P.O. Box 980818 West Sacramento, CA 95796-0818

Web site address: www.bppe.ca.gov

(888) 370-7589 or by fax (916)263-1897

(916) 574-8900 or by fax (916)263-1897

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative

of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. 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.

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.

Sandy Chou
Admission Technician/DSO

Jeff E Cravello
Writing Advisor
M.A, California State Polytechnic University, Pomona, CA
B.A., Azusa Pacific University, Azusa, CA

Angel Cruz
Admissions Specialist
M.S. in College Counseling and Student Development, Azusa Pacific University
B.A. in Gender, Ethnicity, and Multicultural Studies (GEMS), California State Polytechnic University, Pomona

Dr. James Dorsett
Professor of Business / Director of Case Study Analysis / **Coordinator of Assessment and Educational Effectiveness**
Ph.D. of Business Administration in International Business, Argosy University, Graduate School of Business
M.B.A., Wharton School of the University of Pennsylvania
M.S. in Electrical Engineering, Moore School of the University of Pennsylvania
B.S. in Electrical Engineering, Moore School of the University of Pennsylvania
Specialization: International Business

Dr. Juan Garica
Vice President and Provost
Ed.D in Organizational Change and Leadership, University Southern California
MA in English, Califonria State University Pomona
MA in Education, Curriculum & Instruction, Claremont Graduate University
B.A. in English, Colorado College, Colorado Springs, Colorado

Michael Gittelman
Librarian
Masters in Library Science, University of Oregon
B.A. in Radio and Broadcasting, California State University, Northridge (CSUN)

Vivian Han
Administrative Assistant/ Staff Accountant
B.A. in Global Studies, University of California, Santa Barbara (UCSB)

Dr. Richard Johnson
Professor of Management / Director of the Center for High Impact Learning (CHIL)
Ph.D. in Sociology, University of California, Los Angeles (UCLA)
M.A. in Sociology, University of California, Los Angeles (UCLA)
B.A. in Sociology, University of California, Los Angeles (UCLA)
Specialization: Management and Organizational Behavior, Innovation and Entrepreneurship, Quantitative Analysis, and International Business

Dr. Ed Khashadourian
Institutional Researcher
Ph.D. in International Economics, National University of Iran
M.S. in Theoretical Economics, National University of Iran
B.A. in Economics, National University of Iran

Dr. Robert Kirkland
Academics Projects Coordinator
Ph.D. in History, University of Pittsburgh
M.A. in History, University of Pittsburgh
B.S. in Engineering, United States Military Academy, West Point

Paul-Long Lee
Director of Marketing.
M.B.A., California Institute of Advanced Management (CiAM)
B.S. in Business Administration, Cal Poly Pomona

Penny Li
Director of Admissions / Director of Student Success
M.B.A., California Institute of Advanced Management (CiAM)
M.P.A., California State University, Northridge (CSUN)
B.L. in Politics and Ideology Education, Liaoning Normal University, China

Dr. Elisa Magill
Dean
Ph.D. in Industrial/Organizational Psychology, Alliant International University, Marshall Goldsmith School of Business
M.B.A. California Institute of Advanced Management (CiAM)
M.S. in Industrial Psychology, Alliant International University, Marshall Goldsmith School of Business
B.A. in Psychology, Minor in Journalism, California State University, Fullerton (CSUF)
Specialization: Leadership, and Organizational Behavior/Development.

Dr. Michael Mayes
Office of Ombudsman, Diversity & Career
DBA-Business School Netherlands & Sheffield Business School, N.L. / U.K.
Executive Master in Strategic Human Resources Management, SDA Bocconi, Milan, Italy
M.Sc.-TIASNIMBAS, Operations and Supply Chain Management, Operational Excellence, Tilburg University and Eindhoven University of Technology, Tilburg, Netherlands
MBA-University Of Redlands, Global Business, Redlands, California, U.S.A.
M.Soc.Sci.–University of Leicester, Coaching and Consulting for Change, U.K.
MA-University of Phoenix, MAOM, Conflict Resolution, Phoenix, AZ
BS-University at Albany, Industrial & Labor Relations, Albany, NY
BSBA-University at Albany, Business Administration, Albany, NY

Angela Murphy
Canvas Instructional Designer
M.A. in Teaching, Chapman University
B.S. in Education, Virginia Polytechnic Institute and State University

Raymundo Porras
Assistant Registrar/DSO
B.A. in Psychology, University of California, Santa Cruz, CA

Dr. Byron Ramirez
Professor of Strategy / Researcher, MLA Research Institute
Ph.D. In Economics and Political Science, Claremont Graduate University
M.S., Development Economics and International Development, School of International Service, American University
M.S., Strategy and Management, Drucker School of Management, Claremont Graduate University
B.S., Finance, California State Polytechnic University
Specialization: Strategy, International Business

Santoro Cerise
Writing Advisor
M.A.Ed., Curriculum Design, California State Polytechnic University, Pomona, 2013
B.A.Ed., Liberal Studies, California State Polytechnic University, Pomona, 2011

Claudia Sarabia
Director of Campus Success
M.B.A., California Institute of Advanced Management (CiAM)
B.A. in Art History, University of California, Los Angeles (UCLA)

Samantha Scott
Registrar / Primary Designated School Official (PDSO)
M.B.A., California Institute of Advanced Management (CiAM)
B.F.A. in Graphic Design, Cal Poly Pomona

Salil Sharma, MBA, CPA
CFO
MBA in Kansas State University, Manhattan, Kansas
B.S. in Accounting, Kansas State University, Manhattan, Kansa

Luke Stuard
Student Success Coordinator
M.Div in Chaplaincy, University of the West
B.A. in Psychology, University of California, Riverside (UCR)

Jennie Ta
President/CEO/COO
M.B.A., California Institute of Advanced Management (CiAM)
B.S. in Business Administration, University of California, Riverside (UCR)

Kien Tiet, Esq.
General Counsel
J.D., Loyola Law School, Los Angeles
M.L. in Taxation, Loyola Law School, Los Angeles
B.S. in Math-Applied Science, University of California, Los Angeles (UCLA)
B.S. in Political Science, University of California, Los Angeles (UCLA)

Todd Vigiletti
Client Development Manager

Roy Virgen Jr.
Business and Community Relations Manager
M.B.A in Marketing and Management&Leadership, University of La Verne, La Verne, California
B.S. in Business Management, University of Phoenix. Phoenix, Arizona

ADJUNCT FACULTY

Dr. Lalia Bakry
Ph.D. in Leadership, American University in London
PMP-ACP, Project Management Institute in the US
PMP, Project Management Institute in the US
Specialization: Project Management

Quelantum Banjai, M.B.A., CPA
Master's in Business Taxation, University of Southern California, Los Angeles
B.A. in Accounting, University of Southern California, Los Angeles
Licensed CPA 130917
Specialization: Accounting

Dr. Christine Bosworth
Doctor of Education – Educational Leadership: University of California, Los Angeles 2006
Master of Education – Educational Leadership: Florida Atlantic University 1998
Bachelor of Arts - Florida Atlantic University 1997
Specialization: Leadership, Entrepreneurship, Strategic management

Dr. Cindy Cheng
PhD, Information Systems and Technology, Claremont Graduate University, Claremont, CA (In progress)
MBA, Digital Innovation and Information Systems, Pepperdine University, Malibu, CA
MS, Biology, CSULA, Los Angeles, Los Angeles, CA
BS, Biochemistry, UCLA, Los Angeles, CA
Specialization: Data Science and Analytics

Dr. Michael Cortrite
Ed.D in Educational Leadership, University of California, Los Angeles (UCLA)
M.A. in Public Administration, California State University at Northridge (CSUN)
B.A. in Public Service Management, University of Redlands
Specialization: Leadership, Management, and Life Coaching.

Asbjørn Egir
M.S. in Organization Psychology and Leadership, BI Norwegian Business School
B.A. in Market Communications, BI Norwegian Business School
Specialization: Teams, Change Management, Organizational Development
Leadership, Organizational Behavior

Dr. William Felstead
Doctor of Philosophy in Business Administration PhD. BA Trident University International,
Master of Business Administration. MBA Management and Human Resources Concentration California State University, San Bernardino, CA
Bachelor of Arts in Business Administration,
BA Marketing Concentration California State University, San Bernardino, CA
Specialization: Marketing

Dr. Kunwu Feng
PhD. in Computer Science, University of Texas in Dallas, Dallas TX
M.S. in Computer Science, University of Texas in Dallas, Dallas TX
B.S. in Electrical Engineering and Automation, Hohai University, Nanjing, China
Specialization: Business Analytics

Claudiu Geanta, M.B.A
Master of Business Administration University of Southern California, Los Angeles, California
Master of Science in Information Systems Lawrence Technological University, Southfield, Michigan
Bachelor of Science, Planning & Optimization Academy of Cybernetics, Bucharest, Romania
Specialization: Management and Organization Behavior

Dr. Jacklyn Green
Phd. The University of Texas At Austin, Astronomy
M.S., The University of Texas At Austin, Astronomy
B.S., University of Arizona, Physics
Specialization: Project Management

Dr. Steward Huang
Doctorate in Applied Statistics, University of California at Riverside - Riverside, CA
M.S. in Applied Statistics degrees University of California at Riverside (UCR).
MBA in Management Science from National Chiao Tung University in Taiwan
Specialization: Data Analytics, Data Science, Data Mining, and Artificial Intelligence

Dr. Murray Johannsen
M. A. in Psychology, Harvard University
MBA , The University of Iowa
B. S. in Pharmacy , The University of Iowa

Dr. Ed Khashadourian
Ph.D. in International Economics, National University of Iran
M.S. in Theoretical Economics, National University of Iran
B.A. in Economics, National University of Iran
Specialization: Quantitative Analysis

Dr. Robert Kirkland
Ph.D. in History, University of Pittsburgh
M.A. in History, University of Pittsburgh
B.S. in Engineering, United States Military Academy, West Point
Specialization: Leadership

Dr. Elisa Magill
Ph.D. in Industrial/Organizational Psychology, Alliant International University, Marshall Goldsmith School of Business
M.B.A. California Institute of Advanced Management (CiAM)
M.S. in Industrial Psychology, Alliant International University, Marshall Goldsmith School of Business
B.A. in Psychology, Minor in Journalism, California State University, Fullerton (CSUF)
Specialization: Leadership, and Organizational Behavior/Development.

Dr. Douglas May
Ed.D, Pepperdine University, Organizational Leadership, Los Angeles, CA
Master of Business Administration (M.B.A), University of Phoenix, Business Administration, Pasadena, CA
Bachelors of English (B.A.), Villanova University, English Literature, Philadelphia, PA
Specialization: Marketing

Dr. Ramin Maysami
Ph.D. in Economics, Iowa State University
M.S. in Economics, Iowa State University
B.S. in Distributed Studies (Areas of Concentration: Economics, Mathematics, Chemistry), Iowa State University
Specialization: International Business/Finance

Dr. Carol Mendenall
Ph. D. in Psychology, Grand Canyon University
M.A. - Education, California State University, Fresno
B. S. - Science, California State University, Fresno
Specialization: Ethical Leadership

Dr. Howard Meiseles
Ph.D in Organizational Leadership, University of Phoenix
MBA, University of Phoenix
B.S. in Business Administration, University of Phoenix
Specialization: Organizational Leadership, Project and Program Management

Michael Morales, JD
J.D. Juris Doctor, Western State University College of Law
A.S. Paralegal Studies, Rio Hondo College

Dr. Elizabeth Musil
Ph.D. in Organizational Leadership from University of Phoenix
M.A. in Organizational Management from Antioch University of Southern California
Specialization: Leadership

Dr. David K. Narong
Doctor of Education in Organizational Leadership and Communication, *Northeastern University*
Masters of Science in Quality Assurance, *California State University, Dominguez Hills*
Bachelor's of Science in Industrial Engineering, *California State Polytechnic University, Pomona*
Specialization: Management

Dr. Yvan Nezerwe
D.B.A. in Finance from Alliant International University
M.B.A. in Finance from Alliant International University
B.Sc. in International Business from United States International University
Specialization: Finance

Dr. Mohammad Reza Rajati
Ph.D. in Electrical Engineering from University of Southern California
M.Sc. in Mathematical Statistics from University of Southern California
B.Sc. in Electrical Engineering, Major Option in Systems and Control from Amirkabir University of Technology
Specialization: Quantitative Analysis

Dr. Doug Roberts
Ph.D. in Organization and Management, Capella University
M.B.A., University of Phoenix
B.S. in Business Information Systems, University of Phoenix
Specialization: Information Systems

Salil Sharma, CPA
CFO
MBA in Kansas State University, Manhattan, Kansas
B.S. in Accounting), Kansas State University, Manhattan, Kansas
Specialization: Accounting

Dr. Kevin Suber
Ph.D. Doctor of Philosophy in Business Administration with a Specialization in Financial Management, Northcentral University (part of the National University System)
MA Masters in Management and Leadership, Trinity College of the Bible and Theological Seminary
MBA Master of Business Administration in Financial Planning, California Lutheran University
Specialization: Personal Financial Planning, Banking, and Financial Services

Dr. Rocio Terry
Doctor of Social Work (DSW), University of Southern California
M.B.A., University of Redlands
Master of Social Work (MSW), University of Southern California
B.A. in Communications, San Diego State University
Specialization: Management and Organizational Behavior

Dr. Rick Treatch
Ed.D. in Organizational Leadership, Indianan Wesleyan University, Marion IN
MS in Accounting, University of Connecticut, Storrs CT
MA in Ministry- Leadership Studies, Lincoln Christian Seminary, Lincoln IL
B.S. in Business Administration Accounting Option, CSU Fresno, Fresno CA
Specialization: Leadership, Accounting

Dr. Bill Vaughn
Ph.D. Organizational Leadership, Pepperdine University - Graduate School of Education and Psychology
Master of Leadership and Management, University of La Verne
B.A. Business Administration, California State University Northridge

Dr. Andress Walker
D.B.A. in Business & Accounting, Walden University
M.B.A Business Administration. University of Phoenix
B.A. Pitzer College (Member of Claremont Colleges)
Specialization: Accounting

Dr. Matthew Worland
Ed.D. in Educational Leadership and Policy Studies, California State University, Northridge
M.S. in Computer Science, California State University, Northridge
B.S. in Computer Science, California State University, Northridge
Specialization: Information Systems

Dr. Vahick A. Yedgarian
Ph.D. in Business Administration/Global Business, Leadership and Sustainability, Northcentral University
M.S./Psy in Psychology, University of Phoenix
M.B.A./GM in Business Administration & Global Management, University of Phoenix
B.A. in Business Administration, University of Phoenix
Specialization: Strategic Management

Dr. Gregory F. Zerovnik
Ph.D. in Media Psychology, California College of the Arts
Executive M.B.A., Claremont Graduate University
M.A. in Media Psychology, Fielding University
B.F.A. California College of the Arts
Specialization: Marketing

MANAGEMENT AS A LIBERAL ART RESEARCH INSITITUTE STAFF

Karen E. Linkletter
Acting Research Director of MLA Research Institute
Ph.D., U.S. History, Claremont Graduate University, May 2004
M.B.A., Peter F. Drucker Graduate Management Center, Claremont Graduate University, May 1991
B.A., English, University of California, Berkeley, May 1985

Dr. Byron Ramirez
Researcher, MLA Research Institute
Ph.D. In Economics and Political Science, Claremont Graduate University
M.S., Development Economics and International Development, School of International Service, American University
M.S., Strategy and Management, Drucker School of Management, Claremont Graduate University
B.S., Finance, California State Polytechnic University

Dr. Michael Cortrite
Researcher, MLA Research Institute
Ed.D in Educational Leadership, University of California, Los Angeles (UCLA)
M.A. in Public Administration, California State University at Northridge (CSUN)
B.A. in Public Service Management, University of Redlands

Phillip Pan
MLA RI Program Coordinator

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:

Brigadier General Leonard Kwiatkowski
Brigadier General, USAF
Board Chair, CiAM

Mrs. Yeh Wah Chong
Chairman, Bright China Group

Ms. Frances Hesselbein
President and CEO, The Frances Hesselbein Leadership Institute

Dr. Steve Morgan
Former president of the University of La Verne (1985-2011)

Mr. C. William Pollard, Esq.
Chairman, Fairwyn Investment Company

Mr. Minglo Shao
Chairman, Bright China Group
Founder, Peter F. Drucker Academy

Dr. Francisco Suarez
Director & General Manager of AdeS Latin America, Coca-Cola FEMS

Mr. Rick Wartzman
Senior Advisor, Drucker Institute

Dr. Danny Yu
Founder, Educational Services Exchange with China (ESEC)

Non-voting members:
Jennie Ta, President/CEO

ACCREDITATION DISCLOSURES

The California Institute of Advanced Management (CiAM) is accredited by the WASC Senior College and University Commission (WSCUC). The WASC Senior College and University Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The WASC Senior College and University Commission is recognized by the Council for Higher Education Accreditation (CHEA).

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

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
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
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

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, nor has had a petition in bankruptcy been 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.).

CIAM – WHO TO CONTACT

Contact CiAM: P : 626-350-1500 E : info@ciam.edu F : 626-350-1515

Student Support

For	Contact	Email	Phone
Cashier's Office / General Information	Vivian Han	cashier@ciam.edu vivian.han@ciam.edu	626-350-1500 Ext. 101
Title IX Career Services	Claudia Sarabia	claudia.sarabia@ciam.edu	626-350-1500 Ext. 112
Student Success; Canvas, Orientation	Luke Stuard	student.success@ciam.edu	626-350-1500 Ext. 117
Library, Textbooks	Michael Gittelman	michael.gittelman@ciam.edu	626-350-1500 Ext. 113
Financial Aid	Luke Stuard	financial.aid@ciam.edu	626-350-1500 Ext. 117

Office of Admissions / Program Info

Contact	Title	Email	Phone
Penny Li	Director of Admissions	admissions @ciam.edu	626-618-7796 or 626-350-1500 Ext. 116
Sandy Chou	Admissions Technician	admissions @ciam.edu	626-350-1500 Ext. 109

Angel Cruz	Admissions Specialist	admissions @ciam.edu	626-350-1500 Ext.107

Registrar's Office / DSO

Issue	Contact	Email	Phone
Records, Grades, Transcripts	Sammi Scott, Registrar Ray Porras, Assistant Registrar	registrar@ciam.edu	626-350-1500 Ext. 110 / Ext. 126
Visa/ I-20 & International Students	Sammi Scott, PDSO Ray Porras, DSO Sandy Chou, DSO Penny Li, DSO	DSO@ciam.edu	626-350-1500 Ext. 110 / Ext. 126

Academics

Issue	Contact	Email	Phone
Capstone Grievances	Dr. Elisa Magill	elisa.magill@ciam.edu	626-350-1500 Ext. 106
Consulting Institute	Dr. Richard Johnson	richard.johnson@ciam.edu	626-350-1500 Ext. 114
Assessment and Educational Effectiveness	Dr. James Dorsett	james.dorsett@ciam.edu	626-350-1500 Ext. 118

Emergency & Urgent Response

Time	Contact	Phone/ Email
Office Hours (8:30AM-5:30PM, M-F)	Claudia Sarabia	626-350-1500 Ext. 112
After Hours	Campus Security	626-300-2211 rolando.valdovinos@aus.com

Appendix A: 2018 Standard Occupational Classification

2018 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
			11-2032	Public Relations Managers
			11-2033	Fundraising Managers
	11-3000			**Operations Specialties Managers**
		11-3010		Administrative Services and Facilities Managers
			11-3012	Administrative Services Managers
			11-3013	Facilities 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 and Childcare Administrators
			11-9031	Education and Childcare Administrators, Preschool and Daycare
			11-9032	Education Administrators, Kindergarten through Secondary
			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
		11-9070		Entertainment and Recreation Managers
			11-9071	Gambling Managers
			11-9072	Entertainment and Recreation Managers, Except Gambling
		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
		11-9170		Personal Service Managers
			11-9171	Funeral Home Managers
			11-9179	Personal Service Managers, All Other
		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 and Project Management Specialists
			13-1081	Logisticians
			13-1082	Project Management Specialists
		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		Property Appraisers and Assessors
			13-2022	Appraisers of Personal and Business Property
			13-2023	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 and Investment Analysts
			13-2052	Personal Financial Advisors
			13-2053	Insurance Underwriters
			13-2054	Financial Risk Specialists
		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				**Educational Instruction and Library Occupations**
	25-1000			**Postsecondary Teachers**
		25-1010		Business Teachers, Postsecondary
			25-1011	Business Teachers, Postsecondary
35-0000				**Food Preparation and Serving Related Occupations**
	35-1000			**Supervisors of Food Preparation and Serving Workers**
		35-1010		Supervisors of Food Preparation and Serving Workers
			35-1011	Chefs and Head Cooks
			35-1012	First-Line Supervisors of Food Preparation and Serving Workers
37-0000				**Building and Grounds Cleaning and Maintenance Occupations**
	37-1000			**Supervisors of Building and Grounds Cleaning and Maintenance Workers**
		37-1010		First-Line Supervisors of Building and Grounds Cleaning and Maintenance Workers
			37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers
			37-1012	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 Entertainment and Recreation Workers
			39-1013	First-Line Supervisors of Gambling Services Workers
			39-1014	First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services
		39-1020		First-Line Supervisors of Personal Service Workers
			39-1022	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
			41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel
	41-4000			**Sales Representatives, Wholesale and Manufacturing**
		41-4010		Sales Representatives, Wholesale and Manufacturing
			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 Workers
			43-1011	First-Line Supervisors of Office and Administrative Support Workers
	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		Gambling Cage Workers
			43-3041	Gambling 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 and Administrative Assistants
			43-6013	Medical Secretaries and Administrative Assistants
			43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
	43-9000			**Other Office and Administrative Support Workers**
		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
		43-9110		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**
		53-1040		First-Line Supervisors of Transportation and Material Moving Workers
			53-1041	Aircraft Cargo Handling Supervisors
			53-1042	First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand
			53-1043	First-Line Supervisors of Material-Moving Machine and Vehicle Operators
			53-1044	First-Line Supervisors of Passenger Attendants
			53-1049	First-Line Supervisors of Transportation Workers, All Other

CATALOG REVISION ADDENDA **Note: All revisions are reflected in the current catalog**			
03/21/2018	2	Cover Sheet	Revision: Updated new School Year Dates
	8	President's Message	Revision: Revised President's Message
	9	Academic Calendar	Revision: Updated Term Dates 11 Month Program
	9		Revision: Updated Term Dates 22 Month Program
	12	Schedule of Classes	Removal: Schedule of Classes
	10	Important Deadlines	Revision: Updated new program deadline dates
	11	Holiday Schedule	Revision: Updated Holidays for 2018-2019 year
	15	Interview	Removal: Meet with Dean & President for Interview
	16	New Student Orientation	Revision: Orientation held Wednesday
	17-18	International Admissions	Revision: Admission Requirements
	18		Revision: Foreign Transcript Requirements

	18		Revision: Int. students with U.S. Bachelors'sor higher
	19	International Admissions	Revision: Required Docs. For Conditional Admission
	44	Student Conduct	Addition: Anti-Hazing Policy
	51	Scholarships	Revision: Updated Scholarship Deadlines
	59-60	Administrative Staff	Revision: Dr. Harish Amar's Title, Dr. Robert Kirkland's Title, Samantha Scott's Title, Paul Long-Lee's Title, Claudia Sarabia's Title, Brian Tan's Title
	60		Removal: Dr. Vivek Sharma, Penny Li
	60		Addition: Jesse Fagerhaugh, Vivian Han
	63-64	Adjunct Faculty	Addition: Dr. Gene Coughlin, Dr. Gregory Zerovnik
	67	School Contact Info	Revision: Sammi Scott's Title, Dr. Eric Mclaughlin's Phone Number, Brian Tan's Coverage
			Addition: Jesse Fagerhaugh, Vivian Han
			Removal: Penny Li
03/22/2018	18	Foreign Transcripts	Revision: Hyperlink for Foreign Transcripts / NACES.org
03/26/2018	10	Deadlines	Revision: Assess. Essay to Admissions Essay
	12	Facilities	Revision: Regarding Classrooms
	13	English Proficiency	Revision: Writing Assess. Essay to Admissions Essay
	14	Technical Minimum Requirements	Revision: Updated required Hardward/Software
	14	Admissions Requirements	Revision: Assess. Essay to Admissions Essay
	15	Submit Application Process	Revision: App. Completed Online w/ Updated Link
			Removal: Statement of Interest
			Revision: Submit Payment Online w/ Updated Link
	15	Admissions Process	Revision: Change to Admissions Essay & Admissions Interview
	15	CiAM Admissions Essay	Revision: Changed from CiAM Assessment Writing Test
			Revision: Assessment Essay to Admissions Essay
	15	Admissions Interview	Revision: Assessment Essay to Admissions Essay
	18	International Students W/ U.S. Bachelor's Degree or Higher	Revision: Transcript requirements
	19	Required Documents for Conditional Admission to CiAM	Removal: Statement of Purpose/Intent
	28	Student Terms Updates	Revision: Student Update Method
	38	Graduation & Commencement	Revision: Diploma Information

	38	Conferral of Degrees	Revision: Diploma Information
	41	Career Services	Revision: Beginning of Section
	42	Writing Composition Services	Revision: Assessment Essay to Admissions Essay
	58	CiAM & the Community	Removal: Pageant Information
	67	Academics	Revision: Capstone & Grievances Contact Information
	67	Emergency & Urgent Response	Removal: After Hours Contact Info
03/27/2018	28	CPT Policy	Addition: Valid F-1 Status for at Least 1 Academic Year
			Addition: Special Notation regarding F-1 Status
	29	How to Apply for CPT	Removal: Receipt of Payment for CPT Course
04/03/2018	39	Transcript Services	Revision: Unofficial Transcripts Policy
		Transcript Services	Revision: Official Transcripts Policy
04/13/2018	50	Scholarships	Revision: Application Deadline
			Addition: Application Review Terms
	51	Scholarship Disclosures	Revision: Scholarship Terms
04/13/2018	18	Foreign Transcripts	Revision: Transcript Information
			Revision: Foreign Transcript Evaluation
	18	International Students with a U.S. Bachelor's Degree or Higher	Revision: Wording of GPA requirement
04/20/2018	18	English Requirement	Revision: English Requirement Documentation
	62	Adjunct Faculty	Addition: Specialization for Gene Coughlin
	63	Adjunct Faculty	Addition: Specialization for Gregory Zerovnik
05/25/2018	8	Objectives	Addition: Objectives & Goals
	10	Academic Calendar	Revision: Updated Program Title & Term Dates
	11	Important Deadlines	Revision: Updated Program Title & Updated Term Dates and Orientation Dates
	15	Admissions Process	Revision: Transcript Submission Policy
		Admissions Process	Addition: Submitting Official Transcripts
	19	Foreign Transcript Policy	Revision: Foreign Transcript Policy
	20	Required Documentation for Conditional Admission to CiAM	Revision: Updated Program Title
	25	Attendance Policy	Revision: Revised for clarity
	28	CPT	Revision: Updated Program Title
	30	Credit Hour Policy	Revision: Updated Program Title

	24	Student Grievance Procedure	Addition: Addition of ACICS contact information
	45	Program Objectives	Revision: Change in Term Structure
	46	Teaching Model	Revision: Clarified language
	59	Administrative Staff	Addition: James Dorsett
			Revision: Harish Amar Title
			Revision: Robert Kirkland Title
	61	Administrators as Faculty	Addition: James Dorsett
	61	Adjunct Faculty	Removal: Kevin Grant, Michele Villagran
			Revision: Paul Murray Title
			Addition: Raouf Moussa, Vahick Yedgarian
06/05/2018	11	Last Day Add/Drop	Revision: Add/Drop Date
			Revision: Withdraw Date
	25	Attendance Policy	Revision: Attendance Policy
	29	CPT	Revision: CPT Letter Requirements
	31	Student Academic Progress	Revision: Term Lengths
			Addition: Time Limit on Program Completion
	34	Add / Drop Period	Revision: Add/Drop Period Policy
	34	Course Withdrawal	Revision: Program Names
	35	Withdrawal	Revision: Withdrawal Policy
06/07/2018	17	Enrollment Process and Registration	Revision: Registration Process
			Removal: Individual Degree Program
			Revision: Class Registration
	31	Satisfactory Academic Progress	Revision: Purpose of SAP regulations
	31-32	Satisfactory Academic Progress	Revision: SAP Policy
	67	Who to Contact	Revision: Contact Sheet + Titles
6/8/2018	48	Course Descriptions	Revision: FIN501
06/11/2018	38	Student Services	Removal: Section About Office of Admissions and Registrar
	41	Library	Revision: Updated Librarian Hours
	60	Administrative Staff	Removal: Donny Yu, Albert Randall
	61	Administrators Teaching as Faculty	Removal: Entire Section

	61-63	Adjunct Faculty	Removal: Frank Bryant, Gregory Carlton, William Cohen, Michael Cortrite, Gene Coughlin, Curt Duffy, Madgy Farag, Shawn Fornari, Shahid Sheikh, Lynn Turner, Debbora Whitson
			Addition: Richard Johnson
			Revision: List of Degrees (James Dorsett, Raouf Moussa, Paul Murray, Elizabeth Musil)
	24	Non – Academic Grievance	Revision: Student Success will raise complaint to Vice President (previously reported to Sr. Director of Administration)
	14	Admissions Policies	Addition: Section about International Partnerships
	60	Administrative Staff	Revision: Jennie Ta & Jesse Fagerhaugh Titles
	65	Contact Sheet	Revision: Contact for Visa/I-20 & International Student Questions
07/02/2018	13	Location & Parking	Revision: Parking Information
	41	Library	Revision: Librarian Hours
	60		
	61	Adjunct Faculty	Revision: Elisa Magill Degree
	61	Adjunct Faculty	Addition: Specializations Raouf Moussa & Elizabeth Musil
	63	Accreditation Disclosures	Addition: Distance Education Accrediting Commission
07/09/2018	24-25	Student Grievance Procedure	Revision: Added DEAC to grievance policy
08/23/2018	60	Administrative Staff	Addition: Penny Li
		Administrative Staff	Removal: Brian Tan
	65	Contact Sheet	Revision: Contact Info
	2	Catalog Effective Date	Revision: 2018-2019 Catalog Effective Date
	11	Add/Drop	Revision: Add/Drop Date
	11	Academic Deadlines	Revision: Updated Schedule of Deadlines for the 2018-2019 Academic Year
	10	Academic Calendar	Revision: Fall 2018 Term End, and Fall Break Dates
	14	International Partnerships	Removal: Portion of Section
	19	Affidavit of Financial Support Form	Removal: Marriage and Birth Certificate Submission
	19	English Waiver Requirement	Revision: English Requirement Policy
	29	CPT Policy	Revision: CPT Course Requirement & Policy
	30	Experiential Internship Course (INT 599)	Addition: INT 599 Course Description & Requirements

	30	Experiential Internship Course (INT 599)	Addition: How to apply for INT 599
	30	CPT Requirements	Revision: CPT Requirements
	34	Add/Drop Period	Revision: Visa Status Information Pending Dropped Courses
	34-35	Course Withdrawal	Revision: Letter Grade Status
	46	Program Information	Addition: INT 599 completion for program requirements
	49	Student's Right to Cancel	Revision: Language for cancellation period
	49	Course Structure	Addition: INT 599
	50	Course Description	Addition: INT 599
	50	Tuition Refund Policy	Addition: Refundable Application Fee for Veteran Affairs Applicants
	50	Scholarships	Revision: 2018-2019 Scholarship Deadline
	65	Contact Sheet	Revision: Contacts for Title IX, Student Success, Moodle & Email Orientation, Financial Aid, Admissions
			Addition: DSO- Penny Li
09/24/2018	35	Academic Standing	Addition: Academic Warning Policy
			Revision: Academic Probation Policy
	61-62	Adjunct Faculty	Addition: Ramin Maysami, Robert Kirkland, Doug Roberts, Bill Vaughn
			Removal: Raouf Moussa
	31	Satisfactory Academic Progress	Revision: SAP Policy
01/15/2019	35	Course Repetition	Revision: Course Repetition Policy
01/15/2019	17	Priority Registration	Addition: Priority Registration
	61-62	Adjunct Faculty	Addition: Byron Ramirez, Gene Coughlin, Mohammad Reza Rajati, Removal: Bill Vaughn
	28	Learning Platform	Revision: Moodle Contact
	48	Course Prerequisites	Addition: Description of new Course Prerequisite Policy
	49	Course Description	Revision: Course Description FIN 501, Prerequisite Policy
	48-49	Course Description	Revision: Course Description OPS 501, Prerequisite Policy
	49-50	Course Description	Revision: Course Description MGT 511, Prerequisite Policy
	25-27	Academic Policies	Revision: Attendance Policy, Non-Attendance Policy, Tardiness, Absence Procedure
	61	Administrative Staff	Revision: Librarian, Ann Wicke to Michael Gittelman
	11	Important Deadlines	Revision: Payment Deadline Changed

	11	Important Deadlines	Revision: Summer 2019 Add/Drop Date
	17	Enrollment Process & Registration	Revision: Class Registration Time
	67	Who to Contact	Revision: Contact information for Library, Capstone Grievances
	48	Course Structure	Addition: DRU 503 Course Description
	20	Conditional Admission-International Student	Revision: Conditional Admission Requirements
	12	Holiday Schedule	Revision: Holiday Schedule Dates
	47	Course Structure	Revision: Course Structure
	47	Course Description	Addition: DRU 503
07/29/2019	40	Transcript Services: Fees	Revision: When transcript copies are received
	38	Graduation Requirements	Revision: Graduation requirements, Removal: Exit Interview
	23	FERPA	Revision: When transcript copies are received
	62-63	Adjunct Faculty	Addition: Yvan Nezerwe, Rocio Terry, Andress Walker, Eric Mclaughlin
	61	Administrative Staff	Addition: Luke Stuard, Angela Murphy, Erik Roberts, Removal: Jesse Fagerhaugh
	35	Course Repetition	Revision: Course Repetition Policy
	25	Student Email	Revision: Student Email
	58	Tuition & Fees	Revision: Updated Tuition Costs & Total estimated program costs (Tuition + Fees)
	52-53	Scholarships	Addition: First Generation Graduate Scholarship
07/29/2019	62-63	Adjunct Faculty	Addition: Ramin Maysami, Michael Cortrite, Ed Khashadourian
	66	Accreditation Disclosures	Removal: ACICS
	66	Accreditation Disclosures	Revision: WSCUC Candidacy changed to Accredited
	61-62	Administrative Staff	Addition: Angel Cruz, Revision: Sammi Scott Education
	63	Adjunct Faculty	Revision: Paul Murray Title & Education, Removal: Byron Ramirez
	8	Objectives	Removal: Objectives Section
	15-22	Admissions	Revision: Admissions Process and Requirements
	18-20	Admissions	Revision: Updated Info about English Language Tests & Requirements
	25	Filing a Grievance	Removal: ACICS Contact Info, Addition: WSCUC Contact Info
	27	Absence	Removal: 80% Attendance Policy Requirement

	29	Application for CPT	Revision: Submission deadline for CPT
	39-40	New Student Orientation	Revision: New Student Orientation Information
	42	Classroom Policy	Removal: Copier Service
	47	Course Structure	Addition: DRU 503 Ethical Leadership
	49	Course Description	Addition: DRU 503 and DRU 505
	52	Financial Assistance	Removal: Military & Veterans Discount
	53	Financial Assistance	Removal: Fellowship
	68	Who to Contact Sheet	Revisions: Contact Information Updated
8/23/2019	11	Calendar	Revision
	12	Holiday Schedule	Revision
	14	Location and Parking	Revision
	17	Deferred Enrollment	Revision
	24	Student Grievance Procedures: Non-Academic Grievance	Revision
	42	Student Services: Presentation Assistance	Addition
	61	Adjunct Faculty	Revision
10/08/2019	8	Vision Statement	Revision
	8	Mission Statement	Revision
	8	Mission Objectives	Addition
	8	Values Statement	Revision: Core Values
	8	Culture Statement	Addition
	12	Statement of Control	Revision
	12	Location and Parking	Revision
	12	Online Classroom Access	Revision
	13	English Proficiency	Revision
	14	Technological Minimum Requirements	Revision: Software
	14	Admissions	Revision: Holistic Admissions Admission requirements Application requirements
	17	Completing the Enrollment Process	Revision
	18	International Students Admissions	Revision: Additional Admission Requirements

			English Proficiency English requirement
	21	Admission Policies	Revision: MBA in Executive Management
	24	Student Grievance Procedures	Revision
	26	Academic Policies	Revision: Attendance Policy
	31	Grading and Academic Progress	Revision: Credit Hours Policy
	34	Satisfactory Academic Progress (SAP)	Revision: Grades and Grade Point Average
	36	Academic Standing	Revision: Academic Probation Policy Conduct & Appeals Committee
	39	Capstone Project	Revision
	41	Student Services	Revision: Library Writing Composition Services Writing Assistance
	44	Student Conduct	Revision: Student and Professor Consulting Policy
	45	Program Offerings	Revision: Instructional Methods Teaching Model
	46	MBA and Concentrations	Addition: Concentrations : Project Management and Business Analytics
	48	Course Structure	Addition: Project Management and Business Analytics Courses
	50	Course Descriptions	Addition: Project Management and Business Analytics Courses
	62	Administrative Staff	Revision: Staff Adjunct Faculty Board of Trustees
1/22/2019	8	Culture Statement	Revision: Updated mission, vision, and value statements
	16	Admissions Requirements	Revision: Fixed broken link to online application Added “current” to ID requirement Cleaned up typos
	17	CiAM Statement of Purpose	Revision: Corrected the link to the CiAM mission statement page
	27	Attendance, Tardiness, Late Assignment Policies	Revision: Updated Policy

	28	Attendance, Tardiness, Late Assignment Policies	Revision: Updated Policy
	29	Attendance, Tardiness, Late Assignment Policies	Revision: Updated Policy
	30	Attendance, Tardiness, Late Assignment Policies	Revision: Updated Policy
	36	Add/Drop Policy	Revision: Updated policy
	41	Transcript Policy	Revision: Updated policy
	45	Consulting Policy	Revision: Fixed Typos
	46	Consulting Policy	Revision: Fixed Typos
	52	Course Description	Revision: Changed MTG511 unit requirements
	56	Scholarship Disclosures	Revision: Updated eligibility requirements
	62	Tuition and Fees	Revision: Updated tuition deadline, drop for non-payment, late fee, monthly payment plan, and outstanding financial balances policies.
	64	Administrative Staff	Fixed typo
	65	Administrative Staff	Fixed typo, edited formatting.
	66	Adjunct Faculty	Edited formatting, Added Dr. Banjai's bio
	67	Adjunct Faculty	Added Mr. Hudick's bio, added Dr. Mendenall's specialization.
	68	Adjunct Faculty	Added Dr. Worlund's specialization
2/18/2020	12	Statement of Legal Control	Changed Susan Compton's name to reflect her legal name
	68	Board of Trustees	Changed Susan Compton's name to reflect her legal name
	69	Accreditation Disclosures	Removed mention of DEAC and their logo
2/28/2020	27	Attendence Policy	Updated absences policy.
3/4/2020	12	Statement of Control	Removed Susan Compton
	68	Board of Trustees	Removed Susan Compton
	67	Adjunct Faculty	Added Howard Meiseles
3/9/2020	25	Grieveance Policy	Removed mention of DEAC
4/27/20	67-68	Adjunct Faculty	Added Dr. Treatch, Dr. Scott,
	65	Administrative Staff	Added Ray Porras
5/6/2020	62-63	STRF Statement	Updated Statement's Language

	25	Academic Policies	Added "Student Evaluation" Statement
	25	Academic Policies	Added "Articulation Agreement Statement."
7/6/2020	67	Adjunct Faculty	Added Dr. Lynch's Profile
	66	Adjunct Faculty	Added Dr. Huang's Profile
	67	Adjunct Faculty	Added Dr. Johannsen's Profile
	68	Adjunct Facutly	Added Dr. Kevin Suber's Profile
	68	Adjunct Faculty	Added Dr. David K. Narong's Profile
8/28/20	10,11	Calander	Updated Calander and Holiday Schedule
	13	Facilities	Cleaned up grammar and typos
	16	Admissions	Refined language about SSA policy
	19	Admissions	Fixed links to calanders and online app
	29	Attendance	Fixed typos and cleaned up language
	41	Graduation Requirements	Fixed typos
	46	Conduct Probation	Revised Conduct Probation for Plagiarism policy
	47	Institutes	Added "Institute Section"
	47	Institutes	Added "Consulting Institute" and Personel
	47	Institutes	Added "MLARI" and Personnel
	55	Tuition Refund Policy	Revised Policy
	56	Scholarships	Update Scholarship info, amount, and schedule
	57	Scholarships	Added Dreamer Scholarship and policies
	63	Tuition&Fees	Revised returned check and reversed payment policy
	68	Admin Staff	Added Tod Vigiletti
	68	Adjunct Faculty	Added Dr. Lalia Bakry
	68	Adjunct Faculty	Added Dr. Christine Bosworth
	68	Adjunct Faculty	Added Dr. Cindy Cheng
	70	Adjunct Faculty	Added Michael Morales
	72	MLARI Staff	Added MLARI Staff
	75	SOC Codes	Updated SOC Codes
10/1/20	70	Adjunct Faculty	Removed Wallace Lynch

1/26/21	10	Academic Calander	Added Fully Online Program Calander
	11	Academic Calander	Updated Holiday schedule with 2021 dates
	12	Statement of Legal Control	Removed Salil Sharma
	13	Admission Requirements	Renamed Academic Council to "Conduct and Appeals Committee". This change reflected throughout.
	14	Admission Requirements	Updated title of our MBA
	14	Admission Requirements	Cleaned up language about the selection committee
	15	Admission Requirements	Cleaned up language about the application package
	16	Admission Requirements	Updated S.O.P instructions
	20	Admission Requirements	Updated Application Fee
	26	Academic Policies	Added language about the Online MBA
	26	Academic Policies	Added late assignment policy for fully online program
	27	Attendance policy	Deleted duplicated infomration
	29	CPT Policy	Fixed grammar in CPT qualification statement
	30	CPT Policy	Revised policy for INT599 and added INT501
	46	Insitutes	Renamed Consulting Insitute to "The Center for High Impact Learning (CHIL)" This change reflected throughout.
	47	MLA Research Institute	Fixed the font
	51	Course Structure	Fixed the table and added INT501 to list
	52	Course Structure	Fixed the table and added INT501 to list
	54	Course Descriptions	Revised MGT501 and IS501 descriptions
	55	Course Descriptions	Added INT501 course description
	57-58	Scholarships	Updated dates on scholarship review, total amount of institutional scholarships, and number of institutional and program scholarships available to students per year.
	60	Program Scholarships	Included the number of available scholarshops per year for the First Generation, Dreamer's, and Social Justice Scholarships.
	66	Tuition&Fees	Updated Application Fee
	67	Tuition and Fees	Updated Payment Plan and Due dates
	68	Tution and Fees	Added MBA Online Payment Plan

	69	Administrative Staff	Updated and Reorganized Staff list
	70	Administrative Staff	Updated Dr. Dorsett's title
	70	Administrative Staff	Removed Dr. Harish Amar
	70	Administrative Staff	Added Juan Garcia as Vice President and Provost
	71	Administrative Staff	Removed James Patrick-Huang
	73	Adjunct Faculty	Added Ashbjørn Egir
	75	Adjunct Faculty	Removed Dr. La Tonya Scott
	78-79	Who To Contact	Updated Sandy Chou's and Dr. Dorsett's phone numbers
4/7/2020	10,19	Academic Calander	Added Online MBA Postponment notices
	64-65	Financial Aid	Added Veteran Benefits&Transition Act 2018 Statement