



**California University of
MANAGEMENT AND TECHNOLOGY**

Catalog 2014-2016

This publication is an announcement of the current programs and course offerings of California University of Management and Technology and applies to the period 9/1/2014 – 8/31/2016. It is intended for informational purposes only and is subject to change without notice. Courses, faculty assignment, prerequisites, graduation or completion requirements, standards, tuition and fees, and programs may be changed from time to time. Courses are not necessarily offered each term or each year.

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.

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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 P.O. Box 980818, West Sacramento, CA 95798-0818, Web site: www.bppe.ca.gov, Phone: (916) 431-6959, Toll Free: (888) 370-7589, Main Fax: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site (www.bppe.ca.gov).

Introduction to CALMAT

Mapping the Catalog to the California Education Code

CALMAT adheres to all federal and state laws, regulations and codes. Pursuant to the *California Education Code* section 71810 and 94909, the CALMAT Course Catalog includes the following information:

- 1) The specific beginning and end dates for the time period covered by the catalog: **September 1, 2014 to August 30, 2016.**
- 2) A statement of the institution's mission, purpose and the objectives underlying each of its educational programs. **See *Statement of Mission, Purpose and Objectives and Degree Programs.***
- 3) If the institution admits students from other countries, all of the following disclosures apply:
 - a) Whether English language services, including instruction, are provided and, if so, the nature of the service and its cost. **CALMAT does not currently offer ESL classes.**
 - b) Whether visa services are provided or whether the institution will vouch for student status, and any associated charges. **CALMAT currently neither offers visa services nor vouchers for student visa status.**
- 4) The level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted. **See *Admissions.***
- 5) Whether any instruction will occur in a language other than English and, if so, the level of proficiency required and the kind of documentation of proficiency, such as the United States Foreign Service Language Rating System, that will be accepted: **All CALMAT instruction is conducted in English.**
- 6) The institution's policies and practices regarding any form of financial aid, including all consumer information which the institution is required to disclose to the student under any state or federal financial aid program. **See *Financial Aid.***
- 7) The institution's policies and procedures for the award of credit for prior experiential learning including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay: **See *Credit for Experiential Learning.***
- 8) The institution's standards for student achievement: **See *Academic Standards.***
- 9) A description of the facilities and of the types of equipment and materials that will be used for instruction: **See *Facilities.***
- 10) A description of library and other learning resources and the procedures for students to access those resources: **See *Library and Learning Resources.***
- 11) If the institution offers distance education, the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation. **All current CALMAT classes have substantial, regular face-to-face components. Supplemental weekly e-learning modules utilize our state-of-the-art interactive web system that enables real-time interaction between students and faculty, and among student participants. Typical feedback is within 24 hours, no longer than 72 hours.**
- 12) A description of all student services: **See *Student Services.***
- 13) Housing information including all of the following:
 - a) Whether the institution has dormitory facilities under its control: **CALMAT does not currently offer student housing.**
 - b) The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing: **See *Student Housing.***
 - c) If the institution has no responsibility to find or assist students in finding housing there must be a clear and conspicuous statement so indicating. A statement that the program is "non-residential" does not satisfy this subparagraph. **See *Student Housing.***
- 14) Policies on student rights, including the procedure for addressing student grievances. **See *Academic Grievance Procedures and Student Rights.***
- 15) Policies on the retention of student records. **See *Academic Records Policy.***

Bankruptcy

CALMAT has no pending petition in bankruptcy, and is not operating as a debtor in possession. CALMAT has not filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 USC Section 1101 et seq.).

Accreditation

CALMAT is currently pursuing accreditation with the Accrediting Council for Independent Colleges and Schools (ACICS). However, neither CALMAT nor its degree program is currently accredited. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including but not limited to positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

About the California University of Management and Technology

CALMAT is a private post-secondary institution that provides the education required to meet the demands of today's rapidly-evolving job market. By integrating management training and technology education, CALMAT educates tomorrow's global high-tech leaders.

Located in Sunnyvale, a global center for technology, management and education, the California University of Management and Technology is unique among California's universities by focusing on educating future leaders in global high-tech organizations. CALMAT's Silicon Valley campus brings students around the world to the heart of Silicon Valley to learn state-of-the-art management and technology skills from successful entrepreneurs, executives and engineers.

CALMAT's programs are designed for working professionals to achieve academic excellence in the most efficient and effective way. CALMAT is especially proud to have attracted many students with an international focus to our degree and non-degree programs.

University Location

California University of Management and Technology is located in downtown Sunnyvale, in the heart of Silicon Valley and the center of the nation's greatest concentration of high-tech companies and scientific research, including world leaders in computer science, electrical engineering, and a variety of applied technologies. San Jose International Airport is about two miles from campus.

CALMAT does not have dormitory facilities. However, many housing options are available in the Sunnyvale area.

Statement of Mission, Purpose and Objectives

Our **mission** at California University of Management and Technology (CALMAT) is to educate tomorrow's global high-tech leaders by providing industry-connected technology, engineering, media arts, management and business programs that connect Chinese-speaking Asia with the Silicon Valley.

Our **purpose** is to foster excellence in education for students who will bring innovation and competitiveness to global high-tech corporations. All programs offered by CALMAT have an applied nature, with emphasis on a few specializations tailored particularly to the needs of innovative, technology-oriented, global companies. The special features of CALMAT include the following:

- Programs and courses at CALMAT are designed to support both full-time and part-time students.
- Courses are systematically designed, competency-based, and apply innovative instructional methods.
- Proficiency in public speaking and professional writing is an integral part of degree requirements. The curriculum emphasizes concern for issues pertaining to sustainable practices.
- An Industry Advisory Board consisting of leaders in industry from Silicon Valley and Northern California is closely involved in shaping the nature and content of the programs offered by CALMAT.

Our **objective** at CALMAT is to offer engaging, project-based, student-centered instruction that infuses leadership, teamwork, management skills, cutting-edge technology, ethical decision making and a global perspective into every course. Every program, course and instructional module at CALMAT is built around well-defined learning outcomes. This allows us to continually assess and enhance our courses and overall educational effectiveness. Our faculty combines first-rate academics with industry leaders who can walk you through real-world challenges in management and technology.

Admissions

CALMAT seeks applicants with professional work experience who desire to enhance their management and technology skills. We welcome applications from around the world, regardless of age, gender, nationality, race, religion, sexual orientation or financial status. Our goal is to build a diverse student body.

The admission committee evaluates each candidate's overall credentials, including work experience, test scores, and academic background. Application forms are available on the CALMAT website at <http://calmat.us/online-applications>. The entire application package should be submitted to CALMAT's Office of Admissions and Registration. Questions can be submitted by email to info@calmat.us. An original official transcript (or notarized copy) from each college or university attended, together with official evidence of degrees conferred, must be sent directly to the Office of Admissions and Registration. Unofficial transcripts or un-notarized copies are only accepted for evaluation purposes. Official or notarized transcripts are required for final acceptance and full enrollment status.

Graduate Admission Requirements and Process

Full Status

The minimum requirements for admission to a CALMAT graduate program are as follows:

- *Degree*: A bachelor's degree from an accredited four-year college, university or CALMAT.
- *Application*: A completed CALMAT application form, including a statement of purpose and a resume. Students must pay the non-refundable application fee listed in the Financial Information section of the catalog.
- *Recommendation*: One to three professional recommendation letters from a supervisor or an individual qualified to assess your ability to pursue a graduate degree.
- *Transcripts*: Copies of all transcripts from where the applicant earned relevant credits or degrees may be submitted for the initial CALMAT application review. Official transcripts are required for final acceptance as a full status student. International students' transcripts must be evaluated by a member of the National Association of Credential Evaluation Services (NACES).
 - *GPA*: An overall grade point average (GPA), or GPA of the last 60 credits, of 2.50 or higher (A = 4.00).
 - *ESL*: Applicants whose native language is not English must meet one of the following requirements:
 - Obtained a bachelor degree or above from a college or university in which English is the language of instruction.
 - Took the Test of English as a Foreign Language (TOEFL) less than two years prior to admission. The minimum admission score is 525 based on PBT, 71 based on iBT, 197 based on CBT, or 5.0 for IELTS.
 - Completed the required ESL courses at CALMAT-approved institutions.

Students are encouraged to have completed two years of relevant work experience. GRE or GMAT scores are also recommended, but not required. Relevant experience and satisfactory scores on GRE/GMAT tests will improve the chance of admission for students with low GPAs. Applicants to CALMAT must compete for a limited number of spaces in order to maintain a high student body standard and a low student-faculty ratio.

Limited Status for Graduate Programs

Limited status is a probationary status for degree students who have not met all of the admission requirements; such students must submit additional credentials required by the program (such as original transcripts or admission test scores). For applicants admitted to limited status, conditions for admission to full status will be provided in writing to the student at the time of admission. Students enrolled with limited status must clear their probationary status within a time limit:

- i. Limited Status due to missing original transcript or missing notarized copy must be cleared within one semester.
- ii. Limited Status due to not meeting the English requirement must be cleared within three semesters.
- iii. Limited Status due to not meeting prerequisites for a Master Degree program must be cleared within three semesters.

Enrollment

Adding and Dropping Courses

Students may not add a course after the fourth week of instruction in the Fall or Spring term, or the third week of instruction in the Summer term. The deadline for dropping a course is the fourth week of the term. Dropping a course after the fourth week of instruction will result in a grade of 'W.' Refund of tuition will be issued for a dropped course according to the fee schedule stated in Financial Obligations and Refunds section.

Advisors

All students must have an academic advisor in the program in which degree work is to be done. The academic advisor assists in the planning of a program of study that fits the needs of the student and satisfies the program requirements. Each student should have a complete individual learning plan on file approved by their academic advisor. The learning plan should be revised annually. ***Advisor's approval of individual learning plan is required for registration and graduation.***

Continuation and Probation Rules

Students are considered to be in good standing if they have removed any limited status admission conditions; are not on probation; and are making satisfactory progress towards degree requirements, including a project or thesis if required.

Satisfactory Academic Progress

CALMAT monitors the academic progress of its students at the end of each term.

A graduate student will be placed on academic probation, if the GPA is less than 2.5 during two consecutive terms. A graduate student will be dismissed if the student's GPA is less than 2.5 during three consecutive terms of study.

If a student takes the failed course more than once, both grades will be utilized in the calculation of the cumulative GPA (CGPA). However, all credit hours, whether the subject is original or the repeated course, are included as credits attempted and in the computation of the successful course completion percentage.

Students who reestablish satisfactory progress within the terms specified above will be removed from academic probation. Students not clearing their academic probation within one academic year will be dismissed.

Students on academic probation who change programs or seek additional degrees will remain on academic probation and their previous CALMAT academic record will be used in determining their satisfactory academic progress.

To address mitigating or special circumstances, students may appeal any of these decisions by filing petitions to the Graduate Committee. Petition forms can be obtained from the Registrar's Office.

Course Load

Graduate students who can devote full time to their studies usually enroll for 8 to 12 credit hours.

International Students: For purposes of enrollment certification to the Bureau of Citizenship and Immigration Services, U.S. Department of Homeland Security, CALMAT considers a foreign student to be pursuing a full-time program of study if the student registers as a full time student for Fall and Spring terms.

Limited Status

Limited admission status students must meet the conditions imposed by this status and progress to full degree status within three terms.

Credit and Grading

Most instruction at CALMAT is provided face-to-face, while assignments and supplementary materials are provided online through the University's "uLearn" platform. Most regular classes at CALMAT are taught between 6 pm and 10 pm, Monday through Friday, or 9:30 am to 5:30 pm on Saturday meeting one day per week. Some blended-learning classes are scheduled between 9:30 am and 5:30 pm on alternate Saturdays. Please consult the registration office for details.

Credit Hours for Courses

Academic credits are measured in terms of credit hours. One credit hour is equivalent to one term hour, where one term credit hour equals 15 classroom hours of lecture. Most classes are 4 credit hours which consist of 2.5-3 hours per week of lectures by a professor plus 1-1.5 hours per week of scheduled workshop/lab/group learning typically supervised by a teaching associate or a student assistant.

Grading System

The grading policy of the university permits either letter grades A, B, C, F, with 'plus' or 'minus' designations or CR/NC (Credit/No Credit) grades to be assigned to any course offered by the university, unless the course has specifically been designated as a Credit/No Credit or graded learning experience. Students may request either graded or Credit/No Credit grading, unless the course has a specific designation. A student may not change to Credit/No Credit or graded learning experience unless such a change in grade mode is requested prior to the last day to add classes. There is no limitation regarding the number of courses that may be graded in either manner.

The grade point average (GPA) is based on learning experiences in which letter grades are earned. The grade point average is calculated by dividing the total number of grade points earned by the total number of credits in letter-graded learning experiences. The following grade points are associated with each letter grade:

Grade	Grade Points Per Credit Hour
A or A+	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
F*	0

* Failing grades are not accepted as degree credit.

Administrative Grading Symbols

The following administrative grading symbol—AU, I, IC, RD, RP, W, and WU—apply to the grades assigned for various categories of enrollment.

AU (AUDIT)

Enrollment as an auditor is subject to permission of the instructor, provided that enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested prior to the last day to add classes. A student who is enrolled for credit may not change to audit after the third week of instruction. Enrollment as an auditor requires that the student obtain the permission of the instructor and submit a Change of Program at Admissions and Records during the Add/Drop period. The grade of 'AU' does not indicate completion of the learning experience.

I (INCOMPLETE)

The symbol 'I' (Incomplete Authorized) indicates that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons, and that there is a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated. An 'I' must normally be cleared up within two terms immediately following the end of the term during which it was assigned.

The limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an 'I' being counted as a failing grade for grade point average and progress point computation, unless the faculty member assigns a specific letter grade to be assigned at the time the incomplete is assigned. The academic program responsible for the course shall maintain an official record of the written contract. If the instructor of record is no longer available, the academic program director shall ensure that the instructor's obligations are fulfilled.

IC (INCOMPLETE CHARGED)

The 'IC' symbol will be used when a student who received an authorized incomplete 'I' has not completed the required course work within the allowed time limit. The 'IC' replaces the 'I' and is counted as a failing grade for grade point average and progress point computation.

RD (REPORT DELAYED)

The 'RD' symbol may be used where a delay in the reporting of a grade is due to circumstances beyond the control of the student. The symbol is assigned by the registrar only, and, if assigned, shall be replaced by a substantive grading symbol as soon as possible. An 'RD' shall not be used in calculating grade point average or progress points.

RP (REPORT IN PROGRESS)

The 'RP' symbol is used in connection with courses that extend beyond one academic term (e.g., capstone or graduate thesis). It indicates that work is in progress but assignment of a final grade must await completion of additional work. Work must be completed within one year.

W (WITHDRAWAL)

The symbol 'W' indicates that the student was permitted to drop the class after the fourth week of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.

WU (WITHDRAWAL UNAUTHORIZED)

The symbol 'WU' indicates that an enrolled student did not withdraw from the course but failed to complete the course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluations of academic performance possible. For purposes of grade point average and progress point computation this symbol is equivalent to an 'F.'

Change of Grade

A change of grade may be made only in the case of a clerical or other administrative grading error. An appeal for a change of grade must be initiated by the student and must be reviewed by the dean of perspective school with consultation with the course instructor. An appeal for a change of grade should be initiated as soon as possible, normally within one month after the grade is submitted to the registrar.

Leave of Absence

Degree students who desire to take an additional term off must file a *Petition for Leave of Absence* using the petition form by the tenth day of the term for which leave is requested. Exceptions to the filing deadline will only be considered for medical reasons and with a confirming statement by the treating physician. Non-degree students are not required to apply for a leave of absence.

Petitions

Students may petition for exceptions to any of the University's regulations, but may do so only after consulting with their advisor, whose recommendations must appear on the petition. Petition forms may be obtained from Office of Admissions and Registrations and must be accompanied by a full explanation of the circumstances and any appropriate forms required for processing a requested change. *Petitions must be filed within 30 days* from the time an individual knows, or reasonably should have known, that an occurrence has affected his/her status.

Registration

Registration procedures and class offerings are published in the academic calendar on CALMAT website and CALMAT's physical campus bulletin board 6-8 weeks before each term starts and students are responsible for the complete and accurate processing of their registration according to the guidelines published therein.

Students who fail to register for two terms in a row (excluding summer) without taking an approved leave of absence forfeit their admission to CALMAT. Like students who have officially withdrawn from the University, they must reapply for admission to CALMAT. Readmission is not guaranteed.

New students may register during the designated period at the beginning of their first term or during the late registration period. Currently enrolled students should register during the pre-registration period in the previous term. Continuing students who are not currently enrolled must wait for the open registration period.

Repetition of Courses

Students can repeat courses in order to fulfill degree requirements, enhance previously acquired learning, or both. Students shall seek academic approval before deciding to repeat any course. The higher grade shall be counted in the student's grade point average. Once a student elects to count a higher grade, lower grades are not counted in the grade point average computation. Students may request a transcript review to have repeated courses recalculated into their overall GPA. Contact Office of Admissions and Registration for details. Students may not improve grades for courses taken at other institutions by repeating them at CALMAT, nor may they improve grades earned in courses taken at CALMAT by repeating them elsewhere.

Transfer Credit

Transferring Credit In

Consideration is given to transfer of credit in three categories:

- Previous work for which a degree was *not awarded*
- Work completed elsewhere after admission to CALMAT and for which a degree was not awarded, except for students are enrolled in a collaborative dual degree program, in which credit can count toward both degrees. Students considering taking course work elsewhere during a leave of absence should consult their advisor about such plans and the courses that may be considered for transfer.
- Work completed in the senior year at CALMAT that was not applied to the baccalaureate.

To be considered for transfer, work must have been completed in an accredited institution and must meet the quality and content of courses offered at CALMAT. Transfer credits are evaluated on case-by-case basis. CALMAT does not currently have an articulation or transfer agreement with any other college or university.

For probation and graduation purposes, transfer credit is not computed in the GPA, unless such credit was earned in courses offered by CALMAT.

Limits on Transfer Credit

The specific number of credit hours accepted for transfer is determined on an individual basis. No transfer is automatic. No more than 25 percent of the credit hours required to degree can be transferred except for collaborate dual degree programs. This limit includes courses taken as a non-degree student. For graduate students, transfer credit is accepted only for courses in which the student received a grade of B or better.

Transferring Credits Out

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at CALMAT is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CALMAT to determine if your credits or degree will transfer.

Graduate Studies for Employed Students

Because of time commitment, the academic load carried by employed students, those holding graduate assistantship appointments or members of the university staff is limited as follows:

Terms of Employment	Maximum Registration
Full-time	8 Credits
Half-time	12 Credits
One-fourth time	16 Credits

Auditing Privileges

Auditing classes (other than laboratory courses) is permitted, provided a form bearing the approval of the instructor and the administration office is filed with the Office of Admissions and Registration.

Policy for Incomplete Grade

If a student has passed the deadline for dropping a course and wishes to take an Incomplete grade I, the student must file a petition with the Registrar prior to the final examination week and only after obtaining written approval from the instructor of each course. The grade I is used only for reasons beyond the student's control. An I that is not resolved by the end of the following two terms will automatically change to an F, with no credit earned, and will be computed in the GPA.

Academic Policies

Academic Grievance Procedures

An academic grievance procedure defines an administrative process through which students or employees may seek resolution of complaints or grievances arising from a decision made about them.

Informal Procedure

A student who has a complaint or request is expected first to resolve the complaint informally. The effort must include discussions with the specific faculty member, teaching assistant or staff member involved. A demonstrated lack of good faith by any party in attempting to resolve complaints informally may be considered with all other factors in reaching an ultimate decision on the merits of any grievance.

Formal Procedure

If all reasonable informal efforts to resolve the complaint fail, a student may formalize it as a grievance. A formal grievance must be filed within 45 days from the time the student believes, or reasonably should have known, that an occurrence has affected his/her status. This period of 45 days includes all informal efforts to resolve the grievance. The student must submit the grievance in writing to the Administration Office. A proper administrator will conduct an investigation of the grievance and may interview the student for further clarification. After the investigation, the administrator may either grant or deny the redress sought or provide remedies. The decision will be issued no later than 14 days following receipt of the written grievance. If the administrator does not grant redress satisfactory to the student, the student has 14 days to appeal the decision to university President or Provost upon written receipt of the appeal. The President or Provost has 14 days to notify the student of his decision, either grant or deny the redress sought or provide other remedies. The President's or Provost's decision is final. The student will be further advised that any unresolved grievances may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, website <http://www.bppe.ca.gov/>, or call (916) 431-6959 / Toll free (888) 370-7589 or Fax (916) 263-1897

Academic Records Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, sets out requirements designed to protect the privacy of student records. The statute governs access to records maintained by educational institutions and the release of such records. Further, the act requires that students be advised of their rights concerning "educational records."

Notice of Rights

As defined by FERPA, CALMAT students have the right to inspect their educational records within forty-five (45) days of the receipt of a written request, and to have any inaccuracies corrected. University employees shall encourage students to keep their receipts, grade reports, and other communications from the University to aid in confirming the accuracy of any record. Only authorized officials may access student records or enter the student records/transcript area. The Office of Admissions and Registration shall maintain, enforce, and provide to University employees, upon request, procedures regarding access to student information.

The University maintains copies of FERPA and the federal regulations adopted pursuant to it in the library for student access and examination, and to provide students with notice of their rights with respect to records maintained by the University. Additionally, Office of Admissions and Registration shall ensure that all students are provided with notice of their rights under FERPA.

Admissions Records

Documents supporting the application for admission and/or for transfer credit will not normally be returned to the student, nor sent elsewhere at the student's request. For example, a transcript from another college, or a high school record, will not be sent to a third institution. The student must request another transcript from the original institution. If a student can demonstrate that original transfer documents are extremely difficult or impossible to obtain, the director of admissions may release certified copies of originals to other institutions within his/her discretion.

Copies and Reproduction Costs

The University shall provide a student with copies of requested records only to the extent that failure to provide said copies would effectively deny the student access to the records. The custodian of the records shall require that the student reimburse the University with reasonable costs associated with the reproduction of the records so long as the requirement does not prevent the student from exercising his/her right to inspect and/or review the records.

Confidentiality of Student Records

CALMAT fully complies with the FERPA and may release directory information including name, address, phone number, and major field of study to any person by request unless a student requests in writing that directory information be kept confidential. CALMAT will safely keep student records for an indefinite period. Certain records are excluded by law from inspection. Specifically, those created or maintained by a physician, psychiatrist, or psychologist in connection with the treatment or counseling of a student. Students may inspect their records in the Office of Admissions and Registration. Students may direct complaints regarding academic records to the Registrar.

Directory Information

Directory information related to students includes, but is not limited to, the following: the student's name, addresses, telephone numbers, electronic mail addresses, photographs, date and place of birth, major field of study, dates of attendance and class schedules, class level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. This list of what is included as directory information is not exclusive and may be expanded from time to time as authorized by the University's President and noted in the student handbook.

Amending Records

A student or eligible parent, upon review of the student's educational record, may petition the Office of Registration and Campus Life to amend the record. The student shall set forth all details of his/her reason for requesting the record be amended in a written proposal following the student's review of his/her record. The Office of Admissions and Registration shall promptly review the request with the appropriate dean and shall investigate student claims as necessary to make a sound decision. The Office of Admissions and Registration may amend the educational record as appropriate. The Office of Admissions and Registration shall set forth his/her decision in writing within a reasonable time following receipt of the student's petition and shall indicate to the student in his/her decision the student's rights regarding an appeal. A copy of the decision will be forwarded to the Provost.

Release of Directory Information

The Office of Admissions and Registration or the director of marketing may release directory information to the following:

Requesting party. Any party who requests student directory information and who completes a Request for Release of Student Information form may be provided the information requested.

Faculty and staff. Faculty and staff may be provided with directory information as necessary to further the operations of the University.

Emergency authorities. Proper authorities in cases of emergency may be provided with directory information as necessary to protect the life, health, or safety of another.

Media personnel. The University may release directory information to media personnel as appropriate to promote the athletic and/or educational achievements of students.

Other students. The University may release directory information to students of CALMAT as necessary to further the operations of the University.

Other accredited educational institutions. The University may release directory information to other accredited educational institutions as necessary for the operations of the University.

Requesting that Directory Information Not Be Released

If you do not want directory information about you released without your consent, you may notify the University in writing within the first ten (10) days of the semester or term, asking that no directory information be released without your written consent. The University will then treat the information as limited access information. You must resubmit your request each semester so long as you continue to desire that the University treat directory information about you as limited access information.

Educational Records and Exceptions

Educational records are those records that directly relate to a student and are maintained by the University or by an employee or agent of the University. The University is not required to release the following records:

Sole possession records. Informal records maintained by a campus official and not revealed to anyone else (except a temporary substitute for the maker of the record) are not educational records and are therefore not subject to a student's inspection.

Security records. Records created by a law enforcement or campus security unit and maintained by the law enforcement or campus security unit are not educational records and therefore are not subject to a student's and/or parent's inspection.

Employment records. Records made regarding an individual's employment are generally not considered educational records unless the employment is contingent upon the individual attending the University as a student.

Medical records. Medical and mental health records created in connection to a student's medical and/or psychological treatment and disclosed only to individuals who are providing the treatment to the student are not educational records and therefore are not subject to a student and/or parent's inspection.

Certain financial records. Some financial aid information, including financial information regarding a student's parents, is exempted from the disclosure requirement of FERPA. Contact the Financial Aid Office for additional information.

Records regarding more than one student. Educational records containing information about more than one student shall not be disclosed to one of the related students in its entirety. The University shall provide students limited access to these records only as they relate to the student requesting the information, and shall not disclose any information regarding other students to the requesting student.

Records in which student waives right to review and/or inspect. Confidential letters and recommendations associated with admissions, job placement, employment, and honors or recognition to which a student has waived his/her right of inspection and review are exempted from the disclosure requirements in FERPA.

Confidential letters and recommendations. The University is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Alumni records. Records of information regarding an individual who is no longer a student at the University are not educational records and therefore are not subject to a student and/or parent's inspection.

Employee Responsibilities

In accordance with the provisions of FERPA and consistent with longstanding University policy, no employee of the University shall release any information on a student without the prior written consent of the student, except that employees may release records when required to do so under federal, state, and/or local law or as otherwise authorized under these policies and procedures. Any University employee who releases educational records under these procedures shall retain copies of the written authorization by the student and other documentation necessary to establish that the release of information was proper under these procedures. All employees shall become familiar with and abide by the requirements of FERPA and University policies and procedures related to FERPA.

Requests to Review Records

The Office of Admissions and Registration shall allow only those persons discussed below who present adequate identification to review, inspect, and request explanations of a student's educational records.

The student. Regardless of the student's age, a student may review his/her records upon written request to the Office of Admissions and Registration and/or the custodian of the records.

A parent and/or legal guardian. A parent and/or legal guardian of a student under the age of eighteen (18) years or of a student who is the financial dependent of the parent and/or guardian may review his/her child's record upon written request to the Office of Registration and/or the custodian of the records. The requesting parent and/or guardian shall provide adequate proof that the student is under the age of eighteen (18) years and/or financially dependent on the parent and/or guardian.

University faculty and/or staff. University faculty and/or staff members may review student records as necessary to address the educational interests of the student and/or to conduct University operations.

Judicial body. Student Affairs and/or the custodian of the educational records will release educational records as required in a subpoena to a court or judicial body of competent jurisdiction. Student Affairs and/or the custodian of the educational records shall promptly notify the student by certified mail of the court-ordered release of the educational records.

Emergency personnel. Student Affairs and/or the custodian of the educational records will release educational records to emergency personnel and/or authorized governmental authorities as necessary to protect the life, health and/or safety of a student or other person.

Safekeeping of Records

The Office of Admissions and Registration ensures the safekeeping of all student records as required by FERPA. Any employee of the University who maintains information regarding any student shall ensure that all such records are kept confidential.

Transcripts

A student may make a written request to the Registrar that an official and/or unofficial copy of the student's transcript be mailed to a person designated by the student. Provided that the student does not owe any obligation to the University, including without limitation a financial obligation, the registrar shall promptly honor the request. The Registrar shall charge a reasonable fee to the student in complying with the request.

Attendance Policy for Students

The University has a mandatory Class Attendance Policy which calls for students to attend a minimum of 70% of class lecture sessions in a course or be administratively withdrawn from the course. No excused absences are permitted. An absence for any reason, except emergencies or a compelling reason beyond the student's control, counts towards the maximum 30% absence allowed.

Individual faculty members are free to adopt an alternate procedure for monitoring attendance, provided that it is at least as restrictive of the school's policy. Each faculty member shall announce his/her policy regarding attendance at the first two or three class sessions of each semester. Professors may, at their sole discretion, refuse to allow a student to sign an attendance sheet, or request that a signature be voided if the student is not in attendance for a sufficient portion of the class.

Students are responsible for maintaining records of their attendance for each class. If a student reaches the mid-point of allowable absences, the Registrar's Office will issue a warning letter listing the number of days and dates that were missed. This warning letter is the only official record the University provides to students to document their attendance.

Experiential Learning Credit

CALMAT policy for awarding credit for prior experiential learning follows the guidelines established by the California State University system (CSU Executive Order 1036). Experiential learning is education that is derived from experience rather than academic pursuits. For instance, skills acquired through on-the-job training might meet the requirements of experiential learning, but would not likely meet the requirements for transfer credit. CALMAT may award credits for prior experiential learning without requiring a course challenge examination, provided that applicant submits extensive documentary proof that demonstrate:

- The prior learning is equivalent to a college or university level of learning;
- The learning experience demonstrates a balance between theory and practice, and;
- The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.

Procedure for Awarding Credits

CALMAT awards credit for prior experience that meets the following criteria:

- The field(s) of study approximately parallel courses offered at CALMAT, and the student has thoroughly documented all pertinent experiences in writing.
- The documented experience has been evaluated in a written report by a faculty member, qualified in that specific subject area, who has given careful consideration to the balance between theory and practice demonstrated therein. In addition to what college or university level the learning is equivalent, and how many credits toward a degree may be granted for that experience, this report shall include:
 1. The documents in the student's record on which the faculty member relied in determining the nature of the student's prior experience.
 2. The basis for determining that the prior experience is equivalent to college or university level learning, and demonstrates a balance between theory and practice.
 3. The basis for determining to what college or university level the experience is equivalent, and, the proper number of credits to be awarded toward the degree for that experience.
- The total number prior experiential credits do not exceed the maximum allowable limit of 9.0 for a graduate program: a maximum 6.0 from the first thirty credits and maximum 3.0 from credits thirty-one to sixty. No credit for experiential learning may be awarded after a student has obtained 60 semester credits in a graduate program.
- The student has paid the non-refundable assessment fee for experiential learning of \$80 per credit.

Awarding Credits through Prior Learning Assessment

Only matriculated, degree seeking students are eligible for prior learning assessment (PLA). To petition for credit through PLA, the student is required to register the "x96 directed study" course or an existing CALMAT class that is closest to the learning experience during the regular registration period for a semester. This course guides students in the compilation of an experiential learning portfolio and in the preparation of a petition for the appropriate number of credits, typically 3.0 or 4.0. The portfolio should provide evidence to support the petition and include a resume or curriculum vitae.

Each document submitted must address the outcomes/content of a specific course description from a regionally or nationally accredited institution. A 'Pass' grade on a submitted portfolio is equivalent to at least a 'C' grade.

Learning must be clearly differentiated from experience in the writing of the PLA essay. Credit is not awarded for experience alone but for demonstrating knowledge and the application of that knowledge. The learning experience demonstrated and verified through PLA must be academically equivalent to college-level learning. Developmental, remedial and self-help courses are not considered comparable to college-level courses. The learning experience for a PLA petition must have taken place following the student's graduation from high school. There must be adequate documentation to verify the authenticity and appropriateness of the learning experience being assessed.

The student must be able to demonstrate college-level writing skills throughout the PLA process. Correct use of standard English including grammar, spelling, punctuation, and organization in written work is required. Credits earned through PLA do not fulfill residency requirements nor do they meet eligibility for financial aid or loan deferment.

The University does not guarantee that another university will accept PLA credit in transfer or as a prerequisite for graduate school. Students interested in transferring to another college or applying to graduate school should check with that school about their transfer policies.

Prior Learning Assessment and Academic Degree Requirements

A maximum of 9.0 credits can be granted through the PLA process. Course credit granted through a PLA petition cannot duplicate transfer credit or any other coursework used to fulfill degree requirements.

After each petition for credit (portfolio document) is assessed, students will receive a notification letter indicating the results of the assessment. The student's transcript designates the course title and number of upper or lower division credits awarded.

Prior Learning Assessment Fees

Students must pay an assessment fee of \$80 per credit for the x96 course. This fee is due at the time the student registers to take the course. Fees and tuition are payable to the University. This fee is not refunded if the petition for credit is denied. A portfolio will not be submitted for assessment by a faculty member until the fee is paid. The PLA fee is for the assessment of the portfolio document not for the "purchase of credit" therefore, the assessment fee is not refunded if the petition for credit is denied. Students who withdraw from the x96 course will have a percentage of their tuition refunded according to the refund policy (see [Refund Information](#)).

During the x96 course, students must contact their faculty advisor to discuss possible portfolio choices and how those choices will fit into their degree plans. All x96 students will work with their faculty advisor to develop their future portfolio choices. Complete PLA portfolios must be submitted by the end of the semester which students register the x96 class.

A PLA portfolio for which the credit has been denied cannot be rewritten and resubmitted using the same course description and/or content, nor can a denied portfolio be resubmitted using a different course description. An assessing faculty member and a faculty advisor (may be the same person) are assigned to each student when they register for the x96 class. Advising includes preparation and guidance on individual degree programs, analysis of transfer credit, course selection advice, and graduation processing. The faculty advisor helps PLA portfolio students to double check that courses for which students are petitioning for PLA credit will satisfy unfulfilled degree requirements.

PLA portfolio assessing faculty members evaluate each student's PLA portfolio for course credit, and they determine the appropriate credit award. Assessing faculty have both educational credentials at the master degree level or above as well as demonstrated practical experience in the course subject area that they are evaluating. In addition to the assessing faculty, the Dean reviews faculty determinations regarding the award of credit for prior experiential learning, and documents the institution's periodic review of faculty evaluations to ensure that the faculty written evaluations and awards of credit comply with CALMAT's experiential learning policy and are consistent.

Appeal of Assessment Decisions

Students who wish to appeal a denial of credit from their portfolio assessment should direct their concerns to the Dean of their program. The appeal must be received in writing within 45 days of the date of the denial notification. In the appeal letter the student should address the areas of weakness noted by the assessor and indicate why s/he feels credit should have been awarded. The Dean will discuss the appeal with the assessing professor and make a decision concerning the appeal. The student may be required to present additional information to demonstrate and verify learning. If the Dean upholds the initial denial of credit, a student may present an additional appeal to the Provost. The decision of the Provost on a PLA denial of credit is final.

Confidentiality of the Portfolio

During the PLA development and assessment process, a student's work may be viewed for academic purposes only. If the student signs a PLA Release Authorization Form, specified parts of his/her portfolio document may be used for educational purposes such as viewing by other students and for teaching by faculty members. Before such use, all personally identifiable and/or proprietary information should be removed from the portfolio. Students must not include in any portfolio materials that violate the legal and moral right to privacy of any individual or organization. After each portfolio has been assessed for credit and a notification of credit letter is sent, PLA materials will be returned to the student.

Nondiscrimination Policy

The commitment of CALMAT to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms, whether or not specifically prohibited by law.

CALMAT complies fully with all applicable federal and state nondiscrimination and equal opportunity laws, orders and regulations. CALMAT will not discriminate in programs and activities against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, handicap, unfavorable discharge from the military, or status as disabled veteran or veteran of Vietnam era. This nondiscrimination policy applies to admission,

employment, and access to and treatment in University programs and activities. Complaints of invidious discrimination prohibited by university policy shall be resolved exclusively within existing CALMAT procedures.

Registration Policy

CALMAT's registration schedule and processes are:

- A. 8 weeks before the first day of the class, the schedule of classes is announced on the CALMAT website
- B. 4 weeks before semester starts, syllabus of each course is announced on the CALMAT website
- C. 4 weeks before the semester starts, registration begins. Students can register via email or in-person
- D. 2 weeks before the semester starts, the early registration fee expires and the regular (higher) registration fee applies
- E. Students wishing to add or drop a class after the class starts will need to obtain a signature or email permission from instructor or director of registration. Until the end of the third week of classes, students can add classes, or drop classes without a 'W' on their transcripts and with a full refund.
- F. After the third week, students who add or drop a class will need to submit a written statement describing serious and compelling reasons for dropping the class after the add/drop period. The statement must include the student's signature or may be sent via the email of the student who wishes to drop the class. Permission is required from the student's academic advisor, and a 'W' will show up on the student's transcript. Refunds are prorated for each week after semester start. (See [Refund Information](#)).

Encumbrance of Registration and Records

Students who owe money to the University may NOT do the following until their debt is paid:

- Register for classes
- Receive an official transcript of their credits
- Receive a diploma
- Receive certification for practical training for foreign students

Sexual Harassment Prevention Policy

Legally defined as: *"unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive work environment;"* sexual harassment is prohibited under federal and state discrimination laws and the regulations of the Equal Employment Opportunity Commission.

CALMAT will not tolerate sexual harassment of students or employees and will take immediate action to address and remedy the situation when such harassment is discovered. The University environment must be free of sexual harassment in work and study. In order to assure that CALMAT is free of sexual harassment, appropriate sanctions will be imposed on offenders in a case-by-case manner. CALMAT will respond to every complaint of sexual harassment reported.

Student Health Insurance

All international students are required to purchase student health insurance. CALMAT recommends that every student purchase a health insurance policy, however it is the responsibility of the each student to provide for their own health care.

Student Rights

Student Rights are an important part of CALMAT culture and practice. Specifically, CALMAT students have the right to:

- Access their academic record
- Form groups of their choosing to express their views
- Speak freely, assemble, and demonstrate
- Due process and an impartial hearing in any disciplinary matter
- Participate in the governance of the institution
- Make rules and regulations and have primary responsibility for the governance of student conduct

CALMAT fully complies with **Family Educational Rights and Privacy Act (FERPA)**.

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. \times 1232g; 34 CFR Part 99) is a Federal law protecting the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR \times 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
- State and local authorities within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Academic Standards

Academic Integrity

CALMAT is dedicated to learning and research, and hence is committed to truth and accuracy. Integrity and intellectual honesty in scholarship and scientific investigation are, therefore, of paramount importance. These standards require intellectual honesty in conducting research, writing of research results and relations with colleagues. Academic misconduct includes cheating, plagiarism, and the falsification of data.

Cheating

If a student is caught cheating in class, the instructor is expected to give the student an F in that class. If a student is caught cheating a second time while being student at CALMAT, the student will be dismissed from CALMAT. The student can request a review by the university or provost for final review. Examples of cheating include, but are not limited to:

- Turning in homework or reports that are copied or plagiarized from other sources without clearly being referenced
- Copying results from other students during tests
- Talking or exchanging notes with others during tests
- Exchanging emails, chats, or messages by electronic means during tests

Academic Probation

Graduate students, including those who are classified or conditionally classified, and credential seeking students will be placed on academic probation if their CALMAT cumulative grade point average falls below a 2.5 (B- grade average). Some graduate programs have more rigorous standards, requiring students to maintain a GPA of 3.0 or better in all courses. For these programs, a graduate program coordinator or college dean may notify a student of academic probation. Students should consult an advisor or graduate program coordinator to determine their obligation.

Academic Disqualification

Title 5 of the California Code of Regulations mandates the following definition and formula for academic disqualification. Academic Disqualification means that the student has not maintained satisfactory academic standards and is involuntarily separated from the University.

Graduate or credential seeking students on academic probation are subject to Academic Disqualification when the student's cumulative GPA (or in applicable programs, when the student's course grades) at CALMAT is below a 2.5 for two consecutive terms.

Students that have been disqualified will be notified of the disqualification by the Dean, and have the right to petition the University for reinstatement.

Administrative Academic Probation

A student may be placed on administrative academic probation by action of appropriate campus officials for any of the following reasons:

- Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any of three terms. Students whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment are exempted.
- Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 units of No Credit, when such failure appears to be due to circumstances within the control of the student.
- Failure to comply, after due notice, with academic requirements or regulation, as defined by campus policy, which is routine for all students of a defined group of students (example: failure to complete a required practicum, failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program).

When such action is taken, the student shall be notified via email and/or in writing by the appropriate CALMAT administrative office. This notification shall provide the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

Administrative Academic Disqualification

As authorized by section 41300 of Title 5, the President may designate a campus official to act to disqualify a student not on probation when the following circumstances exist:

- The conditions for removal from administrative-academic probation are not met within the period specified.
- The student becomes subject to academic probation while on administrative-academic probation.
- The student becomes subject to administrative-academic probation for the same or similar reason for which s/he has been placed on administrative-academic probation previously, although not currently in such status.
- At the end of any term, the student has a cumulative grade point average below 1.0.
- The cumulative grade point average is so low that in view of the student's overall educational record, it seems unlikely that the deficiency will be removed within a reasonable period.

When such action is taken, the student shall receive email and/or written notification including an explanation of the basis for the action from the appropriate Dean. In addition, a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render him/her unfit for the profession, in such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification. The decision to disqualify a student under these terms shall be made by the appropriate dean in consultation with the provost; the dean shall notify the student.

Reinstatement

If disqualified, students are not eligible for reinstatement for a minimum of one academic year. Students will be required to reapply for admission and submit a letter of appeal to the Office of Admissions and Registration. The Admissions Exception Committee will review the reinstatement appeal, with approval based upon documented good-faith effort to improve academic standing and improve circumstances within your control that directly resulted in your disqualification. Students will be informed in writing of their status within 30 days of receipt of the completed reinstatement petition. For information regarding reapplication and the petition process, contact the Office of Admissions and Registration.

Financial Information

Tuition and Fees

- Degree bearing credits: \$325/credit
- Non-degree bearing credits: \$160/credit
- Assessment for experiential and prior learning credits: \$80/credit
- Degree Program Application Fee (International): \$75
- Degree Program Application Fee (Domestic): \$55
- Certificate/Non-degree Application Fee: \$55
- Early Registration Fee: \$75 (per semester)
- Registration Fee: \$100 (per semester)
- Graduation Fee: \$60
- Transcript: regular \$10, rush \$25

Full-time Students' Estimated Costs

	Annual Cost (Hosted Living Arrangement)	Annual Cost (Living Off-Campus)	Total Cost of Degree Program (20-Months/ Off-campus)
Tuition*	\$9,750	\$9,750	\$15,810
Books/Supplies	\$1,386	\$1,386	\$2,310
Room/Board	\$3,474	\$10,710	\$17,850
Misc./Personal	\$2,520	\$2,520	\$4,200
Transportation	\$816	\$1,024	\$1,710
Total	\$17,946	\$25,390	\$41,880

The costs of attending CALMAT for 2013-2014 are shown here. These costs are based on average student expenses for the nine-month academic year. Students who are not receiving scholarships or financial aid pay \$325 per credit in tuition charges (up to a maximum of \$9,750 for the year). Thirty credits per year is assumed, however students may take more or fewer credits depending on their personal learning plan and program requirements. All fees/tuition are subject to change and approval by the CALMAT Board of Directors.

Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

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

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

1. The school closed before the course of instruction was completed.

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

Financial Obligations and Refunds

Students may formally withdraw from a class by completing a *Course Drop Form* and is eligible to receive a refund. If a student withdraws from CALMAT (i.e., drops all courses by processing the withdraw form), s/he is also eligible to receive a refund. No additional written request is required. The last attendance date will be used to calculate the refund in accordance with the following schedule, provided that the student returns all the checked out items such as library books and equipment prior to refund. The detailed refund schedule for graduate students is as follows:

Refund Information

The Bureau for Private Postsecondary Education requires that students have the right to cancel their Enrollment Agreement and obtain a refund until the seventh day after enrollment, or the end of the first class session, whichever is later. In order to best serve our students, CALMAT will provide a full refund to students who cancel their enrollment agreement within the first two weeks of the semester. You may cancel your enrollment agreement and receive a refund by providing a written notice to Director of Admission & Registration, California University of Management and Technology, 111 N. Market Street, Suite 300, San Jose, CA 95113 or e-mail to: admissions@calmat.us.

The student may withdraw from a course after instruction has started and receive a prorated refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. The refund schedule is as follows:

Week in Semester	% Refund
1 - 2	100
3 - 4	75
5 - 8	50
9 or later	0

The University will also refund money collected for a third party on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal. An additional 2% deduction will be applied to refunds for tuition/fees paid by credit cards.

Financial Aid

Student Loans

Currently, CALMAT does not participate in federal and state financial aid programs, so students are **not eligible** to receive either state or federal student loans or financial aid to attend CALMAT. 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. In the future, when a CALMAT student is eligible to receive federal funds, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal student financial aid program funds.

Student Scholarships

CALMAT offers generous scholarships in the form of tuition waivers to qualified students. Students who fulfill the scholarship requirement do not need to repay any part of the scholarship. The requirements include maintaining good academic standing and timely completion of the degree program.

CALMAT Board Scholarship Policy

CALMAT Board of Directors offers three levels of graduate scholarships: Applicants for these scholarships should either be matriculated CALMAT students or be in the process of applying to a CALMAT degree program. Applicants may be interviewed by CALMAT in order to receive the scholarship. Students receiving the scholarship must still pay the one-time application fee (\$55 domestic, \$75 international), registration fees (\$75 per term) and one-time graduation fee (\$60).

Requirements for CALMAT Board Excellence Scholarship (50% tuition waived)

- Enrolled in CALMAT graduate program with a 3.0 or higher GPA
- Demonstrates high level of academic excellence
- A letter of recommendation specific to the scholarship application (optional)
- Completion of the degree within three years

Requirements for CALMAT Board Leadership Scholarship (75% tuition waived)

- Two or more years of professional experience related to the CALMAT degree
- Demonstrates high level of academic excellence and leadership potential
- Enrolled in a CALMAT graduate program
- A letter of recommendation specific to the scholarship application (optional)
- Full time status (at least 8 units per semester) with a 3.0 or higher GPA
- Completion of the degree within three years

Requirements for CALMAT Board Innovation Scholarship (100% tuition waived)

- Two or more years of professional experience related to the CALMAT degree
- Demonstrates high level of academic excellence, innovation and leadership potential
- California resident
- Enrolled in a CALMAT graduate program
- A letter of recommendation specific to the scholarship application (optional)
- Full time status (at least 8 units per semester) with a 3.0 or higher GPA
- Completion of the degree within two years

Students who fail to maintain the required qualifications for this scholarship must return half of the scholarship within sixty days. If a scholarship recipient is under 18 years of age, or otherwise ineligible to confer these rights, the signature of a parent or legal guardian is also required.

Students are encouraged to apply for a CALMAT Board Scholarship when they apply for admission to CALMAT degree programs. A separate scholarship application is required. Scholarship applications are reviewed by the Office of Admissions and Registration and submitted to the CALMAT Board for final decision. Students are required to sign the scholarship agreement before the scholarship is awarded. (See *Appendix D: Scholarship Agreement*)

Degree Programs

Master of Business Administration (MBA)

MBA Program Fact Sheet

Title	Master of Business Administration (MBA)
Type	48-Credit Master's Degree
Mission	Prepare students for leadership and management position in global technology businesses
Objectives	Students graduate from the program in a timely fashion with skills, knowledge and practices that enable them to start/enhance their management career or start their own business.
Intended Students	The program is designed for students who: <ul style="list-style-type: none">• Completed a Bachelor degree• Have some professional experience• Aspire to be a leader in a global technology company
Expected Outcomes	Students completing the program will be able to: <ol style="list-style-type: none">a) Apply best practices of leadershipb) Analyze organizational effectivenessc) Make marketing decisions based on target markets, variables, and feasibilityd) Think strategically about employee and management relationse) Prepare and analyze financial statements and projectionsf) Examine innovation from the product, process, and organizational perspectivesg) Have an extensive and practical knowledge-base of theory, tools, skills, practices, and research related to business and be able to apply these to the problems and opportunities of the 21st century business environmenth) Demonstrate the effective professional and interpersonal practices that are essential in businessi) Develop a range of professional communication skills in speaking, writing and via media.j) Demonstrate ethical, legal, and responsible behavior; explain the broader role that business has in society; and articulate their own responsibilities as a member of the business community and a member of society

MBA Program Objectives

The Master of Business Administration program prepares students for leadership positions in the global technology business, and provides a comprehensive study of business operations. The CALMAT MBA program infuses engaging pedagogy with real-world problem solving, strong connections with Silicon Valley business and industry, and offers a flexible learning schedule that allows students to maximize their learning efficiency.

The CALMAT MBA focuses on three competencies of successful professionals that distinguish its graduates from other MBAs: leadership, innovation, information technology. Our students build a solid foundation of these skills that allow them to effectively compete in a global economy.

Student graduating with an MBA will understand and be able to apply the best practices of management and leadership; evaluate organizational effectiveness and make strategic decisions about employee and management relations; utilize the principles of marketing to target markets and apply appropriate strategies; prepare and analyze financial statements using the P&L, Balance Sheet and Income Statement; examine innovation from the product, process, and organizational perspectives; have an extensive and practical knowledge-base of theory, tools, skills, practices, and research related to business and be able to apply these to the problems and opportunities of the twenty-first century business environment; demonstrate the effective professional and interpersonal practices that are essential in business; develop a range of professional communication skills in speaking, writing and via media; demonstrate ethical, legal, and responsible behavior; explain the broader role that business has in society; and articulate their own responsibilities as a member of the business community and a member of society. Student progress will be evaluated based on demonstrated mastery of these areas.

Admissions Requirements

Students applying to the MBA program must meet the General Graduate Admissions Requirements.

Degree Requirements

The MBA requires completion of at least 48.0 semester credit hours of graduate courses including 8 core courses and 4 elective courses, and a thesis or project. Two emphasis areas are available in the MBA: entrepreneurship and technology management. An emphasis requires two courses beyond the core MBA requirements, and the student capstone project has to be focused on the area of emphasis.

General Graduate Degree Requirements

All degree requirements must be completed with a cumulative grade point average of at least 3.0 out of 4.0 in all degree courses. At least 24 semester credits must have been completed at CALMAT. Credit toward a graduate degree is only given for courses in which a student received a grade of 'A', 'B', 'C' with (+) plus and (-) minus variations and 'CR' (credit).

Changes in Degree Requirements

CALMAT policies and requirements change periodically and may not be immediately reflected in campus publications. New degree requirements are not imposed retroactively on continuing students. If degree requirements are changed, students may complete their degree programs under the requirements in effect at the time of their initial enrollment (readmission, if they have discontinued degree status). They have the option of electing to be governed by the new requirements if they so desire, provided that all requirements of one catalog are met.

Students who interrupt their enrollment without prior formal approval lose their status as students. If they want to return they must apply for readmission. For readmitted students, the requirements for the degree are those published in the catalog at the time of admission, or any subsequent catalog, provided all the requirements of one catalog are met.

Core Courses

BUS 600 ~ ProSem: Foundations of Business Management (usually taken the first semester)
BUS 520 ~ Leadership and Organizational Behavior
BUS 523 ~ Strategic Management
BUS 540 ~ Marketing
BUS 550 ~ Finance
BUS 510 ~ Accounting-Financial and Managerial
BUS 528 ~ Project Management
BUS 699 ~ Graduate Capstone / Thesis (usually taken the last semester)

Electives

BUS 526 ~ Business Law
BUS 542 ~ Business Communication
BUS 585 ~ Taxation
BUS 594 ~ Internship (choose among general, entrepreneurship or technology)
BUS 595 ~ Special Topics
BUS 607 ~ Introduction to Innovation (entrepreneurship emphasis)
BUS 651 ~ Entrepreneurship (entrepreneurship emphasis)
CSIT 534 ~ Operating Systems
CSIT 552 ~ Web Scripting & Programming (technology management emphasis)
CSIT 563 ~ Database Management System (technology management emphasis)
(Additional courses may also be taken for degree credit, as approved by the advisor.)

Frequently Asked Questions

How do I achieve the business administration learning objectives?

The MBA program employs a variety of methods to assess learning objectives, but relies primarily on applied examples of your learning.

What are the unique features of the CALMAT business administration curriculum?

We value a diverse student body that mirrors the multicultural workplace of the 21st century. Believing that students learn best through a combination of thinking and doing, we stress field-based learning in small, medium, and large-sized businesses/corporations, government agencies, and nonprofit organizations. Collaboration with other majors allows you to concurrently acquire skills in computer or environmental sciences, social and behavioral sciences, the arts, or any of a number of other academic fields while studying business administration. Our graduates' entrepreneurial and leadership traits, combined with their business skills and knowledge, have enabled them to launch their own businesses and to move into pivotal roles in industry, government, and the nonprofit sector.

What will my learning environment be like?

We offer courses both via distance learning to any computer in the world and in traditional classroom format. Students may combine the two modes of instruction to meet their learning and scheduling needs.

What support services are provided for MBA students?

Our faculty helps you craft your academic program and career development strategy, and we offer a broad array of student services to empower students to achieve their goals.

What must I do to graduate with an MBA degree?

To graduate with an MBA degree, you must complete a minimum of 48 credits and satisfy all Major Learning Outcomes. A grade point average of 'B' or better is required for graduation. You must file a formal graduation application with Admissions and Records before your anticipated graduation date. The graduation application must be signed by your major advisor.

Which careers will an MBA degree prepare me to pursue?

An MBA degree could launch your successful career as an entrepreneur, corporate executive, venture capitalist, business leader, nonprofit founder, arts director, or community action organization manager. Others are pursuing careers in domestic or international marketing, finance, operations, management, human resource management, and other business-related fields.

Master of Science in Computer Science and Information Technology (CSIT)

CSIT Program Fact Sheet

Title	Master of Science in Computer Science and Information Technology (CSIT)
Type	36-Credit Master's Degree
Mission	Prepare students to be technology professionals and leaders in the fields of software engineering, database development, web development, system administration and high-tech entrepreneurship.
Objectives	Students graduate from the program in a timely fashion with skills, knowledge and practices that enable them to start/enhance their professional careers in computing fields.
Intended Students	The program is designed for students who: <ul style="list-style-type: none">• Completed a Bachelor degree and prerequisites in the computer science• Aspire to a leader in a global technology company
Expected Outcomes	<ul style="list-style-type: none">• Able to articulate the principles of computer science and information technology• Solve real-world computer science and information technology problems by applying advanced theories and technology tools• Analyze computing practices in industry and emerging technologies, emphasizing a working knowledge of current software design and development techniques• Evaluate the impact of computing technologies in a societal context• Demonstrate skills and knowledge necessary to pursue a rewarding career, graduate studies and lifelong learning

CSIT Program Objectives

The CALMAT CSIT focuses on three competencies of professional success in technology that distinguish it from programs at other universities: leadership, innovation, project management. CSIT students build a solid foundation of skills within these areas that makes them competitive in today's global economy.

The CALMAT Master of Science in Computer Science and Information Technology program (CSIT) integrates the fundamental theories of computer science and the applied problem solving skills of information technology. Taught by a faculty that combines advanced research achievement and significant accomplishments in industry working for Silicon Valley Fortune 500 companies such as Google, Apple, HP and Oracle, the CALMAT CSIT degree incorporates real-world challenges into the curriculum through project-based learning and internship opportunities. CALMAT's prime location in the heart of Silicon Valley offers students an abundance of opportunities to network with industry leaders and professionals while enrolled in the program. CSIT students are also able to take a MBA classes as electives to strengthen their business and management skills.

CALMAT offers both traditional on-campus courses and interactive e-learning courses depending on the students' interests, level of preparation and learning needs.

Admission Requirements

Students applying to the CSIT program must meet the *General Graduate Admissions Requirements*.

CSIT Degree Requirements

CSIT requires the completion of at least 36.0 semester credit hours of graduate courses, including 7 core courses and 2 elective courses, and a thesis or project.

Prerequisites

- CSIT 170 ~ Discrete Mathematics
- CSIT 231 ~ Introduction to Programming (Java preferred)
- CSIT 238 ~ Data Structure and Object Oriented Design (Java)
- CSIT 334 ~ Operating Systems and Networking
- CSIT 337 ~ Computer Architecture
- CSIT 350 ~ Internet Fundamentals

Core (28 credits)

CSIT 600 ~ ProSem (usually taken during the first semester)
CSIT 511 ~ Computer Networking
CSIT 534 ~ Operating System
CSIT 552 ~ Web Scripting
CSIT 563 ~ Database Management Systems
CSIT 638 ~ Software Engineering
CSIT 699 ~ Capstone (usually taken during the last semester)

Electives (8 credits)

CSIT 594 ~ Internship
CSIT 610 ~ Information System Analysis
CSIT 611 ~ Advanced Computer Networking (prereq: 511)
CSIT 624 ~ Research Methods
CSIT 634 ~ Advanced System Administration
CSIT 636 ~ User Interface Design
BUS 528 ~ Project Management
BUS 540 ~ Marketing
BUS 561 ~ Entrepreneurship
(Additional courses may also be taken for degree credit, as approved by a student's advisor.)

Career Preparation

Students graduating from the CSIT program are prepared for exciting opportunities in software engineering, IT management, database administration/development, web development, entrepreneurship, or doctoral-level studies.

Facilities

The University is co-located with the Green Technology Logistic Center, a sustainable technology incubator in Sunnyvale, California. This Sunnyvale location has over one hundred parking spaces, eight startup company spaces, six conference rooms (a couple of them will be used as CALMAT classrooms) and a large open space for events. CALMAT is conveniently accessible from the Lawrence CalTrain station, as well as via highways 101 or 237.

The University also maintains a shared facility at 111 North Market Street, Suite 300, about four hundred yards from the Second Street building. The Market Street facility, used primarily for administrative meetings and student consultation, has a 15-seat conference room, a 12-seat conference room and an office. The Market Street facility is also the mailing address for the University.

CALMAT does not have dormitory facilities. However, a wide range of housing options are available in the Sunnyvale area. (See *Appendix E for Campus Map*)

Library and Learning Resources

CALMAT Library's collection includes over one thousand titles of books that are directly related to the primary subjects of CALMAT's classes: technology and management. Multiple copies of textbooks are also included in the collection. CALMAT library is open every day when there are classes held, typically on Fridays and Saturdays. During student orientation, students' driver's license or photo ID will be recorded and later used as CALMAT library access card. During the orientation, students will also be guided to Martin Luther King Library for their library card (see description below).

A short stroll from CALMAT campus, the Martin Luther King library is open to all CALMAT students and provides a rich set of learning resources (see Eligibility Statement at <http://www.sjpl.org/librarycard>). Martin Luther King Library is one of the largest libraries in the region. The King Library boasts a collection of roughly 1.9 million works as well as delightful public art installations awaiting your discovery on every floor. The library also provides free WiFi, a wealth of online media, and many group study rooms.

Hours of Operation

Monday - Saturday 9:00 AM - 6:00 PM
Sunday 1:00 PM - 5:00 PM

Library Borrowing Privileges

Type of Material	Loan Period	Limits	Renewals**
Most Public Library Material	3 weeks	100 (university & public items)	3
Public Library Non-fiction Videos ***	3 weeks	10	3
Public Library Entertainment Videos ***	1 week	15	3
Public Library Music CDs	3 weeks	15	1
University Music CDs	3 weeks	15	3
Most University Materials	3 weeks	15	3
Link	1 week		3
Course Reserves	Varies, 2 hrs to 3 days	2	2

* All university books are recallable immediately for Course Reserves.

** Renewals are not available if holds exist on an item.

*** "Videos" = {DVD, VHS, VCD}

Other major learning resources around the CALMAT campus that are available to CALMAT students include:

San Jose Museum of Art (<http://www.sjmusart.org/>)

The San Jose Museum of Art is a distinguished museum of modern and contemporary art, and a lively center of arts activity in Silicon Valley. The leading institution in the area dedicated to the art of our time, SJMA is committed to providing access to its extraordinarily diverse collections, and to pioneering new approaches to interpretation. Established in 1969, SJMA presents art ranging from modern masterpieces to recent works by emerging artists. The Museum's permanent collection—1,400 varied artworks from the 20th and 21st centuries—has a special focus on West Coast art.

SJMA is accredited by the American Association of Museums, a recognition given to just 750 of the nation's 8,000 museums. A public benefit 501(c)3 organization located on the central city plaza in downtown San Jose, SJMA serves 100,000 people a year, including 37,000 school children: SJMA is the largest provider of arts education in Santa Clara County. Initiatives such as the award-winning *Let's Look at Art Program* and SJMA's participatory activity stations in the galleries further distinguish the Museum as an innovator in arts education.

The Tech Museum of Innovation (<http://www.thetech.org/>)

The Tech engages people of all ages and backgrounds in science and technology experiences that educate, inform, provoke thought, and inspire action. This museum does this through content and programs featuring "The Spirit of Silicon Valley," showcasing inspiring people, inventions and the mind-set that continue to make this region the leading source of science and technology innovation worldwide.

Computer Laboratories and Equipment

Computer facilities include a Networking and Software Lab and several Personal Computer Labs with Internet connections. They are equipped with computer workstations and personal computers to support educational programs. The labs are open from 9:00 AM to 9:00 PM Monday through Friday by appointment, and during class time without an appointment. The use of computers at CALMAT is an integral element of all disciplines.

Current CALMAT programs do not use specialized equipment. Each student is required to bring a functional, wireless-enabled laptop computer with appropriate software to each class session.

The following equipment is shared by all CALMAT degree programs.

- Desktop computers with Internet access: 5 units
- Computer server with web server: 1 unit
- Laptop computers: 3 units
- Wireless routers: 3 units
- Projectors: 3 units
- Digital cameras: 3 units
- Digital camcorders: 3 units
- Lectern: 1 unit
- Student tables: 35 units
- White boards: 4 units
- Classroom chairs: 123 units
- Office chairs: 3 units
- Advising chairs: 6 units
- Executive tables: 5 units
- File cabinets: 5 units
- Printers: 2 units
- Book shelves: 20 units
- Media library (Books/DVDs/CDs): 1,500 units
- Recruitment banners: 2 units
- Conference phones: 4 units
- Online learning system (software): 1 unit

Student Services

Academic Advising

Each student is assigned an academic advisor, who will regularly give academic advice regarding the student's progress. Career advisors help students to review their resume, prepare for interviews, and define career development strategies. Student Success Advisors proactively interact with students to assure students learning experience is effective.

Student Health, Safety and Housing

All full-time students are required to have their own medical insurance coverage. Students must certify to CALMAT that insurance has been obtained. CALMAT will assist them in contacting appropriate insurance companies.

Student Housing

The University does not provide on-campus housing for students. CALMAT has no responsibility to find or assist students with housing. However, many housing options exist within walking distance of the CALMAT campus. Students should not have difficulty finding accommodations near campus. Average monthly rent for a single room in Sunnyvale is about \$600.

Student Government

The CALMAT Student Association offers students the opportunity to participate in the governing of the institution. Elected officers interact regularly with faculty advisors to coordinate student functions, organize extra-curricular activities, and offer student input concerning University governance.

Student Organizations and Alumni Association

Students at CALMAT are free to organize and to join associations whose stated purpose is consistent with the University's mission. All student organizations seeking CALMAT support must be registered. The CALMAT Alumni Association is operated under the President's Office of the University, and conducts regular alumni activities such as class reunions and career counseling.

Commencement Ceremony

CALMAT holds its annual commencement ceremony during the month of June. Participation in the commencement ceremony is voluntary. Students earning baccalaureate or graduate degrees are eligible to participate in one commencement ceremony when the degree has been or will be completed the fall term before the ceremony, the spring term of the ceremony, or the summer term after the ceremony. Students whose degree may be completed during the fall term may not participate in commencement the summer before the degree is complete.

Non-immigrant Alien Student Services

An acceptance letter together with supporting documents will be issued to admitted nonimmigrant alien students. These students must submit these and the necessary financial affidavits to the U.S. Consular Officer to whom s/he applies for a student visa. The U.S. Department of Homeland Security requires that nonimmigrant alien students enroll as full-time students.

Enrolled nonimmigrant alien students cannot miss more than 20% of their classes without endangering their visa status. Students are allowed only three unexcused absences from each class. If a student misses two consecutive classes, the student will receive a warning. If the situation persists, the director of the program will contact the student. If it continues, it will be referred to the President's Office. If the problem remains, CALMAT is required to report these absences to the U.S. Department of Homeland Security.

Career Development Opportunities

CALMAT provides a variety of services to assist students in clarifying, planning, and achieving their career goals. We regularly hold workshops on career planning, including self-assessment, resume writing, interviewing skills, and job

search strategies. Special programs bring professionals from various fields to present information concerning career opportunities. A special program of informational interviewing links students with alumni in a variety of fields. CALMAT offers services that challenge students to create a career plan which includes self-assessment, career exploration, internship experience, and job search skill development, that will allow the students to be successful in their career goals after graduation, and enables them to live and work in diverse cultures. CALMAT is proud to provide innovative services, resources, and experiential learning opportunities that promote social, professional, emotional, and intellectual growth.

Job Placement and Career Planning Assistance

Placement services include:

- Each CALMAT program starts with a “ProSem” class that provides information on the job market, as well as an overview of the skills and knowledge required for positions for which a CALMAT graduate will be prepared.
- Each program ends with a “Capstone” class that culminates the learning experience and assists students with their specific job search process including:
 - Help with resumes and interviewing skills
 - Assistance in locating local job opportunities
 - Personal coaching
 - CALMAT works with many corporations and organizations to provide internship opportunities that connect students to their intended career.

Contacts with Local Employers

CALMAT maintains relationships with local employers. Local businesses often contact us looking for graduates to fill positions before those positions are even advertised.

Career Development Workshops

CALMAT, collaborating with partners, offers a variety of face-to-face and online resources designed to assist our students and graduates in securing employment, including:

- *Occupations, Career and Job Search Strategies* – Prepares students to conduct an efficient job search, and helps them determine which techniques are best for them.
- *Resume and Cover Letter Writing* – Teaches students how to create a targeted resume, including tips on how to emphasize their experience and training.
- *Interviewing Skills and Follow Up* – Prepares students for the interview process, and helps them understand what to expect when meeting with a prospective employer.
- *Networking and Utilizing Social Media Sites* – Covers the importance of networking when job searching, and how to utilize professional networking websites like LinkedIn.
- *Dress for Success* – Students are shown what to wear in order to make the best impression at an interview, and how to comply with company dress codes such as business casual.

Job Search Tools

To help our students conduct an efficient and effective job search, CALMAT assist students to create a professional resume, organize your job search, find hidden job opportunities, locate decision makers, and generate multiple interviews. The step-by-step career planning guide walks students through the interview process:

Step 1: Evaluate Your Career

Step 2: Organize Your Job Search

Step 3: Build Your Resume

Step 4: Market Yourself

Step 5: Find Hot Opportunities

Step 6: Expand Your Career Network

Step 7: Tap Hidden Jobs

Step 8: Ace Your Interview

Additional Services and Resources

Job Listings On- & Off-Campus

Full-time and part-time on-campus and off-campus employment opportunities are posted on appropriate bulletin boards on campus. The Web-based electronic listings include links to national and international job banks by area of interest, stage in career, and education.

Internship Opportunities

Both local and regional companies list internships for students through the Career Development Office. Resource books, company profiles, and internship listings can be found in the Career Library to help students find the perfect internship in line with career and educational goals.

Individual Career Counseling Appointments

Feeling lost in your search for a career? Need help figuring out what types of careers are open to you? Need help developing a resume or job search strategy? Individual counseling is available by appointment to assist you with these and other career development issues.

Career Exploration Resources

Available in our computer lab, a career exploration computer database provides individual assistance in making career decisions and finding information about a large number of occupations.

Career Development Workshops

Open for all CALMAT students and alumni to attend, career development workshops are held each term on a variety of career development topics. These presentations offer an excellent opportunity to get in-depth information on a career development and get pertinent questions answered in a supportive group setting.

Graduate School Information

Graduate school information is available in the Career Library, through our computerized career database, and through graduate school reference books. A career counselor is available to assist students in exploring graduate information and to provide information and assistance related to applying to graduate school, writing a personal statement, interviewing, and obtaining reference letters.

Career Website

CALMAT website maintains a list of employment opportunities that recruits alumni and graduating seniors for entry-level professional positions, internships and summer jobs. Students are encouraged to contact faculty, advisors, and Center for Innovation and Entrepreneurship for additional career information and guidance.

University Officers, Board of Directors and Faculty

University Officers

- President: Ginger Chen
- Provost: Samuel Tong
- VP of Human Resources: Dennis Hungridge
- Chief Technology Officer: Carlos Villanueva
- Chief Financial Officer: Chiuyen Wu-Tao
- Director of Recruitment: Vardeep Kaur
- Director of Admissions and Registration: Yan Zhou
- Director of Marketing and Strategic Communication: Jamie Peña Williams
- Director of Center for Innovation and Entrepreneurship: Dennis Sahni
- Director of Center for Extended Education: Daniel Yao

Board of Directors

- Vardeep Kaur
- Jerry C. Tang
- Samuel Tong
- Lifang Wang
- Jamie Peña Williams
- Chiuyen Wu-Tao
- Eric Y. Tao (independent)

Faculty

The following is a partial list of CALMAT faculty members. As a new university, CALMAT is regularly adding qualified teaching staff to meet increasing demand.

Thomas Blood MA, California State University Monterey Bay (2000)
Teaching at CALMAT: Operating System, Organization Behavior and Leadership, Entrepreneurship (Core)
Prior Teaching Experience: California State University Monterey Bay (Faculty, Lecturer)
Industrial Experience: 30 years experience as manager and director in IT

Seth Feldman JD, Illinois Institute of Technology (2000)
Teaching at CALMAT: Organizational Behavior, Strategic Management (Core) Business Law, Change Management, Resource Development (Elective)
Prior Teaching Experience: Illinois Institute of Technology, Spertus College (Professor)
Industrial Experience: 11 years experience as manager, director in Educational Services

Vardeep Kaur Master in Instructional Science and Technology, California State University Monterey Bay (2009)
Teaching at CALMAT: Organizational Behavior, Foundations of Management, Project Management (Core)
Prior Teaching Experience: Guru Nanak Dev University (Lecturer)
Industrial Experience: 8 years experience as manager, director in Educational Services

Ke Li PhD, University of California at Santa Cruz (2007)
Teaching at CALMAT: Finance, Economics, Quantitative Analysis (Core)
Prior Teaching Experience: University of California at Santa Cruz (Lecturer)
Industrial Experience: 7 years experience as financial analyst in Financial Services

Tony Lima PhD, Stanford University (1980)

Teaching at CALMAT: Corporate Finance, Macroeconomics, Statistics, Information Technology (Core) Economics of IT, Business Valuation, Investment Management (Elective)

Prior Teaching Experience: CSU East Bay (Professor) Stanford University (Lecturer) Brandeis University (Lecturer)

Industrial Experience: 30 years experience as manager, director in Financial Services

Dennis Sahni MBA, Guru Nanak Dev University, India (1998)

Teaching at CALMAT: Finance (Core)

Industrial Experience: 15 years experience as financial analyst, manager in Financial Services

Eric Tao PhD, University of California at Irvine (1998)

Teaching at CALMAT: Project Management, Software Engineering, Technology Management (Core) E-learning, Management Information Systems, Strategic Management (Elective)

Prior Teaching Experience: California State University Monterey Bay (Professor)

Industrial Experience: 22 years experience as manager, director in Higher Education and IT

Samuel Tong JD, Santa Clara University (2004)

Teaching at CALMAT: Financial Accounting, Managerial Accounting (Core) Auditing, Taxation, Cost Accounting, Tax Accounting, Business Law (Elective)

Prior Teaching Experience: Silicon Valley University (Professor)

Industrial Experience: 15 years experience as manager, director in Accounting and Real Estate

Mike Tzamaloukas PhD, University of California at Santa Cruz (2000)

Teaching at CALMAT: Marketing, Software Design, Entrepreneurship (Core) Database Marketing (Elective)

Prior Teaching Experience: University of California at Berkeley (Professor) University of California at Santa Cruz (Professor)

Industrial Experience: 11 years experience as engineer, manager and director in Higher Education and IT

Chelsea Wang JD, Santa Clara University (2004)

Teaching at CALMAT: Business Law (Elective)

Industrial Experience: 9 years experience as attorney in Business Law

Min Wu PhD, Massachusetts Institute of Technology (2006)

Teaching at CALMAT: Web Design, Computer and Internet Security, Social Networking (Core)

Prior Teaching Experience: University of California at Santa Cruz Extension (Professor) International Technology University (Professor)

Industrial Experience: 4 years experience as senior engineer in IT

Zeus Yiamouyiannis PhD, Syracuse University (1999)

Teaching at CALMAT: Strategic Management, Entrepreneurship (Core) Foundations of Education (Elective) Prior Teaching Experience: University of Wisconsin (Professor)

Industrial Experience: 20 years experience in Corporate and Educational Services

For additional faculty members, please see CALMAT official website at <http://calmat.us>.

Courses

CALMAT regularly adds and revises course offerings to enhance the selection and impact of our courses. Please refer to the CALMAT web site for the most up-to-date course listings.

For each CALMAT course, a descriptor followed by a number identifies a course. These descriptors include:

- BUS: Business

Course Number Prefix indicates the level each course as follows:

- Graduate courses start with 500 (advanced senior, beginning graduate), 600 (graduate) and 700 levels (advanced graduate)

Special Courses

Usually at 4.0 Credits of workload, these course numbers are assigned to a set of special courses (x can be any number between 1 and 7, and indicates the level of students learning):

ProSem (x00)

A Professional Seminar or “ProSem” course an entry point for new students in each degree program. It surveys the history and trends of the career field and its interactions with technology and management. Orientation to the University and the program will be covered.

Internship (x94)

Students work with practicing professionals in the community in a volunteer or paid internship that requires critical thinking and specialized telecommunication, multimedia, or applied computing skills. The amount of academic work completed, not total hours of internship commitment, determines the amount of academic credit. 1.0 to 4.0 Credits.

Special Topics (x95)

Studies a special topic not covered by regular courses, may be repeated for credit when topics vary. 1.0 – 4.0 Credits

Directed Studies (x96)

Provides a framework for a substantial research and development effort emphasizing ideation, proposal writing, project management, presentation, documentation, and evaluation. Provides one-on-one guidance on students' research and development effort within the students' focus of study. 1.0 – 8.0 Credits

Independent Studies (x97)

A student and a faculty member select a topic of study which is not covered by regular courses. A learning agreement with learning outcomes, schedule and deliverables is required before registration. 1.0 – 4.0 Credits

Capstone (x99)

A capstone contributes to the disciplines or the professions by adding to technical/professional knowledge or by providing an original application of technical/professional knowledge in the professional field. Examples include a field study, a project, applied research, or a professional article of publishable quality. 1.0 – 4.0 Credits

Course Descriptions

Business Courses

BUS 510 ~ Accounting - Financial and Managerial ~ 4.0 Credits

Integrating essential theories and practices of financial accounting and managerial accounting field, this class introduces accounting principles and concepts essential to an understanding of the role of accounting in the collection, interpretation, use, and reporting of business data. Also covers the basics of budgeting and profit planning, cost-volume-product relationships, principles and purpose of accounting information systems, cost standards and variance analysis, and management reporting and decision making.

BUS 520 ~ Leadership and Organizational Behavior ~ 4.0 Credits

Explores individual and organizational behavior in the context of the environment, including structures, processes, and systems. This course includes communication, personality, group dynamics, organizational change and development, conflict and conflict resolution, multiculturalism, ethics, leadership, decision making, and motivation. Students learn and apply communication, decision making and problem solving skills, teamwork, handling ambiguity, taking initiative, and interpersonal sensitivity including an understanding of cross-cultural differences.

BUS 521 ~ Operations Management ~ 4.0 Credits

Emphasizes the continuous interrelationships between operations, marketing, and finance. Major topics covered include decision making, strategy in a global environment, product/service design, capacity planning and production, Juran and Deming quality concepts (including impacts on stakeholders), statistical process control (SPC), human resources, J I T, inventory control, and MRP. Students organize into teams to write and present a semester case study on a contemporary topic.

BUS 522 ~ Human Resources Management ~ 4.0 Credits

Examines human resource management challenges confronting decision making in a rapidly challenging global environment. Focuses on motivation, cross-cultural communication, ethics, recruitment, selection, compensation, benefits, health and safety in the workplace, legal requirements and limitations, affirmative action, and career development.

BUS 523 ~ Strategic Management ~ 4.0 Credits

Explores business strategies (cost leadership, differentiation, tacit collusion, strategic alliances), corporate strategies (vertical integration, diversification, merger and acquisition, and globalization strategies), and economic theories of competition and cooperation; course includes case studies of firms that have successfully or unsuccessfully employed a variety of strategies. Prerequisite(s): BUS 521, BUS 540

BUS 524 ~ Business Process Management and Improvement ~ 4.0 Credits

Provides graduate students with an understanding of how to use Business Process Management and Improvement (BPM&I) to help a company improve organizational agility, employee satisfaction, and bottom line performance. Course topics include establishing a work environment supportive of BPM&I defining business processes and related roles and responsibilities, establishing and utilizing process measures, the process of process improvement, and understanding and improving an organization's process network. Case studies and in-class working groups will be used to help to achieve the course's learning goals.

BUS 525 ~ Building High Performance Organizations ~ 4.0 Credits

Provides knowledge that will enable graduate students to manage organizational performance enhancement. Topics covered include establishing a strategic planning process that has wide organizational support, designing a systematic organizational change system, establishing an organizational performance measurement system, understanding organizational culture and the ways cultures change, barriers to performance improvement, improving human capabilities, and organizational learning. Case studies and in-class working groups will be used to help achieve the course's learning objectives.

BUS 526 ~ Business Law ~ 4.0 Credits

Examines aspects of domestic and international commercial law including the selection of a form of organization and legal creation of that type of organization; powers, responsibilities (including ethically and socially responsible governance), and potential liabilities of corporate shareholders, board directors, and officers; accounting requirements; contracts, joint ventures and other agreements; mergers and acquisitions; issuance of securities; and taxation. Aspects of international commercial law include international accounting standards, international tax planning and management, and legal aspects of international financial and capital markets.

BUS 528 ~ Project Management ~ 4.0 ~ Credits

This course is designed for graduate students majoring in Business or Engineering who wish to improve their project management skills. Project management and productivity are closely related from the industry practice and business environments. Project management processes are: Define, Organize, Execute, Control and Close. Topics covered are: project management growth, organizational structures, staffing, management functions, conflicts, planning, scheduling, pricing and estimating, cost control, risk management, trade-off analysis and project close.

BUS 530 ~ Quantitative Methods ~ 4.0 Credits

This course provides students with the knowledge and skills to interpret the statistical results contained in business articles and how to apply those skills and methods to the analysis of research data sets. Topics covered are survey design; experimental design; statistical analysis of business data; descriptive methods in regression and correlation; inferential methods in regression and correlation; and multivariate statistical analysis such as analysis of variance, multiple regression, general linear model, factor analysis, and time series analysis. Prerequisite(s): Undergraduate Statistics

BUS 540 ~ Marketing Principles for Disruptive Innovations ~ 4.0 Credits

Disruptive innovation posits that new products enter the market and displace established competitors. In this course we strategize using basic marketing principles (the Role of Marketing, Selecting and Defining Market Niche, the Steps in a Marketing Campaign, Market Segmentation, Positioning, Product Line Extension, Branding, and Pricing), and study all types of disruptive innovations.

BUS 541 ~ Negotiation ~ 4.0 Credits

This course introduces principles and practices in business negotiations. Students will learn to become successful negotiators across marketing and professional contexts. Topics to be covered include bargaining models and strategies, communication skills, cultural influences, and intervention. Different situations encountered range from negotiation in sales, customer relationships, and employee management. Professional career growth and management will also be discussed.

BUS 542 ~ Business Communications ~ 4.0 Credits

Develops academic and business writing skills as well as presentation skills. Builds language competencies through multiple draft written assignments involving critical analysis, reasoning, and research. Builds oral proficiency through self-critique and extensive instructor feedback. Includes formal debates, mini-case study analyses, interviewing/shadowing a professional in the community, news reporting, and class discussions of current business issues. Heavily integrates business ethics and etiquette.

BUS 550 ~ Finance ~ 4.0 Credits

Emphasizes the entrepreneur/manager raising funds at minimal cost and risk, and the allocation of those funds to increase shareholders' wealth and company value. Encompasses financial statements, time value of money, bond/stock valuation, cost of capital, and related subjects. Students review international aspects of financial management, and develop both the skills and ability to understand the impact of financial decision making to business and its stakeholders. This course stresses ethical financial reporting.

BUS 551 ~ Financial Accounting ~ 4.0 Credits

Accounting principles and concepts essential to an understanding of the role of accounting in the collection, interpretation, use, and reporting of business data. While attention is given to the uses of accounting data by investors, emphasis is on the needs of management and the limitations and usefulness of accounting data for purposes of planning and controlling business activities. Students reflect on the ethical and compliance requirements for financial reporting.

BUS 552 ~ Managerial Accounting ~ 4.0 Credits

Explores the uses of accounting data. Covers budgeting and profit planning, cost-volume-product relationships, principles and purpose of accounting information systems, designing and using internal cost control systems, identifying and tracking product costs, cost standards and variance analysis, and management reporting and decision making. Students develop an understanding of both the creation and impact of accounting information systems on business decisions, ethics, and strategy. Prerequisite(s): BUS 551

BUS 561 ~ Entrepreneurship ~ 4.0 Credits

Examines venture formation and growth following completion of a business plan and focuses on ongoing marketing, decision making, accounting, and financial management. Students examine startup and growth management issues faced by real-life ventures and meet with entrepreneurs, small business lawyers, accountants, and investors. Students also receive assistance in approaching potential sources of capital and other resources.

BUS 585 ~ Taxation ~ 4.0 Credits

This course is intended to develop students' ability to understand and use the principles and practices of taxation in the USA. It is oriented toward the use of accounting data for taxation applications emphasizing the reconstruction of economic events from taxation planning and procedures.

BUS 594 ~ Internship ~ 4.0 Credits

Internship under the direction of a faculty member. Faculty members assist students in clarifying internship learning outcomes, identifying potential candidate organizations within which to conduct the internship, and structuring and negotiating internship agreements with the host organization. The faculty member also acts as a hands-on mentor throughout the internship. The student must prepare an internship application and an approved learning outcomes proposal before registering.

BUS 595 ~ Special Topics in Business Management ~ 1.0 to 8.0 Credits

Studies of a particular topic that is not typically covered by other classes. This course may be repeated for credit when topics vary.

BUS 596 ~ Directed Study ~ 1.0 to 8.0 Credits

Provides one-on-one guidance on students' research and development effort. Working under close supervision of a faculty, students work on a substantial project directed by the faculty by going through ideation, proposal writing, project management, presentation, documentation, and/or evaluation process.

BUS 597 ~ Independent Study ~ 4.0 Credits

Graduate level independent study under the direction of a faculty member. The student must prepare a study proposal approved by the appropriate faculty member and graduate advisor prior to registration.

BUS 600 ~ ProSem: Foundations of Business Management ~ 4.0 Credits

Serves as an overview of the CALMAT MBA curriculum and also as an orientation to the MBA program. In 12 weeks, we will complete a journey that surveys all the fundamental knowledge areas that the MBA program will cover. Students learn about the ten areas of business management using CALMAT's collaborative, engaging, project-oriented, and technology-infused methods.

BUS 607 ~ Introduction to Innovation ~ 4.0 Credits

Provide an understanding of invention, design, innovation and diffusion as ongoing processes with a range of factors affecting success at each stage. Students gain an understanding of the factors that motivate individuals and organizations to invent, the creative process, the obstacles to bringing an invention to market, and the factors that influence the successful diffusion of an innovation into widespread use.

BUS 695 ~ Financial Statement Analysis and Valuation ~ 4.0 Credits

This course applies financial theory to real-world case studies to demonstrate various approaches to financial analysis and business valuation. Participants learn to understand the performance and value of firms, and to use financial statements to inform management decision making.

BUS 699 ~ Graduate Capstone Research ~ 1.0 to 4.0 Credits

A capstone contributes to the disciplines or professions by adding to technical/professional knowledge and by providing an original application of technical/professional knowledge in both management and information technology disciplines. Examples include a field study, a project, applied research, or a professional article of publishable quality. Students also master basic principles of strategic planning, including stakeholder management.

Computer Science and Information Technology Courses

CSIT 511 ~ Computer Networking ~ 4.0 Credits

Survey of telecommunication and data communications technology fundamentals, local area networks, wide area networks, internet and internetworking protocols including TCP/IP, network security and performance, emerging industry trends such as voice over the network and high-speed networking. Designed as a foundation for students who wish to pursue more advanced telecommunications studies including certificate programs. Includes hands-on networking labs that incorporate Cisco CCNA module 1 as a lab component.

CSIT 534 ~ Operating Systems ~ 4.0 Credits

An operating system such as Windows, Linux, or Mac OS X is a fundamental part of any computing system. It is responsible for managing all the running processes as well as allowing the processes to safely share system resources such as the hard drive and network. This course is a general introduction to the design and implementation of modern operating systems. The subjects to be covered include historical development of operating systems, concurrency, synchronization, scheduling, paging, virtual memory, input/output devices, files, and security.

CSIT 537 ~ Computer Architecture and Networking ~ 4.0 Credits

In-depth study of the instruction set architecture and hardware design of a specific CPU. Introduction to pipelines, input/output and multiprocessors. Computer abstractions and performance measurements. The student will understand the following: computer organization, architecture and design as applied to MIPS processors, the principles of computer performance measurement and assembly programming.

CSIT 552 ~ Web Scripting ~ 4.0 Credits

Students learn and apply the technical skills required to create dynamic websites using scripts, such as PHP, and databases, such as MySQL. Covers HTML; CSS; creating dynamic web pages using scripting; creating databases using open source software; and producing websites that allow users to insert, delete, and update records in a database. Students learn the programming fundamentals of an open source scripting language.

CSIT 563 ~ Database Management Systems ~ 4.0 Credits

Examines relational database theory, design, implementation, and management. Covers logical and physical database design, SQL, 3-tier architecture, database administration, and distributed databases. Students develop their own database to solve a real-world problem.

CSIT 570 ~ Analysis of Algorithms ~ 4.0 Credits

An advanced, in-depth study of the design and analysis of algorithms. Topics include models of computation, sorting, data structures, graph algorithms, matrix multiplication, polynomial arithmetic, pattern matching, and analysis of computational complexity.

CSIT 594 ~ see [Special Courses x94](#) for description.

CSIT 595 ~ see [Special Courses x95](#) for description.

CSIT 596 ~ see [Special Courses x96](#) for description.

CSIT 597 ~ see [Special Courses x97](#) for description.

CSIT 600 ~ ProSem: Foundation of Computer Science and IT ~ 4.0 Credits

Entry point for the Master of Science in Computer Science and Information Technology program. Introduction to advanced computing topics and trends, information technology for businesses, and research methodology. This class often cross listed with BUS 600.

CSIT 610 ~ Information System Analysis ~ 4.0 Credits

Focuses on analysis of the acquisition, development, and evaluation of a web-based information system. Formal methodologies are introduced to improve the system planning, analysis, and architecture design. Usability test of the system and human-computer interaction issues are examined.

CSIT 611 ~ Advanced Computer Networking ~ 4.0 Credits

Introduces management tools, skills, and information to design, implement, and manage telecommunications and data communications networks. This course also includes network design, monitoring, and security. Prerequisite(s): CSIT 511

CSIT 613 ~ Cyber Security ~ 4.0 Credits

A study of the fundamentals of cyberspace and cybersecurity. Topics include cyber architecture, cyber services, protocols, algorithms, hardware components, software components, programming languages, various cybersecurity mechanisms, business continuity planning, security management practices, security architecture, operations security, physical security, cyber terrorism, and national security. Prerequisite(s): CSIT 511

CSIT 624 ~ Research Methods ~ 4.0 Credits

Students develop an understanding of both quantitative and qualitative research methodologies and techniques, then implement research plans evaluating an aspect of their capstone project. Students learn to distinguish between qualitative and quantitative research reports, select and evaluate appropriate techniques in education research, and examine methodological approaches to designing research.

CSIT 630 ~ Project Management in IT ~ 4.0 Credits

Following the Project Management Institute model, with a focus on IT-related projects, this course covers basic project frameworks such as scope, time, cost, quality, human resources, communications, risk, and procurement; as well as a discussion of management skills required to lead a team to successful project completion. Students apply the business enterprise model to architectural design and to project, program, and product management; and receive hands-on practice with industry-level PM software and several case studies.

CSIT 634 ~ Advanced System Administration ~ 4.0 Credits

Focuses on UNIX Systems Administration and is designed to be a sequel to the CSIT 334 Unix and X Windows course. Covers advanced topics related to setup, configuration, and maintenance of UNIX servers, including system security, Perl scripts, and server backups.

CSIT 636 ~ User Interface Design ~ 4.0 Credits

Stresses the importance of good interfaces and the relationship of user interface design to human-computer interaction. Other topics include: visual coherence and cohesion, interface quality and methods of evaluation, interface design examples, dimensions of interface variability, dialogue genre, dialogue tools and techniques, user-centered design and task analysis, prototyping and the iterative design cycle, user interface implementation, and prototyping tools and environments.

CSIT 638 ~ Software Engineering ~ 4.0 Credits

Prepares students for large-scale software development using software engineering principles and techniques. Coverage includes software process, requirements analysis and specification, software design, implementation, testing, and project management. Students are expected to work in teams to carry out a software project.

CSIT 699 ~ Capstone (usually taken during the last semester) ~ 1.0 to 4.0 Credits

A capstone contributes to the discipline or profession by adding to technical/professional knowledge and by providing an original application of technical/professional knowledge in the professional field. Examples include a field study, project, applied research, or a professional article of publishable quality.

CSIT students may also take other graduate courses for elective credit, as approved by their advisers.

Updated July 2014