



# **POLICY AND PROCEDURE MANUAL**

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<b>Policy Title:</b> ACCSC Accreditation and Approval Disclosure	<b>Policy Number:</b> 001
	<b>Date Implemented:</b> 09/01/2017
	<b>Date Revised:</b> 3/1/2025
<b>Department:</b> Administration	

**Purpose:**

To ensure California Science and Technology University accurately discloses its ACCSC accreditation approval status.

**Scope:**

All Prospective Students

**Responsible Party:**

President

**Policy:**

- A school discloses its ACCSC institutional accreditation and the Commission's contact information (i.e., address, phone number, and website address).
- In accordance with *Section VII (L)(8), Rules of Process and Procedure*, a school subject to a Probation Order informs current and prospective students that the school has been placed on Probation and that additional information regarding that action can be obtained from the Commission's website.
- Where a program requires accreditation (institutional or programmatic) and/or approval by a third-party regulatory agency (e.g., state agency, licensing agency, oversight board, national certification entity, etc.), for the purpose of licensure, certification, or employment, a school discloses to students whether or not such accreditation and/or third-party recognition has been achieved and is in good standing. Any claims regarding any type of accreditation or approval by an oversight entity must be truthful and accurate.

**Procedure:**

The President is responsible for reviewing all advertising, recruitment, marketing collateral prior to distribution.

<b>Policy Title:</b> ACCSC Student Achievement Rates Disclosure  <b>Department:</b> Administration & Education	<b>Policy Number:</b> 002
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure California Science and Technology University properly discloses Student Achievement Rates as reported to ACCSC.

**Scope:**

All Prospective Students

**Responsible Party:**

President

**Policy:**

A school discloses, minimally, the graduation and graduate employment rate for each program offered as last reported to the Commission. The disclosure for each program's graduation and graduate employment rate must be accurate, not intended to mislead, and includes the program population base and time frame upon which each rate is based.

**Procedure:**

Annually the President is responsible for updating disclosure documents using verified data that has been submitted to ACCSC as required.

<b>Policy Title:</b> Admissions	<b>Policy Number:</b> 003
<b>Department:</b> Admissions	
	<b>Date Implemented:</b> 09/01/2017
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure consistency in the admissions process.

**Scope:**

All prospective students

**Responsible Party:**

Admission Representatives

**Policy:**

Interested applicants may contact CSTU by visiting the institution's main website or by phone. In response to an inquiry from a prospective student, an information package is normally sent to the individual. A prospective student is encouraged to call the school and make an appointment to discuss the program they are interested in and arrange to see the school's facilities.

An admission representative will discuss the applicant's qualifications and assist him/her in determining the best way to meet his/her educational and/or career goals. The application and enrollment process begins with the completion of a general questionnaire and an initial interview with the admissions representative if possible. The interview usually lasts approximately one half hour and may be conducted by phone or in person. During that time, the admissions representative will discuss the various aspects of the graduate program offered, tuition, a payment plan, and explain entrance requirements. This catalog detailing CSTU's method of instruction, programs, policies, admission standards, applicant's qualifications, and financial planning information will be provided. The institution's main website, [www.cstu.edu](http://www.cstu.edu) also provides the same information as published in this catalog.

**Emerging Technology Training Program (ETTP):**

Applicants to the ETTP program must hold a high school diploma or equivalent. This program is designed to prepare students for advanced technology-related studies and careers.

**Undergraduate Program:**

Admission to CSTU's undergraduate programs requires a high school diploma or its equivalent from an appropriately accredited institution. The undergraduate degree program requires the successful completion of 120 semester credits.

**Master's Programs:**

Admission to CSTU's master's degree programs requires a Bachelor's degree or its equivalent, completed at an appropriately accredited postsecondary institution.

The Master's degree programs require 30 graduate semester credits completed beyond the Bachelor's degree. CSTU will consider for transfer and may accept a maximum of 15 graduate semester credits in transfer toward a Master's degree program, earned in graduate courses for which a grade of "B" or higher was earned.

To enable the evaluation of prior college work, official transcripts must be provided. Appropriately accredited postsecondary institutions are defined as those accredited by an accrediting agency recognized by the United States Department of Education, or by an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) or, for non-United States institutions, an educational institution approved by an equivalent authority.

Applicants with an undergraduate degree at the baccalaureate level from a school outside the United States must have their undergraduate transcripts evaluated by an independent Credential Evaluation Services. The evaluation findings will be acceptable as satisfaction of the degree requirement when indicating that an applicant's degree is the equivalent of one received from a regionally or nationally accredited or approved college in the United States.

**Procedure:**

To apply for admission, the prospective student must complete the following:

*1. Educational History:*

Applicants must also submit their educational history as part of their application. The history must include names, locations, and colleges and/or universities enrollment information.

*2. Proof of Undergraduate Degree Completion:*

Applicants must present proof of their undergraduate degree and transcript in one of the following formats.

- Official copies sent directly to CSTU from an official authority (Ministry of Education, the school itself, etc.); the copies must be received unopened.
- Photocopies of the original degree and transcript approved by an official authority or by a notary.
- Original Diploma and transcript. Diplomas and transcripts that are not in English need to be submitted together with an official translation. In certain cases, the Admissions Office may require an applicant to present additional documentation.

California Science and Technology University does not accept hours or credit earned through challenge examinations, or achievement tests.

California Science and Technology University does not admit ability-to-benefit students.

California Science and Technology University does not offer English as a Second Language instruction. All instruction occurs in English.

The Registrar collects documentation and the final review for acceptance is by the President.

<b>Policy Title:</b> Admissions Recruitment and Admissions Personnel Code of Conduct  <b>Department:</b> Admissions	<b>Policy Number:</b> 004
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure California Science and Technology University admissions and recruitment personnel observe ethical practices and procedures in the recruitment of students.

**Scope:**

Admissions and Recruitment Personnel

**Responsible Party:**

President

**Policy:**

California Science and Technology University's Code of Conduct must be in writing and signed annually by all school personnel whose primary duties include student recruitment and admissions functions. The Code of Conduct must be reviewed and signed on an annual basis.

***CODE OF CONDUCT***

- 1. Student recruitment, enrollment, and admissions duties will be conducted in an ethical and professional manner and in keeping with organizational policies and procedures as well as relevant accreditation requirements.*
- 2. Student recruitment, enrollment, and admissions duties will be geared toward the enrollment of qualified applicants who are likely to complete and benefit from the training provided by the school and not geared toward enrolling students simply to obtain enrollments.*
- 3. Student recruitment and admissions personnel will only provide truthful and accurate statements, descriptions, and explanations regarding the school and its personnel, training, facilities, equipment, services, and accredited status.*
- 4. Student recruitment and admissions personnel will work to ensure that students are fully informed and able to make considered enrollment decisions without undue pressure.*
- 5. Student recruitment and admissions personnel will only assist prospective students in the areas that fall within the purview of their position and will not assist prospective students in admissions testing or alter or falsify any enrollment documents or required test scores.*

6. *Student recruitment and admissions personnel will not make explicit or implicit promises of employment or exaggerated statements regarding employment or salary prospects to prospective students.*
7. *Student recruitment and admissions personnel will participate in relevant training provided by the school to enhance their skills as school representatives.*
8. *Student recruitment and admissions personnel will not assist prospective students in providing false or misleading information on any application.*
9. *Student recruitment and admissions personnel will not recruit prospective students in or near welfare offices, unemployment lines, food stamp centers, homeless shelters, or other circumstances or settings where such persons cannot reasonably be expected to make informed and considered enrollment decisions.*
10. *Student recruitment and admissions personnel will not discredit other schools or influence any student to leave another school by: falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services; or demeaning another school's students.*
11. *Student recruitment and admissions personnel acknowledge having received a copy of the ACCSC Standards of Accreditation and having read the sections pertaining to recruitment, advertising, and admissions.*

**Procedure:**

The President reviews the Code of Conduct with all school personnel whose primary duties include student recruitment and admissions functions by March of each year. Signed copies of the Code of Conduct are maintained in the personnel file.

<b>Policy Title:</b> Advertising/Marketing	<b>Policy Number:</b> 005
<b>Department:</b> Marketing Department	
	<b>Date Implemented:</b> 09/01/2017
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure that California Science and Technology University's advertising is ethical and does not include misleading or erroneous statements.

**Scope:**

All Advertising

**Responsible Party:**

Marketing Department

**Policy:**

California Science and Technology University may use external agencies for the distribution of advertising and promotional materials using sufficient control and monitoring of the external agencies to ensure honest and ethical practices. California Science and Technology University shall be responsible for the representations made on its behalf by the external agencies.

California Science and Technology University shall not attempt to recruit participants in or around locations operated by a governmental or charitable agency that assists the economically disadvantaged or underprivileged, unless California Science and Technology University has express permission from the governmental or charitable agency. Examples of such prohibited locations are welfare offices, unemployment offices, soup kitchens, rescue missions, public housing projects, and Salvation Army cot houses.

California Science and Technology University shall advertise only under headings, such as "Education," "Schools," or "Instruction," intended to advertise for participants in education and training, using the classified section in newspapers or other media to attract participants. Headings such as "Help Wanted," "Employment," or "Business Opportunities" may be used only to procure employees for California Science and Technology University.

California Science and Technology University shall not represent or create the slightest impression that a participant will be paid for enrolling in or attending California Science and Technology University.

California Science and Technology University website, advertising, and promotional materials shall clearly state that training or education, rather than employment, is being offered. California Science and Technology University cannot guarantee or otherwise assure that its graduates will become employed.

California Science and Technology University shall use the correct name and address of the institution.

California Science and Technology University's representations about its completion or placement statistics shall be based upon the definitions and requirements of governing agencies.

In advertising and promotion of its programs, California Science and Technology University shall utilize salary trends in the fields of its programs and the actual salaries of its employed graduates through the School Performance Fact Sheet(s).

California Science and Technology University will not require a prospective student to provide personal contact information in order to obtain, from California Science and Technology University's Internet website, educational program information that is required to be contained in the school catalog or any information required pursuant to the consumer information requirements of Title IV of the Higher Education Act of 1965, and any amendments made since that time, if Title IV is applicable in the future.

California Science and Technology University shall refrain from utilizing superlatives that create an impression that may be misleading, and shall not:

- Offer programs of instruction at "reduced tuition" from what is in fact marked up or fictitious tuition;
- Make offers of scholarships or partial scholarships without providing specific detailed eligibility requirements, in such a manner as to deceive students or prospective students;
- Represent any service as "free" when in fact such service is regularly included as part of the program of instruction;
- Make inaccurate representations about competitors;
- Use any name, title, or other designation, by way of advertising or otherwise, that is misleading or deceptive as to the character of an institution, its courses or programs of instruction, its faculty, or its influence in obtaining credentialing or employment for students;
- Falsely represent the character or scope of any program of instruction, service offered or its transferability of credit;
- Use a photograph, cut, engraving or illustration in catalogs, sales literature, or otherwise in such manner as to convey a false impression as to the size, importance, location of the institution, or the institution's equipment and facilities;
- Advertise unapproved programs. Only those programs approved by ACCSC may be included in an institution's advertising, publications or other promotional materials.

California Science and Technology University shall retain, for a minimum of five years, copies of all advertising, including (a) flyers, brochures, newspaper, and other print advertisements, (b) scripts for, and audio and video recordings of, broadcast advertisements, and (c) Internet content, and (d) scripts for telephone solicitations. California Science and Technology University shall make these records immediately available for inspection and copying during normal business hours to site visit teams.

Any advertising errors made by California Science and Technology University are expeditiously corrected through the same means of advertising (e.g., newspaper, website) from which the error originated.

### *Summary of Guidelines for Promotional Materials*

<b>DO'S</b>	<b>DON'TS</b>
<i>Do</i> disclose “Preconditions of Employment” (criminal record requirements, existing medical conditions)	<i>Don't</i> promise “Lifetime Placement” or “Lifetime Career Assistance”
<i>Do</i> use documented local employment statistics, as stated on the School Performance Fact Sheet	<i>Don't</i> make claims such as: <ul style="list-style-type: none"> <li>● Program-related skills are “in demand”</li> <li>● Training leads to “good jobs,” “fastest growing career,” etc.</li> <li>● Program has “high job placement”</li> </ul>
<i>Do</i> disclose whether the school’s program meets all employment requirements	<i>Don't</i> promise that graduates: <ul style="list-style-type: none"> <li>● Will get “Good Jobs”</li> <li>● Will “Start Career in XXX”</li> <li>● Will earn “High Salary” – Avoid salary claims unless the school can prove them with graduate statistics as stated on the School Performance Fact Sheet</li> </ul>
<i>Do</i> base employment outcomes on documented outcomes	<i>Don't</i> advertise training program under “Help Wanted”
<i>Do</i> disclose any limitations when suggesting credit transfers	<i>Don't</i> use phrases such as <ul style="list-style-type: none"> <li>● “State of the Art”</li> <li>● “Modern”</li> <li>● “Cutting Edge”</li> </ul>
	<i>Don't</i> imply program <ul style="list-style-type: none"> <li>● Has “Approval or Endorsement of DOE”</li> <li>● Is “Certified”</li> </ul>
	<i>Don't</i> claim program length without disclosing further training or certification required— <b>and</b> if the school’s program meets the requirements for preparing for certification
	<i>Don't</i> use <ul style="list-style-type: none"> <li>● BLS statistics on national employment averages if it does not reflect local employment</li> <li>● Generalized placement statistics</li> <li>● Relationships with employers to <b>imply</b></li> </ul>

	better job opportunities
	<i>Don't</i> make misleading statements about faculty experience or expertise

**Procedure:**

The President will assure that all promotional materials, whether TV, Radio, Newspaper, brochures, or Internet are within policy guidelines. The President will first approve materials before they can be put into use.

Copies of all advertising will be maintained by the Marketing Director.

<b>Policy Title:</b> Catalog Disclosures, Distribution and Updates	<b>Policy Number:</b> 006
<b>Department:</b> Administration	<b>Date Implemented:</b> 09/01/2017
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure that each prospective student is provided current written information about the institute in and its program offerings, policies and procedures and consumer information prior to enrollment.

**Scope:**

All prospective students

**Responsible Party:**

Registrar and Administration

**Policy:**

Each prospective student shall be provided a catalog in writing or electronically, prior to enrollment, which shall be updated annually. Annual updates may be made by means of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

**Procedure:**

The Registrar provides prospective students with a catalog prior to enrollment (receipt of catalog is maintained in each student's file via the enrollment agreement).

The Registrar and designated staff, as assigned, provide feedback on catalog updates and provide final approval prior to publication.

<b>Policy Title:</b> Distribution of Brochures	<b>Policy Number:</b> 007
<b>Department:</b> Admissions	
	<b>Date Implemented:</b> 09/01/2017
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure that each prospective student is provided written information about the school and programs offered through any or all general or program brochures.

**Scope:**

All prospective students

**Responsible Party:**

Admissions Representative

**Policy:**

If California Science and Technology University has a general student brochure, California Science and Technology University shall provide that brochure to the prospective student prior to enrollment. In addition, if California Science and Technology University has a program-specific student brochure for the program in which the prospective student seeks to enroll, the institution shall provide the program-specific student brochure to the prospective student prior to enrollment.

**Procedure:**

If California Science and Technology University has a general student or program specific brochure, the Admissions Representative will provide the brochure prior to the student enrolling in a program.

<b>Policy Title:</b> Enrollment Agreement Disclosures and Updates  <b>Department:</b> Administration & Admissions	<b>Policy Number:</b> 008
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure that the enrollment agreement has up-to-date information and is compliant with agencies that govern the institution.

**Scope:**

Enrollment Agreement

**Responsible Party:**

President

**Policy:**

At a minimum the enrollment agreement shall be reviewed and updated, as needed on an annual basis. If changes in educational programs, educational services, policies or procedures require an update or additional information is required to be revised or added by statute or regulation the enrollment agreement will be updated with a revision date prior to the annual review.

Recruitment and instruction only occurs in English, therefore all disclosures and statements within the enrollment agreement are provided in English only.

English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation as stated in the admission policy

**Procedure:**

The President and designated staff, as assigned, review the enrollment agreement and provide feedback on enrollment agreement updates. The President provides final approval prior to publication.

<b>Policy Title:</b> Student Recruitment  <b>Department:</b> Admissions	<b>Policy Number:</b> 009
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b>

**Purpose:**

To ensure California Science and Technology University School observes ethical practices and procedures in the recruitment of students.

**Scope:**

All prospective students

**Responsible Party:**

Administration

**Policy:**

California Science and Technology University's recruitment efforts must:

- focus on attracting students who are qualified and likely to complete and benefit from the education and training provided by the school and not simply obtaining enrollments;
- describe the school to prospective students fully and accurately and follow practices that permit prospective students to make informed and considered enrollment decisions without undue pressure;
- only use its own employees to conduct student recruiting activities and is prohibited from engaging employment agencies to recruit prospective students. Schools under common ownership may employ a single recruiter;
- recognize that it is responsible to its students and prospective students for the actions and representations of its recruiters and representatives and, therefore, selects these individuals with the utmost care and provides adequate training and proper supervision. A school has and enforces an acceptable code of conduct for all school personnel whose primary responsibilities are to engage in recruiting and admissions functions prior to and during admission and matriculation. The school's code of conduct is in writing, includes, minimally, all elements set forth in *Appendix IV, Substantive Standards, Standards of Accreditation*, is signed and dated by the individual employee, and a copy of which is maintained in the individual's personnel file;
- ensure personnel are trained and qualified to engage in recruiting activities and may only use a title that accurately represents the individual's primary duties;
- comply with applicable federal and state laws and regulations pertaining to student recruitment;
- approve all promotional materials used by school personnel in advance and accepts full responsibility for the materials used;
- have in place policies and procedures and takes reasonable steps to ensure that its personnel do not make false, exaggerated, or misleading statements about the school, its

personnel, its training, its services, or its accredited status and to ensure that its personnel do not make explicit or implicit promises of employment or salary prospects to prospective students;

- internally review and evaluate its recruiting policies and procedures and the performance of personnel involved in recruiting activities for compliance with accrediting standards and applicable law and regulation at least once annually and maintain documentation of the review and evaluation. The Commission, at its discretion, may require a school to audit its recruiting activities for compliance with accreditation standards or applicable law and regulation using a qualified independent third-party that is approved by the Commission prior to the verification review being conducted;
- not permit its personnel to engage in recruiting activities in settings where prospective students cannot reasonably be expected to make informed and considered enrollment decisions such as in or near welfare offices, unemployment lines, food stamp centers, homeless shelters, or other similar settings. A school may, however, engage in recruiting activities at employment opportunity centers operated under government auspices, provided that the school has permission to do so and that all other recruitment and admissions requirements are met;
- not permit the payment of cash or other similar consideration to any prospective student as an inducement to enroll;
- not permit its personnel whose primary responsibilities include recruiting and admissions activities to assist prospective students in completing application forms for financial aid.
- not permit personnel whose primary responsibilities include recruiting and admissions activities to become involved in admission testing or admission decisions, including signing and accepting the enrollment agreement;
- clearly identifies itself in all advertising, promotional materials, and contacts made with prospective students;
- provide the applicant with a receipt for any money collected; and
- ensure school personnel do not discredit other schools or influence any student to leave another school by: falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services; or demeaning another school's students.

**Procedure:**

The President monitors the admissions representatives. Representatives participate in weekly meetings to ensure that all admissions representatives are provided with accurate and up to date information. Representatives are evaluated quarterly to ensure that accurate information is being presented to potential students.

<b>Policy Title:</b> Campus Management and Supervision  <b>Department:</b> Administration	<b>Policy Number:</b> 010
	<b>Date Implemented:</b> 12/17/2019  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure that California Science and Technology University has the capability to meet and exceed accrediting standards on an ongoing basis.

**Scope:**

Administration

**Responsible Party:**

President

**Policy:**

1. The school must have adequate management and administrative capacity in place that includes:
  - a. Full-time on-site supervision by an individual or team with the appropriate combination of education, experience, and demonstrated ability to lead and manage a post-secondary educational institution in compliance with accreditation standards;
  - b. Owners, board members, members of school management, and administrative employees who are qualified for their particular roles and who possess the appropriate education, training, and experience commensurate with the level of their responsibilities;
  - c. A sufficient number of managers and administrative employees necessary to support the school's operations, student services, and educational programs; and
  - d. Appropriate administrative and operational policies and procedures to which the school adheres and reviews and updates as needed.
2. All owners, members of school management, and administrative employees must have past records that demonstrate a commitment to:
  - i. Providing quality education to students;
  - ii. Ethical, fair, and honest practice; and
  - iii. Compliance with accrediting standards and applicable federal, state, and local requirements.

The Commission will consider affiliation with a school that has lost or been denied accreditation, entered into bankruptcy, or closed; involvement in criminal proceedings and any pending or past action in a judicial, law enforcement, or administrative body; and any other information related to the performance of or commitment to providing quality education to students; ethical, fair and honest practice; and compliance with accrediting standards and applicable federal, state, and local requirements.

3. Members of school management and administrative employees must participate in ongoing development and training activities that support their particular roles in the school.
4. The school must ensure the continuity of management and administrative capacity through the reasonable retention of management and administrative staff.

**Procedure:**

The President, who is the full-time on-site administrator of the main campus controls and monitors the institution on a daily basis.

<b>Policy Title:</b> On-site Education Administration  <b>Department:</b> Education	<b>Policy Number:</b> 011
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure California Science and Technology University has sufficient educational administration to support the programs offered. This includes educational administrative staff and operational policies necessary to adequately support educational programs and faculty.

**Scope:**

Educational Administration

**Responsible Party:**

President

**Policy:**

At least one on-site person at California Science and Technology University, usually a director of education, must have appropriate educational administration experience and competence necessary to lead and manage the school's instructional program(s) and overall educational experience in such areas as: curriculum development; educational effectiveness assessment and improvement; and faculty development and performance appraisals.

Each distinct occupational area that leads to an occupational or academic degree must have a program head on-site at the school (e.g., lead faculty, department chair, dean, etc.) who possesses an educational background equal to or exceeding the maximum credential offered in that program area, the requisite qualifications for technical faculty teaching in a degree program, and an ability to administer the occupational components of the program. For schools that only offer a program or group of programs in one distinct occupational area, a single individual may fulfill both the director of education and the program head requirements as long as the individual possesses the requisite qualifications for each position.

**Procedure:**

The President serves as the on-site educational administrator for the campus and all faculty report to the President.

<b>Policy Title:</b> Placement Process  <b>Department:</b> Career Services	<b>Policy Number:</b> 012
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	<b>Date Implemented:</b> 03/19/2019  <b>Date Revised:</b> 3/1/2025
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**Purpose:**

To ensure that California Science & Technology University placement and waiver information reported to governing agencies is accurate and supported by back-up documentation.

**Scope:**

Career Services

**Policy:**

Career Services employees will obtain required placement / waiver documentation from the graduate and / or employer as defined in accordance with the following definitions and procedure.

***ACCSC Definitions***

**Graduates - Further Education:** The number of graduates that continue on with education in an accredited institution of higher education (postsecondary) on at least a half-time basis.

**Graduates - Unavailable for Employment:** This category removes from the employment rate calculation graduates who fall into one of the following categories: death, incarceration, active military service deployment, the onset of a medical condition that prevents employment, or international students who have returned to their country of origin.

**Graduates - Employed in Field:** The number of graduates employed in jobs for which the program trained them. NOTE: Graduates classified as employed must be supported by documentation showing position obtained, date employed, employer, and employer contact person, address, and phone.

**Graduates in Unrelated Occupations:** The number of graduates employed in jobs not related to the training obtained from the school's program.

**Graduates Unemployed:** The number of unemployed graduates.

**Graduates Unknown:** The number of graduates for which no information about employment or unemployment is available.

**Non-Graduated Students Who Obtained Training Related Employment:** The number of withdrawn/terminated students from Line 8 who obtain employment in a field related to the program in which the student was enrolled and based upon the training provided by the school.

***BPPE Definitions***

“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment. Those students who graduated within 100% of the published program length (on or before their expected graduation date as documents on his/her enrollment agreement).

“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

### **Procedure:**

Utilize school forms to document and track placement data using the following guidelines:

#### **Verified Placement**

#### **ACCSC**

1. The employment classification is appropriate and reasonable based on the educational objectives of the program.
2. The employment is for a reasonable period of time, is based on program objectives, and can be considered sustainable (e.g., not a single day of employment). ***Fourteen (14) days.***
3. The employment is directly related to the program from which the individual graduated, aligns with a majority of the educational and training objectives of the program, and is a paid position.
4. The employment classification is verified by the school (and verifiable by third parties such as the Commission) as follows:
  - a. Regular Employment:
    - i. The school secures written documentation from the employer verifying the employment and that the employment is related to the student’s program of study at the school; **or**
    - ii. The school secures written documentation from the graduate verifying the employment and that the employment is related to the student’s program of study at the school; **or**

- iii. In cases where a school can show diligent efforts have been made to secure such written documentation without success, the school maintains employment verification records that include a) the graduate's and employer's name and contact information, b) a signature of school staff attesting to verbal employment verification with the employer and the graduate, and c) the date(s) of verification are acceptable.
  - b. Self-Employment:  
The school secures written documentation from the self-employed graduate verifying that the employment is valid including, at a minimum, a statement signed by the graduate which includes the following:
    - The graduate's name and contact information;
    - An attestation that the self-employment is aligned with the individual's employment goals, is vocational, and is based on and related to the education and training received; and
    - An attestation that the graduate is earning training-related income.
  - c. Career Advancement:  
Students that are already employed at the time of graduation<sup>1</sup> can be considered employed when completing the program of study as follows:
    - i. The school shows with written documentation from the employer or the graduate that the training allowed the graduate to maintain the employment position due to the training provided by the school; or
    - ii. The school shows with written documentation from the employer or the graduate that the training supported the graduate's ability to be eligible or qualified for advancement due to the training provided by the school.
- 5. A verifiable employment record includes the following information:
  - Graduate Name and Contact Information (e.g., home phone number, mobile phone number, e-mail address, etc.);
  - Date of Initial Employment;
  - Place of Employment;
  - Employer Address;
  - Employer Contact Person/Supervisor and direct contact information (e.g., phone number, e-mail address, etc.); and
  - Descriptive Job Title and Duties.

### ***BPPE – Gainfully Employed***

The Graduate is employed if:

Measured beginning within six months from graduation:

1. In a job classification under the US Department of Labor's SOC; AND

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<sup>1</sup> The intent of this provision does not apply in cases where a student secures employment toward the end of the program but prior to graduation, where the employment is based on the near anticipated completion of the program (e.g., externship to hire prior to graduation).

- ▶ In a single position or concurrent aggregated positions
  - ▶ Totaling at least 30 hours per week for 5 weeks (35 calendar days); OR
  - ▶ Totaling at least 20 hours per week for 5 weeks (35 calendar days) if certain conditions are met. *Certain Conditions = signed Part-Time Employment Statement*

OR

2. By the same employer that employed the graduate before enrollment and certain conditions are met. *Certain Conditions = signed Continuing Employment Statement.*

OR

3. The graduate is self-employed or working freelance with reasonable evidence.

### **Verified Employment Assistance Waiver**

Signed and dated *Waiver* required:

#### ***ACCSC***

Graduates - Further Education: The number of graduates that continue on with education in an ***accredited institution of higher education (postsecondary) on at least a half-time basis.***

Graduates - Unavailable for Employment: This category removes from the employment rate calculation graduates who fall into one of the following categories: ***death, incarceration, active military service deployment, the onset of a medical condition that prevents employment, or international students who have returned to their country of origin.***

#### ***BPPE***

“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a ***visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.***

Attached documentation to verify waiver reason.

#### ***ACCSC ONLY***

### **Employment Rate with Non-Graduated Students Who Obtained Training Related Employment**

The school's supplemental employment rate which calculates the total number of graduated and non-graduated students who obtained training related employment. **Must have verified placement documentation.**

## THIRD PARTY VERIFICATIONS

Some employers utilize a third party to provide employment verification services. Such as Automatic Data Processing, Inc. (ADP) and The Work Number (www.theworknumber.com). In those instances the Placement Coordinator will obtain the verification according to company policy. Documentation from the verifier is transferred and attached to the Employment Verification Form. The Employment Verification form is signed and dated by school personnel.

## WEBSITE SOURCES

- [www.linkedin.com](http://www.linkedin.com)
- [www.facebook.com](http://www.facebook.com)
- [www.skipease.com](http://www.skipease.com)
- [www.zabasearch.com](http://www.zabasearch.com)
- [www.familytree.com](http://www.familytree.com)

Program Title	Potential Job Titles
Master of Business Administration Bachelor of Science in Business Administration	Catalog: Upon completion of the training, graduates may obtain entry-level or senior level jobs based on prior work experience. Entry-level jobs may include data analyst, junior data engineer, data engineers, or marketing analyst. Senior level jobs may include data scientist, senior marketing analyst, or marketing manager/director.
Master of Science in Computer Systems and Engineering Bachelor of Science in Computer Systems and Engineering	Catalog: Graduates may gain entry-level employment or higher level positions that may include such position titles as software engineer, data analyst, data procession engineer, and artificial intelligence engineer.
Emerging Technology Training Program	Catalog: Example entry level jobs: data analyst, junior data engineer, data engineers, marketing analyst  Catalog: Example senior (higher) level jobs: data scientist, senior marketing analyst, marketing manager/director

<b>Policy Title:</b> Academic Freedom  <b>Department:</b> Education	<b>Policy Number:</b> 013
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To document California Science and Technology University's Academic Freedom Policy.

**Scope:**

Faculty

**Responsible Party:**

Chief Academic Officer / President

**Policy:**

Academic freedom is essential in institutions such as California Science and Technology University if these institutions are to make a proper contribution to the common good. The common good depends upon the free search for truth and the free exposition. It is the common good that justifies academic freedom, not the interest of the individual faculty member or even the interest of a particular college.

Academic freedom is the freedom to engage in creative work in order to expand knowledge and to teach, and to learn in an atmosphere of unfettered free inquiry and exposition.

The rights of the faculty member and the student to academic freedom, however, carry with them duties and responsibilities. The faculty member is entitled to full freedom to engage in creative work. The faculty member is likewise entitled to freedom in teaching and discussing the subject matter. Yet, the concomitant of this freedom must be a commitment to accuracy and integrity. Controversy is a normal aspect of free academic inquiry and teaching, and it is proper to incorporate both the knowledge and the beliefs of the faculty member into that which is taught; however, the freedom to teach must be joined by a constant effort to distinguish between knowledge and belief.

The college faculty member is a citizen and a member of a learned profession. When the faculty member speaks or writes as a citizen, he or she should be free from institutional censorship or discipline. As a person of learning and an educator, he or she should remember that the public may judge the profession and institution by his or her utterances. Hence the faculty member should be at all times accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he or she is not speaking for the institution.

**Procedure:**

Each faculty member will be provided two copies of the Academic Freedom Policy, one copy to retain and a signed copy to be retained in the faculty member's file.

<b>Policy Title:</b> Employee Compensation  <b>Department:</b> Administration	<b>Policy Number:</b> 014
	<b>Date Implemented:</b> 09/01/2017 <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure that employees are not provided compensation that is not permitted by any agency that governs the school.

**Scope:**

All employees

**Responsible Party:**

President

**Policy:**

California Science and Technology University does not compensate an employee involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to students on the basis of a commission, commission draw, bonus, quota, or other similar method related to recruitment, enrollment, admissions, student attendance, or sales of educational materials to students.

California Science and Technology University will not offer to compensate a student to act as an agent of the institution with regard to the solicitation, referral, or recruitment of any person for enrollment in the institution.

**Procedure:**

Employees involved in recruitment, enrollment, admissions, student attendance or sales are compensated based on an hourly wage or yearly salary, as documented by employment agreements and payroll records.

<b>Policy Title:</b> Faculty Qualifications  <b>Department:</b> Administration	<b>Policy Number:</b> 015
	<b>Date Implemented:</b> 09/01/2017
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

To define the hiring considerations, documentation procedures, and qualifications for faculty that meet California Science and Technology University and governing agency employment requirements.

**Scope:**

Faculty

**Responsible Party:**

President

**Policy:**

The faculty must be sufficient in number to serve the number of students enrolled and must maintain a satisfactory working relationship with students. In determining the required number of faculty, California Science and Technology University shall base its number of faculty on all of the following factors:

1. The educational level and number of students;
2. The number of hours needed for direct interaction between students and faculty per course.
3. The number of hours needed for evaluation of written materials prepared by students, such as papers and examinations, per course.
4. The number of class sessions per course.
5. The faculty duties established by California Science and Technology University; and
6. The number of hours in a work week for full-time faculty at California Science and Technology University.

California Science and Technology University shall employ faculty members who possess the academic, experiential, and professional qualifications to teach, including a minimum of three years of related practical work experience in the subject area(s) being taught. If applicable, faculty members must be certified or licensed where required by law.

Faculty members must have appropriate qualifications and be able to teach in a manner that permits announced educational objectives to be achieved. All faculty must be able to demonstrate a command of theory and practice, contemporary knowledge, and continuing study in their field.

Faculty members must have received training in instructional methods and teaching skills or be experienced teachers. Should California Science and Technology University hire a faculty

member without prior training or experience, the school must provide training before the faculty member assumes primary instructional responsibilities in any classroom, curriculum, laboratory, or program related training. California Science and Technology University faculty must engage in ongoing development of teaching skills as part of its plan for faculty improvement.

California Science and Technology University may provide its own faculty training using in-house resources or utilize resources outside the institution. In either case, teacher training shall include such elements as: formal education; workshops/seminars presented by an appropriate individual focusing on areas related to instructional methods and teaching skill development; or formal in-house mentoring programs with appropriately qualified and experienced faculty.

**Procedure:**

The President or designee will approve the hiring of faculty when deemed necessary. Applicants will be solicited by one or more of the following means:

- Job posting on an Internet site or newspaper; and
- Referrals from current staff/faculty;
- Other avenues as identified

The President will solicit resumes, review qualifications, and interview candidates. Upon identifying a candidate as a good fit, further due diligence, such as collecting documentation that demonstrates meeting the minimum requirements, will take place. All documentation for hired faculty members is maintained in the faculty file.

<b>Policy Title:</b> Faculty – Educational Activities	<b>Policy Number:</b> 016
<b>Department:</b> Education	
	<b>Date Implemented:</b> 09/01/2017
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

To identify faculty, based on course enrollment, sufficient in number to provide the instruction, student advice, and learning outcomes evaluation necessary for the institution to document its achievement of its stated mission and objectives and for students to achieve the specific learning objectives of each course offered.

**Scope:**

Faculty

**Responsible Party:**

Chief Academic Officer /President

**Policy:**

The number of faculty members needed is based on the number of courses with enrolled students in specific curricula supported by a faculty member with that specific expertise documented.

***Faculty Hours:***

*Full-Time Faculty*

Full-time faculty members work 40 hours per week on school administration, student advice, and evaluation of students' written materials and examinations.

*Part-Time Faculty*

Part-time faculty members work the number of hours necessary to respond to student advice and evaluate examinations and written materials prepared by students.

Insert instructor student ratios. (1:25)

Faculty are required to participate in faculty meetings bi-annually.

**Procedure:**

The Chief Academic Officer will assess the current need for faculty annually, taking into consideration the number of hours in the work week for full and part-time instructors, as well as student to instructor ratios, as outlined in the above policy. The Chief Academic Officer assigns specific faculty to specific courses prior to the start of each course. Faculty are assigned to course offerings based on their academic preparation and related experience.

California Science and Technology University's full-time faculty will assist with the development of curriculum, participate in academic planning, enforce standards of academic quality, and pursue academic matters related to California Science and Technology University's mission and objectives.

The Chief Academic Officer / President meets with each faculty member informally weekly and conducts faculty-meetings bi-annually.

<b>Policy Title:</b> Faculty Continuing Education	<b>Policy Number:</b> 017
<b>Department:</b> Education	
	<b>Date Implemented:</b> 09/01/2017
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure that each faculty member maintains his/her knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.

**Scope:**

Faculty

**Responsible Party:**

Chief Academic Officer

**Policy:**

California Science and Technology University is committed to and recognizes the importance of continuing education for faculty members. Continuing education shall include, but not be limited to, participation in field related conferences, workshops, seminars, online webinars, and in-service training, based on faculty member's subject area, classroom management or other topics related to teaching.

Each faculty member shall be required to maintain continuing education hours as dictated by his/her professional license, certificate or registration, if applicable. For those instructional areas that do not have licensing, certification or registration requirements, each faculty member shall participate in a minimum of one continuing education activity(ies) per year.

**Procedure:**

On an annual basis in January, the Chief Academic Officer will discuss with each instructor his/her plan for satisfying continuing education requirements in the coming year. With approval from the CAO, each instructor will participate in the approved activities, furnishing a copy of the certificate of completion, transcript, or other documentation of training completion. The Registrar will maintain the documentation in each instructor's faculty file.

In certain instances, depending upon availability of funds and approval from the President, the college will consider subsidizing the cost of attending these functions.

The Chief Academic Officer will monitor faculty files to ensure that each faculty member completes at least the minimum of one continuing education unit as stated in the above policy.

<b>Policy Title:</b> Attendance	<b>Policy Number:</b> 018
<b>Department:</b> Education	
	<b>Date Implemented:</b> 09/01/2017
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure that California Science and Technology University enforces a policy of acceptable attendance. The policy must promote sufficient levels of student attendance such that the required knowledge, skills, and competencies can be reasonably achieved.

**Scope:**

All Students

**Responsible Party:**

Registrar

**Policy:**

A student is considered tardy if they are more than 15 minutes late for class. Students with excessive tardiness must meet with Student Services for advisement.

Excessive tardiness is defined as the accumulation of six (6) or more tardies. Six (6) tardies equal one (1) absence.

Excessive absences are defined as absence from three (3) or more lectures in a course. Excessive absenteeism will result in warnings, advising or probation.

Students that have been absent three (3) or more lectures in a course will be placed on attendance probation. Students will be dismissed from the school if they are on attendance probation for two (2) consecutive semesters unless they provide reasonable justification to the Department of Student Services.

Satisfactory attendance rate is defined as at least 67% attendance under Satisfactory Academic Progress standards and attendance ten (10) lectures in a course.

**Procedure:**

- The Registrar will input attendance in CAMS (Campus Administration and Management System) once received from the instructors.
- All consecutive absences are reported to the Chief Academic Officer / President.
- The Chief Academic Officer / President or his/her designee will contact the student to discuss the reason for the absence.
- Each week, a Satisfactory Academic Progress report is provided to the student which includes identifying attendance issues.

<b>Policy Title:</b> Learning Resource System  <b>Department:</b> Education	<b>Policy Number:</b> 019
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure California Science and Technology University maintains a learning resource system that includes all materials that support a student's educational experience and enhances the educational programs.

**Scope:**

All Students

**Responsible Party:**

Student Services

**Policy:**

CSTU's library is open during normal business hours, Monday-Friday 10:00AM- 6:00PM. Staff is available to assist students and faculty during this time. Students can check out textbooks, and other class materials from the on-site library.

The institution also provides its students with access to online library services via the Library and Information Resources Network (LIRN) Portal. This allows students to perform research on topics covered in each program. The school provides research databases that contain the most thorough and up-to-date research materials available. Students are encouraged not only to learn from classes but also to pursue independent research by using resources organized by the Director of Library Services. Students receive a 30 minute orientation to LIRN.

The Director of Library Services is available on-campus up to five (5) hours per week and is on-call for at least 40 hours per week to provide assistance to students. Support is also provided via email inquiries within 10 hours of receipt. This individual is available to assist with resources for up to two (2) hours post lecture each day and by appointment.

Students may use their mobile device, or a computer located at the school to access LIRN.

The MBA and BSBA students are provided access to Business related online resources, where the students can research for scholarly and peer reviewed journals. The student is expected to fully utilize the library database when addressing discussion questions, written assignments, course research projects (CRPs), and the doctoral dissertation. Also, the student is offered to access Business & Economics streaming video collections.

The MSCSE and BSCSE students are provided access to Computer and AI related databases, Unlimited, full-text access to the entire Computer Science Collection, Computer and Information Systems Abstracts, Computer Science Journals, Dissertations & Theses. Each student is provided access to these databases where the students can research for scholarly and peer reviewed journals. The student is expected to fully utilize these resources when addressing discussion questions, written assignments, course research projects (CRPs), and the Capstone courses.

**Procedure:**

The Director of Library Services manages the learning resource system.

<b>Policy Title:</b> Leave of Absence	<b>Policy Number:</b> 020
<b>Department:</b> Education	
	<b>Date Implemented:</b> 09/01/2017
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure California Science and Technology University has an established policy on Leave of Absence made available to all students.

**Scope:**

All Students

**Responsible Party:**

Registrar

**Policy:**

If the school allows students to take a leave of absence, the school defines and publishes in its catalog the leave of absence policy to include the process to have a leave of absence approved, the allowable leave of absence period, and the consequences of a student's failure to return from an approved leave of absence. The period of the leave of absence may not begin until the student has submitted and the school has approved a written and signed request for an approved leave of absence. A leave of absence period may not exceed 180 days within any 12-month period. A school may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. If the student does not return following the leave of absence, the school must terminate the student and apply the school's refund policy in accordance with applicable and published requirements.

**California Science and Technology University-California**

A leave of absence (LOA) is a temporary interruption of educational studies for a specified period of time. A leave of absence period may not exceed 180 days within any 12-month period. CSTU may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period.

If the student does not return following the leave of absence, CSTU will terminate the student and apply the refund policy in accordance with applicable and published requirements. All leave of absence requests must be submitted in writing and then approved by CSTU. Students must complete an LOA request form from the Student Services Office, sign & date it, and attach any additional supporting documentation. The period of the leave of absence may not begin until the student has submitted and CSTU has approved a written and signed request for an approved

leave of absence.

**Procedure:**

The Registrar will review and evaluate requests for Leave of Absence submitted by students. Approval and/or denial of a Leave of Absence requests will be handled in accordance with the stated policy. Documentation of the request for Leave of Absence and determination will be maintained in student files.

<b>Policy Title:</b> Maintenance of Curriculum  <b>Department:</b> Education	<b>Policy Number:</b> 021
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure the integrity and security of the curriculum and authorized access for review by appropriate individuals and agencies.

**Scope:**

Curriculum for all educational programs.

**Responsible Party:**

Chief Academic Officer / President

**Policy:**

California Science and Technology University, for a period of not less than five years, at its principal place of business in this state, shall maintain complete and accurate records of all of the educational programs offered by the institution and the curriculum for each.

**Procedure:**

The Registrar will archive complete curriculum records for all programs within the Education Office for accountability and accessibility.

<b>Policy Title:</b> Make Up Work  <b>Department:</b> Education	<b>Policy Number:</b> 022
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure California Science and Technology University has an established policy on any make up work that may need to be completed by a student for successful program completion.

**Scope:**

All Students

**Responsible Party:**

Facutly and Registrar

**Policy:**

Make-up work requirements are described on each course syllabus. Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

**Procedure:**

Faculty are responsible for evaluating and approving make-up work within the established policy.

<b>Policy Title:</b> Program Advisory Committee  <b>Department:</b> Administration & Education	<b>Policy Number:</b> 023
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> October 19, 2018

**Purpose:**

To ensure that California Science and Technology University has an active Program Advisory Committee to review the established curricula of the program(s), instructional-related program materials, equipment and facilities, and student achievement outcomes as a means to provide the school with an external review of its programs.

**Definition:**

**ACCSC Program Advisory Committee**

*Each school has an independent Program Advisory Committee (“PAC”) for each occupational program or each group of related occupational programs (referred to hereafter as “program area”). The purpose of the Program Advisory Committee is to review the established curricula of the program, instructional-related program materials, equipment and facilities, and student achievement outcomes as a means to provide the school with an external review of its programs. Program Advisory Committees must be comprised of appropriately qualified representatives external to the institution (i.e., non-school employees) who can provide a meaningful review of the school’s programs and supporting resources and materials.*

*a. For each non-degree and undergraduate degree program area, the school must have a diverse Program Advisory Committee that includes representatives from the employment community, practitioners, and others from the field of education, regulators, etc. as appropriate. In all instances, Program Advisory Committee meetings must include at least three members in attendance that represent the employment community and/or practitioners from the program area.*

*b. For each master’s degree program area, the school must have a diverse Program Advisory Committee that includes qualified representatives from the employment community, practitioners, and other individuals with graduate level education experience who are not employed by the institution such as graduate students, alumni, graduate faculty from other institutions, etc. as appropriate. In all instances, Program Advisory Committee meetings must include at least three members in attendance that represent the employment community and/or practitioners for the program area and at least two individuals with graduate level education experience qualified to review and comment on the school’s graduate level education.*

*Program Advisory Committees for programs or courses of study that include content delivered via distance education must include at least one additional individual with experience in the delivery of distance education programs who is qualified to review and comment on the school’s distance education platform, methods, processes, procedures, and infrastructure in the context of the program/course content and objectives.*

**Scope:**

President

**Policy:**

For each non-degree and undergraduate degree program area, the school must have a diverse Program Advisory Committee that includes representatives from the employment community, practitioners, and others from the field of education, regulators, etc. as appropriate. In all instances, Program Advisory Committee meetings must include at least three (3) members in attendance that represent the employment community and/or practitioners from the program area.

For each master's degree program area, the school must have a diverse Program Advisory Committee that includes qualified representatives from the employment community, practitioners, and other individuals with graduate level education experience who are not employed by the institution such as graduate students, alumni, graduate faculty from other institutions, etc. as appropriate. In all instances, Program Advisory Committee meetings must include at least three members in attendance that represent the employment community and/or practitioners for the program area and at least two individuals with graduate level education experience qualified to review and comment on the school's graduate level education.

At least two (2) regularly scheduled meetings must be conducted annually, one of which must be held at the school. Written and detailed minutes of each meeting must be maintained and include a description of all members in attendance (i.e., titles and affiliations); the date, time, and location of the meeting; and a comprehensive and clear description of the review of and commentary made by the school representatives and the Program Advisory Committee members. All PAC meeting(s) should be completed by November 15<sup>th</sup> of each year.

**Meeting Preparation:**

The School Director (or designee) will be primarily responsible for the PAC meetings. Components of planning, executing,

1. Outreach and recruitment of Board members;
2. Scheduling Board meetings;
3. Sending Invitations to Board members ;
4. Following-up to obtain RSVPs ;
5. Sending materials for members to review ahead of time; agenda, catalog, curriculum, and any other identified materials.
6. Arrange for meeting space;
7. Arranging for refreshments;
8. Creating agendas and sign-in sheets;
9. Recording and distributing meeting minutes; and
10. Sending Thank You letters

**Meeting Topics:**

Program Advisory Committee review and comment activities must include, but are not limited to:

## Required Topics:

### **Curriculum (By Program)**

- Appropriateness and adequacy of the program objectives
- Appropriate and adequacy of the program length
- Appropriateness and adequacy of the curriculum content (including academic general education or applied general education as appropriate – if applicable)
- Appropriateness and adequacy of the learning resources
- Adequacy of facilities
- Adequacy of equipment

### **Outcomes (By Program)**

- Student Graduation
- Graduate Employment
- State Licensing Examinations (where applicable)

### **Program Advisory Committee Consideration\***

- Recap and update of prior meeting's input

*\*The school must provide evidence that it gives consideration to Program Advisory Committee input. Evidence can take many forms, one such being the disclosure of the school's consideration recorded in Program Advisory Committee meeting minutes, whereby a school describes whether recommendations were implemented or not and explains the school's decisions.*

## **Procedure:**

Although each meeting will vary somewhat, each will have components that, for the most part, do not change. These components include:

- *Food & Refreshments* – Depending on the time of day the meeting is held, a meal or refreshments should be provided. Have the food out as members walk in so they can help themselves and mingle as everyone gets settled.
- *Sign-In Sheet* – All PAC Meeting attendees must sign a Sign-In Sheet that indicates their name, title, email address, and the company he/she represents. The signatures serve as proof of attendance.
- *Introductions* – Call the meeting to order and take a few moments to go around the room and let everyone introduce themselves. Whenever possible, arrange seating in a u-shape so everyone can see each other and interact comfortably. An attendance sign-in sheet should be passed around at this time.
- *Agenda* – Provide everyone in attendance with an agenda and make sure the person driving the meeting covers each area while being sensitive to the natural flow of discussions. Make sure all required topics are addressed, feedback is solicited and documented.
- *Text Books and Curriculum* – Any curriculum that will be discussed should be sent to Board members ahead of time or available on-site. If provided on-site time should be provided for review prior to discussion.

- *Guest Speakers and Field Trips* – Board members should always be asked if they would be willing to visit with our students as guest speakers and/or if they would be willing to allow students to visit their facility as part of a field trip.
- *Tour of the Facility* – Each meeting should include a tour of the facility so that the Board can evaluate the facility and equipment.
- *Thanks* – A thank you note should be sent along with a copy of the meeting minutes to each member that attends a meeting. It is not uncommon to present members with a token of appreciation for their attendance (e.g. a framed certificate of appreciation, a school t-shirt, a school mug, etc.)

### **Meeting Minutes:**

Recording the minutes of PAC meetings is an important part of the entire process. Written and detailed minutes of each meeting must be maintained and include a description of all members in attendance (i.e., titles and affiliations); the date, time, and location of the meeting; and a comprehensive and clear description of the review of and commentary made by the school representatives and the Program Advisory Committee members.

After the meeting, the minutes will be typed up and must be signed and dated by the person who took them. Copies of the minutes will then be sent to all Board members (present or not). The original minutes will be kept in a binder or electronically along with the sign-in sheet(s), and agenda.

Note: PAC Meeting minutes are to be completed within five (5) business days of the meeting date and must be reviewed and approved by the School Director (or designee) prior to sending to the Board members.

### **PAC Minutes Review / Action Plans**

1. Within one week of each PAC meeting minute distribution the management team will have a meeting to review PAC feedback. Feedback will be documented with either a reason as to why the feedback/input will not require an action plan or an action plan will be written. The action plan will include the following details:
  1. Topic
  2. Who is responsible for what action(s)
  3. Timeline for the action(s)
2. PAC meeting minutes and the action plan will be shared at staff and faculty meetings. Document the review in the meeting minutes. Add feedback from the meetings to the action plan, as applicable.
3. PAC meeting action plans are to be printed and placed in the PAC binder or maintained electronically.

# **Program Advisory Committee Meeting**

**DATE**

## **Agenda**

### **1. Introduction**

### **2. PAC Member Introductions**

### **3. Tour of Facility, if applicable**

### **4. Review of Materials**

### **5. Discussion Topics**

- Mission Statement
- Admissions Requirements
- Student Support Services
- Current and Projected Community Needs for Graduates in the Field
- Evaluation of Program Effectiveness; Student, Graduate, and Employer Surveys/Feedback
  
- **Curriculum (By Program)**
  - Appropriateness and adequacy of the program objectives
  - Appropriate and adequacy of the program length
  - Appropriateness and adequacy of the curriculum content (including academic general education or applied general education as appropriate – if applicable)
  - Appropriateness and adequacy of the learning resources
  - Adequacy of facilities
  - Adequacy of equipment
  
- **Outcomes (By Program)**
  - Student Graduation
  - Graduate Employment
  - State Licensing Examinations (where applicable)
  
- **Program Advisory Committee Consideration\***
  - Recap and update of prior meeting's input

### **6. Closing Comments / Next PAC Meeting Date**

**Program Advisory Committee Meeting**  
**DATE**  
**Attendee Sign-In Sheet**

**Name / Title Print:** \_\_\_\_\_ **Name Sign:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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<b>Policy Title:</b> Satisfactory Academic Progress  <b>Department:</b> Education	<b>Policy Number:</b> 024
	<b>Date Implemented:</b> 09/01/2017 <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure California Science and Technology University has an established policy and process to assess student academic progress throughout the program and to inform students of their academic progress at established and specific intervals.

**Scope:**

All Students

**Responsible Party:**

Registrar

**Policy:**

A student must maintain satisfactory academic progress (SAP) in order to remain in training. SAP is cumulative in that it includes all periods of attendance; and all periods of attendance are counted toward the maximum time frame allotted. SAP is applied to all students equally and measured weekly in certificate programs. In order to comply with the California Science and Technology University's satisfactory academic progress policy, the student must:

1. Be enrolled in a program of study with a valid enrollment agreement
2. Complete his/her program within the maximum time allowed. Maximum time allowed is 150% of the published course length.\*
3. Maintain satisfactory attendance.

For a credit hour program, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program. The school is not required to terminate the enrollment of a student who is unable to complete the program within the maximum timeframe unless the school has determined that the student has failed to meet school policies that would otherwise warrant termination (e.g., academic progress or attendance policies). For the purposes of reporting student achievement, the school may not classify students who do not complete the program within the maximum timeframe as graduates.

At CSTU all the students' grades and evaluations are based on demonstrated performance during each course and the level of academic knowledge gained during the course. The grading will consist of letter grades of A through F with grade points as indicated in this catalog. Additional elements of essays, problems, projects and case studies will receive letter grades from the faculty based on the grading rubric established by the CSTU. Each course is based on a total of 100 maximum points.

### Grade Point Average

A student's grade point average (GPA) is obtained by dividing the total number of points earned by the total credit hours attempted. Grades and symbols used to record academic progress are listed in the grading system table below. GPA is based on a maximum of 4.0. Grade points are assigned to all grades as follows:

Grade	GPA	Indicator
A+	4.00	Excellent
A	4.00	Excellent
A-	3.67	Excellent
B+	3.33	Above Average
B	3.00	Very Good
B-	2.67	Good
C+	2.33	Average
C	2.00	Satisfactory
C-	1.67	Need to Repeat
D+	1.33	Need to Repeat
D	1.00	Need to Repeat
D-	0.67	Need to Repeat
F	0	Need to Repeat
P	0	Pass
I	N/A	Incomplete
T	N/A	Transfer Credit
W	N/A	Withdrawal

The grade points stated above will be used to calculate the GPA. Students must maintain a 3.0 cumulative GPA to be in good standing.

### *Latin Honors*

The CSTU uses the Latin Honors Distinctions outlined below:

- 3.50 to 3.69 -Cum Laude – with honors
- 3.70 to 3.89 -Magna Cum Laude – with high honors
- 3.90 to 4.00 -Summa Cum Laude – with highest honors
- Grading Period: The grading period for each program is eight (8) weeks in length.
- Progress Reports: Updates to progress are made after each lecture, homework, midterm and final exam. Online progress reports are available for each program. Students can login into school learning system, Campus Administration and Management System (CAMS), and monitor their academic progress, which will give a predicted final score on the course. The CSTU Chief Academic Officer will contact students if the system predicts the student will fail the course.

Students not meeting SAP standards will meet with the Chief Academic Officer to establish a written plan for improvement.

Failure to Meet SAP Standards: A student who is making unsatisfactory progress at the end of a grading period will be placed on academic probation for the next grading period. If the student on academic probation achieves satisfactory progress for the subsequent period but has not achieved the required grades for overall satisfactory progress, the student may be continued on probation for one more grading period. If the student on probation fails to achieve satisfactory progress for the first probationary grading period, the student's enrollment will be terminated. If a student on probation fails to achieve satisfactory progress for the program at the end of two successive probationary grading periods, the student will be terminated. When a student is placed on academic probation, the student will be required to communicate with the Office of the Registrar prior to returning to class. The Office of the Registrar will inform the student of the date, action taken, and terms of the probation. This information will be clearly indicated in the appropriate permanent student's record.

#### *Academic Dismissal*

Any student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary grading periods will be suspended from enrollment.

#### *Academic Suspension Reinstatement*

A student whose enrollment is suspended for unsatisfactory progress may reapply for admission after a minimum of one grading period. A student who returns after the enrollment was suspended for unsatisfactory progress will be placed on probation for the next grading period. The student will be advised of this action, and the student's file documented accordingly.

#### *Academic Dismissal/Termination*

If the student does not maintain satisfactory progress during or by the end of this final probationary period, then the student's enrollment will be terminated. Application of

Standards: Satisfactory academic progress standards apply to all students and include all periods of the student's enrollment.

Appeals: Re-admission after termination for failing to meet SAP standards may be granted to an individual if a written appeal is made to the CSTU and the individual substantiates that mitigating circumstances were involved and corrective measures have been taken to prevent a recurrence. Appeals must be made within one month of the date of SAP notification.

Reinstatement: Students who have been dismissed for failure to maintain satisfactory academic progress may apply to be re-admitted after six (6) months. Such students may be re-admitted under a probation status. Such students can re-establish SAP good standing by successfully completing failed courses with a grade of "C" / 2.00 or better.

Students who are placed on Academic may apply to be reinstated as "active students." To change the status to active, students must submit a completed application for reinstatement along with a fee of \$400.00. Additional tuition fees will apply to uncompleted coursework.

Transferred or Re-admitted Students' Maximum Time Frame: Transferred or re-admitted students will be allowed a maximum time frame of 150% of the portion of the program remaining at the point of re-entry.

Incomplete Grades: Students receiving, at the discretion of the faculty member, a grade of "I" will be evaluated according to the minimum standard for academic progress and will be re-evaluated at the end of the first two weeks of the following course during which time the student may complete missing work. Courses indicating an "I" at the end of the two-week period will become an "F" with a "0" added to the GPA.

A student who withdraws during the last quarter of his/her program will receive a grade of "incomplete" if the student requests the grade at the time of withdrawal and the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

Make-Up Work: Make-up work requirements are described on each course syllabus. Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

Course Withdrawals: If a student withdraws prior to the mid-point in a course, the student receives a "W" and the GPA is not affected but will be counted as work attempted. The student who receives a "W" grade will have a 12-month period following the date the student withdraws to complete the course at no additional tuition.

- Transfer Credits: Transfer of credit courses does not affect the GPA and are not calculated in SAP. They are reflected on the transcript as "T".

Repeating a Course: Students must repeat courses in which they have received an “F” grade or from which they withdraw. Students will be charged the regular tuition fees for each course they repeat in which they received an “F” grade. Students must earn a cumulative GPA of 3.0 or higher on a 4.0 scale on all courses that carry a graduate credit. At CSTU, no grade below C is acceptable for credit toward a certificate or degree and if a student receives a grade below C in any graduate course, that course must be repeated. The new grade will replace the old grade for grade point average calculation, but the old grade will remain in the transcript. For students who wish to improve their grade, the fee for repeating a course is the same as the regular tuition.

Remedial Work: Remedial work is neither provided nor required.

**Procedure:**

The President reviews all grades and monitors satisfactory progress. All student meetings regarding satisfactory progress are with the President.

<b>Policy Title:</b> Student Conduct  <b>Department:</b> Education	<b>Policy Number:</b> 025
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure California Science and Technology University has an established Student Conduct policy made available to all students and employees.

**Scope:**

All Students

**Responsible Party:**

President

**Policy:**

Students are expected to conduct themselves in a responsible manner that reflects generally accepted moral standards, honor, and good citizenship. They are also expected to abide by the regulations of the University. It is the student's responsibility to maintain academic honesty and integrity, and to manifest a commitment to the goals of the University through proper conduct and behavior. Any form of academic dishonesty, or inappropriate conduct by students or applicants, may result in penalties ranging from warning to dismissal as deemed by CSTU. Any such disciplinary action will be taken following the procedures of due process. Due process mandates that students be given notice and an opportunity to be heard, that is, informed in writing of the nature of the charges against them and provided with an administrative hearing on the issues and provisions for appeal.

**Procedure:**

Any identified issues will be brought to the attention of the President who will arrange a meeting with the faculty member and student(s).

<b>Policy Title:</b> Student Services - Advising  <b>Department:</b> Administration	<b>Policy Number:</b> 026
	<b>Date Implemented:</b> 09/01/2017
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

To establish the California Science and Technology University student services policy regarding advising that meets governing agency requirements and is made known to students.

**Scope:**

All Students

**Responsible Party:**

President

**Policy:**

Academic advising is an essential element of the educational process. Faculty members serve as academic advisors to the students.

Although online registration is available to the student, he/she is welcome to meet with a faculty member before and during the course registration period each semester. During the meeting, they will examine the student's study plan, academic records, and choose suitable courses to enroll. Academic advising is also available to students throughout the school year. In addition to helping students plan course schedules, academic advisors may also encourage students to explore their academic options and personal goals in preparation for entering the professional world.

To ensure satisfactory progress of each student, the administrative staff including the Chief Academic Officer and the Director of Student Services maintain close contact with the faculty to monitor those students who may need extra help. Class attendance records, available online to the staff, are used as one input for student advising. The student is to be contacted for advising when either of the following occurs: (1) The staff is informed by any faculty member who is concerned about the student's performance in the class at any checkpoint during the semester, (2) the student has a poor attendance record, (3) the student is placed in academic-probation status. Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

**Procedure:**

The President or designee maintains the student services program and informational resources or referrals to be made available to students depending on the identified needs. Documentation of student advising sessions are maintained in the students file. Students are made aware of the services through the California Science and Technology University Catalog.

<b>Policy Title:</b> Syllabus Distribution  <b>Department:</b> Education	<b>Policy Number:</b> 027
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure students receive course information with reasonable detail on the nature of the program/course, the program/course requirements, and the standards and methods used in evaluating students' academic progress.

**Scope:**

All students

**Responsible Party:**

Faculty

**Policy:**

Students shall be advised of program/course content and faculty expectations through a course syllabus. The course syllabus serves as an agreement between the faculty member and student.

Each syllabus shall have at a minimum the following information:

- a short, descriptive title of the educational program;
- a statement of educational objectives;
- length of the educational program;
- sequence and frequency of lessons or class sessions;
- complete citations of textbooks (to include ISBN citations) and other required written materials;
- sequential and detailed outline of subject matter to be addressed or a list of skills to be learned and how those skills are to be measured;
- instructional mode or methods: and

**Procedure:**

The faculty will present a course syllabus to each student the first day of each program. This is verified by a signed and initial checklist for each course within that program.

<b>Policy Title:</b> Transfer of Credit  <b>Department:</b> Education	<b>Policy Number:</b> 028
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure California Science and Technology University has an established policy on Transfer of Credit made available to prospective students.

**Scope:**

All Students

**Responsible Party:**

Chief Academic Officer and Registrar

**Policy:**

The transfer credit toward a degree may be awarded for postsecondary courses completed by students at other institutions if such courses are found to meet the standards of CSTU and the requirements of the specific program of interest. The registrar evaluates transcripts based on the following criteria and policies:

- ✓ Transfer institution is regionally or nationally accredited in the U.S. to grant graduate degrees.
- ✓ Courses are graded at least a 3.0 (B) on a 4.0 grading scale.
- ✓ Courses are graduate level at the transfer institution and constitute a fair and reasonable equivalent to current CSTU course work at the graduate level.
- ✓ Courses logically fit into the program for the degree.

A maximum of 50% of the total credits (15 semester credits) required to complete the master's program may be applied from credits transferred into the program. A maximum of 90 credits may be applied from credits transferred into the undergraduate program.

**Procedure:**

- The Registrar collects transfer credit documentation which is then reviewed by the Chief Academic Officer.
- The Registrar notifies the student of the acceptance or denial of transfer credit.

<b>Policy Title:</b> Institutional Assessment and Improvement Planning  <b>Department:</b> Administration	<b>Policy Number:</b> 029
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure that California Science and Technology University engages in ongoing institutional assessment and improvement activities and planning appropriate to the size and scale of the school's operations and that support the management and administration of the school as well as the quality of education provided.

**Scope:**

All Constituents

**Responsible Party:**

Chief Academic Officer / President

**Policy:**

Institutional assessment and improvement activities should support and enhance the quality of the education provided using information obtained internally (e.g., staff and faculty development and planning, and student input and feedback) and externally (e.g., Program Advisory Committees, employers, community involvement, school graduates, etc.) to validate the school's educational and administrative practices and to document and improve student learning and achievement. Institutional assessment and improvement activities are expected to be significant and ongoing experiences in the school.

The school must demonstrate institutional assessment and improvement goal setting, benchmarking, and implementation activities appropriate to the size and scale of the school's operations in the areas of management; fiscal condition and budget; administrative policies and practices; student support services; faculty and staff development; educational program curricula; learning resources system, equipment, and supporting materials; facilities; and student achievement outcomes.

**Procedure:**

The Institutional Assessment and Improvement Plan (IAIP) team consists of the Chief Academic Officer / President. Assessment planning is scheduled to occur on a quarterly basis to allow for review of progress towards goals. Meeting minutes document the discussions while the plan itself is updated with applicable changes. The updated plan is reviewed for final approval by Chief Academic Officer / President.

<b>Policy Title:</b> Maintenance and Access of Student Records  <b>Department:</b> Registrar	<b>Policy Number:</b> 030
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure authorized access and safety of student records for review by appropriate individuals and agencies.

**Scope:**

Student Records

**Responsible Party:**

Registrar

**Policy:**

The records for students, including a transcript of academic progress, shall be kept in files maintained in cabinets in such a way that adequate information is maintained by the institution for a period of five (5) years from the student's date of completion or withdrawal to show student advancement, grades, and that satisfactory standards are enforced relating to progress and performance. All student files are kept in the Department of Student Services office and electronic copies in a secure server. A daily backup is made and stored “in the cloud” off-site by a professional provider with a secure file repository, backup and recovery system.

CSTU is required to maintain student records for a minimum of five (5) years while student transcripts will be maintained indefinitely and made immediately available during normal business hours, and for inspection by officials from the State of California Bureau of Private Postsecondary Education, or the State of California Attorney General's office showing the following:

- The names and addresses, both local and home, of each of its students;
- The courses of study offered by the institution;
- The names and addresses of its instructional staff, together with a record of the educational qualifications of each, and;
- The degrees or diplomas and honorary degrees and diplomas granted, the date of granting, together with the curricula upon which the diplomas and degrees were based.

**Procedure:**

The Registrar is responsible for ensuring that California Science and Technology University maintains student records, which include grades, attendance, prior education and training, as applicable, etc., for a period of not less than five (5) years on the school premises in cabinets and on a AWS and Google servers.

Academic transcripts are maintained permanently in each student's file.

In addition, requests for release of information by the student or from outside agencies must be made in writing. This requirement ensures that only authorized individuals have access to specific information requested.

Records are accessible only by authorized employees, in accordance to their position.

<b>Policy Title:</b> Maintenance of Graduate Employment Assistance Records  <b>Department:</b> Administration	<b>Policy Number:</b> 032
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure California Science and Technology University maintains records to support data reported to the public and to ACCSC regarding its program outcomes.

**Scope:**

Graduate Records

**Responsible Party:**

National Director of Career Services

**Policy:**

The school makes graduate employment assistance available to students and the extent and nature of employment assistance services provided aligns with any claims made by the school with regard to those services.

The school maintains verifiable records of each graduate's initial employment for five years. Any statement regarding the percentage of graduate employment, e.g., annual employment rates of graduates, must be based upon these verifiable records.

A signed a release of information form is completed and maintained for each student.

The school knows when the student has found employment when they call or email. The school also communicates with students via Facebook and at times they message the school with their employment status. Once the student is employed, California Science and Technology University does their own internal employment verification within 30 days.

The school either calls, emails or faxes the employer and requests that they fill out and fax back a verification form.

The school also performs weekly emails and phone calls to all graduates if they don't contact the school first and to provide an employment status update.

The school follows up with the graduate at three different intervals: 30, 60, and 90 days via phone calls, email or social media communication. The school career service staff collect this information.

The school ask students to provide proof of their employment such as submitting a copy of their paycheck stub. Once the internal employment verification has been done the information is recorded into the database system, hard copies are put in to the student files, and a copy of the employment verification record is uploaded into their Campus Administration and Management System file.

Career services staff at the school assist in this procedure as outlined on their job description.

<b>Policy Title:</b> Record Keeping - Students  <b>Department:</b> Administration	<b>Policy Number:</b> 032
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure specific documentation is maintained to evidence a student's eligibility, progress, and experiences prior to and during his/her enrollment.

**Scope:**

Student records

**Responsible Party:**

Registrar

**Policy:**

California Science and Technology University shall maintain records of the name, address, e-mail address, and telephone number of each student who enrolled in an educational program.

California Science and Technology University shall maintain, for each student granted a diploma or certificate, permanent records of all of the following:

- The diploma or certificate granted and the date on which that diploma or certificate was granted.
- The courses and units on which the diploma or certificate was based.
- The grades earned by the student in each of those courses.

California Science and Technology University shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.

Student files shall contain all of the following records:

Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to or the award of credit or acceptance of transfer credits, if applicable including the following:

- Transcripts
- Proof of identification in the form of a driver's license or other form of identification indicating the applicant's date of birth are required prior to admission;
- Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program, if applicable;

- Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
- Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid, if applicable;
- Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
- A transcript showing all of the following:
  - The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
  - Credit for courses earned at other institutions;
  - The name, address, website address, and telephone number of the institution.
- A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency, if applicable;
- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent, if applicable;
- Copies of any official advisory notices or warnings regarding the student's progress; and complaints received from the student, if applicable.

**Procedure:**

The Registrar is responsible for ensuring that California Science and Technology University maintains student records for a period of not less than five (5) years on the school premises in fireproof cabinets. Academic transcripts are maintained permanently in each student's file.

<b>Policy Title:</b> Student Complaint Records  <b>Department:</b> Administration	<b>Policy Number:</b> 033
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 12/17/2019

**Purpose:**

To ensure California Science and Technology University maintains records to support data reported to the public and to ACCSC regarding its program outcomes.

**Scope:**

All Students

**Responsible Party:**

Registrar

**Policy:**

From time to time, differences in interpretation of University policies will arise among students, faculty, and/or the administration. When such differences arise, we urge students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the University administration should be contacted. Normally, the informal procedure of discussing the difference will resolve the problem.

Any student who feels that he or she has been subjected to unfair treatment by the University by any of its employees, entities, policies, procedures or programs may report the matter in writing to the Chief Executive Officer for review and action. The Chief Executive Officer is located in the administrative location of CSTU and is open Monday through Friday 9:30 AM to 5:30 PM. On making the complaint, the student will be advised of the next step, depending on the nature of the complaint.

The first step would be to attempt to resolve the complaint informally. If the complaint is resolved satisfactorily to all parties concerned the case shall be closed, with a written notice to that effect sent to the complainant and the respondent. If no informal resolution is possible, and the student wishes to pursue the complaint, the grievance may be referred to the Bureau of Private Postsecondary Education (BPPE) State of California, P.O. Box 980818, W. Sacramento, CA, 95798- 0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), 916-574.8900.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov)

A student can also file a complaint with ACCSC as CSTU is accredited by ACCSC. If a student does not feel that the school has adequately addressed a complaint or concern, the student may

also consider contacting the school's accrediting agency, Accrediting Commission of Career Schools and Colleges. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**  
**[www.accsc.org](http://www.accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at [www.accsc.org](http://www.accsc.org).

**Internal Procedure:**

Documentation to include a copy of the written complaint, progress notes towards complaint resolution and official record of the disposition of the complaint is kept as part of the student record as defined in *Policy Title: Record Keeping – Students*.

<b>Policy Title:</b> Collection of Tuition  <b>Department:</b> Administration	<b>Policy Number:</b> 034
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

To describe the means of collecting tuition and fees.

**Scope:**

All students

**Responsible Party:**

Registrar

**Policy:**

California Science and Technology University does not participate in federal and state financial aid programs. CSTU accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third-party checks. Payment in full is required prior to beginning each course.

Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third-party financial plan. All financial arrangements must be made before the beginning of each course.

**Procedure:**

Upon execution of enrollment agreement, payment is due on the first day of class. Payment is accepted by cash, check, money order, wire transfer or credit card.

<b>Policy Title:</b> Refunds	<b>Policy Number:</b> 035
<b>Department:</b> Administration	
	<b>Date Implemented:</b> 09/01/2017
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure there is a fair and equitable refund policy that is consistently administered and complies with statutory and regulatory requirements.

**Scope:**

All students

**Responsible Party:**

Registrar

**Policy:**

**STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 1601 McCarthy Boulevard, Milpitas, CA 95035
3. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

## **WITHDRAWAL FROM THE PROGRAM**

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee \$90.00, within 35 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

If you obtain books or equipment, as specified in the enrollment agreement and return them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge for the books or equipment paid by you. If you fail to return books or equipment in good condition within the 30 day period, the school may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount.

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 35 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall

be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

**Procedure:**

Upon cancellation or withdrawal of a student, the Registrar will process a refund to the student in accordance with the above policies within 35 days and provide documentation to the student file of the refund calculation and evidence of refund, if applicable.

The Registrar will update the school's cancellation and withdrawal log each month, according to the above policy.

<b>Policy Title:</b> BPPE Annual Report	<b>Policy Number:</b> 036
<b>Department:</b> Administration	
	<b>Date Implemented:</b> 09/01/2017 <b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure timely and accurate reporting to BPPE.

**Scope:**

BPPE Annual Report

**Responsible Party:**

Chief Academic Officer / President

**Policy:**

California Science and Technology University shall file its annual report by the date indicated by BPPE.

The BPPE annual report shall include the information for all educational programs offered in the prior calendar year.

California Science and Technology University's annual report shall be electronically filed by submitting the information required via the Bureau's website ([www.bppe.ca.gov](http://www.bppe.ca.gov)), electronically attaching, as directed, the School Performance Fact Sheet and the school catalog, as requested by BPPE.

California Science and Technology University shall have annual financial statements prepared for the institution's prior fiscal year and signed under penalty of perjury, and shall submit a copy with its annual report, as requested by BPPE.

California Science and Technology University shall submit an annual report to the Bureau that includes the following:

- The total number of students enrolled by level of degree or for a certificate;
- The number of degrees, by level, and certificates awarded;
- The degree levels and certificates offered;
- The School Performance Fact Sheet(s) to include supporting documents;
  - The list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates.
  - The list of the objective sources of information used to substantiate the salary disclosure.

*Note: The 2013 reported submitted in 2014 – BPPE Annual Report Department requested the two bullets above not be provided.*

- The school catalog;
- The total charges for each educational program;

- A statement indicating whether the institution is, or is not, current in remitting Student Tuition Recovery Fund assessments;
- A statement indicating whether an accrediting agency has taken any final disciplinary action against the institution, if applicable;
- Additional information deemed by the Bureau to be reasonably required to ascertain compliance; and
- Data published on the School Performance Fact Sheet.

**Procedure:**

The Registrar will prepare California Science and Technology University's annual report according to the requirements of the above policy for submission to BPPE by December 1st annually or by the date indicated by BPPE.

President will arrange for preparation of California Science and Technology University's annual financial statements for the prior fiscal year.

President will submit the report electronically via the Bureau's website, attaching the School Performance Fact Sheet, the school catalog, and a signed copy of the school's financial statements.

<b>Policy Title:</b> BPPE Self-Monitoring	<b>Policy Number:</b> 037
<b>Department:</b> Administration	
	<b>Date Implemented:</b> 09/01/2017 <b>Date Revised:</b> 3/1/2025

**Purpose:**

To describe how California Science and Technology University monitors compliance with the Bureau for Private Education (BPPE) law and regulations.

**Scope:**

All school employees and operations

**Responsible Party:**

President

**Policy:**

California Science and Technology University shall monitor compliance with BPPE laws and regulations as follows:

1. Compliance training sessions for staff involved in compliance activities will occur once per year. Such meetings shall be led by the President.
2. A policy and procedure manual shall be prepared and maintained under the direction of the President. The manual shall be maintained in a manner that permits easy access by staff and faculty.
3. Ultimate responsibility for compliance shall reside with the President. The President may designate some or all of the day-to-day responsibilities for compliance, including recordkeeping, to additional staff members as appropriate.
4. The President shall monitor all employees, admissions advisors, faculty, and administrative staff with regard to compliance, by holding periodic staff meetings, reviewing recordkeeping procedures, reading and reviewing the policy and procedure manual, keeping current with changes in the law and the regulations promulgated there under, etc.

**Procedure:**

To maintain compliance with institutional policies and procedures and the requirements of the law and regulations the President and/or his/her designee will:

- Conduct Student File Reviews to verify that California mandated school catalog, student disclosures, refund policy, cancellation policy, Student Tuition Recovery Fund, School Performance Fact Sheet and other disclosures are provided to students prior to signing an enrollment agreement.
- Act as liaison with the Bureau for Private Postsecondary Education, California Department of Consumer Affairs.
- Prepare and submit annual reports to the Bureau for Private Postsecondary Education with financial information, and program completion and placement data as required.
- Review and approve the enrollment agreement for educational services, and ensure the agreement complies with requirements as set forth in the law and regulations.
- On an annual basis, update the School Performance Fact Sheet, and ensure prospective students are provided the most recent version.
- Review and approve the school catalog provided to prospective students and other interested persons to ensure compliance with minimum information required by law and regulations. Prior to the catalog's publication, review contents, specifically dealing with items required by the law and regulations.
- Review student records dealing with established student progress and performance standards.
- Respond to student concerns and maintain a student complaint log that includes resolutions to issues.
- Maintain effective communication between management members and staff/faculty through memoranda and other updates regarding the development and implementation of policies and procedures.
- Plan for staffing requirements to meet education and student services needs as student enrollment increases.
- Ensure that upon satisfactory completion of training students receive the appropriate degree or certificate.

<b>Policy Title:</b> BPPE Website Requirements	<b>Policy Number:</b> 038
<b>Department:</b> President	
	<b>Date Implemented:</b> 09/01/2017
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure BPPE website requirements are met and changes are posted on a timely basis.

**Scope:**

California Science and Technology University

**Responsible Party:**

President

**Policy:**

California Science and Technology University shall maintain the following information as required by BPPE (AB 2296 as of January 1, 2013) on the institutional website:

1. The school catalog and addenda, if applicable.
2. The School Performance Fact Sheet for each educational program offered by the institution.

*Note: The SPFS must be updated and posted by August 1 of every year thereafter.*

3. Student brochures offered by the institution, general and/or program specific.
4. A link to the Bureau's Internet website: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
*Per BPPE: School determines the location of the link on the institutional website.*
5. California Science and Technology University's most recent annual report submitted to the Bureau.

*Note: Institutions are not required to post the financial statements that are required to be submitted to the Bureau along with Annual Report on the institution's website.*

6. Information regarding where students may access the Bureau's website (in each area of the website where California Science and Technology University identifies itself as being approved or licensed by the Bureau).

*California Science and Technology University will add, "www.bppe.ca.gov" anywhere the Bureau is mentioned.*

**Procedure:**

California Science and Technology University will post on the website:

1. The school catalog and addenda, as applicable.
2. The School Performance Fact Sheet for each educational program offered by the institution.
3. Student brochures offered by the institution, general and/or program specific.
4. A link to the Bureau's Internet website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

5. California Science and Technology University's most recent annual report submitted to the Bureau.
6. Information regarding where students may access the Bureau's website (in each area of the website where California Science and Technology University identifies itself as being approved or licensed by the Bureau).
7. Statement of Approval to Operate.  
*California Science and Technology University is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.*

The President will review and update the above items at a minimum annually. Revisions are then sent to Corporate Marketing to update.

<b>Policy Title:</b> President, COO and CAO Responsibilities <b>Department:</b> Administration	<b>Policy Number:</b> 039
	<b>Date Implemented:</b> 09/01/2017 <b>Date Revised:</b> 3/1/2025

**Purpose:**

To define the duties and responsibilities of the President, Chief Operating Officer, and Chief Academic Officer.

**Scope:**

President; Chief Operating Officer; Chief Academic Officer

**Responsible Party:**

Board of Directors

**Policy:**

California Science and Technology University shall employ one or more individuals in the following positions:

***President(or CEO)*** – refers to the person primarily responsible for the overall administration of California Science and Technology University, including the supervision of the Chief Academic Officer and the Chief Operating Officer.

***Chief Operating Officer*** –refers to the person primarily responsible for the administration of California Science and Technology University business operation, including finances, management, personnel, and contracting for goods, services, or property.

***Chief Academic Officer*** - refers to the person primarily responsible for the administration of California Science and Technology University academic affairs including the supervision of faculty, development of educational programs and curricula, and implementation of the institution's mission, purposes and objectives. The chief academic officer shall possess a degree or equivalent acceptable experience at least equal to the highest qualifications required of the institution's faculty.

California Science and Technology University shall identify the Chief Executive Officer, Chief Operating Officer, and Chief Academic Officer on the institution’s organizational chart.

**Procedure:**

The President, COO and COA will fulfill the following duties and responsibilities with oversight of the college with the education and experience described below:

**Job Title:** President(or CEO)

Department: Administration

DEFINITION

To serve as President of California Science and Technology University with the responsibility to give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. In conjunction with the institution's President, designs, markets, promotes, and ensures that the institution delivers quality programs, products and services.
2. Ensures that the institution is financially capable of fulfilling its commitments to its students;
3. Assures the organization and its mission, programs, products and services are consistently presented in a strong, positive image to relevant stakeholders to include students, graduates, staff members, employers and advisory board members.

**Job Title:** Chief Operations Officer  
**Department:** Administration  
**Reports to:** Chief Executive Officer/President

#### SUMMARY

The COO is responsible for establishing policies and procedures, preparing budgets and monitoring expenses, advising CEO regarding financial strategies. Establishes financial policies, procedures, control, and reporting systems. Monitors, confirms and reports financial conditions; complies with federal, state, and local legal requirements, and manages staff.

**Job Title:** Chief Academic Officer  
**Department:** Education  
**Reports to:** Chief Executive Officer

#### SUMMARY

The Chief Academic Officer provides leadership and advocacy for the faculty and shares in the development of school-wide goals and priorities. The Chief Academic Officer is responsible for the general oversight of the Education Department activities, ensuring that quality education is available to all students. In addition, the CAO is responsible for maintaining a competent faculty. The CAO works closely with the school and in developing strategic plans for retention, placement and the continued growth of the school.

#### DUTIES AND RESPONSIBILITIES

1. Provides overall instructional leadership in program delivery methods.
2. Works collaboratively with other departments to achieve the institution's vision and goals.
3. Initiates and supports the development and implementation of instructional programs.
4. Provides periodic and annual evaluation of program effectiveness, performance of faculty, and planning for continued improvement.
5. Develops and implements plans of action to increase student attendance, reduce dropout rates, increase achievement, and meet institutional standards.
6. Participates and structures activities that build positive relationships which support institution and community goals.

7. Ensures ongoing professional communication and close collaboration with school departments and faculty in support of institutional goals, and applicable laws/regulations.
8. Models and articulates a value for professional learning and teamwork.
9. Develops and implements feedback systems that provide for continuous assessment of student, faculty and employer satisfaction with institution services.
10. Ensures adequate faculty staffing to provide quality education and student services for the number of students enrolled.
11. Ensures that student critiques are conducted. Further, that a summary of the critiques is reviewed with faculty and areas of weakness noted regarding other school departments are discussed with appropriate management members.

<b>Policy Title:</b> Non-Degree Faculty - Employment	<b>Policy Number:</b> 040
<b>Department:</b> Administration	
	<b>Date Implemented:</b> 09/01/2017
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

To define the hiring considerations, documentation procedures, and qualifications for non-degree faculty that meet California Science and Technology University and governing agency employment requirements.

**Scope:**

Non-Degree Faculty

**Responsible Party:**

COO

**Policy:**

In determining the required number of faculty, California Science and Technology University shall base its number of faculty on all of the following factors:

1. The educational level and number of students;
2. The number of hours needed for direct interaction between students and faculty per course.
3. The number of hours needed for evaluation of written materials prepared by students, such as papers and examinations, per course.
4. The number of class sessions per course.
5. The faculty duties established by California Science and Technology University; and
6. The number of hours [40] in a work week for full-time faculty at California Science and Technology University.

***Faculty in an Educational Program Not Leading to a Degree***

California Science and Technology University shall employ faculty members who possess the academic, experiential, and professional qualifications to teach, including a minimum of three years of related practical work experience in the subject area(s) being taught. If applicable, faculty members must be certified or licensed where required by law.

***California Science and Technology University Shall Not Employ***

California Science and Technology University shall not employ or continue to employ any faculty who were adjudicated in a judicial or administrative proceeding as having violated any provision of the BPPE Act or Regulations or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code.

**Procedure:**

The COO or designee will approve the hiring of faculty when deemed necessary. Applicants will be solicited by one or more of the following means:

- Job posting on an Internet site or newspaper; and

- Referrals from current staff/faculty;
- Job Fairs

The COO will solicit resumes, review qualifications, and interview candidates. Upon identifying a candidate as a good fit, further due diligence, such as collecting documentation that demonstrates meeting the minimum requirements, will take place. All documentation for hired faculty members is maintained in the faculty file.

<b>Policy Title:</b> School Performance Fact Sheet(s)	<b>Policy Number:</b> 041
<b>Department:</b> Administration	
	<b>Date Implemented:</b> 09/01/2017
	<b>Date Revised:</b> 12/17/2019

**Purpose:**

To provide consumer information as prescribed by the Bureau for Private Postsecondary Education.

**Scope:**

School Performance Fact Sheets for prospective students.

**Responsible Party:**

Career Services Representative and Registrar

**Policy:**

Prior to enrollment, California Science and Technology University shall provide a prospective student with a School Performance Fact Sheet containing, at a minimum, the following information, as it relates to the educational program:

- Completion rates
- Placement rates, if the educational program is designed to lead to (or California Science and Technology University makes any express or implied claim related to preparing students for) a particular career, occupation, vocation, job, or job title.
- License examination passage rates for programs leading to employment for which passage of a state licensing examination is required, if applicable.
- Salary or wage information.
- The most recent three-year cohort default rate reported by the USDE for the institution and the percentage of currently enrolled students receiving federal student loans (Effective January 1, 2013, institutions that participate in federal financial aid programs must include this information on their fact sheets), if applicable.
- For programs too new to provide data, the statement on the fact sheet: "This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary students can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution but is not equivalent to actual performance data."

All of the following shall be stated on the School Performance Fact Sheet:

- A statement informing the reader of where he or she may obtain a description of the manner in which the figures are calculated.
- A statement informing the reader of where he or she may obtain from California Science and Technology University a list of the employment positions determined to be within the

field for which a student received education and training for the calculation of job placement rates.

- A statement informing the reader of where he or she may obtain from the institution a list of the objective sources of information used to substantiate the salary disclosure.
- The statement “This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.”
- The statement “Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888)370-7589 or by fax (916)431.6959.”

The School Performance Fact Sheet shall be signed and dated by the institution and the student. Each item shall also be initiated and dated by the student.

### **Definitions**

- Cohort population - means the number of students that began a program on a cohort start date. The School Performance Fact Sheet cohort is based on the calendar year (January 1 – December 31).
- Cohort start date - means the first class day after the cancellation period, during which a cohort of students attends class for a specific program.
- Graduates - means the number of students who complete a program within 100 percent of the published program length. An institution may separately state completion information for students completing the program within 150 percent of the original contracted time, but that information may not replace completion information for students completing within the original scheduled time.
- Graduates available for employment - means the number of graduates minus the number of graduates unavailable for employment.
- Graduates employed in the field - means graduates who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations requiring passage of a licensing examination prior to employment, “graduates as employed in the field” means in a single position for which the institution represents its program prepares its graduates within six months of the announcement of the first licensure examination results.
- Graduates unavailable for employment - means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education at an accredited or Bureau-approved postsecondary institution.
- Students available for graduation - means the cohort population minus the number of students unavailable for graduation.
- Students unavailable for graduation - means students who have died, been incarcerated, or called to active military duty.

### **Calculations**

- The completion rate shall be calculated by dividing the number of graduates by the number of students available for graduation
- The job placement rate shall be calculated by dividing the number of graduates employed in the field by the number of graduates available for employment for each program that is either (1) designed, or advertised, to lead to a particular career, or (2) advertised or promoted with any claim regarding job placement.
- The license examination passage rates for the immediately preceding two years for programs leading to employment for which passage of a state licensing examination is required shall be calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program. The institution shall use state agency licensing data to calculate license examination passage rates. If those data are unavailable, the institution shall calculate the license examination passage rate in a manner consistent with regulations adopted by the Bureau.
- Salary and wage information, consists of the total number of graduates employed in the field and the annual wages or salaries of those graduates stated in increments of five thousand dollars (\$5,000).

### **Records**

California Science and Technology University shall maintain a description of the manner in which the figures are calculated that includes a list of employment positions used to determine the number of graduates employed in the field for purposes of calculating job placement rates.

The information used to substantiate the most recent three-year cohort default rate reported by the USDE for the institution and the percentage of currently enrolled students receiving federal student loans shall be documented and maintained by California Science and Technology University for five years from the date of the publication of those rates, by August 1<sup>st</sup> of each year, if applicable in the future.

The School Performance Fact Sheet will be filed annually with the Bureau for Private Postsecondary Education by the date determined by the Bureau.

**Procedure:**

The Career Services Representative and Chief Academic Officer will compile all data as required by the above policy and update the School Performance Fact Sheet on an annual basis.

Prior to enrollment, Admissions Representatives will provide each prospective student with a School Performance Fact Sheet for his/her program of interest. Receipt of the School Performance Fact Sheet is documented by the student's initials on the enrollment agreement and a signed copy in the student file.

<b>Policy Title:</b> Student Tuition Recovery Fund	<b>Policy Number:</b> 042
<b>Department:</b> Administration	
	<b>Date Implemented:</b> 09/01/2017
	<b>Date Revised:</b> 12/17/2019

**Purpose:**

To ensure accurate collection and submission of Student Tuition and Recovery Fund fees to the Bureau for Private Postsecondary Schools.

**Scope:**

Student Tuition Recovery Fund fees

**Responsible Party:**

Registrar

**Policy:**

California Science and Technology University's institutional charges include tuition and itemized fees such as the Registration Fee, Student Tuition Recovery Fund (STRF), textbooks, or supplies, if applicable, for a program.

California Science and Technology University shall assess the STRF fee to students according to the BPPE policy:

The STRF fee is \$.50 (or 0) per \$1,000 of institutional charges, rounded to the nearest thousand dollars.

STRF is charged to California residents or students enrolled in a residency program.

A student whose costs are paid to the institution by a third-party payer shall not pay the STRF assessment to the qualifying institution. A third-party payer is an employer, government program, or other entity that pays a student's total charges when no separate agreement for the repayment of the charges exists between the third-party payer and the student.

STRF is non-refundable unless a notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

California Science and Technology University shall maintain STRF records for a minimum of five years in an electronic format that is readily available and open to inspection by the Bureau upon request. California Science and Technology University shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request.

In the event that California Science and Technology University closes, California Science and Technology University shall remit any collected assessments to the Bureau within seven days following the cessation of instruction.

## **Student Tuition Recovery Fund Disclosure**

### **To be quoted in the catalog:**

#### **Student Tuition Recovery Fund**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

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

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

### **To be quoted on the enrollment agreement:**

#### **Student Tuition Recovery Fund**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

#### **Procedure**

##### ***Collection and Submission of Assessments***

California Science and Technology University will collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment will be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments.

California Science and Technology University will complete the STRF Assessment Reporting Form (Rev. 2/10) and remit it with the STRF assessments collected from students to be received by the Bureau no later than the last day of the month following the close of the quarter as follows:

- April 30 for the first quarter,
- July 31 for the second quarter,
- October 31 for the third quarter, and

- January 31 for the fourth quarter.

If the due date falls on a Saturday, Sunday or state or federal holiday, the due date will be extended to the next regular business day.

California Science and Technology University shall report the following on the STRF Assessment Reporting Form:

- Total number of student who signed enrollment agreements during the reporting period; and
- Total number of students eligible for STRF who signed enrollment agreements during the reporting period; and
- The total number of students who signed their enrollment agreement during the reporting period, who were eligible for STRF, and who made their first payment during the reporting period; and
- The total number of students who signed their enrollment agreement in a previous reporting period, who were eligible for STRF, and who made their first payment during the current reporting period; and
- Total amount of institutional charges after rounding each student's institutional charges to the nearest \$1,000, for all eligible STRF students whose STRF assessment was collected in the reporting period; and
- Current contact telephone number of the person preparing the form; and
- A declaration dated and signed under penalty of perjury by the person preparing the form, that the form and any attachments are true and correct.

### **Record-Keeping**

California Science and Technology University will maintain information for each student to document and provide evidence of timely and accurate STRF reporting and payment to BPPE. Such information will include the following for each student:

- Student identification number,
- First and last name,
- Email address,
- Local or mailing address,
- Address at the time of enrollment,
- Home address,
- Date enrollment agreement signed,
- Courses and course costs,
- Amount of STRF assessment collected,
- Quarter in which the STRF assessment was remitted to the Bureau,
- Third-party payer identifying information,
- Total tuition charged, and
- Total tuition paid.

<b>Policy Title:</b> Distance Education Policies	<b>Policy Number:</b> 043
<b>Department:</b> Administration	
	<b>Date Implemented:</b> 2019 / 2020
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

To ensure the delivery of high quality of online courses, CSTU has adopted the following policies for Quality Online Teaching.

**Scope:**

Distance Education

**Responsible Party:**

Chief Academic Officer

**Policy:**

The policy covers the following aspects:

- Course design
- Interaction and collaboration
- Assessment
- Learner support
- Accessibility
- Last day of attendance

***Course Design***

For online teaching, the course design needs to consider the limitations of online teaching, especially, the limitation on interaction with students. The instructors should engage with students during the lecturing, and design online quizzes and encourage the students to turn on the video all the time. The course should include parts that allow students to demonstrate their progress and understanding, including, live presentation, off-line sharing their work, etc. The instructors should use prepared slides, also use the electronic white boards to illustrate any concepts. The course design should take advantage of the easy access of the online material on the online courses and avoid showing the course material through physical activities. The important dates, such as assignment and assessment deadlines, should be clearly specified throughout the entire course.

***Interaction and Collaboration***

As the advance of teamwork zoom software, instructors can have close interaction with students, including remote control of the students' laptop, divide students into groups, use the chat channel for text information, and electronic white board to explain any concept dynamically. Instructors can use the poll function to ask questions, and understand how the students are following the lectures, and ask questions during the lecture. Instructors are encouraged to allow students to share their computer screens, ask questions in the classroom, and answer questions in the Zoom classroom. File sharing features should be used for off-line interactions between instructors and students, and group and chatting should be used for communication with students in addition to emails.

### ***Assessment***

The CAO is responsible for oversight for distance education. The responsibility for ensuring the course lectures meet the objectives and the mission of the school remain the responsibility of the instructor. All instructors are provided training and/or tutorial opportunities with the education software, devices, or attending other classes for learning. The CSTU administrators use the feedback from students and faculty to ensure the courses would meet the objectives and the mission of the school.

### ***Learner Support***

Students can use the school zoom and other devices to organize group discussions, meetings, and other activities. Students are also encouraged to feedback any suggestions to school, and school will adopt these suggestions if appropriate. If students need suggestions on their devices, learning environments, etc., school administrators will provide them with advice, and support. Students can initiate contact requests through email, group chat, or phone calls. Students should submit the work in the google shared drive (specified for each course), and post their questions online or emails to the professor or administrator.

### ***Accessibility***

School's resources, including online library, course materials, course recording, and past course materials are available to all students. Students can make appointments with school administrators and faculty to solve any problems they may have.

### ***Last Date of Attendance***

The Last Day of Attendance (LDA) is the date the school uses to determine the amount of refund, if any, that must be returned to the student withdrawal. Attendance is based on the students' completion or participation in an assigned course activity.

For example, submitting an academic assignment, taking a quiz or exam, participating in an interactive class, posting to an online discussion about academic matters, initiating contact with a faculty member to ask a question about the academic subject studied in the course.

<b>Policy Title:</b> ACADEMIC INTEGRITY POLICY  <b>Department:</b> Administration	<b>Policy Number:</b> 044
	<b>Date Implemented:</b> 09/01/2017  <b>Date Revised:</b> 3/1/2025

**Purpose:**

**Scope:**

All students

**Responsible Party:**

President

**Policy:**

CSTU expects that all academic work submitted by students be original, or in the case of cited material, properly acknowledged as the work, ideas, or language of another. Further, all acts of academic dishonesty are strictly prohibited. These include, but are not limited to, cheating, plagiarism, fabrication, unauthorized collaboration, misappropriation of resource material, or any other violation of university regulations.

**Procedure:**

<b>Policy Title:</b> COMPLAINT AND GRIEVANCE POLICY	<b>Policy Number:</b> 045
	<b>Date Implemented:</b> 09/01/17
	<b>Date Revised:</b> 3/1/2025
<b>Department:</b> Administration	

**Purpose:**

**Scope:**

All students, faculties and staffs

**Responsible Party:**

President

**Policy and Procedure:**

From time to time, differences in interpretation of university policies will arise among students, faculty, and/or the administration. When such differences arise, we urge students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the university administration should be contacted. Normally, the informal procedure of discussing the difference will resolve the problem.

Any student who feels that he or she has been subjected to unfair treatment by the university by any of its employees, entities, policies, procedures or programs may report the matter in writing to the President for review and action. The President is located in the administrative location of CSTU and is open Monday through Friday 9:30 AM to 5:30 PM. On making the complaint, the student will be advised of the next step, depending on the nature of the complaint.

The first step would be to attempt to resolve the complaint informally. If the complaint is resolved satisfactorily to all parties concerned the case shall be closed, with a written notice to that effect sent to the complainant and the respondent. If no informal resolution is possible, and the student wishes to pursue the complaint, the grievance may be referred to the Bureau of Private Postsecondary Education (BPPE) State of California, P.O. Box 980818, W. Sacramento, CA, 95798- 0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), 916-431-6959, or ACCSC at 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 2220.

<b>Policy Title:</b> DRUG AND ALCOHOL POLICY	<b>Policy Number:</b> 046
	<b>Date Implemented:</b> 09/01/17
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

**Scope:**

All students, faculties and staffs

**Responsible Party:**

President

**Policy:**

The university recognizes the health risks associated with the use of illicit drugs and the abuse of alcohol and is committed to providing a drug-free educational environment and workplace. The university prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance and the abuse of alcohol by students and employees on university property or as part of any of its activities. Individuals found to be in violation or engaged in serious misconduct are subject to legal sanctions under local, State, or Federal law, as well as any administrative sanctions that the university may impose.

CSTU complies with the Drug-Free School and Communities Act Amendments of 1989, Public Law 101-226, and the Drug- Free Workplace Act of 1988, Public Law 100-690. The university supports the purpose of this legislation and provides copies of the school policies governing drug and alcohol abuse to all employees and students.

**Procedure:**

<b>Policy Title:</b> NON-DISCRIMINATION POLICIES  <b>Department:</b> Administration	<b>Policy Number:</b> 047
	<b>Date Implemented:</b> 09/01/17
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

**Scope:**

All students, faculties and staffs

**Responsible Party:**

President

**Policy:**

CSTU does not discriminate on the basis of race, religion, color, national origin, sex, handicap or disability, or age in any of its policies, procedures or practices. The university's nondiscrimination policies comply with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Vietnam Era Veterans Readjustment Assistance Act of 1974 (pertaining to veterans), and Section 504 of the Rehabilitation Act of 1973 (pertaining to age).

**Procedure:**

The President is responsible for reviewing.

<b>Policy Title:</b> PRIVACY POLICY	<b>Policy Number:</b> 048
	<b>Date Implemented:</b> 09/01/17
<b>Department:</b> Administration	<b>Date Revised:</b> 3/1/2025

**Purpose:**

**Scope:**

All students, faculties and staffs

**Responsible Party:**

President

**Policy and Procedure:**

California Science and Technology University (CSTU) is committed to protecting your privacy. We collect personal, financial, and technical data to provide academic and administrative services, process enrollments and payments, enhance security, and improve user experience. We do not sell personal data but may share it with insurance providers, government agencies for regulatory compliance, or law enforcement if legally required. Data is safeguarded through security measures and retained only as necessary for academic, administrative, or legal purposes. This policy is subject to periodic updates, and any changes will be posted on our website.

<p><b>Policy Title:</b> SCHOLARSHIP POLICY</p> <p><b>Department:</b> Administration</p>	<b>Policy Number:</b> 049
	<b>Date Implemented:</b> 09/01/22
	<b>Date Revised:</b> 3/1/2025

## Purpose:

The Scholarship Policy of California Science and Technology University (CSTU) is designed to promote access to high-quality, job-relevant education by providing financial support to students who demonstrate academic merit. The policy reflects CSTU's commitment to fairness, transparency, and inclusion in all scholarship processes.

## Scope:

This policy applies to all current and prospective CSTU students enrolled in undergraduate, graduate, or certificate programs.

## Responsible Party:

President

## Guiding Principles:

CSTU's scholarship program is grounded in the following principles:

- **Fairness:** All students are considered without discrimination based on race, color, gender, age, national origin, disability, or other protected characteristics. *Selection criteria and processes are clearly defined and consistently applied.*
- **Transparency:** Scholarship eligibility requirements, application procedures, and evaluation criteria are published and communicated openly.
- **Merit & Potential:** Academic excellence, personal achievements, leadership qualities, and innovation are all recognized.
- **Alignment with Industry Needs:** Scholarships support students preparing for careers in areas aligned with CSTU's mission, including emerging technologies and digital transformation.

## Types of Scholarships

### **a. Merit-Based Scholarships**

Awarded to students who demonstrate outstanding academic achievement.

#### **Eligibility:**

- GPA of 3.9 or higher
- Full-time enrollment
- Leadership, research, or project-based accomplishments may strengthen the application

#### **Application Process**

- Submit the **Scholarship Application Form** by the deadline
- Required documentation:
  - Academic transcript
  - Personal statement (500 words max)
  - Recommendation letter (if applicable)

All applications are treated confidentially and reviewed under consistent, objective criteria to ensure fairness.

#### **Selection and Awarding Process**

- Decisions are based on published criteria and documentation provided by applicants.
- Awards are disbursed as tuition credits or fee waivers.
- All applicants will receive a decision notification.

#### **Renewal Requirements**

Renewable scholarships require recipients to:

- Maintain a minimum GPA
- Remain in good academic and disciplinary standing
- Complete a renewal application, if required
- Continue to meet all scholarship criteria

#### **Oversight and Fairness Assurance**

- This policy is reviewed annually to ensure compliance with equity and fairness standards.
- CSTU reserves the right to update the policy as needed to reflect institutional goals, accreditation requirements, or funding availability.

<b>Policy Title:</b> SEXUAL HARASSMENT POLICY  <b>Department:</b> Administration	<b>Policy Number:</b> 050
	<b>Date Implemented:</b> 09/01/17
	<b>Date Revised:</b> 3/1/2025

**Purpose:**

**Scope:**

All students, faculties and staffs

**Responsible Party:**

President

**Policy:**

Whether verbal or physical, in person or by telephone, sexual harassment is an act of aggression. It is a violation of federal law under (section 703 of the Civil Rights Act of 1964 and under Title IX Education Amendments of 1972). CSTU encourages students and employees to confront sexual harassment, to report incidents and/or to seek advice and assistance. CSTU has both a moral and legal obligation to investigate all complaints of sexual harassment and to pursue sanctions when warranted.

It is the policy of the university that all persons, regardless of their sex, should enjoy freedom from discrimination of any kind. "Sexual harassment" means any unwelcomed sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity.
- Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive environment for working or learning.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational or working environment.

CSTU is committed to taking appropriate action against those who violate the policy prohibiting sexual harassment. CSTU is committed to protecting victims of harassment from retaliation.