California Trinity University

Student Handbook

Approved by BPPE
Certified by SEVP

The Office of Student Services reserves the right to change and update this document as they see fit. For questions and clarifications, contact the Director of Student Services.

CALIFORNIA TRINITY UNIVERSITY

STUDENT HANDBOOK

2026-2027

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ABOUT THE STUDENT HANDBOOK

The Student Handbook provides information about services and resources for students, as well as official policies, regulations and guidelines for students at California Trinity University. The departments that publish these policies, regulations and guidelines may revise or withdraw them without notice. The School makes every effort to inform the community of changes; however, students are responsible for monitoring for updates, as well as for reading and knowing the contents of this handbook. The Office of Student Services is responsible for maintaining the handbook and welcomes your suggestions, in person or by email to studentservices@catu.edu.

This Student Handbook is available at the Office of Student Services and on the CTU website:

https://www.catu.edu/downloads-doc/publications

CUSTODIAN OF RECORDS

The School maintains student records in accordance with the Bureau for Private Postsecondary Education (BPPE) guidelines in the State of California. The School Registrar acts as the Custodian of Records and maintains student personnel information, financial records, and transcripts in locked, fire-proof files at California Trinity University at 2333 Beverly Blvd, Los Angeles, CA 90057 in hard copy and/or digital format. Students may request from the Designated Custodian of Records official transcripts or proof of former enrollment from the school at any point in time.

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ACADEMIC CALENDAR

2026

SUMMER QUARTER	
JULY 07 to SEPTEMBER 14	
Student Registration	June 29 to July 7
Summer Quarter Begins & First Day of Instruction	July 7
Last Day to Drop Class	July 14
Academic Holiday: Labor Day	September 07
Finals Week	September 08 to 14
Summer Quarter Ends	September 14
Fall Break	September 15 to October 4

FALL QUARTER	
OCTOBER 05 to DECEMBER 19	
Student Registration	September 28 to October 05
Fall Quarter Begins & First Day of Instruction	October 05
Last Day to Drop Class	October 13
Academic Holiday: Columbus Day	October 12
Academic Holiday: Veterans Day	November 11
Academic Holiday: Thanksgiving	November 26 to 29
Finals Week	December 14 to December 19
Fall Quarter Ends	December 19
Winter Break	December 28, 2026 to January 03, 2027

2027

WINTER QUARTER	
JANUARY 04 to MARCH 20	
Student Registration	December 21, 2026 to January 04, 2027
Winter Quarter Begins & First Day of Instruction	January 04
Last Day to Drop Class	January 11
Academic Holiday: Martin Luther King Jr. Day	January 18
Academic Holiday: Presidents' Day	February 15
Finals Week	March 15 to 20
Winter Quarter Ends	March 20
Spring Break	March 21 to April 04

SPRING QUARTER	
APRIL 05 to JUNE 19	
Student Registration	March 29 to April 05
Spring Quarter Begins & First Day of Instruction	April 05
Last Day to Drop Class	April 12
Academic Holiday: Memorial Day	May 31
Academic Holiday: Juneteenth	June 18 (observed)
Finals Week	June 14 to 19
Spring Quarter Ends	June 19
Summer Break	June 20 to July 04

Note:

- Campus building is closed on Sundays, Academic Holidays, and Quarter Breaks.
- The above academic schedule is subject to change.

I. INTRODUCTION, HISTORY AND MISSION STATEMENTS

INTRODUCTION AND INSTITUTIONAL HISTORY

California Trinity University (CTU) is a non-profit private education institution that was established in May 1994. In the Fall of 1994, the Bureau for Private Postsecondary and Vocational Education (BPPE) granted the school approval to operate as a degree-granting institution offering degree programs in Acupuncture and Oriental medicine. The BPPE is a state agency which regulates all private postsecondary institutions in the State of California.

In 2010, CTU changed its educational objectives to include courses in business and education that aimed to transform the School into a 21st-century institution of learning. In August 2012, the Bureau for Private Postsecondary Education approved and granted its application for *Change in Educational Objectives* which added higher-education business and education programs. In 2019, CTU changed its name to California Trinity School of Business (CTSB) to best reflect its focus in providing quality graduate business education. In 2025, CTSB reverted to its original name, California Trinity University, to reflect its commitment to Christian higher education and the development of high-caliber, high-character professionals.

The CTU Board firmly believes in the continuous improvement of its programs to provide education to the community, and to the society at large, with the objective of becoming a school for 21st century learning.

FAITH STATEMENT

The sole basis of our beliefs is the Bible, God's infallible written Word, the 66 books of the Old and New Testaments. We believe it was uniquely, verbally, and fully inspired by the Holy Spirit and written without error (that is, it is inerrant) in the original manuscripts. It is the supreme and final authority in all matters on which it speaks.

We accept those areas of doctrinal teaching on which, historically, there has been general agreement among all true Christians. Because of the specialized calling of our movement, we desire to allow for freedom of conviction on other doctrinal matters, provided that any interpretation is based upon the Bible alone and that no such interpretation shall become an issue that hinders the ministry to which God has called us.

There is one true God, eternally existing in three persons — Father, Son, and Holy Spirit — each of whom possesses equally all the attributes of Deity and the characteristics of personality. Jesus Christ is God, the living Word, who became flesh through His miraculous conception by the Holy Spirit and His virgin birth. Hence, He is perfect Deity and true humanity united in one person forever.

He lived a sinless life and voluntarily atoned for human sins by dying on the cross as a substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone.

He rose from the dead in the same body, though glorified, in which He lived and died.

He ascended bodily into heaven and sat down at the right hand of God the Father, where He, the only mediator between God and humanity, continually makes intercession for His own. Adam and Eve were

originally created in the image of God. They sinned by disobeying God; thus, they were alienated from their Creator. That historic fall brought all people under divine condemnation.

Human nature is corrupted. As a result, all people are unable to please God. Everyone is in need of regeneration and renewal by the Holy Spirit.

Salvation is wholly a work of God's free grace and is not the work, in whole or in part, of human works or goodness or religious ceremony. God imputes His righteousness to those who put their faith in Christ alone for their salvation and thereby justifies them in His sight.

It is the privilege of all who are born again of the Spirit to be assured of their salvation from the very moment in which they trust Christ as their Savior. This assurance is not based upon any kind of human merit but is produced by the witness of the Holy Spirit, who confirms in the believer the testimony of God in His written word.

The Holy Spirit has come into the world to reveal and glorify Christ and to apply the saving work of Christ to individuals. He convicts and draws sinners to Christ, imparts new life to them, continually indwells them from the moment of spiritual birth, and seals them until the day of redemption. His fullness, power, and control are appropriated in the believer's life by faith. Believers are called to live so in the power of the indwelling Spirit that they will not fulfill the lust of the flesh but will bear fruit to the glory of God.

Jesus Christ is the Head of the church, His body, which is composed of all people, living and dead, who have been joined to Him through saving faith.

God admonishes His people to assemble together regularly for worship, participation in ordinances, edification through the Scriptures, and mutual encouragement.

At physical death, the believer enters immediately into eternal, conscious fellowship with the Lord and awaits the resurrection of the body to everlasting glory and blessing.

At physical death, the unbeliever enters immediately into eternal, conscious separation from the Lord and awaits the resurrection of the body to everlasting judgment and condemnation. Jesus Christ will return to the earth — personally, visibly, and bodily, — to consummate history and God's eternal plan.

The Lord Jesus Christ commanded all believers to proclaim the gospel throughout the world and to disciple people from every nation. The fulfillment of that Great Commission requires that all worldly and personal ambitions be subordinated to a total commitment to "Him who loved us and gave Himself for us."

MISSION STATEMENT

California Trinity University develops high-caliber, high-character professionals through a Christian education.

The California Trinity University's mission is appropriate to Christian higher education, consistent with its charter or other operating authority, and implemented in a manner that complies with TRACS' Standards. The institution's mission gives direction to its activities and provides a basis for the assessment and enhancement of the institution's effectiveness.

The mission sets forth the specific educational role of the institution and is consistent with the institution's Christian philosophy of education and Faith Statement.

INSTITUTIONAL OBJECTIVES

The Institutional Objectives are written in measurable terms. The Objectives read as follows:

- IO 1 — Academic Excellence: Deliver a quality education through highly-qualified faculty.
- IO 2 — Whole-Person Learning: Equip students to be effective communicators, critical thinkers, and ethical leaders grounded in Christian values.
- IO 3 — Student Success: Support students in advancing their educational goals and preparing them for their professional careers.
- IO 4 — Institutional Effectiveness: Pursue continuous improvement through systematic assessment, strategic planning, and responsiveness to a changing professional landscape.

BOARD OF DIRECTORS

- The Board of Directors, under Section 43800 of Title V of the California Administrative Code, reserves the right to add, amend, or repeal any of its regulations, rules, resolutions, standing orders, or rules of procedures, in whole or in part, at its discretion.

- CTU does not have a pending bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C.Sec. 1101 et seq.).

WELCOME MESSAGE

Welcome to California Trinity University.

Our mission states it plainly: California Trinity University develops high-caliber, high-character professionals through a Christian education. We believe that business is a calling and that the workplace is one of the places God's people are sent to serve. Our MBA program is built on that conviction. It shapes how we design our courses, the faculty we appoint, the way we care for our students, and the standards we hold our graduates to as they enter or advance in their careers.

Scripture calls us to "work heartily, as for the Lord" (Colossians 3:23, ESV). We take that charge seriously. At CTU, academic excellence is not separate from faith; it is one of the ways faith is expressed. Our students learn the disciplines of finance, management, marketing, and leadership, and they are also challenged to ask what it means to lead with integrity, to steward resources well, and to treat employees, customers, and communities with the dignity owed to every person made in the image of God.

As Chief Academic Officer, my responsibility is to ensure that the education you receive at

CTU is academically rigorous, professionally relevant, and faithful to the institution's Christian identity. I bring to this role a background in higher education assessment and accreditation. That experience has taught me that good academic programs are built on honest measurement, continuous improvement, and a clear commitment to the people they serve. Those are not only professional values; they reflect the truthfulness, humility, and servant leadership that Christ modeled for us.

CTU welcomes students from many backgrounds and walks of life. Whether you share our faith or are exploring it, you will find here a community that takes your goals seriously and supports you through the demands of graduate study.

Whether you are considering CTU or already enrolled, I encourage you to read this Handbook carefully and to reach out with any questions. We would be glad to talk with you, and we look forward to walking alongside you on this part of your journey.

Amanda Kenderes, Ph.D., M.Ed.
Chief Academic Officer

STATEMENT OF NON-DISCRIMINATION

It is policy of CTU that applicants for admission shall not be discriminated against the basis of race, color, ethnicity, national origin, religion, gender, age and physical handicap. CTU's admission policy, therefore, is in compliance with the following federal statutes prohibiting such discrimination; Title VI of the Civil Rights Act of 1964 (as amended); Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975l and the Americans with Disabilities Act.

STATEMENT OF CONFLICT OF INTEREST

Members of the School community are expected to exercise good judgment, honesty, and high ethical standards in all business transactions and have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. The Board of Directors, faculty, and staff members should deal with suppliers, clients, students, contractors, government agencies, and all others having a relationship with the School on the sole basis of what is in the best interests of the School without consideration of personal gain.

This policy establishes the framework within which the School wishes to operate. The purpose of these guidelines is to provide general direction so that members of the School community can seek further clarification on issues related to the subject of acceptable standards of operation. Members of the Board of Directors should contact the Chairperson of the Board and all others should contact the Chief Executive Officer for more information or questions about conflict of interest. It is possible that the opinion of the School's attorney may be sought for clarification.

An actual or potential conflict of interest occurs when a member of the School community is in a position to influence a decision that may result in personal gain for that person or for a relative as a result of the School's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage including spouse, child, step-child, parent, step-parent, parent-in-law, parent's siblings, sibling's child or step-child, niece, nephew, first cousin, and those whose relationship with the colleague is similar to that of persons who are related by blood or marriage.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if members of the School community have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the appropriate party mentioned above as soon as possible the existence of any actual or potentials conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a colleague or relative has a significant ownership in a firm with which the School is doing business, but also when a member of the School community or a relative receives any cash, a gift (including tickets) of substantial value (defined as greater than or equal to $50), or special consideration as a result of any transaction or business dealings involving the School.

The Board of Directors and the Chief Executive Officer of the School have the ultimate authority and responsibility to determine the application of this policy and the implementation of steps to be taken to correct a situation deemed not in the best interests of the School, including, if appropriate, recommendation for disciplinary action or discharge.

Members of the School community to whom this policy applies will be given a copy of the policy and will be required to sign a disclosure statement at the time of hire. Certain key personnel will be required to sign a disclosure form on an annual basis.

STATEMENT OF ACADEMIC FREEDOM

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

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

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

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

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

ACCREDITATION

The degree program offered by CTU is not accredited by an accrediting agency recognized by the United States Department of Education.

A graduate of an unaccredited degree program will not be eligible to sit in any licensure exams in California and other states nor does it allow one to become certified or registered as required for an applicable profession, occupation, trade, or career field in California and other states.

A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

CTU is pursuing initial accreditation candidacy with the Transnational Association of Christian Colleges and Schools (TRACS), which is recognized by the United States Department of Education and the Council for Higher Education Accreditation. Achievement of TRACS Candidate Status is dependent upon completion of TRACS' required application, self-study, and review processes.

NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- CTU is expected to achieve accreditation candidacy by October 2026 and full accreditation by October 8, 2029.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

II. STUDENT LEADERSHIP

STUDENT ORGANIZATION OVERVIEW

Student groups at California Trinity University provide a rich and varied complement to academic life. The Office of Student Services works with all student clubs, including the Student Government Association, to help students have successful events and meet organizational goals.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the governing Board of the student body. The Student Government Association seeks to actively enrich and broaden the student experience. Interacting with students, administration, faculty, and the external community, the SGA promotes an environment of energetic and engaged students who are proud to be lifetime members of the California Trinity University community.

The SGA consists of both voting members and non-voting members. Members must be currently registered CTU students and every member has a right to vote. Non-voting members include Director of Student Services and SGA Advisors.

There is no membership fee to become a SGA member or officer.

Officers must be full-time MBA students, having completed at least 1 quarter of course work, have obtained a minimum 3.0 cumulative GPA at the time of their nomination. CTU has a diverse multi-cultural, multi-lingual student body; therefore, meetings will be conducted in English.

The officers shall be elected by students by a majority of the vote cast for that office. The officers shall serve for one year and their term of office shall begin every Summer Quarter.

An official meeting will be held every 1-2 months, at the minimum, either through online video group call or in-person. A quorum of 3 members constitutes an official meeting.

CLUB LEADERSHIP

All clubs are required to have a representative for three crucial leadership positions:

1. President
2. Vice President
3. General Secretary / Treasurer

III. TUITION AND BILLING POLICY

TUITION AND FEES

Students are required to pay tuition at registration each quarter. Cash, credit cards, and checks are accepted in the amount due. Courses are offered in both day and evening sessions with the same tuition charged. For tuition and fees of a specific program, refer to the program's section on Financials. CTU reserves the right to change tuition. Changes to tuition are announced to the students via email at least one quarter prior. The announcement will be posted on the school's website. Any new tuition rate will be in effect for the upcoming quarter. Any changes in the tuition will likewise be updated in the catalog or catalog addendum.

Tuition Payment Plan Policy

CTU offers a Tuition Payment Plan to help students manage the cost of education financing. At the start of each quarter, the student can arrange to setup a Payment Plan specifying the monthly installment payment amount and dates when payments are due.

The following are the policy guidelines for the tuition payment plan:

- Students who arrange to pay in 3 (three) monthly installments will be assessed a one-time processing fee of $50 (non-refundable) at the start of the quarter.
- Payments received more than 5 (five) days past the due date will be assessed a late fee of $50.00.
- Student's account balance must not be delinquent and prior quarter charges must be paid.

- Current quarter tuition and fees must be billed.
- Only a maximum of three installment payments are allowed per quarter.

  Note: Payments specified in the payment plan are subject to change by adding/dropping courses and changes in financial aid.

Academic Tuition	
MBA Program	$240 per Unit
Fees	
Application Fee (non-refundable)	$200
Student ID	$20
Transcript Fee	$20
Late Registration Fee	$5-$50
Enrollment Verification Fee	$20
Transfer Credit Evaluation Fee	$50
Graduation Fee/Diploma	$300
Replacement Diploma	$100
Course Completion Letter (optional)	$20
STRF Fee (non-refundable) quarterly	$0

CANCELLATIONS, WITHDRAWALS AND REFUND POLICY

The student has the right to cancel the enrollment agreement and obtain a refund of all charges paid through attendance at the first session, or the seventh day after enrollment, whichever is later.

The student has the right to withdraw at any time from the course of instruction after the cancellation period and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if the student reaches 60% completion or less of the period of attendance. The amount of the refund is determined by deducting the application fee from the total tuition charge, then dividing the remainder by the number of hours in the period of attendance to calculate the hourly charge. The refund is the amount in excess of what the student owes for total hours of instruction completed, including the application fee.

A student should send either through postal mail, hand deliver, or fax a written notice of cancellation or withdrawal addressed to the School Registrar at California Trinity University 2333 Beverly Blvd, Los Angeles, CA 90057. The cancellation or withdrawal will take effect by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Any refunds due will be made by the School within 30 calendar days from the effective date of cancellation or withdrawal.

In order to ensure that students are fully informed of their rights and procedures for recovering tuition refunds, a copy of the School's Cancellation/Withdrawal Policy is provided to each student upon registration. In compliance with the applicable California Education Code (Section 94919), the School's cancellation/withdrawal and refund policy is also fully disclosed in the enrollment agreement.

STUDENT TUITION RECOVERY FUND (STRF) STATEMENT

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"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 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."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"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 N. Market Blvd. Ste. 225, Sacramento, CA 95834, Telephone: (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."

STUDENT TUITION RECOVERY FUND (STRF) FEE

Effective **April 1, 2024**, the Student Tuition Recovery Fund (STRF) assessment rate has been changed to $0. The fee is charged to California residents only.

SCHOLARSHIPS AND FINANCIAL ASSISTANCE

CTU does not participate in any federal and state financial aid program.

Scholarship Application Procedure

Applicants should complete the CTU *Scholarship Application Form* and submit the required essays and recommendation letters. Only completed applications will be processed and reviewed by the Scholarship Review Committee, and nominees presented to the Chief Executive Officer and Board of Directors for approval.

Eligibility Criteria - Student must:

1. Be currently enrolled full-time
2. Have a GPA of 3.3 or higher
3. Show no outstanding tuition balances from the previous quarter

Criteria for Scholarship Awards

The Scholarship Committee will consider the student's:

1. GPA
2. Written essays (for essay topics, refer to the scholarship application form)
3. Letters of recommendation (personal and professor's recommendation)
4. Any contributions made to CTU and/or to the community

Merit Scholarship	CTU **Needs Scholarship**	**Professors' Scholarship**
● The Merit Scholarship was established to honor students who have the potential or have exhibited extraordinary abilities and contribution. ● This scholarship is for students who have the intention to make business, management, accounting, and marketing a career ● Scholarship Amount: Maximum $600	● The CTU Needs Scholarship was designed for students who experience financial hardships. ● This scholarship is strictly based on the student's financial need. ● Scholarship Amount: Maximum $400	● Funded by current and former professors of California Trinity University and is awarded to students who demonstrated excellent performance in their academic activities. ● This scholarship is intended to help students further their education at CTU. ● Scholarship Amount: Maximum $400

Student Loan Responsibilities

CTU does not offer any state or federal loan guarantees; no loans of any kind are offered at this school. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

IV. STUDENT SERVICES & FACILITIES

STUDENT SERVICES

Student Services is committed to working closely with students by providing personalized attention and professional services. It seeks to develop a campus climate that brings together students, staff, faculty and the community. It facilitates and supports various activities to assist students in making a successful transition to the School Community and to prepare them for life after graduation.

INTERNATIONAL STUDENT SERVICES

The School is ready to assist international students in all matters related to their admission, academic advisement, and personal needs. In addition, the School provides the necessary services to assist international students with problems related to immigration, visas, and work permits.

DRIVER'S LICENSE

Students and scholars are encouraged to obtain a California Driver's License if they plan to drive a car in the United States. A California Driver's License is required to purchase a car and obtain auto insurance. The State of California **does not** recognize an International Driving Permit (IDP)/International Driver's License/International License as a valid form of driver's license.

To obtain a California driver's license, you must pass both a written and a driving examination at the Department of Motor Vehicle (DMV). The manual of driving regulations for the written test can be obtained from any DMV office.

DMV Application Process

Take the following documents to the DMV when applying:

1. Valid passport
2. I-94 Arrival/ Departure record
3. Continued Attendance I-20
4. To get a Real-ID: Social Security Card
5. Two residency documents (lease, utility bill, etc.)

Obtaining a California Identification Card

A California driver's license is the primary form of identification. International students and scholars who do not drive can obtain a California Identification (ID) card instead. The DMV website offers detailed guidelines on obtaining an ID card. https://www.dmv.ca.gov/portal/dmv

The **Nearest DMV from our school is:** 3615 S Hope St, Los Angeles, CA 90007. The phone number is (800) 777-0133, the hours are:

Monday	8AM–5PM
Tuesday	8AM–5PM
Wednesday	9AM–5PM
Thursday	8AM–5PM
Friday	8AM–5PM
Saturday	Closed
Sunday	Closed

IMMIGRATION INFO

It is CTU's responsibility to follow guidelines established by the U.S. Citizenship and Immigration Services (USCIS) formally the Immigration and Naturalization Service (INS) for "non-immigration aliens."

F-1 Status Requirements

You must maintain your F-1 international student status. To do so, you will have to:

- Keep your passport valid
- Be enrolled as a full-time student in accordance with the USCIS rules for international students: Full-time graduate students must take and complete a minimum of 8 units per quarter. In addition, "continuous full-time" status is required, which means three quarters per year.

Failure to fulfill these requirements will jeopardize your F-1 status and your enrollment at the School.

Local USCIS Facility

The nearest USCIS is at 1015 Wilshire Blvd #100, Los Angeles, CA 90017. Currently, the USCIS is open from 8:00 AM - 5:00 PM on Monday through Friday

Website: www.uscis.gov

Travel Requirements

When you plan to travel (i.e., leave and then re-enter the U.S.), check your Visa. If it is for single entry or has expired, you will have to have it renewed by an American Consulate before you can re-enter the U.S. The following documents must be with you when you apply for renewal:

- Passport. Your passport must be valid for at least 6 months beyond the authorized date of your stay (noted on the I-94).
- U.S. Visa.
- Authorized and signed I-20.

Remember: These requirements satisfy only those set by the USCIS for returning F-1 Visa students. Before traveling abroad, check with a travel agency to see whether there are other requirements.

Consular Corps

Here are the addresses and telephone numbers for some of the consulates in California:

Consulate General of the People's Republic of China

443 Shatto Pl., Los Angeles, CA 90020
(213) 807-8088

Philippine Consulate General

3435 Wilshire Blvd., #550, Los Angeles, CA 90010
(213) 639-0980

Consulate General of the Republic of Korea

3243 Wilshire Blvd., Los Angeles, CA 90010
(213) 385-9300

Consulate General of Mongolia in San Francisco

465 California St., #200, San Francisco, CA 94104
(415) 622-4000

Consulate General of the Republic of Indonesia
3457 Wilshire Blvd., Los Angeles, CA 90010
(213) 383-5126

Consulate General of Turkey
6300 Wilshire Blvd., #2010, Los Angeles, CA 90048
(323) 591-6480

Consulate General of Spain
5055 Wilshire Blvd., #860, Los Angeles, CA 90036
(323) 938-0158

SOCIAL SECURITY CARD

You will need to obtain a Social Security card for employment on-campus or off-campus.

To apply for a Social Security card, take your passport, I-94, I-20, and official letter of employment to a Social Security Administration Office.

Nearest Social Security Administration Office is at:

1122 W Washington Blvd., #201, Los Angeles, CA 90015

(800) 772-1213

Website: http://www.ssa.gov

ACADEMIC ADVISING

CTU Faculty and the Office of Student Services are available to provide all types of advising to students. Academic advising on overall academic planning, course selection and other academic matters can be obtained from the Chief Academic Officer or the Program Chair. At the start of every quarter, students are required to undergo academic advising prior to registration. In addition, the student can consult with the Director of Student Services on non-academic matters such as career and employment, CPT/OPT and Internship, or other personal matters. To schedule an appointment for:

Academic advising, please contact admin@catu.edu

CPT/OPT advising, please contact registrar@catu.edu

Non-academic advising, please contact studentservices@catu.edu

Advising Hours:

10:00 A.M. to 5:30 P.M., Monday through Friday

Closed on Saturday and Sunday

NEW STUDENT ORIENTATION

Students are oriented to the School and its Program by the Admissions Officer during the student's application interview. This is when program costs, probable length of time to acquire the degree, school policies and other matters are discussed before matriculation.

All new students are required to watch the e-Orientation via Moodle and also on-campus Orientation once a year. During orientation, students will become familiar with campus policies and procedures, student portal, and student resources.

EMPLOYMENT ASSISTANCE

CTU does not provide job placement services and provides no guarantee of employment to students of the program. The Office of Student Services, however, can provide assistance to students in their attempts to secure employment from prospective hiring companies in their field of study through workshops, seminars and/or advising sessions. Career services provides mainly include resume

writing workshops and job interview preparation. The Office of Student Services provides various resources to aid students in their search for job opportunities such as local community job fairs and posting job resources on the bulletin boards.

CPT & OPT

Curricular Practical Training

Curricular Practical Training (CPT) is employment authorization that allows an F-1 student to engage in an off-campus academic internship (paid or unpaid) that is an optional part of the academic
curriculum. CTU offers part-time CPT of up to 20 hours per week during the academic quarter. Eligible students register for the MA750 Curricular Practical Training course and receive (2) units upon successful completion. *Eligibility requirements are as follows:*

1. Maintain a minimum quarterly GPA of 2.7 (B-).
2. Maintain *Satisfactory Academic Progress (SAP*) cumulative GPA of 3.0 (B) (refer to SAP definition under General Academic Policies).
3. Enroll in a full course of study during CPT.
4. Employment offer is directly related to the student's field of study.
5. Sign course contract and complete all quarterly CPT course assignments as outlined in the MA750 Curricular Practical Training syllabus (i.e. employer evaluation forms, employment journal entries, industry trend reports etc.).

The following is the CPT application and enrollment process:

1. Fill out a *CPT Request Form,* and prepare a job offer letter from employer.
2. Schedule an appointment with the Chief Academic Officer for CPT Course Orientation, and review of your request form and offer letter.
3. Once you are approved, register in MA750 Curricular Practical Training (2 units) and pay the registration fee of $480.
4. Once payment and course enrollment are complete, a new I-20 will be issued.

CPT authorization and course enrollment is granted one quarter at a time, and requires reapplying each quarter to continue CPT. A new Job Offer Letter is required for each new CPT enrollment. CPT units do not count towards fulfilling graduation and degree requirements.

Optional Practical Training

Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 student's major area of study. Eligible students can apply to receive 12 months of OPT employment authorization 90 days before completing their academic studies and/or within 60 days after completing their academic studies. To apply for OPT, an F-1 student must submit an *OPT Request Form* to the school and follow the OPT application process.

ON CAMPUS EMPLOYMENT

On Campus employment is available to qualified students who would like to share their knowledge and expertise to its faculty and students. Students may apply for part-time jobs as an assistant to student

services and admission. To inquire about employment and career assistance services, contact studentservices@catu.edu.

CHAPEL

California Trinity University holds chapel every Friday at 10:00 a.m. in the auditorium classroom, beginning in the Fall 2026 quarter. Chapel is a time of worship, prayer, and teaching from Scripture, led by Pastor Thomas Kim. Attendance is encouraged, and chapel is open to all students, faculty, and staff.

COMMUNITY INVOLVEMENT

CTU is located in the central area of Los Angeles, among the most culturally rich and diverse cities in the world. The school encourages its student to participate in local community events, and volunteer in missions and nonprofit organizations as part of the school's community outreach to widen the student's educational, social and cultural experience. Student Services will regularly send out to students electronic newsletters to announce local events, workshops, trainings and seminars that students can join and participate in.

COMMENCEMENT CEREMONY

Commencement Exercises are held once a year in June, even though CTU students may finish their studies and graduate year-round. Commencement activities are a highlight for students, faculty, and staff who enjoy a celebration luncheon following the ceremonies.

EXTRA-CURRICULAR ACTIVITIES

Throughout the year there are social opportunities to attend such as guest speakers, workshops, field trips, cultural night and a new student orientation, etc.

California Trinity University is in the central area of Los Angeles, among the most culturally rich and diverse cities in the world. We are committed to instilling Christian values of compassion, service, and community in its student body. The school encourages its students to participate in local community events, and volunteer in missions and nonprofit organizations as part of the school's community outreach to widen the student's educational, social and cultural experience.

Through regular electronic newsletters, Student Services will keep students informed about local events, workshops, training, and seminars. Through these opportunities, we encourage CTU students to serve others and make a positive impact in our community.

HEALTH ISSUES

Unfortunately, pursuing a degree is a time when students don't get enough sleep, don't make healthy dietary choices, and experience a significant increase in stress. It is imperative that a healthy lifestyle is pursued, e.g., getting a good night's sleep each night, eating healthy, drinking water, and exercising regularly; all of these things will lead to a healthy college experience. If a student doesn't feel well, he or she should first consider sleep, diet, and exercise; often, unhealthy practices in these areas cause the body to feel mentally and physically run-down.

If you feel like you need to see a doctor, contact your insurance company and check which doctor that they would have you see locally. If you already have a local doctor, call them directly and set up an appointment. Remember to bring your insurance card and co-pay to the appointment. Additionally, there are a number of pharmacies and urgent care facilities in the area that will provide walk-in services.

If you are experiencing a health emergency, do not wait to contact a doctor, dial 911 immediately.

HOSPITALS

The following are some of the hospitals available in the area:

St. Vincent Medical Center

2131 W. 3rd Street, Los Angeles, CA 90057
(213) 484-7111

Good Samaritan Hospital

1225 Wilshire Blvd., Los Angeles, CA 90017
(213) 977-2121
(Walk-in service is available from 7am to 7pm.)

Silver Lake Medical Center

1711 W Temple St, Los Angeles, CA 90026
(213) 989-6100

URGENT CARE:

The Urgent Care at Vermont

1234 N Vermont Ave, Los Angeles, CA 90029
(323) 660-0831

HEALTH INSURANCE

All full-time students are required to have personal medical insurance coverage. As an international student, who enrolled pursuant to an F visa must have and maintain medical and hospitalization insurance as a condition of initial and continued enrollment at the institution. Here are some sources:

https://individual-family.kaiserpermanente.org/healthinsurance#1-getaquote

Kaiser Permanente is one of the largest nonprofit healthcare plans in the United States, with over 12 million members. It operates 39 hospitals and more than 700 medical offices, with over 300,000 personnel, including more than 80,000 physicians and nurses. Please use the link and you will get your individualized quote based on your need.

https://www.relationinsurance.com/education-solutions/

Relation Insurance provides comprehensive insurance services for the education sector. They serve more than 800 schools, from large public universities to small private colleges. You will see variety of choices under the Student Health Plan categories for both domestic and international student health plans.

https://elicar.brokersnexus.com/

This website has a specific category for Students such as F1/F2 Students, Study Abroad, OPT, J1/J2 Exchange Visitors, Evacuation and Repatriation etc… You can choose the suitable coverage based on your need and budget.

TRANSPORTATION

CTU students can request reduced-fare Metro Tap card that provides student-discounted unlimited rides on Metro's rail and bus lines for a given quarter.

Before you apply for Tap Card please request a statement of **Enrollment Verification** from the CTU Office of Administration then submit the completed application at any Metro Customer Center. The nearest location to our school is:

Wilshire/Vermont Center
3183 Wilshire Blvd, Ste. 174
Los Angeles, CA 90010

Working Hours
Monday - Friday, 10:00 AM – 6:00 PM

College/Vocational Monthly Pass- $43

For more information, please use the following link:

https://www.metro.net/riding/fares/collegevocational/

IT TECHNICAL SUPPORT

Students can obtain technical support for matters related to Wi-Fi access, setting up @catu.edu email account and resetting passwords, *Gradelink* access, *Moodle* set-up and usage, *MS Office 365* student license request and installation, *Quickbooks* license request and installation, setup of classroom display and audio equipment, computer laboratory and other school or course-related software issues. To request for technical support, send email to itsupport@catu.edu.

FACILITIES

SCHOOL LIBRARY/ COMPUTER LABORATORY

The 400-square foot library on the 3rd floor houses a physical collection of books and reference materials covering a wide range of topics in the field of business and related subjects and includes and reserves textbooks to support students' studies. The library's electronic collection is accessed through the *Library and Information Resources Network* (LIRN), an online library with millions of peer-reviewed and full-text journals, magazines, and newspaper articles, e-books, podcasts, and A/V resources for use in research and academic studies. LIRN features the most current academic research and instructional materials. Students can use the computer workstations in the library to access the library's electronic collection. To access, visit **https://www.catu.edu/library** and view the LIRN training video. Contact librarian@catu.edu to obtain login information, obtain assistance in doing online research, or to access other library services.

Library Hours:
10:00 AM to 6:00 PM Monday through Friday
10:00 AM to 6:00 PM Saturday
Closed on Sunday

The School has a computer laboratory equipped with Internet-connected desktop computers installed with Microsoft Office productivity tools and *Quickbooks* accounting software that students can use during class room instruction. Student can access the computer laboratory to do assignments,

projects and research. Any technology problem regarding computer laboratory please email itsupport@catu.edu. Computer Laboratory hours (except when classes are being held): 9:30 AM to 6:30 PM Monday through Friday; 10:00 AM to 4:00 PM Saturday; closed on Sunday.

EDUCATIONAL EQUIPMENT

All classrooms are equipped with an LCD projector, projector screen, whiteboard, and laptop. Microsoft Office educational licenses are available for use depending on course requirements.

PARKING

Ample parking is available within the campus facility with additional street parking along Parkview street. Students can park on open-area parking slots during class or business hours. Covered parking slots are reserved for faculty and staff. Students should obtain a parking pass from the Administrative Office which should be placed on a visible part of the vehicle dashboard when parking on-campus. Vehicles parked for more than two (2) hours without a parking pass will be requested to leave the parking area. Overnight parking is not allowed, and vehicles parked for more than 24 hours will be towed at owner's expense and will be reported as abandoned to the LA Department of Transportation.

HOUSING

California Trinity University does not have any housing facilities under its control. Students are responsible for their own housing arrangements. Monthly rental costs near the campus range from approximately $900 to $3,100 per month, depending on the unit. Apartment complexes within proximity of the campus and their approximate monthly rental rates are shown below:

Hampshire Place Apartments

501 S. New Hampshire Ave., Los Angeles, CA 90020

(213) 383-7557

$1,758-$2,767

Westmore on Wilshire

3075 Wilshire Blvd., Los Angeles, CA 90010

(213) 674-4549

$1,875-$2,250

LP by CLG

349 S. La Fayette Park Pl., Los Angeles, CA 90057

(844) 409-2531

$1,950-$2,407

Wilshire/Vermont Station

3183 Wilshire Blvd., Los Angeles, CA 90010

(213) 985-0676

$1,902-$3,089

CHILD CARE INFORMATION

CTU does not provide childcare services to students and has no responsibility in finding or assisting students in finding childcare provider. The school, however, can refer students to resources that will aid in the search for appropriate providers. Here is some information about nearby child care providers.

1. **Elias Family Child Care**
   701 N Dillon St
   Los Angeles, CA 90026
   (323) 663-6628

Mon	8:00 am - 5:00 pm
Tue	8:00 am - 5:00 pm
Wed	8:00 am - 5:00 pm
Thu	8:00 am - 5:00 pm
Fri	8:00 am - 5:00 pm
Sat	Closed
Sun	Closed

2. **Le Jardin Des Enfants**
   400 W 9th St
   Los Angeles, CA 90015
   (213) 533-9331

Mon	9:00 am - 2:00 pm
Tue	9:00 am - 2:00 pm
Wed	9:00 am - 2:00 pm
Thu	9:00 am - 2:00 pm
Fri	Closed
Sat	Closed
Sun	Closed

3. **Pine Tree Preschool**
   311 S Normandie Ave
   Los Angeles, CA 90020
   (213) 365-0909
   pinetree-preschool.org

Mon	6:00 am - 5:30 pm
Tue	6:00 am - 5:30 pm
Wed	6:00 am - 5:30 pm
Thu	6:00 am - 5:30 pm
Fri	6:00 am - 5:30 pm
Sat	Closed

COMMUNICATION

STUDENT E-MAIL ACCOUNT

Students are assigned an institutional email account to receive notification from and communicate with the school faculty, staff and fellow students. The student email accounts are provided as part of the *Google for Education* initiative and includes the following applications:

- Shared Calendars
- Classroom Collaboration with Google Classroom
- Video and Voice Conferencing
- Cloud Storage using Google Drive

Usage of the School email account is subject to the condition that it should be primarily used for communicating with faculty, staff and fellow students, and should not be used for non-academic or commercial purposes such as soliciting or marketing activities.

To access your school email, go mail.catu.edu and enter as username your assigned email address (example: asmith@catu.edu) and password. To request for a password reset, please email itsupport@catu.edu.

STUDENT ID CARD

As a CTU student, applying for a Student ID card is mandatory. The card contains the student's official photo and is distributed at the start of their first quarter. A fee of $20 is charged for each Student ID Card. If a student loses her/his ID card, they must purchase a new card from the Office of Student Services. Student ID cards are required to register for class, access to campus library, and for other various school events.

GRADELINK

Students have access to *Gradelink*, a web-based Student Information System, to stay updated on their academic progress, to get information on class assignments, projects, due dates and to obtain their grades. The following information is available on *Gradelink*:

- Current Grade in each class
- Current GPA for the term, if applicable
- Descriptions, Grades, and Professors' Comments for graded assignments
- Descriptions and Due Dates for upcoming assignments
- Assignment handouts or documents (attachments)
- Email Alerts for grades and attendance
- Attendance Information

To access, go to **gradelink.com** and enter login credentials that can be requested from the Administration office.

E-NEWSLETTER

The CTU e-newsletter, designed as a quick and easy way to keep up with current campus news, events, updates, reminders and new faculty introduction. It is emailed to all students, staffs and faculties each quarter during the academic year. The newsletter is produced by the Office of Student Services.

LOST AND FOUND

Students can stop by the Office of Student Services to report a lost item and review the inventory of found items to help facilitate recovery of their belongings. Items that are lost in campus will be delivered to Suite 400.

LEARNING RESOURCES

LEARNING MANAGEMENT SYSTEMS

CTU uses online learning management platforms to complement its on-campus instruction. Course materials, references and videos are delivered using the Moodle Learning Management System (LMS) and Google Classroom. Midterms and final exams are administrated on-campus using Moodle LMS. Homework and project assignment are submitted either through Moodle LMS or Google Classroom.

To access, go to **moodle.catu.edu** and enter your school email address as username and assigned password. To recover lost password, click on "Forgotten your username or password?" link and enter your school email and a link to reset your password will be sent to your school email account.

SOFTWARE APPLICATIONS

CTU provides software applications to its students to enhance their education experience and add to their set of skills and credentials to improve their job prospects when they graduate.

As a Microsoft Education program member, CTU provides complimentary license of Microsoft Office 365 A1, a web-based version of the productivity software. In addition, CTU can provide, at a discount to students, Office 365 ProPlus, a desktop/tablet installable version. Students interested to obtain either a complimentary A1 or a discounted ProPlus license can get hold of the CTU admin office.

As a member of the Intuit Education Program, MBA students taking up a business management or accounting concentration receive QuickBooks Education licenses (5-months for desktop, 12-months for online) that they can install on their personal computers.

V. ACADEMIC POLICIES

Frequently asked academic policies are included in this Student Handbook. The full Academic Policies are in the School Catalog only.

ENROLLMENT AND REGISTRATION

Students are required to register for classes each quarter during the announced registration period and to pay a Registration Fee, tuition and related fees. Students must register for the required minimum number of quarter units, as applicable for their course within the announced registration period. A late registration fee will be assessed for registrations made beyond the registration period. No late registrations will be accepted beyond the Add-Drop period. Academic or administrative departments may place an Academic Hold on a student's record, which will restrict the student from performing certain actions until the hold is resolved and removed. Depending on the type of hold, this may prevent the student from enrolling in courses.

ADD AND DROP POLICY

Students can add and drop a course during the first week; or change grading basis through the end of the last day of the second week without charge. After the second week of instruction, a fee is charged to make a change.

Anything submitted or requested as an exception to a published deadline is subject to an additional penalty fee (included where applicable).

Action	Allowable Change Period and Fee					Method to Apply
	Week 1	Week 2	Week 3	Week 4	Week 5 -11 or Graded Course	
Add/Drop course	$0.00	$5.00				Add/Drop Form
			$50.00			By petition and CAO/CEO Approval
Late Registration	$0.00	$5.00				Registration Form
			$50.00			By petition and CAO/CEO Approval
Change Grading Basis	$0.00	$0.00				Add/Drop form
			$10.00	$10.00	$35.00	By petition and CAO/CEO Approval

ATTENDANCE POLICY (CLASSROOM)

Students are required to attend at least 80% of the scheduled class meetings to be eligible to take the final examination, unless an acceptable reason is given and approved by the faculty in charge of the course. If a student misses a final examination due to an unforeseen circumstance, a make-up examination may be arranged, subject to the prepayment of make-up examination fee.

EXCUSABLE ABSENCES

Absence may be excused for childbirth, documented illness, injury, and death in the family, or other emergency situations. Students should call the Student Services as soon as possible on the first day of absence and give an estimate of the duration of the absence.

TARDINESS

Two incidences of tardiness (over 30 minutes) are the equivalent of one absence.

EXCESSIVE ABSENCE

Excessive absence is defined as absence in excess of 30% of scheduled classroom hours in academic courses. To receive credit for the course, all work missed due to absence or tardiness must be made up to the satisfaction of the instructor. Instructors will normally arrange for make-up examinations in

case of excused absences. Instructors are not required to provide make-up for exams missed due to unexcused absence or lateness, unless the reason for absence or lateness is acceptable; otherwise, a failing grade may be assigned.

TRANSFER OF CREDIT POLICY

California Trinity University (CTU) requires students to earn at least 25% of the credit hours required for the MBA degree through the institution awarding the degree. Students must complete at least 25% of the 60 quarter credit hour MBA program, equivalent to a minimum of 15 quarter credit hours, through CTU coursework in order to be awarded the MBA degree. Accordingly, a maximum of 45 quarter credit hours may be transferred into the MBA program from other institutions. Students must apply for transfer credit within the first two quarters of matriculating at CTU. Courses must have been completed with a minimum grade of "B" (3.0) in graduate status at an accredited institution other than CTU. If an applicant has completed an MBA program from another institution, that student is not eligible for transfer admissions and may not apply for transfer credit for those courses. CTU will grant unit or subject credit for equivalent work completed at another institution toward the CTU MBA degree program. Transfer credit requests are evaluated by the Chief Academic Officer. Transferred courses will appear with a "TC" on the student's transcript. Transfer credits are counted as unit and course credit and are not counted into the student's cumulative GPA at CTU.

Courses accepted for transfer must be reported on an official transcript (academic record) which must be provided to the CTU Admin Office in a sealed envelope (or electronically submitted from the transfer campus' registrar's office) from the original college/university of enrollment, bearing the institution's official seal and registrar's signature. CTU does not award credit posted to a third-party institution's transcript. Credit is only considered from the original institution's official academic record.

CTU does not award credit for: work or volunteer experience, vocational or technical training, and personal enrichment courses; remedial academic or pre-baccalaureate courses, especially in English and mathematics. CTU does not award credit by examination, advanced placement, prior learning assessment, prior experiential learning, or professional certificates. Courses completed at unaccredited/non-regionally accredited institutions may be reviewed on a case-by-case basis.

EXPIRATION OF COURSE CREDIT

Students are expected to complete the CTU MBA program within three (3) years of the start date. If a student must leave CTU due to outside extenuating circumstances and re-matriculates at a later date to complete the degree, the course credits previously taken at CTU will expire five years after the date the course(s) were completed. Therefore, if the program is not completed or designation is not earned within five years, the course credits will expire, and the course must be repeated to meet the program requirements, where applicable. The Registrar's Office will review each course's completion date to determine which have retained or expired credit. Transfer credits from courses taken externally are subject to the same rules based on the date the credits were posted to a student's transcript.

TRANSCRIPTS OF CTU COURSES

The Office of Registrar maintains all official transcripts, which are issued only at the written request of the

student. Three to five working days should be allowed for processing. Requests for transcripts may be submitted either in person, by e-mail, or by mail. No telephone requests for transcripts are accepted

$20 fee is charged for each official transcript. Copies of transcripts for work taken at other institutions will not be issued.

Official transcripts bear the institutional seal and signature of the School Registrar. CTU reserves the right to withhold any and all services if petitioner is not in good financial standing with the School.

ACADEMIC PROBATION POLICY

Any student whose cumulative grade point average falls below 3.0 (B) on a 4.0 scale, or whose attendance rate for the previous 2 quarters all fall below 80% will be placed on academic probation. No record of this status will be placed on the student's permanent record. Probation begins with the quarter following notification. A student who receives a *Notice of Academic Probation* is required to consult with the Chief Academic Officer and submit a plan for improving his/her grade point average. During this period, the Chief Academic Officer will closely monitor the student's academic activities and/or attendance to determine the cause of unsatisfactory academic performance and recommend remedial measures. Academic probation may be removed when a student improves his/her grade point average to 3.0 or higher, or, if probation is due to attendance, improves attendance rate. A student will be dismissed or terminated from the program, if, at the end of the quarter on probation, the student has not improved his/her academic performance or, if probation is due to attendance, has not attended at least 80% of the classes.

ACADEMIC LEAVE

VACATION FOR F-1 INTERNATIONAL STUDENTS

Annual Vacation

An annual vacation quarter is a quarter stay in the U.S. while not registered at full-time status. You are eligible for annual vacation if you have completed three (3) consecutive quarters prior to the vacation, and you intend to register for the following quarter. An annual vacation may be requested for any quarter, except the final quarter. During your vacation quarter, you may either enroll part-time or not at all.

F-1 Leave of Absence (LOA)

F-1 international students must be enrolled at a full course of study in order to maintain their F-1 status. Before withdrawing or stopping your studies, you must contact the Administrative Office to schedule a meeting with the P/DSO. If you are taking a leave of absence, you will be required to either leave the U.S. or take an immigration action, such as, applying for a change of status to another immigration status. In most cases, you may not remain in the U.S. If you fail to notify the P/DSO regarding your leave, the school will terminate your SEVIS record for "failure to enroll" and this may cause serious consequences on your immigration records.

LOA for less than 5 Months

If you are an F-1 student on a Leave of Absence for less than 5 months and planning to re-enroll for a coming quarter, you must contact the P/DSO to reactivate your SEVIS record. The P/DSO can request SEVIS to reactivate a student's record up to 60 days prior to the start date of the quarter.

LOA for more than 5 Months

If you are on a Leave of Absence and will be out of the US for 5 months or more, you are required to apply for a new I-20. Please note that you may not use your last I-20 for re-entry, as it will no longer be valid. You may enter the U.S. no earlier than 30 days prior to the start date of the quarter for which you will re-enroll. The start date on the new I-20 reflects the start of the quarter.

Medical Leave of Absence

Students may request a Medical Leave of Absence when they will or have received medical treatment that will render them unable to attend classes at regular full-time basis. F-1 students who intend to seek treatment in the U.S. may remain in the U.S. In order to receive permission from the P/DSO for a Reduced Course Load or Leave of Absence, a Leave of Absence Request Form, along with supplemental documentation such as a valid doctor's note or medical certificate are required to be presented for approval. If the request is approved, the student will be permitted to keep F-1 status active and remain legally in the U.S.

LEAVE OF ABSENCE (LOCAL STUDENTS)

A leave of absence (LOA) is a temporary interruption in a student's program of study and should only be requested in case of emergencies and extenuating circumstances including but not limited to medical reasons, jury duty, military service, incarceration, or death of a family member.

1. To request an LOA, the student must submit a Leave of Absence Request Form via hard copy or through email, to the Registrar. The written request should include the reason for the LOA and the amount of time needed. All LOA's must have prior approval by the Chief Executive Officer (CEO) or Registrar.

2. In the rare event the student is unable to submit the Leave of Absence Request Form, the student must verbally communicate with the CEO or Registrar, and follow-up with email.

3. Leave of absence shall be reasonable in duration, shall not exceed 30 calendar days. California Trinity University (CTU) highly discourages any requests for an additional leave of absence, however, CTU may grant only one (1) more additional LOA within a 12-month period, in the event that an unforeseen circumstance arises, such as medical reasons, military service, or jury duty. The LOA, together with any additional leave of absence, must not exceed a total of 180 days in any 12-month period.

4. Students on a LOA remain in Active Status; therefore, they are still obligated to maintain payments due to CTU.

5. Students must return on or before the day they are required to from their Leave of Absence. Failure to do so will result in being dropped from the program.

Voluntary Leave

A student who has registered for and completed any course credits may request a Voluntary leave of absence for a maximum of four quarters. Retroactive leave of absences will not be granted. Students who have exceeded more than fourth quarter of leave will be administratively withdrawn effective at the end of the fourth quarter.

Medical Leave

A student may request a medical leave if he/she experiences health situations interfering with successful full-time or part-time study. Students who are hospitalized during the quarter or who miss classes for more than two weeks due to health issues are advised to take a medical leave from the term in progress.

Military Leave

A student who is a member of the U.S. military, National Guard or other armed forces reserve unit who is called or ordered to active duty elsewhere may be granted a Military Leave of Absence for the period of active duty. Supplemental documentation such as a copy of the orders to report or proof of active service must be attached.

ACADEMIC HONESTY

All students at CTU are expected to adhere to the highest standards of academic honesty in the performance of all academic work. Students will be subject to disciplinary action for committing any form of academic dishonesty, including but not limited to, cheating, plagiarism and the use of materials prepared by another.

Violators will be subject to severe disciplinary action, subject to academic probation, suspension, or dismissal. The use of commercially prepared term or research papers, in whole or in part, for completion of any course requirements, will be considered the most serious offense, and will include criminal penalties by the State of California for the sale or distribution of such materials.

STUDENTS TRANSFERRING TO ANOTHER SCHOOL

It is strongly recommended that students discuss their options with school administrators prior to initiating any transfer and follow the protocols for withdrawing from CTU.

Transferring from CTU to another university is the student's responsibility. Since all universities have different criteria for accepting students, it is beyond CTU's ability to determine what credit might be given for course work completed at CTU.

All transfer-out students should submit the Withdrawal Form and Transfer-Out/Exit Survey to the Admissions Office at admin@catu.edu.

FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

STUDENT RECORDS AND RETENTION POLICY

CTU student records of enrollments, grades and units earned, degree studied and/or obtained, graduation dates and transcripts are stored permanently in CTU's secure data system. CTU also retains physical files of the records containing the admission applications, executed enrollment agreements, financial records, and course registrations,

CTU policies concerning the protection and confidentiality of the student records are in compliance with the Federal Education Rights and Privacy Act (FERPA). Students have the right to inspect their records

during the normal business hours and demand correction if discrepancies are found. CTU regulates and limits access to students' records and does not disclose students' records without the written consent of the students. Students have the right to file a complaint with the Department of Education should a student believe his or her rights under FERPA have been denied.

It is the policy of CTU to ensure accuracy of each student's records. However, students have the right to make certain that their records are accurate.

STUDENT RECORDS

TRANSCRIPT AND DOCUMENT REQUESTS

Current and formerly enrolled students can request for official documents such as official transcripts, enrollment verification, or duplicate diploma by submitting a Document Request form and filing the appropriate processing fee to the Registrar's Office. Official transcripts are sealed and given to the student or mailed to the institution as requested. Students must accompany the request with evidence that an "official school record verification" is required. Academic or administrative departments may place an Academic Hold on a student's record, which will restrict the student from performing certain actions until the hold is resolved and removed. Depending on the type of hold, this may prevent the student from ordering transcripts and verifications. Please review CTU's Academic Hold policy under General Financial Section.

GRADUATION WITH DISTINCTION

A student may be awarded a master's degree ***with distinction*** by attaining a GPA ranked in the top ten percent (10%) of all graduates within the academic school year of graduation. The notation "Awarded With Distinction'' will be posted on the degree transcript and will appear on a diploma certificate, but not on the MBA degree diploma.

PRIVACY OF STUDENT RECORDS

In order to minimize the risk of improper disclosure of students' records, access to students' records is strictly controlled and regulated. Student's transcript of academic performance contains only information concerning academic status and performance. Information concerning disciplinary action or advising files shall not available to unauthorized persons.

ACCESS TO STUDENT RECORDS

Access to students' records will be permitted to all the pertinent administrators, faculty and staff during the normal business hours under following conditions:

1. When performing their assigned duties, such as academic, personal or job placement counseling;
2. When evaluating student's graduation requirement;
3. When complying with a judicial order or subpoena;
4. When authorized federal or state officials are conducting official business, such as qualitative assessment of CTU's educational programs by the state regulatory and/or accrediting agency; and
5. When access to student's records are given written consent by the student.

Students may obtain copies of their unofficial transcripts from the Registrar. Official transcripts are only sent directly to other schools/ agencies. No one outside of the institution shall have access to, nor

will the School disclose any information from a student's academic records without written consent of the student.

STUDENT DIRECTORY INFORMATION

In compliance with applicable laws and regulations, CTU regards the following information about students enrolled at CTU as public information and may be included in the Student's Directory unless specifically requested by the student that such information not be disclosed in the CTU's Student Directory:

- Student's name,
- Student's local address and contact information, and
- Student's class standing.

Those students, who do not wish to disclose the above information in the Student Directory should contact the Registrar's Office.

VI. STUDENT RIGHTS AND RESPONSIBILITIES (RULES AND REGULATIONS)

STUDENT RESPONSIBILITIES

INTERNATIONAL STUDENT RESPONSIBILITIES

ENGLISH PROFICIENCY REQUIREMENT

California Trinity University does not provide any English language services, such as the ESL programs.

International student applicants are required to take one of the following English Proficiency Exams and submit a satisfactory score/level at the time of application. The following are the accepted English Proficiency Exams and Scores/Levels:

- The *Test of English as a Foreign Language* (TOEFL) test covers all facets of English proficiency including spoken English and grammar exercises. CTU requires any of the following TOEFL scores:

  Score of at least 60 for Internet-based testing (IBT)
  Score of at least 497 for Paper-based testing (PBT)

TOEFL Score reports must be sent to the CTU Admissions Office directly from the testing agency using CTU **School Code C229**.

- The IELTS Academic exam measures ability to communicate in English across all four language skills – listening, reading, writing and speaking. In addition, it assesses whether the student is ready to begin studying in an environment where English is the language of instruction. CTU requires an IELTS Academic score of 5.5 or higher.

  International students who have not previously taken any of these English Proficiency tests can choose to prepare by reviewing on their own or by enrolling in an approved ESL program.

Test application requirements, authorized test locations and schedule, testing fees, and other details can be obtained from the respective websites:

- https://www.ets.org/toefl
- https://www.ielts.org

International students may request an exemption from the language exam requirements if they:

- Are a native English speaker, or
- Have earned an associate's, bachelor's, master's, or doctorate degree from a regionally accredited U.S. institution, or from a country where English is the official/primary medium of instruction, or
- Have completed an ESL program with a grade equivalent to a TOEFL score of at least 60 IBT, or 497 PBT from a regionally accredited US institution, or
- Applicants have agreed to submit official test scores within 2 quarters after they enroll by filing a petition and receiving CAO/CEO approval.

EVALUATION OF DIPLOMA AND TRANSCRIPTS

All applicants who have completed degree outside of the United States are required to submit a general/basic credential evaluation report. In order to evaluate, an applicant must submit the original diploma(s) and transcript(s)along with certified English translation, if the original documents are not in English, to an independent transcript evaluation service that is a member of either the National Association of Credential Evaluation Services (NACES) OR the Association of International Credential Evaluators (AICE). A list of the agencies and information can be obtained from the admissions office.

All transcripts from countries outside of the USA must be verified and evaluated indicating that the coursework is comparable to United States educational standards, which includes a four-year bachelor's degree or its equivalent.

All applicants whose education credits were completed outside the USA cannot receive full acceptance until an evaluation of their transcripts has been completed. The foreign degree, transcript evaluation and verification process must be completed within the first quarter of the enrollment. Failure to complete this requirement will affect to your acceptance and the student may not be allowed to continue their study in the school.

SEVIS TRANSFER

International students currently on F1 Visa with a valid Form I-20 issued by another school can apply to transfer and enroll in CTU by completing the general admission requirements, and upon obtaining an acceptance letter, request a transfer/release of their Form I-20 from their previous school.

GUIDELINES FOR INTERNATIONAL STUDENTS

The *Student Exchange Visitors Program* (SEVP) of USCIS places responsibility on the international student to understand and comply with program regulations. This section summarizes the responsibilities for F-1 students. Failure to comply with these responsibilities may jeopardize their F-1 student status.

REGISTER AND COMPLETE FULL COURSE OF STUDY

F-1 students are required to register and enroll in a full course of study each quarter. The following are the CTU's minimum unit requirements per quarter for F-1 students to maintain full-time registration for each level of study:

- Master of Business Administration: 8 units per quarter

Exceptions:

Under certain circumstances, F-1 students may be authorized to enroll for less than a full course of study and still meet program regulations for maintaining status. The student should meet one of the criteria listed on the *Reduced Course Load Request Form*, consult with and obtain approval from the Chief Academic Officer and/or provide medical documentation.

COMPLETE PROGRAM BEFORE I-20 EXPIRES

An F-1 student has permission to study in the United States up to the expected completion date as indicated on the Form I-20.

I-20 PROGRAM EXTENSION

To request for an extension, the student must demonstrate that additional time is needed because of compelling academic reasons or a documented medical illness. An F-1 student who requires additional time to complete a program should consult with the administrative office to apply for an extension one month before their Form I-20 expires. Students are allowed a maximum of one-year extension of their I-20.

GRADUATION

Graduate Candidates, students who have 1-2 quarters to study before graduating, must take the Exit Exam and earn a passing score of 70% in order to graduate. All graduating candidates should submit the Application for Graduation to studentservices@catu.edu to register for the Commencement Ceremony.

International students have a 60-day grace period after graduation to either:

- Leave the United States
- Change to another Visa status
- Or begin a new program at a different institution (this requires a new Form I-20)

All graduates are considered CTU Alumni, however, graduates who would like to receive the Alumni Card should submit an Alumni Association Form, this card is awarded to the alumni at no charge.

The Office of Student Services will follow up with the alumni in respect to their employment after graduation. We will send you the Employer Verification Form and Employment Satisfaction Survey

6 months after your graduation date. This information will help us, and prospective students make better decisions. We like to request your cooperation wherever you work in the US or other countries.

CODE OF CONDUCT AND DISCIPLINARY POLICIES

Students are expected to conduct themselves in an ethical manner and to abide by the regulations of CTU. A student who violates CTU regulations and the following student code of conduct may require CTU to impose such penalties as deemed appropriate from verbal warning to dismissal. Any such disciplinary action will follow the established due process. Students will be informed in writing of the nature of the charges against them and will be given a fair opportunity to refute them.

The Student Code of Conduct includes the following:

(a) Cheating is defined as and includes the use of study aids, examination files, other related materials, and receiving unauthorized assistance during any academic exercise;

(b) Fabrication is the falsification or invention of any information in an academic exercise;

(c) Facilitating academic dishonesty is intentionally helping or attempting to help another student to commit an act of academic dishonesty;

(d) Plagiarism is intentionally or knowingly representing the words, ideas, or work of another as the one's own in any academic exercise.

STUDENT BEHAVIOR

The school will take appropriate action against any disruptive student behavior. "*Disruptive behavior"* is defined as:

1. Preventing other students from learning;
2. Preventing the teacher from teaching;
3. Hurting, offending or threatening teachers, students or staff.

The Chief Academic Officer or the Admissions Director has the authority to expel a student at any time if their behavior disrupts class instruction. Disruptive behaviors which are not allowed at school may include, but are not limited to, showing disrespect or being impolite to teachers, students or staff. These can be in any of the following forms:

1. Bothering other students, teachers and staff physically or verbally
2. Not cooperating in class
3. Not allowing other students to participate in class
4. Not bringing the textbook and materials to class
5. Sleeping in class
6. Placing another person in fear of imminent physical or bodily harm
7. Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety or causes physical harm to any persons on campus
8. "Harassment" – any actions, threats, gestures and/or words directed toward another person which have the purpose or which tend to incite a breach of peace, create a hostile environment, or cause emotional distress to that person because of humiliating, degrading, intimidating, insulting, coercive, ridiculing or alarming nature of the conduct. It frequently, but not always involves a pattern of conduct.

9. Repeatedly speaking one's native language during class.
10. Being violent or any form of violence, threats, or sexual harassment may result in expulsion from the program immediately.
11. Having or showing sexually explicit or violent images in any form in class.

The behaviors above are not acceptable and may be dealt with in the following manner:

1. A verbal notice from the Professor or Administrative Official
2. A written Student Warning notice or discussion with an Administrative Official
3. Expulsion if the disruptive behavior is found to be continuing

DISCIPLINARY POLICIES

Students are obligated to comply with the course requirements as set by the instructor. The instructor will report to the Chief Academic Officer any acts of academic dishonesty committed by a student who will then be required to see the Chief Academic Officer for advising. In case the student continues his/her dishonest conduct, a hearing will be convened with the student, the instructor will report the incident to the Chief Academic Officer and Chief Executive Officer. A recommendation in writing with the reasons supporting the action will be provided to the student. A decision to expel, suspend, or give a less severe disciplinary action to the student will be made by the Chief Academic Officer, and students have the right to appeal.

STUDENT OBLIGATIONS

For students to remain in good standing at the School, they must:

1. Maintain academic standards, attend classes, and meet all financial obligations.
2. Be courteous and respectful in dealing with faculty, administrators, and fellow students.
3. Adhere to the federal, state, and municipal laws of the U.S., as well as to the rules and policies of the School.

CHEATING AND PLAGIARISM POLICIES

Cheating is the act of obtaining or attempting to obtain credit for work by use of dishonest, deceptive, or fraudulent means. **Plagiarism** is the act of taking ideas, words, or specific substances of another and offering them as one's own.

One or more of the following actions are available to any faculty member who suspects a student of cheating or plagiarizing. The choice of action taken is guided by the extent to which the faculty member considers the cheating or plagiarism reflective of the student's lack of scholarship or lack of academic performance in the course.

- Review no-action.
- Oral reprimand with emphasis on advising aimed at preventing further occurrences.
- Requirement that the work be repeated.
- Assignment of an "F" grade for the specific work in question.
- Assignment of an "F" grade for the course.
- Referral to the Chief Academic Officer and/or the appropriate committee.

A student accused of cheating or plagiarism is entitled to appeal the decision and may petition for due process.

DRUG, ALCOHOL AND TOBACCO POLICIES

CTU strongly supports the goals of a "Drug-Free Schools and Campuses" and a "Drug-Free Workplace." It is CTU 's policy that no person shall manufacture, distribute, possess, or use illegal drugs, a controlled substance, on its premises or as a part of any of its activities. A controlled substance includes, but is not limited to, marijuana, cocaine, cocaine derivatives, heroin, "crack," amphetamines, barbiturates, LSD, PCP, and substances typically known as "Designer Drugs" such as "ecstasy" or "eve." Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. The Chief Executive Officer has designated the Director of Student Services to act in all matters pertaining to the enforcement of this policy with regard to students and faculty to act in all matters pertaining to this policy in regard to staff. Whenever possible or reasonable School personnel will advise offenders and make available sources of rehabilitative services. At the discretion of the administration, the School may impose the following sanctions:

1. A warning to the student, staff member, or faculty member.
2. Administrative suspension of the student or suspension of employment of the staff or faculty member.
3. Administrative dismissal of the student or termination of employment of the staff or faculty member.

School policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law. “Drinking age” in the State of California is 21 and older. Gatherings on School premises or as part of School activities, at which alcoholic beverages are to be served, must receive prior approval from the Chief Executive Officer.

It is the policy of CTU that smoking is prohibited while in the School building. Any smoking is to be done well away from the office building. Violations of the smoking policy may result in suspension or termination of academic status or employment.

STUDENT RIGHTS

STUDENT WITH DISABILITY POLICY

CTU is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to the Director of Student Services and are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities. Students who wish to file any complaint should follow the Grievance Resolution Procedures.

COMPLAINT AND GRIEVANCE POLICY

Students can initiate a complaint, or otherwise, dispute or appeal a disciplinary action or decision made by the school by filing a *Student Complaint Form* and following a formal procedure. Prior to filing a formal

complaint, it is recommended that the student first resolve the issue with the parties involved. Complaints are classified as either academic or non-academic.

Academic Complaints

Academic complaints concern faculty, students, or to report any violations of the following policies described in this catalog:

- Academic Policies such as grades, tardiness, attendance, SAP, academic probation, academic dishonesty, among others.
- Student Code of Conduct and Student Behavior
- Drug and Alcohol Policy
- Sexual Harassment Policy
- Disciplinary Policies

The Chief Academic Officer investigates, resolves and decides on all academic complaints.

Non-academic complaints

Non-academic complaints concern, staff or administrative-related issues, application of policies or procedures, Student Services, or school facilities. The Chief Executive Officer investigates, resolves and decides on all non-academic complaints.

Right to Dispute or Appeal

For the purpose of fairness and objectivity, a student who is a recipient of a decision from a previously filed complaint, or who is the subject of a disciplinary action or administrator order for violation of any of the following policies listed below has the right to file a dispute or an appeal:

- Student Code of Conduct Violation
- Disruptive Student Behavior
- Academic Dishonesty
- Drug, Tobacco and Alcohol Policy Violation
- Sexual Harassment Policy Violation

The Board of Directors will review and decide on complaints that have been decided on by either the Chief Academic Officer or the Chief Executive Officer. The Chief Academic Officer will review and decide on disputes and appeals to disciplinary actions initiated by the school against the student, and, if necessary, elevate the case to the Board of Directors.

Complaint, Dispute and Appeal Procedure

The *Student Complaint Form* and filing procedure requires the following information:

1. Documentation in writing of the nature of the complaint, dispute or appeal. For complaints include dates, time, location, and names of parties involved.
2. A brief statement on the ruling sought.
3. If applicable, statement of a witness who can provide testimony to the complaint.

4. Submit any information, evidence or documents to support the complaint, dispute or appeal.

Complaints, disputes and appeals will be reviewed and/or investigated by the respective school officials, and a response along with a decision will be given based on the following timeframe.

Type of complaint	Deciding Authority	Timing for decision
Academic complaints	Chief Academic Officer	14 business days
Non-Academic complaints	Chief Executive Officer	14 business days
Disputes and Appeals to disciplinary actions imposed on students	Chief Academic Officer	14 business days
Disputes and Appeals to decision for previously filed complaints academic/non-academic	Board of Directors	30 calendar days

Depending on the type of the academic complaint, a conference may be conducted to hear all parties involved prior to a decision. School officials will aim to resolve all complaints, disputes and appeals in a manner that is fair and just to all parties involved.

RIGHT TO FILE A COMPLAINT

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

Mailing Address:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (916) 574-8900
Toll Free: (888) 370-7589
Main Fax: (916) 263-1897
Licensing Fax: (916) 263-1894
Enforcement/STRF/Closed Schools Fax: (916) 263-1896

Physical Address:
Bureau for Private Postsecondary Education
1747 N. Market Blvd., Suite 225
Sacramento, CA 95834

STUDENT EVALUATION OF INSTRUCTION POLICY

To sustain a high quality of instruction at the School, students are expected to evaluate each class in which they are enrolled. Evaluation forms are distributed toward the end of each quarter. The evaluation forms are anonymous and collected and returned to the Administration by a designated staff.

Student evaluations are tabulated, and the results are analyzed by the Chief Academic Officer and distributed to the individual instructor

SEXUAL HARASSMENT POLICY

CTU declares that it will not tolerate any sexual harassment by any instructor or student on another person. Alleged victims may file a written complaint to the Administrative office. Within two weeks of receipt of the complaint, CTU shall give a written response to the complainant as the progress of the case. If any instructor or student is formally accused by an alleged victim CTU may hold an administrative hearing after giving notice due to the accused. CTU may take a range of actions to deal with the offender above and beyond the civil/criminal penalties the offender is liable for:

1. Verbal or written reprimand
2. Suspension for a period from the School
3. Dismissal from the School

VII. SCHOOL PERSONNEL

ADMINISTRATORS AND STAFF

Who Do I Ask

Chief Executive Officer	**James Powell, MBA**
ceo@catu.edu	
Chief Academic Officer / Assessment Director	**Amanda Kenderes, Ph.D**
cao@catu.edu	
Chief Financial Officer	**Douglas Chong, CPA, J.D.**
accounting@catu.edu	
Program Chair	**Christina Baker, Ph.D, DBA**
programdirector@catu.edu	
Registrar & Admission Officer	**James Kang**
registrar@catu.edu	
Director for Student Services	**James Kang**
studentservices@catu.edu	
IT Specialist & Administrative Assistant	**Franz Panlaqui**
itsupport@catu.edu	
Librarian	**Ceora Brown**
librarian@catu.edu	
Pastor	**Thomas Kim**
pastor@catu.edu	

It is likely that the most helpful people you will meet while you're here at CTU are the staff. Please make sure to drop by to say hello as soon as you can.

EMERGENCY CONTACT INFORMATION CALIFORNIA TRINITY UNIVERSITY

Telephone: (213) 484-4440

Fax: (213) 402-6838

Website: www.catu.edu

Email: admin@catu.edu

Mailing address: 2333 Beverly Blvd, Suite 400, Los Angeles, CA 90057

SCHOOL OPERATIONS AND EMERGENCY PROCEDURES

When major weather or other events occur that might affect the opening or closing of the School, please use the following resources to stay update on School operations. Under these extenuating circumstances, please remember to always take special precautions, like those listed below.

- Visit www.catu.edu, the California Trinity University homepage and check your @catu.edu email address
- Be sure to have your all of your phone and contact information up-to-date with the CTU admin office
- MBA program status information will be provided and updated on the main line: (213) 484-4440
- Call the California Trinity University main information line at (213) 484-4440, where a recorded announcement regarding any changes in the opening or closing status of the School will be available if the need arises.

To report an emergency, call at (213)484-4446 (from off-campus). Please reserve these calls for true emergencies.

ADDENDUM

The Office of Student Services has the right to change and update this document, policies and requirements as they see fit without prior notice. However, a student admitted to CTU has the privilege of matriculating and graduating under the academic requirements existing at the time of his/her admittance, if graduation occurs within three years after admission. If graduation is delayed beyond three years from the time of admission, a student must matriculate and graduate under such requirements as they exist or as prescribed by the Chief Academic Officer.