CALIFORNIA TRINITY UNIVERSITY

Policy Manual

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2333 Beverly Blvd.
Los Angeles, CA 90057
Phone: 213.484.4440
Fax: 213.402.6838

TABLE OF CONTENTS

School Policy Development Guidelines 8
Purpose 8
Proposing and developing policies 8
Reviews and Approvals 8
Distribution and Publication 9
Updates and Amendments 9
Deaccessioning 9
Institutional Information 10
History and Approvals 10
Faith Statement 10
Mission Statement 12
Institutional Objectives 12
Institutional Learning Objectives 12
General Policies 13
Academic Freedom & Freedom of Expression Policy 13
Statement of Non-discrimination 14
Drug-Free Policy 15
Sexual Harassment Policy 15
Definition of Sexual Harassment 15
Enforcement Policy 16
Sexual Assault on Campus 16
Policy on Institutional Integrity 16
Advertising and Promotional Practices Policy 17
Institutional Responsibilities: 18
Fraud, Waste, and Abuse Policy 18
Purpose 18
Scope 19
Definitions 19
Responsibilities 19
Investigation Process 19
Prevention and Detection 20
Reporting Requirements 20
Consequences of Non-Compliance 20

Review and Revision 20
Intellectual Property Policy 20
Scope and Applicability 20
Policy Statement 20
Definitions 22
Policy Process 23
Institution-wide Policy 24
Classification of the Employees 25
Chief Executive Officer 25
Chief Academic Officer 26
Chief Operating Officer 27
Chief Financial Officer 28
Assessment Director 29
Librarian 30
Admissions Officer 31
Registrar 32
Director of Student Services 33
Information Technology (IT) Administrator 34
Academic Policies 35
Admissions Policy 35
General Admission Requirement 35
Transfer of Credit Policy 36
Registration and Enrollment 36
Credit Hour Definition 36
Class Location and Class Size 38
Program Length and Cost 38
Verification of Student Identity 38
Distance Education and Correspondence Education 38
Add and Drop Policy 39
Evaluation 39
Satisfactory Academic Progress (SAP) 39
Unsatisfactory Academic Progress 40
Re-establishing SAP 40
Academic Probation Policy 40
Attendance Policy (Classroom) 40
Excusable Absences 40
Tardiness 41

Excessive Absence 41
Grading Policy 41
Transfer Credit (TC) 42
Course Changes (Withdrawal) 43
Audit Courses (AUD) 43
Repetition of Course (R) 43
Academic Honesty 43
Make up, Missing Classes, Assignments, or Examinations 44
Leave of Absence (LOA) 45
Voluntary Leave 46
Medical Leave 46
Military Leave 46
Annual Vacation (only applicable to F-1 International Students) 46
Students Transferring to Another School 47
Expiration of Course Credit 47
Transferability of Credits Earned at Our Institution 47
Student Records 47
Transcript and Document Requests 47
Graduation with Distinction 48
Policy on Retention of Student Records 48
FERPA (Family Educational Rights and Privacy Act of 1974) 48
Access to Student Records 49
Student Directory Information 49
Public Information 50
Student Achievement 50
Financial Policies 50
Budget Policy and Procedure 50
Tuition and Fees 52
Student Tuition Recovery Fund (STRF) Fee 53
Holds 54
Tuition Payment Plan Policy 54
Cancellations, Withdrawals and Refund Policy Tuition Refund Policy 55
Student Tuition Recovery Fund (STRF) Statement 55
Student Loan Responsibilities 57
Title IV Participation 57
Student Services Policies 57
Code of Conduct and Disciplinary Policies 57

Student Behavior 57
Disciplinary Policies 59
Student Obligations 59
Cheating And Plagiarism Policies 60
Drug, Alcohol and Tobacco Policies 60
Student with Disability Policy 61
Complaint and Grievance Policy 61
Academic complaints 61
Non-academic complaints 61
Right to Dispute or Appeal 62
Complaint, Dispute and Appeal Procedure 62
Student Evaluation of Instruction Policy 63
Sexual Harassment Policy 63
Faculty Policy 63
Employment Policy 63
A. General Regulations: 63
Types of Faculty 64
Criteria and Standards for Selection of Faculty 64
All prospective faculty members are required to submit the following: 64
Prior Work Verification Procedures 65
Faculty Compensation and Course Loads 65
Duties and Responsibilities 65
Selection Process & Contract Procedures 65
Length of Contract 66
Curriculum Development 66
Policy on Curriculum Change 66
Procedure for Curriculum Change 67
Voluntary Resignation 67
Salary Policy for Faculty 67
Disciplinary Actions 67
Suspension and Termination Policy 69
Letter of Warning 69
Suspension and Termination 69
Suspension Pending Investigation 69
Mediation 70
Grievance Resolution Procedures 70
Issues Not Subject to Grievance Procedures 70

Employment/Promotion Dispute 70
Responsibilities and Procedures of the Grievance Process 71
Appeal Process 71
Termination Dispute 71
Recruitment Policy for Staff 71
Facility and Equipment Policies 74
Facilities Management Policies and Procedures 74
Building Services 74
Building Operations 74
Life Safety 75
- ADA Door operators, parking, sidewalks, evacuation chairs, etc. 75
School Safety Policy 76
Safety Policy Implementation procedure 76
CTU Record Retention Schedule 78

School Policy Development Guidelines

Purpose

The purpose of these Guidelines is to outline a process for the effective and consistent development, approval, publication, and management of School Policies, and to provide guidance on the elements of an effective policy. Accessible and well-developed policies will also promote efficiency and accountability and minimize institutional risks. These Guidelines are designed to promote expeditious policy development, approval, and management while allowing for robust debate and discussion of draft policies.

Proposing and developing policies

Any of California Trinity University's unit (referred to herein as a Policy Sponsor) may initiate a School Policy. After assessing the need for a policy and determining that the policy is broadly applicable throughout the School, the Policy Sponsor may initiate the policy development process by preparing a New Policy Proposal.

New Policy Proposals should (i) briefly explain the reasons for the proposed policy (indicating how it works, what it conflicts with, or if it negates an existing policy); (ii) summarize the content of the policy proposal; (iii) indicate the stakeholders from the California Trinity University community who will be consulted when developing the policy; (iv) to the extent feasible, identify any cost or resource requirements of the proposed policy.

New Policy Proposals are reviewed by the Chief Academic Officer in consultation with the Chief Executive Officer and, where applicable, the Chief Financial Officer. The responsible institutional officer drafts the proposed policy under the coordination of the Chief Academic Officer.

Throughout the drafting process, the responsible office is responsible for proactively seeking input on and documenting policy development from the stakeholders identified in the proposal, along with other appropriate members of the California Trinity University community. The Chief Academic Officer works with the Policy Sponsor and the responsible office to ensure that members of the California Trinity University community who have an interest in the policy's subject matter have an opportunity to collaborate on policy development.

Reviews and Approvals

Proposed policies are subject to review and approval by the Board of Directors, consistent with Bylaws Articles 2.4 and 5.1. Prior to such review and approval, the responsible office reviews and edits draft policies, with input from the Chief Academic Officer and the Chief Executive Officer.

Distribution and Publication

The responsible office, in consultation with the Chief Executive Officer, shall coordinate the announcement and distribution of new policies or policy revisions. Additionally, the responsible office shall provide notice to stakeholders and other affected members of the California Trinity University when new polices are posted to the School website as a part of publication addendum.

School Policies are published in the Policies Manual. Any of California Trinity University' units shall not maintain any outdated copies or versions of School Policies.

Updates and Amendments

The responsible office shall conduct an initial assessment of any new policy or major policy revision one year after its effective date, and thereafter shall review the policy on the triennial cycle established in Area 4 of the CTU Institutional Assessment Plan. The Chief Academic Officer notifies the responsible office when policies are due for review. The responsible office is also responsible for updating the policy between scheduled review periods, in order to respond to any changes in applicable law or business practice.

The Chief Executive Officer may charge a school unit with developing or revising a policy where necessary to ensure compliance with applicable law.

Amendments to existing policies are categorized as either substantive or non-substantive. Substantive amendments are those that change the substance, scope, authority, applicability, or institutional commitments expressed in a policy. Substantive amendments follow the procedures outlined above for adopting new policies and require Board of Directors approval consistent with Bylaws Articles 2.4 and 5.1 before taking effect. Non-substantive revisions, including corrections to typographical errors, formatting and pagination, updated cross-references, updated position titles, updated contact information, updated citations to laws or regulations that have been renamed or renumbered, and similar administrative corrections, may be implemented by the Chief Academic Officer in consultation with the responsible office without formal Board review. A record of non-substantive revisions made between Board-approved versions of the Policies Manual is maintained by the Chief Academic Officer and reported to the Board at the next regular meeting as part of the institutional effectiveness cycle.

Deaccessioning

The responsible office may deaccession a policy when it is no longer applicable, where it has been changed into guidelines or procedures, or where it would be more effective to integrate it into another policy. Requests to deaccession a policy are submitted to the Chief Academic Officer, who in consultation with the Chief Executive Officer considers the impact of deleting the policy on other policies and on compliance with applicable law. Deaccessioning of policies is subject to Board approval.

Institutional Information

History and Approvals

California Trinity University is a non-profit institution that was established in May 1994. In the Fall of the same year, California Trinity University earned an approval as a degree-granting institution from the Bureau for Private Postsecondary and Vocational Education (BPPE), an agency board, which is the body that regulates all private postsecondary institutions in the State of California.

California Trinity University is authorized by U.S. Immigration and Naturalization Service to process Form I-20, enabling prospective international students to apply for an F-1 Student Visa. California Trinity University is approved by the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, nonimmigrant F-1 students for academic degrees.

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 educational role of the institution and the constituency it serves. The institution's educational goals and objectives are consistent with its Faith Statement, its Christian philosophy of education, and the standards of the Transnational Association of Christian Colleges and Schools (TRACS).

Institutional Objectives

California Trinity University maintains four Institutional Objectives (IOs) that articulate the institution's commitments at the operational level. The Objectives are measurable through the institution's assessment framework, as documented in the CTU Institutional Assessment Plan. The Objectives read as follows:

- IO 1 Academic Excellence: CTU delivers a quality education through qualified faculty, rigorous curriculum, and effective instruction.
- IO 2 Student Learning Environment: CTU provides facilities, learning resources, technology, and student services that support effective student learning.
- IO 3 Whole-Person Learning: CTU equips students to become effective communicators, critical thinkers, ethical reasoners, and disciplinary professionals through the integration of faith and learning.
- IO 4 Institutional Effectiveness: CTU operates with sound governance, financial stewardship, regulatory compliance, and continuous improvement.

Institutional Learning Objectives

California Trinity University maintains four Institutional Learning Objectives (ILOs) that describe the student learning expected of every CTU graduate. The ILOs operationalize the Whole-Person Learning dimension of the Institutional Objectives and constitute the institution's response to TRACS Standard 2.2 regarding student-facing institutional objectives. Each degree program maintains its own Program Learning Objectives (PLOs) that express the ILOs at the program level. As the institution's sole program, the MBA maintains four PLOs corresponding to the four ILOs, with the Disciplinary Competence objective expressed as competence in business and measured by the ETS Major Field Test in Business. Upon graduation from California Trinity University, students demonstrate the following Institutional Learning Objectives:

ILO 1, Disciplinary Competence: graduates demonstrate the knowledge and skills required for competent professional practice in their chosen discipline.

ILO 2, Communication: graduates demonstrate effective written and oral communication in academic and professional contexts.

ILO 3, Critical Thinking: graduates demonstrate the ability to analyze problems, evaluate evidence, and formulate well-reasoned conclusions and decisions.

ILO 4, Christian Ethics: graduates demonstrate the ability to identify ethical issues and apply Christian ethical frameworks to professional practice.

The ILOs are measured through Signature Assignments hosted in designated MBA Common Core courses and through the MBA ETS Major Field Test, as documented in the CTU Institutional Assessment Plan.

General Policies

Academic Freedom & Freedom of Expression Policy

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.

California Trinity University' 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 California Trinity University 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 California Trinity University protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate.

Statement of Non-discrimination

It is policy of California Trinity University that applicants for admission shall not be discriminated against on the basis of race, color, ethnicity, national origin, religion, gender, age and physical handicap. California Trinity University' admission policy, therefore, is in compliance with the following federal statutes prohibiting such discrimination; Title IV 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 1975 and the Americans with Disabilities Act.

Drug-Free Policy

California Trinity University has a strict Drug-Free Campus policy in accordance with local, state and federal guidelines. Employees and students are expressly prohibited from selling/ possessing/using controlled substances unless for appropriate medicinal use as prescribed by authorized medical practitioners.

It is the policy of the Board of Directors that the learning environment be free of addictive substances. Specifically, all members of the School community, which includes administrators, faculty, staff, students and guests, will abstain from the consumption or use of alcohol, narcotics, and/or misuse of prescription drugs while on School property and on any field trips or projects sponsored by the school.

The specific rules and guidelines are:

1. All employees and students are forbidden to use, possess, transfer or sell illegal drugs or alcohol beverages on school premises or during any such time while on school-sponsored field trips or projects.

2. If an employee or student is taking a prescription or non-prescription drug that may affect job performance and/or safety, the administrator, or any person in charge, may make transportation available for the employee or student to his/her home or the home of a relative.

3. Any off duty employee or student who is arrested for possession, use, under the influence of or selling illegal drugs will be suspended pending the outcome of the judicial proceedings. The employee or student will be discharged or dis-enrolled if subsequently convicted of a drug-related crime.

4. Illegal use and/or possession of drugs are subject to criminal legal sanctions under local, state and federal law. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the administration for referral to agencies providing assistance with alcohol- or drug-related problems.

Sexual Harassment Policy

All employees of California Trinity University must refrain from making sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature.

Definition of Sexual Harassment

A state of sexual harassment exists when submission to or rejection of such conduct affects the outcome of hiring, continued employment or promotion, academic progress including grades, or when such conduct has the effect of unreasonably interfering with the individual's performance of duties and responsibilities, scholastic performance, or creating an intimidating or hostile work environment.

Enforcement Policy

California Trinity University's policy on sexual harassment is guided by the applicable federal and state laws and regulations that prohibit such conduct. The Chief Operating Officer is the responsible administrator designated to receive, coordinate, and investigate all matters involving sexual harassment complaints lodged by or against a student, faculty member, or staff member. If a complaint is against the Chief Operating Officer, it is directed to the Chief Executive Officer; if a complaint is against the Chief Executive Officer, it is directed to the Chair of the Board of Directors. The responsible administrator maintains the confidentiality of complaints to the extent consistent with a thorough investigation and applicable law.

The Chief Operating Officer completes the harassment-prevention training required of supervisory personnel under California law and maintains current knowledge of the institution's obligations regarding the prevention and handling of sexual harassment.

When alleged sexual harassment is brought to the attention of the School, the Chief Operating Officer, as the responsible administrator, conducts an investigation and renders a determination based on the evidence. If the complainant is dissatisfied with the determination, he or she may appeal to the Board of Directors, whose decision is final. Where a complaint is against the Chief Operating Officer or the Chief Executive Officer, the investigation and determination are conducted by the alternate identified above. The institution takes interim measures as appropriate during an investigation and prohibits retaliation against any person who reports sexual harassment or participates in an investigation.

Sexual Assault on Campus

In compliance with the guidelines established by the California Bureau for Private Postsecondary and Vocational Education, California Trinity University has set forth the following sexual assault prevention, reporting and emergency aid procedures: If a sexual assault is committed on campus or in connection with institutional activities, the victim's safety and well-being are the institution's first priority. The victim or any witness to the assault may report the assault to the Los Angeles Police Department by calling 911 (for emergencies) or for non-emergencies by contacting LAPD directly to file a report (877-275-5273). The victim or any witness may also report the assault to the Chief Executive Officer or designated institutional official, who will assist in connecting the victim with emergency services, support resources, and law enforcement as the victim wishes. Institutional officials will report sexual assaults to law enforcement as required by California law, regardless of the time of day at which the assault occurred or was reported.

Policy on Institutional Integrity

Purpose. This policy affirms California Trinity University's (CTU) commitment to operating with integrity and ethical conduct in all institutional matters. The policy applies to the Board of Directors, administrators, faculty, staff, and any individual acting on behalf of the institution.

Statement of Institutional Integrity. CTU is committed to operating with integrity in its representations to students, prospective students, faculty, staff, the public, regulatory bodies, and accrediting bodies. This commitment reflects the institution's Christian identity and Mission to develop high-caliber, high-character professionals through a Christian education.

In all institutional conduct, CTU is committed to:

- Honest and accurate representation of the institution's mission, programs, faculty qualifications, tuition and fees, policies, and student outcomes in all publications and communications.
- Truthful and complete communication with TRACS, BPPE, and other regulatory and accrediting bodies, providing pertinent information whether favorable or unfavorable to the institution.
- Fair and ethical treatment of students, faculty, staff, and other institutional constituencies.
- Compliance with applicable federal, state, and accreditation requirements.
- Stewardship of institutional resources consistent with the institution's nonprofit mission.

Ethical Conduct Expectations. All Board members, administrators, faculty, and staff are expected to conduct themselves with integrity in their institutional roles, including honest representation of their own credentials and work, truthful communication in institutional records and reporting, respectful treatment of students and colleagues, and compliance with the policies established in the CTU Policies Manual and relevant handbooks. Conduct matters are addressed through the personnel and governance procedures established in the relevant handbook or in the institution's Bylaws.

Review. This policy is reviewed on the triennial cycle established for institutional policies under Area 4 of the CTU Institutional Assessment Plan, or as triggered by regulatory or accreditation developments.

Advertising and Promotional Practices Policy

As followers of Christ, we are called to uphold the highest standards of integrity, honesty, and transparency in all aspects of our lives, including our institutions' advertising and promotional materials. In alignment with the principles set forth by the Council on Higher Education Accreditation (CHEA) and our dedication to putting Christian ethics into practice, we adhere to the following guidelines

Key Principles:

1. **Focus on Educational Offerings**: Advertisements and promotional materials must primarily highlight the institution's educational programs and services.
2. **Accuracy and Clarity**: All statements must be clear, factually accurate, and up to date, with supporting documentation readily available for review.
3. **Comprehensive Official Publications**: The School Catalog and other official publications should be readily available accurately reflect:
    1. Institutional mission and objectives
    2. Academic calendars
    3. Admission requirements and procedures
    4. Comprehensive grading policies
    5. Basic program details, including course sequences, frequency, and scope

6. Degree completion requirements and maximum credit hour requirements
7. Qualified Faculty (Full-Time and Part-Time) and their credentials listed
8. Qualified Administrators and their credentials listed
9. Governing Board and their credentials listed included city and state residence
10. Institutional facilities readily available for school and faculty use
11. Rules and regulations for conduct
12. Tuition costs and program fees listed accurately
13. Statement regarding Financial Aid
14. Refund policies for students withdrawing from the program
15. Accreditation status
16. Nondiscrimination statement

4. **Career Information**: School Catalog and official publications state the career potential and non-accreditation of the institution.

Institutional Responsibilities:

California Trinity University maintains copies of all advertising and marketing materials for review during evaluations. The Admissions Officer is responsible for ensuring these materials align with TRACS Policies and Standards. We also abide by the need to report any instances of misleading advertising or unethical practices, detailing corrective actions taken to prevent recurrence.

Fraud, Waste, and Abuse Policy

California Trinity University is committed to maintaining the highest standards of honesty, integrity, and ethical conduct in all aspects of its operations. Our mission is to earn the trust of the public, our students, and our employees by fostering an environment that reflects our Christian faith. California Trinity University's staff and team are responsible for upholding the integrity of the school. Preventing, detecting, and responding to instances of fraud, waste, and abuse is integral to our mission.

Purpose

The purpose of this policy is to:

1. Promote a culture of honesty and integrity among employees, students, and Board members
2. Prevent and detect instances of fraud, waste, and abuse
3. Ensure compliance with federal and state laws and regulations
4. Protect the university's assets and resources

Scope

This policy applies to all employees, students, and Board Members of California Trinity.

Definitions

1. **Fraud**: An intentional act to deceive, steal, or cheat, usually for the purpose of causing detriment to another and/or bringing about some benefit to oneself or others.
2. **Waste**: An act resulting in the spending, consumption, mismanagement, and use or squandering of institutional assets or resources to the detriment or potential detriment of the university.
3. **Abuse**: Behavior that is lacking or improper and does not align with the biblical principles that are promoted by California Trinity University. It includes the misuse of authority or position for personal financial interest.

Responsibilities

1. **Employees**: All employees are responsible for reporting suspected instances of fraud, waste, and abuse to the Chief Financial Officer.
2. **Chief Financial Officer**: The Chief Financial Officer is responsible for leading investigations into allegations of fraud, waste, and abuse and for recommending disciplinary action to the Chief Executive Officer.
3. **Chief Executive Officer**: The Chief Executive Officer is responsible for reviewing the written report created by the Chief Financial Officer and to make a final decision on the matter.

Investigation Process

1. **Reporting**: All suspected instances of fraud, waste, and abuse must be reported to the Chief Operating Officer.
2. **Investigation**: The Chief Financial Officer will investigate all reported instances of fraud, waste, and abuse. This may include consultation with legal counsels, financial professionals, and other experts. The investigation may include interviews with colleagues, reviewing activities on the employee in question, and examining all paper and electronic documents. That includes all school computers, email, offices, and work areas.

The Chief Operating may recommend the suspension of the employee with consultation with the school's legal counsel.

3. **Disciplinary Action**: The Chief Financial Officer will prepare a written report upon completion of the investigation. The report may be shared with any of the experts to determine appropriate discipline. If the reports find that fraud, waste or abuse has occurred, the report will contain a recommendation of disciplinary action. The report must be submitted to the Chief Executive Officer within five (5) business days of the investigation conclusion.

The written report will be submitted to the Chief Executive Officer. The Chief Executive Officer will review the report and make any modifications. The Chief Executive Officer determines the appropriate disciplinary action, which may include termination, based on the findings of the investigation. The Chief Executive Officer holds the final decision.

Prevention and Detection

1. **Training**: All employees will receive training on fraud, waste, and abuse prevention and detection.
2. **Internal Controls**: The university will maintain internal controls to prevent and detect instances of fraud, waste, and abuse.
3. **Audits**: The university will conduct regular audits to ensure compliance with this policy.

Reporting Requirements

1. **Federal and State Laws**: The university will comply with all federal and state laws and regulations related to fraud, waste, and abuse.
2. **Inspector General Act**: The university will comply with the Inspector General Act of 1978 and the Council of the Inspectors General on Integrity and Efficiency (CIGIE) standards.

Consequences of Non-Compliance

1. **Disciplinary Action**: Employees who engage in fraud, waste, and abuse may face disciplinary action, including termination.
2. **Restitution**: The university may seek restitution from individuals or parties who have caused financial loss to the university.

Review and Revision

1. **Annual Review**: This policy will be reviewed annually to ensure compliance with federal and state laws and regulations.
2. **Revision**: This policy may be revised as necessary to reflect changes in federal and state laws and regulations.

Intellectual Property Policy

This policy governs the creation and use of intellectual property at California Trinity University, including that which is protected under copyright, trademark, and patents.

Scope and Applicability

This policy applies to all California Trinity University employees, students, and others involved in the creation, production, and use of intellectual property at California Trinity University.

Policy Statement

A. California Trinity University supports an atmosphere that fosters innovation, progressive instruction, creative expression and the free exchange of ideas. Employees are encouraged to publish and copyright, invent and patent materials and objects of their own creation that will contribute to the advancement of knowledge.

B. Creation of Intellectual Property

1. In the pursuit of academic endeavors and academic freedom, California Trinity University holds that the creation, discovery and dissemination of knowledge are central to the success of the mission of the school and to society as a whole.

2. Faculty, staff and students who create intellectual property in academic endeavors are the sole owners of said property, unless a specific contract is entered into between the creator and the school before the work is begun.

3. Intellectual property created for the administrative functions of the school is the property of the school, unless a specific contract is entered into between the creator and the school before the work is begun.

4. Faculty and staff, at their discretion, may enter into specific contracts, with the school, for work outside their regular employment agreements with the school.

5. Ownership of intellectual property created by contractors and partners who are not regular school employees will be specified in their contractual agreements.

C. Use of Intellectual Property

1. California Trinity University is committed to full compliance with all copyright and patent laws and takes reasonable steps to respect the property rights of authors, inventors, developers, and creators of protected material.

2. It is the responsibility of all members of the California Trinity University community to comply with all copyright laws.

Definitions

1. Academic endeavors are undertakings in the pursuit, creation, and expression of knowledge and understanding, regardless of format. These include, but are not limited to, teaching, teaching methods, learning, researching, accessing and sharing information, publishing, and participating in professional activities. It does not include activities that are generally considered part of the administrative functions of the school.

2. Administrative functions are those that support the operations of the school. Examples include, but are not limited to, producing marketing and promotional materials, writing computer code and applications, developing training materials, producing procedure manuals, writing policy, and all products of school committee and task force work.

3. Copyright, as defined by the U.S. Copyright Office is: A form of protection provided by the laws of the United States for "original works of authorship", including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations. "Copyright" literally means "the right to copy," but has come to mean "that body of exclusive rights granted by law to copyright owners for protection of their work."

Copyright protection does not extend to any idea, procedure, process, system, title, principle, or discovery. Similarly, names, titles, short phrases, slogans, familiar symbols, mere variations of typographic ornamentation, lettering, coloring, and listings of contents or ingredients are not subject to copyright.

4. Fair use is defined by the U.S. Copyright Office as: Fair use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include the following:

a) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

b) the nature of the copyrighted work;

c) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

d) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

5. Intellectual property is defined as inventions, discoveries, technologies, processes, methods, trade secrets, computer software, literary works, instructional materials, publications, literature, art, dramatic and musical works, and all audiovisual materials including video, film, photographs, and audio programs that are in fixed form, regardless of format.

6. A Patent, according to the U.S. Patent Office, is the grant of a property right to the inventor, issued by the United States Patent and Trademark Office.

7. Specific contracts are written for creation of intellectual property on behalf of the school for work that is mutually determined to be outside the regular work assignment of employees.

Policy Process

1. California Trinity University will make a reasonable effort to inform employees and students about copyright and fair use, so that they can comply with all pertinent laws.

2. No employee of the school, acting as an employee of the school, may duplicate, distribute, and/or otherwise publish protected material without the written permission of the copyright holder, except under those circumstances in which use of copyrighted material qualifies under the fair-use provision of the copyright laws.

3. If an employee does receive copyright permission from the copyright holder, the permission will be filed with the school.

4. Students may not duplicate, distribute, and/or otherwise publish protected material without the written permission of the copyright holder, except under those circumstances in which use of copyrighted material qualifies under the fair-use provision of the copyright laws.

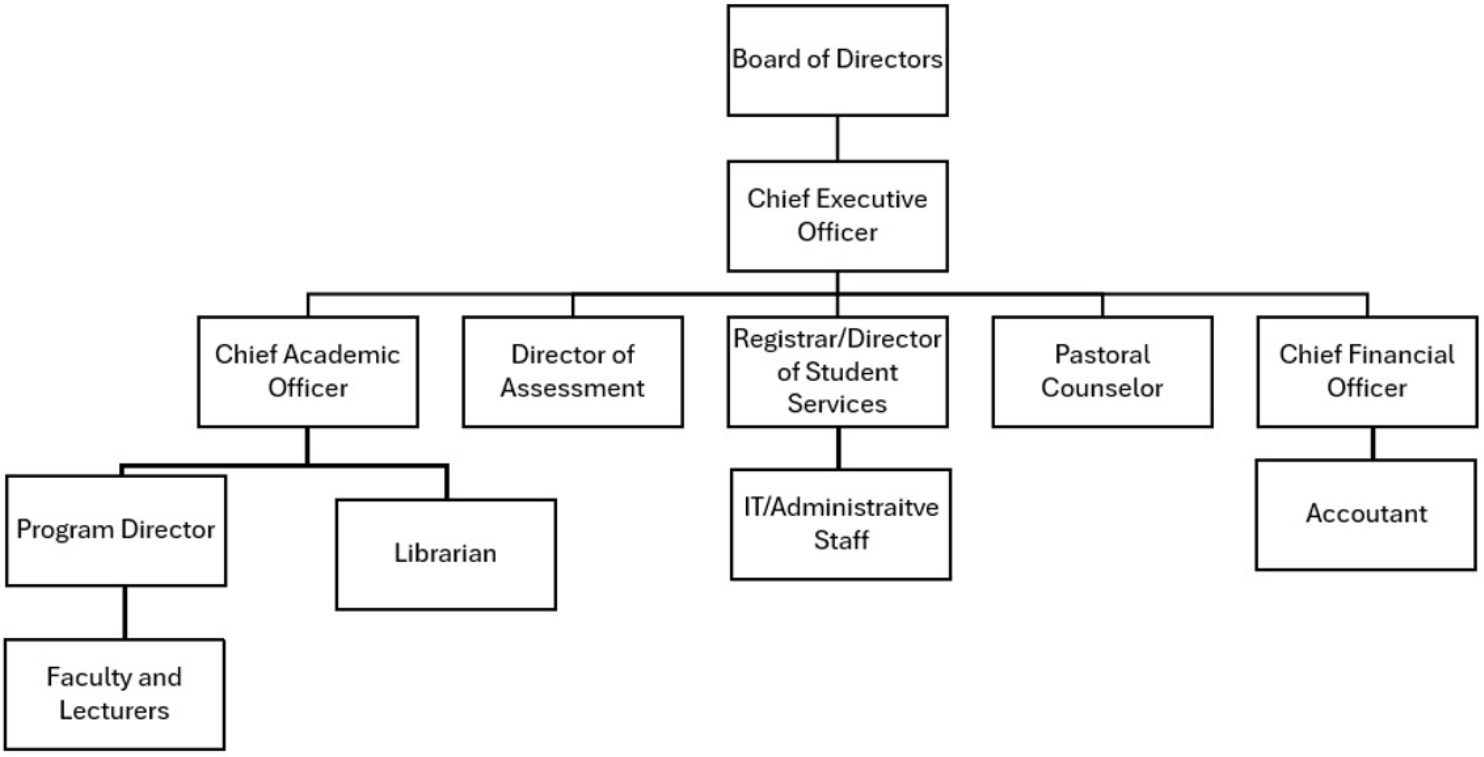
5. Any employee or student who knowingly violates copyright laws or this policy is responsible for his or her actions.

6. The school or an employee may initiate discussion of a specific contract for the creation of intellectual property.

Institution-wide Policy

CALIFORNIA TRINITY UNIVERSITY ORGANIZATION CHART

The institution's organizational structure is set forth below. The Board of Directors holds ultimate governance authority. The Chief Executive Officer reports to the Board and supervises the four senior officers: the Chief Academic Officer, the Chief Operating Officer, the Chief Financial Officer, and the Assessment Director. Each senior officer supervises the institutional functions listed beneath the officer's title.



Classification of the Employees

Duties and Responsibilities of Administrators and Staff.

Chief Executive Officer

The Chief Executive Officer (CEO) is the principal executive officer of the institution and is responsible for the overall leadership, administration, and operation of the School. The CEO exercises authority over all institutional affairs, including administrative, academic, business, and clinical functions, as delegated by the Board of Directors of California Trinity University.

The CEO ensures that all institutional operations are conducted in a manner consistent with the

mission, policies, and strategic direction established by the Board. The CEO provides leadership in institutional planning, policy implementation, and continuous improvement, reinforcing areas of strength and addressing areas requiring development. The CEO appoints and supervises senior administrators, approves faculty appointments, and ensures that all institutional functions are effectively coordinated and aligned with regulatory and accreditation standards.

The CEO serves as the official representative of the institution in all internal and external matters and may delegate authority to qualified administrators as necessary for the effective operation of California Trinity University

Duties and Responsibilities:

1. Provides executive leadership in collaboration with the Board of Directors, administration, and institutional constituencies in defining and advancing the mission, vision, and strategic direction of the School.

2. Ensures that all institutional activities and operations are consistent with and supportive of the School's stated mission.

3. Serves as the primary and official liaison between the Board of Directors and the institution, facilitating clear communication, reporting, and accountability.

4. Recommends the appointment of qualified faculty and senior administrators to the Board of Directors and approves faculty appointments in accordance with institutional policies.

5. Directly supervises and evaluates senior administrators, including the Chief Academic Officer, Chief Operating Officer, and Chief Financial Officer, ensuring effective performance and alignment with institutional goals.

6. Reviews institutional policies, procedures, and operational practices to ensure effectiveness, compliance, and continuous improvement.

7. Represents the institution to internal and external constituencies, including students, faculty, staff, alumni, regulatory bodies, and the general public.

8. Promotes institutional advancement through the cultivation of relationships with alumni, partners, and community stakeholders.

9. Oversees the development and stewardship of financial resources necessary to support institutional sustainability and strategic priorities.

10. Promotes collaboration and communication with peer institutions and relevant organizations in support of the School's mission and standing.

11. Receives, reviews, and acts upon reports from senior administrative officers to ensure coordinated and effective institutional operations.

12. Performs such other duties as may be assigned by the Board of Directors in accordance with the responsibilities of the office.

Appointment:

The Chief Executive Officer shall be appointed by the Board of Directors. The CEO is directly accountable to the Board of Directors and is responsible for the execution of all assigned duties in alignment with Board policies and institutional objectives.

Performance Evaluation:

The Chief Executive Officer shall undergo an annual performance evaluation conducted by the Board of Directors. The evaluation shall assess the CEO's effectiveness in institutional leadership, mission fulfillment, strategic implementation, regulatory compliance, financial stewardship, and overall institutional effectiveness.

Chief Academic Officer

The Chief Executive Officer (CEO) appoints the Chief Academic Officer (CAO) as the administrative head of Academic Affairs. The CAO is responsible for the leadership, oversight, and continuous improvement of all academic programs, policies, and instructional personnel of the institution.

The CAO ensures that all academic operations are conducted in accordance with the School Catalog, Faculty and Staff Handbook, and applicable regulatory and accreditation standards. The CAO is evaluated annually by the CEO based on the effective performance of the following duties and responsibilities.

Duties and Responsibilities:

1. Provides leadership in the planning, development, implementation, and evaluation of curricula, academic policies, and procedures as published in the School Catalog and Faculty and Staff Handbook.
2. Oversees academic scheduling and ensures that all courses are appropriately offered each academic term in alignment with program requirements and institutional planning.
3. Determines and assigns qualified faculty to instructional responsibilities consistent with institutional standards and accreditation requirements.

4. Ensures the consistent implementation of institutional policies related to academic standards, admissions criteria, internship requirements, and graduation requirements
5. Supervises, evaluates, and supports faculty to ensure instructional effectiveness, professional development, and compliance with institutional and accreditation expectations
6. Leads ongoing assessment, review, and improvement of academic programs and instructional quality to promote student learning outcomes and institutional effectiveness
7. Collaborates with library personnel to ensure that adequate learning resources, including library holdings and instructional materials, are available and accessible to support academic programs and student success
8. Oversees student academic support functions, including coordination with the Student Counselor, to promote student well-being, retention, and successful resolution of academic concerns
9. Ensures that all academic operations and records are maintained with integrity, accuracy, and compliance with applicable standards and regulations.

Appointment
The Chief Academic Officer shall be appointed by the CEO. The CAO is directly accountable to the CEO and is responsible for the execution of all assigned academic and administrative duties.

Performance Evaluation:
The Chief Academic Officer shall undergo an annual performance evaluation conducted by the Chief Executive Officer. The evaluation shall assess the CAO's effectiveness in academic leadership, program quality, faculty oversight, compliance with institutional and accreditation standards, and contribution to institutional effectiveness.

Chief Operating Officer

As a principal aide to the CEO, the Chief Operating Officer (COO) serves as the CEO's primary strategic liaison with school and community constituencies on operational and administrative matters. The COO directs and oversees all operational functions of the institution, including admissions, registration, student services, and information technology. The COO ensures that institutional operations are efficient, compliant, and aligned with the School's mission and strategic priorities.

The COO plans, directs, and coordinates operational activities at the highest level of management with the CEO, other executive staff, and department managers to ensure effective service delivery, regulatory compliance, and continuous institutional improvement.

Duties and Responsibilities:

1. Serves as principal aide to the CEO; supports a wide range of operational, faculty, staff, student, and public affairs matters; directly handles issues of institutional importance on behalf of the CEO, as appropriate.
2. Provides leadership and oversight to key administrative units, including the Admissions Officer, Registrar, Director of Student Services, and IT Assistant.
3. Determines and formulates operational policies and provides overall direction of the School within guidelines established by the CEO.

4. Designs, establishes, and maintains an organizational structure and staffing model to effectively accomplish institutional goals and objectives; oversees recruitment, training, supervision, and evaluation of assigned staff.
5. Ensures that all operational units function efficiently and in compliance with applicable laws, regulations, accreditation standards, and institutional policies.
6. Provides integrated operational analysis and strategic consultation to the CEO and administration on major institutional issues.
7. Oversees and coordinates institutional processes related to admissions, enrollment management, student records, student support services, and technology infrastructure.
8. Prepares and/or contributes to the preparation of reports, briefings, presentations, and responses on institutional and strategic matters, as appropriate.
9. Promotes a culture of service excellence, accountability, and continuous improvement across all operational units.

Appointment

The Chief Operating Officer shall be appointed by the CEO. The COO is directly accountable to the CEO and works closely with the CEO to perform all assigned duties.

Performance Evaluation:

Each year, the Chief Operating Officer undergoes a formal evaluation conducted by the Chief Executive Officer based on performance, leadership effectiveness, and the achievement of institutional goals.

Chief Financial Officer

The Chief Financial Officer (CFO) is the senior financial and administrative officer of the institution, responsible for the oversight, integrity, and strategic management of all financial and fiscal operations. The CFO directs and administers core financial functions, including budgeting, forecasting, accounting, financial reporting, compliance, internal controls, risk management, and stewardship of institutional assets.

Working in close coordination with the CEO and executive leadership, the CFO ensures that all financial practices align with institutional priorities, regulatory requirements, and principles of sound fiscal management. The role emphasizes accuracy, transparency, accountability, and the development of efficient financial and clerical systems that support the institution's operations and long-term sustainability.

Duties and Responsibilities:

1. Directs and oversees all financial operations of the institution, including accounting, budgeting, financial reporting, payroll, and cash management.
2. Establishes, implements, and maintains comprehensive financial policies, procedures, and internal controls to ensure accuracy, transparency, and compliance.
3. Prepares and manages institutional budgets and forecasts; monitors financial performance and recommends adjustments to ensure fiscal stability.
4. Ensures compliance with all applicable laws, regulations, accreditation standards, and institutional policies related to financial management.
5. Maintains complete and accurate financial records and reporting systems in accordance with

accepted accounting standards and institutional requirements.

6. Provides financial analysis, projections, and recommendations to support executive decision-making and long-term planning.
7. Oversees audits and coordinates with external auditors, regulatory bodies, and other relevant entities.
8. Designs and maintains an effective organizational structure within the finance office, including supervision, training, and evaluation of finance and clerical staff.
9. Develops and implements systems to improve efficiency and effectiveness in financial and administrative processes.
10. Prepares and/or contributes to financial reports, statements, and documentation for internal and external stakeholders, as required.
11. Safeguards institutional assets through proper controls, risk management practices, and oversight of financial transactions.

Appointment

The Chief Financial Officer shall be appointed by the CEO. The CFO is directly accountable to the CEO and is responsible for the execution of all assigned financial and administrative duties.

Performance Evaluation:

The Chief Financial Officer shall undergo an annual performance evaluation conducted by the Chief Executive Officer, based on effectiveness in financial management, compliance, accuracy of reporting, and support of institutional goals.

Assessment Director

The Assessment Director is responsible for the coordination of California Trinity University's institutional effectiveness and assessment activities, the implementation of the CTU Institutional Assessment Plan, and the institution's accreditation liaison functions. The position is structurally independent of the academic and operational reporting lines to preserve the integrity of institutional assessment.

Duties and Responsibilities:

• Coordinates the implementation of the CTU Institutional Assessment Plan, including all institutional and academic assessment activities specified in the Plan.

• Compiles institutional and academic assessment findings into the Annual Institutional Effectiveness Report and presents the Report to the Chief Executive Officer and to the Board of Directors.

• Serves as the institution's primary liaison with the Transnational Association of Christian Colleges and Schools (TRACS), including coordination of accreditation submissions, responses to accreditor feedback, and preparation for staff visits and peer-review activities.

• Coordinates the institution's communications and submissions with the California Bureau for Private Postsecondary Education (BPPE) and other regulatory bodies.

• Coordinates the annual Strategic Plan review and the Board self-evaluation, in coordination with the Chief Executive Officer and the Chair of the Board.

• Coordinates the institution's annual policy review cycle and triennial comprehensive policy review under Area 4 of the CTU Institutional Assessment Plan.

• Maintains the institution's assessment evidence repository and supports institutional staff and faculty in fulfilling their assessment responsibilities.

Appointment:

The Assessment Director shall be appointed by the Chief Executive Officer. The Assessment Director is directly accountable to the Chief Executive Officer and reports independently of the academic and operational reporting lines to preserve the integrity of institutional assessment. The Assessment Director role may be held concurrently with another senior position at the institution, in which case the assessment responsibilities are exercised in a structurally independent capacity, with reporting to the Chief Executive Officer rather than through the concurrent line.

Performance Evaluation:

The Assessment Director shall undergo an annual performance evaluation conducted by the Chief Executive Officer. The evaluation shall assess effectiveness in institutional assessment coordination, accuracy and completeness of the Annual Institutional Effectiveness Report, quality of accreditation liaison work, and contribution to institutional improvement.

Librarian

Librarians are responsible for acquiring, organizing, managing and distributing library resources, and ensuring that library provision meets the needs of all its users. Librarianship is a people-focused role, requiring individuals to manage learning resources while keeping the library users' needs in mind.

Duties and Responsibilities:

1. Plan, develop and implement the administrative policies and procedures relevant to the learning resources of the school;
2. Oversee the daily maintenance of the library collection and keeping records of the shelved, borrowed, or otherwise accessed materials to determine areas of interest of the faculty and student body;
3. Recommend areas of needed library materials for expansion, including books, multimedia, periodicals, or other research-supporting materials;
4. Assist faculty/staff and students in the use of these materials;
5. Demonstrate continued professional growth in Library/Information Science knowledge and understanding of technological advances;

6. Recommend to the Chief Academic Officer matters concerning library physical plant maintenance and expansion to better serve the faculty and student body.

Appointment

The Librarian shall be appointed by the Chief Academic Officer for a renewable term of one year. The Librarian is directly accountable to the Chief Academic Officer and works with the Chief Academic Officer to perform all of his or her assigned duties.

Performance Evaluation:

Each year the Librarian goes through a process of evaluation by the Chief Academic Officer based on his or her performance.

Admissions Officer

The Admission Officer attracts students to the school by directing admissions strategies; promoting the school nationally; directing staff. Accomplishes admissions human resource strategies by determining accountabilities; communicating and enforcing values, policies, and procedures; implementing recruitment, selection, orientation, training, coaching, counseling, disciplinary, and communication programs; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation strategies.

Duties and Responsibilities:

1. Develops admissions organizational strategies by contributing information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives.
2. Establishes admissions operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
3. Develops admissions financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
4. Promotes the school and attracts new students by maintaining working relationships with other school departments; working closely with the alumni office and the publications department.
5. Maximizes recruiting and admissions processing by using state-of-the-art recruiting and admissions computer technology.
6. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
7. Enhances admissions department and school reputation by accepting ownership for accomplishing

new and different requests; exploring opportunities to add value to job accomplishments.

Appointment

The Admission Officer shall be appointed by the Chief Operating Officer for a renewable term of one year. The Admission Officer is directly accountable to the Chief Operating Officer and works with the Chief Operating Officer to perform all of his or her assigned duties.

Performance Evaluation:

Each year the Admission Officer goes through a process of evaluation by the Chief Operating Officer based on his or her performance.

Registrar

The Registrar maintains the academic records of all students and plans, and implements the registration process for classes. He or she works with other administrators to coordinate times and locations for class meetings and resolve scheduling conflicts. Other responsibilities include keeping records of all college classes and curriculum prerequisites, determining students' graduation eligibility, planning commencement activities and preparing information such as honors lists, transcripts and class rankings.

Duties and Responsibilities:

1. Maintain student records as required by state, federal or other regulatory agencies;
2. Collect grade and attendance logs sheets of students from the faculty and record them; ensure that each grade and attendance sheet (class record) submitted by faculty members is complete and accurate.
3. Directs the daily operations of the Registrar's Office; establishes and implements short and long-range department goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; effects changes required for improvement.
4. Recommends and participates in the development and implementation of school policies and procedures regarding student registration, records, class schedules, instructional space scheduling, and graduation requirements.
5. Maintains and upgrades the School's academic information infrastructures including academic records archives, on-line student database, electronic databases and information systems.
6. Develops and publishes major School information documents including, but not limited to, School Catalogs and class schedules.
7. Recommends and participates in the development of school policies and procedures; may serve on strategic-planning and assessment committees.
8. Upgrades professional knowledge, evaluates new technologies, and recommends implementation

as appropriate.

Appointment

The Registrar shall be appointed by the Chief Operating Officer for a renewable term of one year. The Registrar is directly accountable to the Chief Operating Officer and works with the Chief Academic Officer to perform all of his or her assigned duties.

Performance Evaluation:

Each year the Registrar goes through a process of evaluation by the Chief Operating Officer based on his or her performance.

Director of Student Services

The Director of Student Services is responsible for planning and implementing social, cultural, and recreational activities of student groups, scheduling events to prevent overlap, inputting data into the central calendar, meeting with student and faculty groups to plan activities, coordinating new student orientation, advising student groups on their financial status, and counseling student organizations. The Director of Student Services will assess the functions of the Student Affairs Office including budget allocations to student organizations.

Duties and Responsibilities:

1. Support the educational, social, cultural, recreational, and welfare needs of students at California Trinity University.
2. Organize, coordinate and support the student government and its officers in its various activities.
3. Direct, manage, and promote activities related to students' cognitive, emotional, social, and academic success, as well as the effectiveness of programs.
4. Coordinate the scheduling and conduct of surveys throughout the Division.
5. Ensure appropriate collaboration between staffs of the Division and other offices at California Trinity University.
6. Assist Division leadership in evaluating students needs.
7. Provide a high level of collaboration within and beyond the Division.
8. Create an annual research/assessment agenda if it is necessary.

Appointment

The Director of Student Services shall be appointed by the Chief Operating Officer for a renewable term of one year. The Director of Student Services is directly accountable to the Chief Operating Officer and works with the Chief Academic Officer to perform all of his or her assigned duties.

Performance Evaluation:

Each year the Director of Student Services goes through a process of evaluation by the Chief Operating Officer based on his or her performance.

Information Technology (IT) Administrator

The Information Technology Administrator is responsible for managing a School's day-to-day IT systems and networks. This includes keeping licenses and other legal documents up-to-date, monitoring ongoing contracts with suppliers, completing statutory forms and ensuring compliance with quality standards and service level agreement. The IT administrator ensures that hardware is available and accounts set up for new employees and will take the lead in training people on software updates and new systems.

Duties and Responsibilities:

1. Determine software, computer and network requirements of the school.
2. Propose and recommend IT solutions to enhance business processes within the school.
3. Facilitate planning and implementation of IT-related projects.
4. Perform selection, recommend and assist in the purchase of software, computer, network equipment, web and cloud-based platforms and services.
5. Setup, install, manage and maintain various IT assets that include software, computers, network equipment, databases, email, web, learning management systems, and cloud-based applications and services.
6. Maintain and manage social network accounts of the school
7. Maintain, manage, organize and backup files on file servers.
8. Maintain network security standards.
9. Perform necessary upgrades and troubleshooting.
10. Perform database administration of school and student data
11. Perform data analysis and generate reports as necessary.
12. Manage and maintain school
13. Perform graphics design work as necessary.
14. Printing of staff and student identification cards.
15. Train users on hardware, software, web, and cloud-based tools and applications.

Appointment

The Information Technology Administrator shall be appointed by the Chief Operating Officer for a renewable term of one year. The Information Technology Administrator is directly accountable to the

Chief Operating Officer and works with the Chief Academic Officer to perform all of his or her assigned duties.

Performance Evaluation:

Each year the Information Technology Administrator goes through a process of evaluation by the Chief Operating Officer based on his or her performance.

Academic Policies

Admissions Policy

The School admits qualified local and international students who exhibit potential and aptitude to successfully complete the selected academic programs. Students seeking admission must submit all application requirements, including official academic transcripts, or records of all previous education at higher educational institution(s) they attended.

The School does not discriminate on the bases of race, color, ethnicity, national origin, marital status, religion, gender, age, physical disability, or any other legally protected status.

General Admission Requirement

The following general admissions requirements apply for local, out-of-state, and international students:

1. Completed Admission Application Forms which can be obtained from the admissions office or downloaded from the school website at www.catu.edu.
2. One (1) color passport size photograph.
3. Official Transcript forwarded directly to CTU's Admission Office.
    a) For Graduate program applicants, an official transcript from college (or university) previously attended indicating a completion of at least a Bachelor or an equivalent undergraduate degree.
    b) Applicants who have completed degree outside of the United States are required to submit a credential evaluation report. You may use any agency from NACES or AICE list.
4. Letter of recommendation.
5. Entrance essay.
6. Payment of non-refundable application and registration fees.

Specific admission requirements for international students are discussed in a separate section.

After all application materials have been submitted and all official transcripts of previous college/university work have been received by the School, and applicable fees paid, the applicant's application will be evaluated by the Admissions Officer. If the applicant is accepted for admission, a letter of acceptance is forwarded to the applicant.

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.

Registration and Enrollment

Students are required to register for classes each quarter during the announced registration period and to pay 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. Please review CTU’s Academic Hold policy in General Financial.

Credit Hour Definition

California Trinity University awards academic credit in quarter units, consistent with the Federal definition of a credit hour set forth in 34 CFR §600.2. One quarter unit of credit at CTU is an institutionally established equivalency that reasonably approximates one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately ten weeks, or the equivalent amount of work over a different amount of time. A quarter at CTU typically consists of 10 weeks of instruction, excluding final examination week. The policy on academic credit is

consistent with practices generally accepted in degree-granting institutions of higher education. Students are advised to limit job and social commitments in order to give their coursework adequate attention.

Credit Hour Policy

California Trinity University awards academic credit in quarter units, consistent with the Federal definition of a credit hour set forth in 34 CFR §600.2 and with the credit hour requirements of the Transnational Association of Christian Colleges and Schools (TRACS). One quarter unit of credit at CTU is an institutionally established equivalency that reasonably approximates one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately ten weeks per quarter, or the equivalent amount of work over a different amount of time. A quarter at CTU typically consists of ten weeks of instruction, excluding final examination week.

This standard applies uniformly to all CTU courses and programs. The MBA program does not include laboratory work, internships, practica, studio work, or Distance Education; the equivalency standard is therefore applied to in-person classroom-based graduate instruction. Each course is assigned a credit value based on the total student work required to achieve the course objectives, including direct instruction, assigned readings, written assignments, examinations, and other academic activities. Students are advised to limit job and social commitments in order to give their coursework adequate attention.

Application and Review

Credit hour assignments are determined at the time of original course approval and at any subsequent revision that materially changes course content, instructional time, or expected student workload. For each new or revised course, the proposed assignment documents direct faculty instruction hours per week, expected out-of-class student work hours per week, term length in weeks, total student engagement hours, and a description of out-of-class activities supporting the workload estimate.

Peer Review

Credit hour assignments are subject to peer review by academically qualified personnel prior to adoption. The review is conducted by the Chief Academic Officer, the Program Chair, and a full-time faculty reviewer. The reviewers verify that the assigned credit value is consistent with the standard established in this policy and with the Federal definition of a credit hour. In conjunction with any program revision, the same reviewers conduct a reaffirmation review of the credit hour assignments for affected courses to confirm that the established credit values remain consistent with this policy. The reaffirmation review is documented in a Credit Hour Compliance Summary retained as part of the institutional record.

Approval and Documentation

Credit hour assignments and the program of study for each degree program are approved by the Board of Directors upon recommendation of the Chief Academic Officer. Subsequent material revisions to credit hour assignments require Board approval. CTU's credit hour assignments are documented in the Academic Catalog, in course syllabi, and in the Credit Hour Compliance Summary maintained by the Office of the Chief Academic Officer. These documents are available for review by TRACS staff, peer evaluators, the TRACS Accreditation Commission, the Bureau for Private Postsecondary Education, and other external reviewers as required.

Faculty Responsibilities

Each course syllabus states the credit value of the course, the direct instruction hours, and the minimum expected out-of-class student workload. Faculty are responsible for designing courses that, in practice, demand the level of student work consistent with the assigned credit value. Faculty responsibilities under this policy are addressed in the Faculty Handbook.

Class Location and Class Size

All graduate classes are held six days a week, Monday through Saturday, on the campus premises of *California Trinity University at 2333 Beverly Blvd., Los Angeles, CA 90057*. The maximum number of students in a typical classroom or laboratory instruction is 25 students.

Program Length and Cost

California Trinity University offers one degree program, the Master of Business Administration (MBA). The program consists of 60 quarter units, comprising 36 units of core coursework, 16 units of concentration coursework, and 8 units of electives. The program is delivered in person on a quarter system. The institution publishes the program length, the standard sequence of study, and the estimated time to completion in the Academic Catalog. Students are expected to complete the MBA within three years of the start date, subject to the Satisfactory Academic Progress and Maximum Time Frame provisions stated in this Manual.

Tuition is charged on a per quarter unit basis. The current tuition rate, application and registration fees, the Student Tuition Recovery Fund assessment, and other charges are stated in the Tuition and Fees schedule in this Manual and in the Academic Catalog. The Academic Catalog states the estimated total charges for the entire program. Tuition and fees are reviewed by the institution, and any change is announced to students at least one quarter in advance and reflected in the Catalog or a Catalog addendum.

Verification of Student Identity

California Trinity University delivers all instruction in person on its campus. The institution does not offer Distance Education or correspondence courses. Because all coursework, examinations, and academic interactions occur in a supervised, in-person setting, student identity is verified through direct, on-campus participation. At the point of admission, the institution verifies applicant identity through official transcripts, government-issued identification, and, for international students, passport and visa documentation maintained in accordance with SEVIS requirements. Faculty verify student identity in the classroom through ongoing in-person attendance and proctored, in-person examinations. The institution issues student identification cards to enrolled students. Should the institution introduce any Distance Education in the future, it will adopt and publish a separate student-identity verification process consistent with the applicable requirements before such delivery begins.

Distance Education and Correspondence Education

California Trinity University does not offer Distance Education or correspondence education. All courses in the MBA program are delivered in person on the institution's campus. The standards and requirements applicable to Distance Education and correspondence education are therefore not applicable to the institution. This statement of non-applicability is reviewed on the triennial cycle established under Area 4 of the CTU Institutional Assessment Plan. Should the institution elect to offer Distance Education or correspondence education in the future, it will develop and adopt the policies required for that mode of delivery, and obtain any required regulatory and accreditation approvals, before offering such instruction.

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 Approval
Late Registration	$0.00	$5.00				Registration Form
			$50.00			By petition and CAO Approval
Change Grading Basis	$0.00	$0.00				Add/Drop form
			$10.00	$10.00	$35.00	By petition and CAO Approval

Evaluation

The School conducts quarterly evaluations of student progress, taking into consideration the minimum GPA allowable, the minimum successful units completion (% of courses attempted) and the percent of maximum time frame allowable. Students who complete their programs in a shorter time framework are subject to the same criteria based on the percentages of maximum time frame allowable.

The following Standards of Satisfactory Academic Progress apply to all graduate students in the degree program. Students must meet the minimum standards set forth below, or they shall be deemed to be out of compliance in meeting the Standards of Satisfactory Academic Progress criteria.

Satisfactory Academic Progress (SAP)

Continuing students are expected to meet the academic standards required by the Bureau for Private Postsecondary Education. CTU adheres to a program for tracking the Satisfactory Academic Progress (SAP) of all students.

For the purpose of determining Satisfactory Academic Progress, students must maintain satisfactory quantitative as well as qualitative academic progress. The Satisfactory Academic Progress Requirements of CTU are:

- **Maximum Time Frame** – students must complete their degree within a maximum period of 150% of the published length of the academic program.
- **Minimum Pace of Progression** – students must complete 66.67% or two-thirds (2/3) of all attempted courses. To calculate the Pace of Progression, divide the cumulative number of

credits successfully completed by the cumulative number of credits attempted.

- **Minimum GPA** – students must maintain a cumulative GPA of 3.0 for the MBA program at the end of each term.

Unsatisfactory Academic Progress

If the student's progress, measured at the end of each term, is determined to be unsatisfactory, the school may place the student on academic probation. The student will be advised of the performance necessary to reestablish SAP.

Re-establishing SAP

The *Academic Recovery Plan* must be structured so that the student reestablishes SAP prior to exceeding the Maximum Timeframe. The student's performance against the academic plan will be analyzed at the end of each term or module. The student on the Academic Recovery Plan will be advised at the end of each term or module to ensure that they understand their performance during this time and how it compares against the plan.

The student may reestablish satisfactory academic progress at any time if s/he successfully completes a term with a cumulative GPA at or above 3.0 and a pace at or above 66.67%. The student who reestablishes satisfactory academic progress is advised that they no longer need to be on an academic plan.

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.

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, death in the family, or other

emergency situations. Students should call 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-ups 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.

Grading Policy

Grades are based on the completion of courses and final exam. Grades are reported at the end of the quarter within two weeks by instructors. Passing grades are A, B, and C or D unless otherwise specified in the course descriptions. The grading system adopted by CTU is as follows:

Letter Grade	Description	Percentage	Grade Point	Academic Standing
A	Excellent	95.00 - 100.00	4.0	
A-	Superior	90.00 - 94.99	3.7	
B+	Very Good	87.00 - 89.99	3.3	
B	Good	83.00 - 86.99	3.0	Satisfactory grade for graduate level programs
B-	Satisfactory	80.00 - 82.99	2.7	
C+	Satisfactory	77.00 - 79.99	2.3	
C	Average	73.00 - 76.99	2.0	Students on the 60 unit curriculum must earn a minimum C as a passing grade
C-	Below Average	70.00 - 72.99	1.7	
D+	Below Average	67.00 - 69.99	1.3	
D	Below Average	63.00 - 66.99	1.0	Students on the 68 unit previous curriculum may earn a minimum D as a passing grade
D-	Minimal	60.00 - 62.99	0.7	
F	Failure	0.00 - 59.99	0.0	
P	Pass with Credit		0.0	Credit is granted but grade is not included in computing the GPA
NP	No Pass		0.0	No credit is granted and grade is not included in computing the GPA
I	Incomplete		0.0**	
TC	Transfer Credit		0.0	Credit is granted but grade is not included in computing the GPA
W	Withdrawal		0.0	
AUD	Audit		0.0	
R	Repeated Course		0.0	

Graduate Students may take up to sixteen quarter units (i.e. 4 courses) of elective courses attempted

towards the completion of the degree program on a Pass/No Pass basis. Students should consult with the Registrar or Chief Academic Officer regarding the choice of "P/NP" grading for courses in the major.

After initial registration in an elective course, in order to change the grading basis (e.g., to "P/NP"), students must submit a registration form to the Admin Office of the School Registrar by the end of the second (2nd) week of an academic quarter. Graduate students can change grading basis on optionally graded courses with no fee during weeks 1 - 2 of the term. In weeks 3 - 4, students are charged a per-class change fee of $10. In weeks 5 - 11, students are charged a per-class change fee of $35. Please consult the Admin Office fee schedule for current fees. Once a course is graded, students may request a change in grading option, only by petition and based on approval by the CAO.

A student who satisfactorily completes a "P/NP" course will receive a "P" grade. Credit will be granted. However, no grade points are assigned and it is not computed in the GPA. "P" grades are equivalent to a "C" grade or higher.

A grade of "NP" (no pass) will be assigned when the requirements for credit in the course have not been satisfied with a level of "C" or higher. "NP" grades are given for "C-" and below. No creditis granted, no grade points are assigned and the "NP" is not computed in the GPA.Incomplete Grades (I)

A grade of Incomplete is assigned when work is of passing quality but incomplete for good cause as determined by the instructor. “Good cause” may include illness, serious personal problems, an accident, death in the family or other situation deemed to be of equal gravity, and does not include extensions of time granted for convenience.

If faculty issues a grade of “I,” the remaining coursework must be finished by the last day to the next quarter. If the course is not completed, the “I” will automatically lapse to an “F”.

As School regulations require that a student must have a grade point average of 3.0 or higher, the effect of this regulation is to regard Incomplete Grades as "F" in determining whether a student has met all degree requirements.

Transfer Credit (TC)

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. 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. Courses completed at unaccredited/non-regionally accredited institutions may be reviewed on a case-by-case basis.

Course Changes (Withdrawal)

Students who officially withdraw from a course between weeks 1-2 of a regular academic quarter will not receive any notation on their transcript. Students who withdraw from a course between weeks 3-4 of a regular academic quarter will receive a non–punitive notation of "W" on their transcripts, indicating the withdrawal. Students cannot withdraw from a course after the fourth week of a regular academic quarter. It is the student's responsibility to withdraw officially from a course or all courses. Failure to attend a course does not constitute withdrawal. Students who stop attending courses without officially withdrawing will receive a grade of "I" (incomplete), which is calculated to an "F" grade.

Audit Courses (AUD)

Students who wish to audit a class may do so if they have previously taken and passed a course at CTU. Audited and other non-credit courses are not included in fulfilling the requirements for SAP.

Repetition of Course (R)

With the consent of the Academic Advisor and/or the Chief Academic Officer, any student may repeat a course in which a grade of C, D, F, or No Pass is assigned up to a maximum of eight units.

In such repeated courses, only the most recently received grade and corresponding grade points shall be used in calculating a student's grade point average, but all units attempted and grades received shall remain part of the student's permanent record. Any repeated course must be taken for a letter grade.

For courses graded on a Pass/No Pass basis only, or for courses where the student elects P/NP grading, the repeated course may be taken on a P/NP basis as well.

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.

Make up, Missing Classes, Assignments, or Examinations

Unavoidable situations may occur that require a student to miss one or two days of a particular class, or portions of a class. If a student is unable to attend classes or to complete all assignments for a class on time, the student must inform the professor and the CTU office of the situation as soon as possible. If this initial communication is in person or over the telephone, it must be followed up as soon as possible in writing.

Once the professor and/or Chief Academic Officer are informed, they will then discuss the situation and determine the steps needed to make up the missed classes or work. If more than a small part of the course is missed (e.g., multiple assignments or examinations), then the student may need to be dropped from the course. However, if the professor determines that the student is in good standing and has a legitimate

reason for missing no more than a small part of the course, the student may be assigned an Incomplete. Otherwise, the student may be assigned a grade of F for the course.

The Chief Academic Officer has the ultimate authority and responsibility for determining the appropriate makeup of missed classes, assignments, and examinations. It may not be possible to make up the missed requirements and the student's grade may be negatively impacted. The Chief Academic Officer or professor is under no obligation to provide a makeup option, especially if more than a small part of the course is missed (e.g., multiple classes, assignments, or examinations). Students may only make up two courses listed as Incomplete during their degree study at CTU. If the student is no longer matriculated at CTU and requests to make up an Incomplete Grade for course credit, the student must do so within one (1) year of the accepted extension filing or from the enrollment date of the course.

1. If the student misses an examination for legitimate reasons, possible alternatives include: taking the exam early, taking the exam remotely, taking the exam with the next offering of that class, or retaking the course. Proctoring, shipping, faxing, or other administrative fees, if applicable, would be at the student's expense.
2. If a student misses a paper or other assignment for legitimate reasons, possible alternatives include: finding an approved substitute and date for submission with the professor or retaking the course.
3. If a student misses one or two classes for legitimate reasons, the student should discuss the possible makeup requirements with the professor or the Chief Academic Officer, which can range from getting notes from the student's classmates to making up the class material in some other way.
4. A student may receive a grade of F if a professor feels the missed classes, assignments, and/or exams warrant a failing grade.
5. Unless otherwise governed by rules established by the professor, if a student misses three or more class sessions, he or she will be dropped from the course and required to retake the course in its entirety.

Leave of Absence (LOA)

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 written request form via hard copy or through email to the Registrar's Office. 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 Academic Officer (CAO) 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 CAO or Registrar and follow-up with electronic communication via email.

3. A LOA request shall be reasonable in duration, preferably not to exceed 90 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 leaves 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.

If a student anticipates being unable to enroll for the next quarter, he or she should apply to the Registrar Office for a LOA. Medical disability or military service LOA may justifiably extend the time limit for completion of degree requirements. Students who fail to re-register after thirty days of an approved LOA, will be regarded as withdrawn from California Trinity University and subject to current admission policy requirements.

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.

Annual Vacation (only applicable to F-1 International Students)

An annual vacation quarter is a quarter stay in the U.S. while not registered at full-time status. F-1 international students are eligible for annual vacation if a F-1 international student has completed three (3)

consecutive quarters prior to the vacation, and the student intends to register for the following quarter. An annual vacation may be requested for any quarter, except the final quarter. During the vacation quarter, F-1 international students may either enroll part-time or not at all. The Annual Vacation must have prior approval by the Chief Academic Officer (CAO) or Registrar.

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.

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.

Transferability of Credits Earned at Our Institution

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

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.

Policy on Retention of Student Records

California Trinity University maintains all pertinent student records will be kept for 5 years from the student's date of completion or withdrawal. A record is considered current for 3 years following a student's completion or withdrawal. In addition to the hard copies of the student records, CTU stores digitized copies of transcripts and issued degrees indefinitely. Permanent records of transcripts, and the degree or certificate granted, and the date on which that degree or certificate was granted will be kept.

For all student records, CTU can immediately reproduce exact, legible printed copies of the digitized records. The digitized record can be accessed with any Internet connected computer at any time by the administrative staff with an access code. CTU also has administrative staff that can access the digitized student records to always be present during normal business hours, 9:30 am to 6:00 pm.

Any person authorized by the Bureau for Private Postsecondary Education (BPPE) or other pertinent governmental agencies has immediate access to the digitized student records to copy, inspect, and investigate records during normal business hours, 9:30 am to 6:00 pm.

If CTU closes, it and its owners will store and keep safely in California, all records required to be maintained by BPPE. The repository of the records will make these records immediately available for inspection and copying, without charge during normal business hours by any entity authorized by law to inspect and copy records.

FERPA (Family Educational Rights and Privacy Act of 1974)

California Trinity University complies with the Family Education Rights and Privacy Act of 1974 (also known as "Buckley Amendment"). Any questions about the availability of student records or the release of such records should be addressed to the Registrar's Office.

A student's academic records, grades, and personal information, as in compliance with the FERPA (Family Educational Rights and Privacy Act of 1974) (as known as Public Law 93-380, Section 438) may not be provided to third parties without his/her written consent. Permission must be given by the student for the information in his/her

file to be used as reference checks for credit or employment evaluation by third parties, and the student must file with the School Registrar a declaration to this effect that will be kept in the student's file. The provision to release financial data or related information to authorized state and/or federal agencies is not a violation of the FERPA (Family Educational Rights and Privacy Act of 1974).

Legally, authorized officials of State or Federal agencies may have access to student records for audit or evaluation of educational programs.

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 the following conditions:

1. When performing their assigned duties, such as academic, personal or job placement advising;
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's Office. 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.
- 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.

Public Information

California Trinity University provides current and accurate information about the institution to students, prospective students, and the public. The institution's mission, Faith Statement, Institutional Objectives, program offering, admission requirements, transfer-of-credit policy, tuition and fees, refund policy, academic calendar, faculty and administrator credentials, governing board, and accreditation and approval status are published in the Academic Catalog, which is available to the public. The institution maintains a public website that presents current program, cost, and contact information. The institution files an Annual Report with the Bureau for Private Postsecondary Education, which is a matter of public record. The institution maintains copies of its advertising and recruitment materials for review. The Chief Operating Officer is responsible for ensuring that public information is current, accurate, and consistent across institutional publications.

Student Achievement

California Trinity University monitors student achievement as part of its institutional effectiveness process. The institution identifies measures of student achievement appropriate to its mission and single program, which include course completion, satisfactory academic progress, program completion, and performance on the MBA ETS Major Field Test. Achievement data are compiled by the Assessment Director, reviewed through the assessment cycle documented in the CTU Institutional Assessment Plan, and reported to the Chief Executive Officer and the Board of Directors in the Annual Institutional Effectiveness Report. Student achievement information is disclosed to the public through the institution's Annual Report to the Bureau for Private Postsecondary Education and is available on request. The institution uses the results to inform improvement of the program and student support.

Financial Policies

Budget Policy and Procedure

The annual budgeting process begins in the second week of January when the Chief Financial Officer sends the Preliminary Budget Request Worksheets to all administrators who are authorized to manage California Trinity University funds.

After Preliminary Budget Request Worksheets are due, the budget committee (Chief Executive Officer and Chief Financial Officer) will have about two weeks to develop the preliminary budget. The preliminary budget will include proposed allotments to each department requesting funds.

To develop the preliminary budget, these administrators will review prospective enrollment, revenue, key needs, major expenses and the total amount of funds requested through Preliminary Budget Request Worksheets. The total of funds for all departments cannot exceed 85% of the anticipated income from tuition, donations and other sources.

By February15th, the Chief Financial Officer will send a Preliminary Budget Response Memo to each department that requested funds.

During mid-February, the budget committee will complete their final proposal for the upcoming year's budget. This budget will be submitted to the Chief Executive Officer (if the Chief Executive Officer delegated his or her authority and participation in this process) by the end of February. Unless the Chief

Executive Officer requests further work on the budget, it will be submitted to the Board of Directors by March 1st. The Board will vote on this proposed budget at their stated meeting.

Administrative Spending Authority

Within the approved annual operating budget, the Chief Executive Officer, in coordination with the Chief Financial Officer, may authorize individual expenditures of less than $2,500 without prior approval of the Board of Directors. Individual expenditures of $2,500 or more require approval of the Board of Directors. This spending authority enables the institution to act promptly on operational needs and on improvement actions identified through the institutional assessment process, while reserving significant expenditures for Board review. The Board may adjust the administrative spending authority threshold as the institution grows, and any such adjustment is recorded in the minutes of the Board of Directors. Expenditures authorized under this provision remain subject to the institution's normal financial controls, the approved operating budget, and the annual independent financial audit.

Tuition and Fees

Academic Tuition (Per Quarter Unit)	
MBA Program	$240.00
Fees	
Application Fee (non-refundable)	$200.00
Student Tuition Recovery Fund (STRF) Fee (non-refundable) *- See the descriptions in "Student Tuition Recovery Fund (STRF) Fee."*	$2.50 per $1,000.00 of institutional charges
Student ID	$20.00
Late Registration Fee *- See the chart in "Add and Drop Policy."*	$5.00 - $50.00
Transfer Credit Evaluation Fee	$50.00
Graduation Fee	$300.00
Official Transcript	$20.00
Enrollment Verification	$20.00
Graduation Letter	$20.00
Replacement Diploma	$100.00
Total Charges for a Period of Attendance (Per Quarter)	
Tuition ($240 X 8 Quarter Units)	$1,920.00
STRF Fee (non-refundable)	$0.00
Books	$150.00
Supplies	$50.00
Total Cost per a Period of Attendance (Quarter)	$2,125.00
Estimated Total Charges for the Entire Program	
Application Fee	$200.00
Tuition ($240 X 60 Quarter Units)	$14,400.00
STRF Fee (non-refundable)	$0.00
Graduation Fee	$300.00
Student ID	$20.00
Books	$975.00
Supplies	$325.00
Estimated Total Charges for the Entire Program	$16,220.00

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.

Student Tuition Recovery Fund (STRF) Fee

Effective **April 1st, 2024**, the Student Tuition Recovery Fund (STRF) assessment rate has been changed to zero ($0) per one thousand dollars ($1,000) of institutional charges for each quarter. The fee is charged to California residents only.

Holds

Holds prevent students from accessing services at California Trinity University. They may be placed on student records for a variety of reasons and must be removed by the initiation department. A student may have holds placed on the student record that could affect registration, enrollment, graduation, campus services, and/or release of academic transcripts for the following reasons:

- Failure to comply with admission or academic provisions.
- Failure to settle financial obligations with the School.
- Failure to respond to official notices.

All students, including those who are graduating, withdrawing from the quarter, or are out due to leave of absence, should continue to monitor their school account balance for charges that may be assessed. California Trinity University has authority to withhold registration privileges for any student with an outstanding balance due on their account. Failure to pay your financial obligations in full will result in a hold being placed on your records. All students must contact the Administration Department to resolve a hold on their account.

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.

Cancellations, Withdrawals and Refund Policy Tuition 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 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.

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

withdrawing from enrollment. In compliance with the applicable California Education Code, California Trinity University' cancellation/withdrawal and refund policy is fully disclosed on the reverse side of 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 are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

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

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

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

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

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollecting 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 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 money not paid from federal financial aid funds.

Title IV Participation

California Trinity University does not participate in Title IV federal student financial aid programs. The institution does not award, administer, or disburse federal grants, federal work-study, or federal student loans, and students do not finance their education through Title IV funds. Accordingly, the requirements applicable to Title IV participating institutions are not applicable to CTU. This statement of non-applicability is reviewed on the triennial cycle established under Area 4 of the CTU Institutional Assessment Plan. Should the institution seek to participate in Title IV programs in the future, it will establish the policies, systems, and administrative capability required for participation, and obtain the required approvals, before doing so.

Student Services Policies

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:

1. Cheating is defined as and includes the use of study aids, examination files, other related materials, and receiving unauthorized assistance during any academic exercise;
2. Fabrication is the falsification or invention of any information in an academic exercise;
3. Facilitating academic dishonesty is intentionally helping or attempting to help another student to commit an act of academic dishonesty;
4. 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 that 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 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 advice. 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.

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 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. The “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 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 Operating Officer investigates, resolves and decides on all non-academic complaints.

Right to Dispute or Appeal

For 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 Operating 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 Operating 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.

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 instructors.

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

Faculty Policy

Employment Policy

Recruitment of qualified faculty is the responsibility of the Chief Academic Officer who makes the final decision on hiring. However, consent of the Chief Operating Officer is required if the position/s to be filled are to be held concurrently with major administrative posts.

A. General Regulations:

- All applicants are reviewed by the School's Administrative Department.
- All teaching positions are required an average grade of above B (3.0) or equivalent.

- Graduated from an accredited College or School.
- Each application submitted must have Curriculum Vitae, official transcript, and related documents.

Types of Faculty

A. Main Positions

1. Adjunct Professor:

- Someone who does not have a permanent position at the academic institution; this may be someone with a job outside the academic institution teaching courses in a specialized field; or it may refer to persons hired to teach courses on contractual basis (frequently renewable contracts); it is generally a part-time position, although the number of courses taught can vary from a single course to a full-time load (or even an overload); these positions are generally not obligated to participate in administrative responsibilities at the institution often expected of other full-time professors, nor do they generally have research responsibilities.
- Required degree: Masters Degree level or high number of years of hands-on experience in a specialized field with certification.

2. Full-time Professor:

- Required degree: Doctorate and Ph.D. level
- Three years as an adjunct professor, outstanding loyalty and responsibility, both to the daily tasks of its position and to the broader achievements which are the mark of professional merit.
- Available to teach Masters, Doctorate and Ph.D. levels; and research project operation.

Criteria and Standards for Selection of Faculty

When the need for employing a faculty member arises, the Chief Academic Officer is entrusted with the task of searching for new faculty members. All faculty vacancies will be announced in the appropriate media and/or distributed to the institutions of postsecondary education offering similar educational programs. Faculty must have the requisite education and adequate experience related to the course/s to be assigned. Following are the specific requirements:

Faculty instructing the MBA program will normally hold the degrees of Doctor of Business Administration, PhD., Masters in Business Administration, or comparable credentials;

- For those prospective faculties who obtained their degree from outside the United States, their credentials will be accepted as long as supportive documents indicate equivalency.

All prospective faculty members are required to submit the following:

(a) Resume/Curriculum vitae.

(b) Proof of degree/s attained (transcripts, diplomas).

(c) Certificates of professional licensure (if applicable).

(c) Samples of course syllabi (if applicable).

(e) Synopsis of publication or any research work done (if applicable).

(f) Completed the California Trinity University employment application.

Prior Work Verification Procedures

Verification of prior work experience must be obtained through the interview and hiring process. Official verification of prior work experience for employees must be obtained from previous employers and must be received before employee's hiring date. All submission of official verification of prior work experience must meet the CTU guidelines in order to receive credit. This includes but not limited to written or verbal verification from previous employers.

All current faculty members will continue to be reviewed for continuation of employment based on course evaluations (completed anonymously by students), faculty evaluation (completed by the Chief Academic Officer), coupled with the availability of courses that are offered per quarter.

The Chief Academic Officer of California Trinity University may fill any currently existing adjunct faculty position. With the consent of the Chief Operating Officer and/or the Chief Executive Officer of the School, shall make the final decision on the selection of tenured faculty after careful evaluation of all relevant documents, results of peer and student evaluation of the lectures delivered by the candidate (if applicable), and any recommendations from references. Each faculty contract is subject to renegotiation at the time of contract expiration.

Faculty Compensation and Course Loads

This is proprietary information presented to each faculty member upon hiring and advancement.

Duties and Responsibilities

Faculty members are required to observe the Faculty Code of Conduct. They are expected to commit themselves to fulfilling the mission, purpose and objectives of the School by performing their assigned duties and responsibilities, and by rendering instruction in their respective field with the highest professional standards.

Selection Process & Contract Procedures

In compliance with California Trinity University's non-discrimination policy of providing equal opportunity to all applicants, applications are accepted from all qualified individuals and evaluated objectively irrespective of race, color, ethnicity, national origin, gender, religion, age or handicap. An application for a vacant position is evaluated on the basis of the candidate's qualifications.

The CAO makes the final decision on the hiring of all faculty member appointments with the rank higher than adjunct professor. Demonstrated teaching ability will be given substantial weight in any decision in offering employment.

Adjunct professors are normally contracted on a part-time, quarterly basis and will not be eligible for employee benefits. Upon employment, each faculty member will be provided with a copy of this California Trinity University Faculty Handbook.

Length of Contract

Position Length of Contract:

Adjunct Professor - Every quarter (unlimited renewals)

Full-time Professor - Every year (five years total or tenure)

All employment is at-will. California is an at-will employment state. Under the at-will presumption, a California employer, absent an agreement or statutory or public policy exception to the contrary, may terminate an employee for any reason at any time.

*Under **California Labor Code 2922** an employment, having no specified term, may be terminated at the will of either party on notice to the other. Employment for a specified term means an employment for a period greater than one month.*

Curriculum Development

Continuous development and improvement of curriculum and instructional methods should be an objective of every faculty. However, the existing curricula, as described in the current edition of the California Trinity University Catalog and California Trinity University Faculty Handbook, may not be substantially altered by any faculty member of the School without Board approval. Even so, faculty members are encouraged to participate in curriculum development, to suggest changes at the quarterly Faculty meetings, which will direct those suggestions to the Chief Academic Officer and Chief Executive Officer.

Policy on Curriculum Change

Curriculum changes follow the institution's Curriculum Development and Revision Process, as documented in Appendix I of the CTU Institutional Assessment Plan. Routine curricular adjustments (annual syllabus updates, course materials revisions, instructional method changes) are reviewed and approved by the Course Instructor and Program Chair, with Chief Academic Officer concurrence. Substantive curricular changes (changes to course title, number, units, prerequisites, or core content; addition or removal of courses; revisions to concentration requirements; or changes to total program length) require Chief Academic Officer approval, and substantive program-level changes require Board approval consistent with Bylaws Articles 5.1 and 7.2.

Approved curricular changes are incorporated into the Academic Catalog at the next revision opportunity and reflected in the curriculum mapping documented in the CTU Institutional Assessment Plan.

Procedure for Curriculum Change

Proposals for curriculum changes may originate from a Course Instructor, the Program Chair, the Chief Academic Officer, or from external sources such as TRACS feedback, regulatory requirements, or strategic curricular planning. Proposals are documented using the New Course Template or Syllabus Review/Revision Template in Appendix J of the CTU Institutional Assessment Plan and follow the steps below:

(a) Review by the Program Chair for curricular fit, CLO-to-PLO alignment, and integration with the existing curriculum;

(b) Review by the Chief Academic Officer for alignment with the Mission, Institutional Objectives, and the academic assessment framework, and for resource implications; and

(c) Board approval for substantive program-level changes, consistent with Bylaws Articles 5.1 and 7.2.

Voluntary Resignation

In case voluntary resignation is contemplated, a written notification of resignation should be submitted to the immediate supervisor. For administrators and faculty, such a letter should be submitted to the Chief Academic Officer.

Although a 30-day prior written notice of resignation is desirable, two weeks prior notice will be accepted. Faculty whose contract is longer than one year must submit a written notice of resignation at least sixty days prior to its date of going into effect. An employee who fails to communicate with his/her immediate supervisor after being absent from work for more than five working days shall be considered as having voluntarily resigned and may require a reinstatement process. Any faculty or administrator who fails to communicate through the proper chain of responsibility his/her reason/s for absence for a period longer than ten working days shall be considered as having voluntarily resigned. Exception to the above could occur when the individual in question was involved in a serious accident requiring hospitalization or other involuntary confinement that prevented him/her from notifying the School.

Salary Policy for Faculty

It is the responsibility of the CAO, in coordination with the CFO, to establish guidelines for faculty compensation that are comparable to the prevailing scale for similar positions among the business schools of in the school's service area targeting the same population.

The annual compensation and benefits for each position or classification shall be based on the level of responsibilities associated with that position and the level of funding budgeted for each fiscal year. The salary for full-time faculty, hired longer than on quarterly basis, shall be negotiated and determined annually.

Disciplinary Actions

In determining appropriate disciplinary actions (exclusive of civil/criminal penalties which may apply), ranging from a written warning, through to suspension without pay and termination of employment, the following factors will be considered:

1. Seriousness of the offense.

2. Extenuating circumstances, if any.

3. Employee's past work record, including annual evaluation/s (TSF204).
4. Possible impact on the mission, purpose and objectives of the School; and
5. Impact on the reputation of the School and morale of other employees.

Suspension and Termination Policy

Disciplinary action can take several joint or mutually exclusive forms, depending on the nature and seriousness of the offense, and the conditions of its occurrence.

Letter of Warning

Department heads and supervisors have the power to take disciplinary action such as writing a letter of official warning on the following offenses:

(a) Being consistently late without an acceptable excuse;

(b) Repeated absences without prior authorization or notification to the appropriate superior;

(c) Failure to carry out assigned duties and responsibilities;

(d) Leaving the workplace without sufficient reason; and/or

(e) Willful failure to observe the employee code of ethics and safety rules.

A second offense may result in suspension of up to three days without pay. A third offense may be subject to more severe disciplinary action including termination of employment.

Suspension and Termination

The following offenses may warrant lengthy suspension without pay, or termination when such misconduct is not a first offense:

(a) Refusal to follow direct written or verbal instructions without justifiable or acceptable reason;

(b) Possession, use, transfer and/or sale of controlled substances banned by federal and state law enforcement agencies;

(c) Willful destruction, misuse or theft of School properties.

(d) Willful falsification of any school records, including student grades.

(e) Possession, use, transfer and/or sale of firearms/explosives on School premises.

(f) Sexual harassment; and/or

(g) Any actions that can be considered a serious conflict of interest with the School's mission, purpose and objectives.

Disciplinary action for the above offenses is serious. Action may also be taken by the respective division heads against any employee in their charge whose job title and job description may not necessarily be stated in this handbook; e.g., research assistant. Disciplinary action against senior administrators and faculty can be taken by the CAO or CEO of the School.

Suspension Pending Investigation

When the offense is serious, warranting an immediate discharge, the offending employee will be suspended immediately while the case is investigated. This employee shall receive the result of the final action by registered mail within fourteen calendar days. If the employee's offense warrants termination,

he/she will be so notified and will not be paid for the period during which he/she was suspended. If the employee is not discharged but is given disciplinary suspension, the time used for investigation will be counted as part of the disciplinary time off, for a period of up to thirty days. Any additional administrative time off that was required to complete the investigation in excess of thirty days will not be paid. If an employee is not terminated nor finally suspended, he/she will be reinstated and paid for the period of his/her suspension during the period of investigation.

Mediation

When a sanctioned employee submits an appeal of a disciplinary decision, the Chief Academic Officer serves as the reviewer of the appeal, with final review by the Chief Executive Officer. Faculty may further appeal to the Board of Directors for a hearing. The Board of Directors shall hold a hearing within thirty calendar days from the date the appeal is delivered to the Chief Executive Officer. The decision of the Board is final.

Grievance Resolution Procedures

California Trinity University aims to resolve all complaints and disputes related to employment and promotion of faculty, administrators and staff, or student complaints in a manner that is most fair and just to all parties involved. For this purpose, the School has established a grievance procedure through which an employee raises a dispute with his or her immediate supervisor or Program Chair, with escalation to the Chief Academic Officer, then to the Chief Executive Officer, and final appeal to the Board of Directors.

Issues Not Subject to Grievance Procedures

(a) There shall be no grievance procedure for falsification of information provided in the application form, supporting documents, or resume which played a vital role in the student's admission or employee's hiring;

(b) There shall be no grievance procedure for employee termination due to financial exigency; and

(c) There shall be no grievance procedure for expulsion/termination of any employee or student convicted of a felony while employed/enrolled.

Employment/Promotion Dispute

If a dispute arises regarding employment or promotion other than for items (a), (b), or (c) stated above, the affected individual has the right to appeal to the Chief Academic Officer for review, with further appeal to the Chief Executive Officer. A formal appeal must be made in writing within ten working days from the date of the incident, with a copy submitted to his/her immediate supervisor.

When submitting a formal appeal to the Chief Academic Officer, individuals are advised to prepare the following information and supportive documents:

(a) Nature of the problem or dispute.

(b) The date/s the alleged problem or dispute occurred.

(c) The name of the individuals involved in the dispute.

(d) Copies of all relevant supportive documents; and

(e) A brief statement concerning the ruling sought from the Chief Academic Officer.

Responsibilities and Procedures of the Grievance Process

(a) Within five working days of the receipt of a written grievance, the Chief Academic Officer shall notify the complainant of receipt of the Grievance;

(b) A hearing before the Chief Academic Officer shall be set up within ten working days of the receipt of the written grievance to determine the merits of the complaint; and

(c) Within five working days after the hearing, the Chief Academic Officer shall give a written decision to the complainant.

Appeal Process

If the ruling rendered by the Chief Academic Officer is not satisfactory to the complainant, faculty and administrators shall have the right to make a formal appeal to the Board of Directors within ten working days from the date of ruling delivered by the Chief Academic Officer. The Board of Directors must render a final decision on this appeal within thirty working days from the date it was received.

Termination Dispute

If a faculty member is to be terminated for reasons other than criminal wrongdoing and/ or items (a) or (b) above, he/she will have the right to appeal to the Board of Directors for a hearing. This formal appeal to the Board of Directors regarding a termination dispute must be made by the subject administrator or staff within ten working days after the receipt of official notice of termination. The notice of termination shall be given in writing and hand-delivered by either the Chief Executive Officer or Chief Academic Officer to the individual, who will sign a receipt for accepted delivery. If this is impossible due to the absence of the terminated party or if the party refuses to sign a receipt of accepted delivery, this letter of termination may be sent to the terminated individual via registered mail at his/her last known address. The Board of Directors must render a final decision on this appeal within thirty working days from the date it was received.

Recruitment Policy for Staff

Recruitment Philosophy

CTU's recruitment activities are designed to attract prospective students who are genuinely well-suited for the University's faith-integrated, business-focused academic environment. CTU is committed to recruitment practices that are honest, transparent, and oriented toward the long-term educational interests of prospective students rather than enrollment targets alone.

Recruitment activities must at all times accurately represent CTU's programs, accreditation status, costs,

outcomes, and student support services. Misrepresentation of any material fact in any recruitment communication is strictly prohibited and will result in disciplinary action up to and including termination of employment or contract.

Authorized Recruitment Activities

CTU conducts recruitment through the following authorized channels:

Online and Digital Recruitment

- CTU website (www.catu.edu): The website contains current, accurate program information, tuition and fee schedules, accreditation status, admissions requirements, and student services information. The Admissions Officer and IT Administrator are responsible for ensuring the website is current.
- Social Media: CTU maintains institutional accounts on approved social media platforms to share program information, campus news, events, and student achievements. All social media content is subject to this Policy and must be reviewed by the Director of Student Services before publication.
- Online Advertising: Targeted digital advertisements may be used to reach prospective students. All advertising content must be factually accurate, approved by Student Services, and consistent with this Policy.

Community and Event Outreach

- CTU participates in community events, civic gatherings, and educational fairs in the Westlake and greater Los Angeles area to build institutional visibility and connect with prospective students.
- Representatives at community events must be CTU employees or authorized representatives trained in this Policy. They may distribute only approved CTU materials.
- Representatives may not make oral representations that exceed or contradict what is published in CTU's official materials.

Alumni and Referral Outreach

- CTU encourages alumni to refer prospective students and to participate in networking events designed to connect alumni with current students and prospective applicants.
- Alumni involved in recruitment activities do so voluntarily and are not compensated.

International Student Recruitment

- CTU recruits international students in compliance with all applicable SEVIS regulations and DHS requirements governing F-1 student enrollment.
- All international recruitment communications accurately disclose CTU's accreditation status, program length, tuition costs, and visa-related requirements.
- CTU does not guarantee visa approval or immigration outcomes.

Prohibited Recruitment Practices

The following recruitment practices are strictly prohibited at CTU:

- Providing false, misleading, or materially incomplete information about CTU's programs, costs, accreditation status, job placement rates, or any other material fact;
- Offering or implying guaranteed admission, guaranteed employment, or guaranteed visa outcomes;
- Using high-pressure sales tactics, creating false urgency, or misrepresenting enrollment deadlines;
- Targeting prospective students in a manner that exploits financial vulnerability, lack of English proficiency, or unfamiliarity with the U.S. higher education system;
- Making representations about CTU's accreditation status that are not current and accurate;

- Recruiting students into programs for which they are clearly unqualified;
- Disparaging other institutions in recruitment communications.

Accuracy of Published Information

All publications used in recruitment, including the School Catalog, website, brochures, flyers, social media posts, email communications, and any other materials directed at prospective students must:

- Accurately reflect current tuition, fees, and all other costs of attendance;
- Accurately describe program requirements, expected time to completion, and academic expectations;
- Not imply or claim federal financial aid eligibility unless and until such eligibility has been established;
- Include the name, address, and contact information of the California Bureau for Private Postsecondary Education (BPPE) as required by California law;
- Be reviewed and approved by the CEO, COO, or Admissions Officer before distribution.

The School Catalog is the master reference document for all published program and admissions information. It is reviewed and updated annually under the leadership of the COO and CEO and approved by the Board of Directors prior to each academic year.

Recruitment Training and Accountability

All personnel involved in recruitment activities, including the Admissions Officer, Registrar, Director of Student Services, and any external representatives must:

- Review and acknowledge this Policy annually in writing;
- Complete any training designated by the CEO or COO related to ethical recruitment, accreditation standards, and applicable regulations;
- Report any observed violations of this Policy to the CEO or COO immediately.

Violations of this Policy are subject to disciplinary action up to and including termination. CTU will not retaliate against any individual who reports a good-faith concern about recruitment practices.

Facility and Equipment Policies

Facilities Management Policies and Procedures

California Trinity University facilities management, through the Facility Management Officer, is tasked to maintain the school's physical resources to provide a healthy and safe educational environment for the campus community through its various services classified into either Building Services, Building Operations and Security.

Building Services

Building services ensures overall cleanliness of campus space with cleaning staff assigned to perform scheduled routine duties: maintain the appearance of offices, classrooms, hallways, computer laboratory, lobby entrance, faculty and student lounges, elevators, stairways and restrooms by performing housekeeping duties; such as dusting, vacuuming, sweeping, wet mopping, scrubbing, waxing floors, carpet cleaning and trash removing. Cleaning and trash removal are performed on a daily basis.

Daily tasks and scheduled routine duties to maintain the appearance of offices, classrooms, hallways, laboratories, lobbies, lounges, elevators, stairways and restrooms by performing the following housekeeping duties:

- General sweeping, mopping and buffing of class rooms, offices and hallways throughout the campus, based on rotation schedule.
- Periodic vacuuming, scrubbing and waxing of selected areas.
- Trash removal daily in offices and classrooms.
- Restrooms cleaned daily.
- All building closets stocked with supplies.
- Support California Trinity University events at auditorium after hours.
- Commencement set up and detailed cleaning.

Building Operations

Building Operations involves ongoing preventive maintenance on equipment to prevent emergencies and equipment breakdowns. Preventive measures include inspections, testing, lubrications, cleaning, filter, belt changes, etc. Work is performed according to manufacturer's recommended maintenance procedures. Preventive maintenance also includes those mandated by government regulations, insurance requirements and building codes. Many of these, such as fire alarm testing, life safety, emergency lights and elevators are designed to ensure the safety of building occupants. Facilities Manager may outsource such services to external contractors.

Building operations **routine maintenance** involve:

- Ceiling tiles: replace broken or missing.
- Install and remove door stops.

- Light bulb replacement (blown lamps).
- Paint: Parking lots, walkway, offices, corridors and classrooms.
- Repair carpet and vinyl.
- Roof leaks.
- Toilets and sinks: leaking, repairing flush valves, loose seats.
- Water leaks: hot/cold water pipes, etc.

Facilities Management can handle building operations requests that may involve:

- Furniture assembly.
- Hang banners.
- Hanging: pictures, shelves, door signage, whiteboards, monitors, TVs, etc.
- Install cabinets.
- Mount TVs, projectors and screens.

Other services that are handled or outsourced by the Facilities Manager may include:

- Electrical.
- Commencement Setup.
- Lighting.
- Painting.
- Plumbing.
- Preventive Maintenance.
- Renovation of facilities.
- Utilities.

Life Safety

As part of Building operations, the facilities manager handles the following **Life Safety** items:

- **Elevators** - Passengers possibly trapped in elevator, not working, lights out, phone not working, inspections (weekly and monthly), etc. (If trapped in elevator, simply press the phone button and you will be connected to our 24-hour Elevator hotline server.
- **ADA Door operators, parking, sidewalks, evacuation chairs, etc.**
- **Emergency Lighting** - Exit lights, egress lights, generator power for lights, parking lights, streetlights, walkway lighting, etc.
- **Fire Prevention** - Fire alarms, fire extinguishers, fire pumps and hose, etc.

Any personal appliances or equipment such as: microwaves, heaters, refrigerators, coffee pots, etc. must be approved by Building Operations prior to placing for inspection to see if the circuits can handle the power required. This is to prevent any safety issues such as fire hazards.

Inspections – The Facilities Manager conducts inspections in-house to ensure a safe campus environment.

- ADA – Doors, walks, parking
- Elevators
- Emergency Lights
- Exit Lights
- Fire Alarms
- Fire Extinguishers
- Outdoor Lighting – Conducted bimonthly
- Roofs
- Safety Walks
- Student Classroom Readiness – Conducted prior to start of each semester.

Some semi-annual and annual inspections on campus require state or local officials to inspect and must be outsourced. Examples are listed below:

- Elevators
- Fire Alarms in Buildings
- Fire Doors
- Fire Extinguishers
- Fire Hydrants

School Safety Policy

It is the policy of the California Trinity University to maintain a work and academic environment free of physical and health hazards to the greatest extent possible. California Trinity University faculty, staff, and department heads share responsibility for the maintenance of a safe work environment.

California Trinity University staff are defined as anyone receiving compensation from the School for performance of services and include all staff, administrators, part time, temporary, occasional, and student workers.

California Trinity University Staff and faculty must be made aware that there will be no reprisals for reporting safety or health hazards.

Safety Policy Implementation procedure

Individual faculty and staff are responsible for performing their work in a safe manner and for reporting any unsafe equipment, working condition, process or procedure or any injury to their supervisors immediately.

The Facilities Management officer is responsible for assisting supervisors in developing and implementing the School's various environmental health and safety programs.

Supervisors are responsible for:

- Knowing the requirements of and ensuring compliance with the School's injury and illness prevention program.
- Knowing the safety requirements for all tasks in their unit or area.
- Ensuring that new faculty and staff are properly instructed in safe performance of their duties, and keeping all subordinates informed of required safety practices.
- Ensuring that the workplace is free of unnecessary hazards.
- Ensuring that an injured student, faculty or staff receives proper and immediate medical treatment.
- Promptly notifying the department of Public Safety of accidents involving faculty, staff members and of physical facilities or equipment involved in the accident.
- Promptly and thoroughly investigating the circumstances of any accident.
- Promptly initiating corrective action in all cases of deliberate and/or continued violation of safety rules.

Data Backup and Disaster Recovery Policy

California Trinity University depends on electronic data and information systems to deliver instruction, maintain student records, and conduct administrative and financial operations. This policy establishes the institution’s requirements for backing up institutional data and for restoring information technology operations following data loss, system failure, or other disruptive events, so that critical data and systems can be recovered in a timely manner.

Scope

This policy applies to all institutional data and information systems maintained by California Trinity University, including the student information system, the learning management system, financial and accounting records, employee and personnel records, and institutional documents. It applies to data stored on institutional servers, network-attached storage, and institution-managed cloud services.

Policy

California Trinity University maintains a systematic program of data backup and disaster recovery to protect institutional data against loss and to ensure continuity of operations. The institution follows a layered backup approach consistent with recognized practice, maintaining multiple copies of institutional data across more than one storage medium, with at least one copy stored offsite.

Institutional data is backed up on the following schedule: incremental backups are performed daily, and full backups are performed weekly. Backups are written to the institution’s network-attached storage device on site, and an encrypted copy is maintained offsite through a secure cloud or remote storage service. Backup copies are retained for a minimum of thirty days, after which they are rotated, subject to any longer retention required by the CTU Record Retention Schedule and by applicable law for specific record types such as student and financial records.

Backups containing confidential or personally identifiable information are encrypted in transit and at rest, and access to backup systems is restricted to authorized personnel. Backup integrity is monitored, and failed or incomplete backups are investigated and resolved.

Disaster Recovery Plan

The institution maintains a separate IT Disaster Recovery Plan that documents the procedures for restoring

information technology systems and data following a disruptive event. The plan identifies critical systems and their recovery priority, the sequence and procedures for restoration from backup, and the personnel responsible for executing recovery. The IT Disaster Recovery Plan is maintained outside this Manual so that operational detail can be updated as systems and vendors change, and it is reviewed at least annually.

Testing

The institution tests its ability to restore data from backup and reviews the IT Disaster Recovery Plan at least annually. Test results are documented, and any deficiencies identified are corrected.

Responsibilities

The Chief Financial Officer and the Chief Operating Officer provide oversight of the institution's data backup and disaster recovery program and ensure that adequate resources are allocated to it. The Information Technology Administrator executes backups, monitors backup integrity, maintains backup and recovery systems, and conducts restoration testing under that oversight. The annual review and testing results are reported to the administration as part of the institutional effectiveness cycle.

Review and Revision

This policy is reviewed periodically by the administration and revised as needed to reflect changes in institutional systems, technology, and applicable requirements.

CTU Record Retention Schedule

Schedule A: Admissions Data/Documents for Applicants Who Do Not Enter

Acceptance letters	3 yrs after application term
Application for Admission	3 yrs after application term
Correspondence, relevant	3 yrs after application term
Personal statement(s)	3 yrs after application term
Letters of recommendation	3 yrs after application term
Transcripts - high school	3 yrs after application term
Transcripts - other Universities	3 yrs after application term
Advanced placement records	3 yrs after application term
Entrance examination reports/test scores (e.g. ACT, SAT)	3 yrs after application term
Military document	3 yrs after application term
Recruitment materials	3 yrs after application term
Copies of International Student documents, if available:	
Statement of Financial Responsibility (shows evidence of adequate financial resources)	3 yrs after application term
Financial certification forms	3 yrs after application term
Proof of health insurance documentation	3 yrs after application term
U.S. sponsorship letters	3 yrs after application term
I-20 (certification of eligibility for F-1 visa status	3 yrs after application term

Copy of I-94 card (document issued to non-immigrant; also know as Arrival-Departure Record)	3 yrs after application term
Copy of passport/visa	3 yrs after application term
Statement of Educational Cost (show estimate of total school year costs)	3 yrs after application term
TOEFL score	3 yrs after application term
Copy of Employment Authorization (work permit), if granted	3 yrs after application term
Copy of Alien Registration Receipt Card (evidence of admissibility as a permanent resident)	3 yrs after application term

Schedule B: Admissions Data/Documents for Applicants Who Enroll, but do not complete a semester

Application for Admission	5 yrs after application term
Readmission forms	5 yrs after application term
Acceptance letters	5 yrs after application term
Correspondence, relevant	5 yrs after application term
Personal statement(s)	5 yrs after application term
Transcripts - high school(s)	5 yrs after application term
Transcripts - other Universities	5 yrs after application term
Advanced placement records	5 yrs after application term
Letters of recommendation	5 yrs after application term
Entrance examination reports/test scores (e.g. ACT, SAT)	5 yrs after application term
Placement test records/scores	5 yrs after application term
Military document	5 yrs after application term
Health/physical readiness report	5 yrs after application term
Student Handbook review statement	5 yrs after application term
Emergency notification information	5 yrs after application term
Student information sheet	5 yrs after application term
Recruitment materials	5 yrs after application term
Copies of International Student documents, if available:	
Statement of Financial Responsibility (shows evidence of adequate financial resources)	5 yrs after application term
Financial certification forms	5 yrs after application term
Proof of health insurance documentation	5 yrs after application term
I-20 (certification of eligibility for F-1 visa status)	5 yrs after application term
Copy of I-94 card (document issued to non-immigrant; also know as Arrival-Departure Record)	5 yrs after application term
Copy of passport/visa	5 yrs after application term
Statement of Educational Cost (show estimate of total school year costs)	5 yrs after application term
TOEFL score	5 yrs after application term
Copy of Employment Authorization (work permit), if granted	5 yrs after application term
Copy of Alien Registration Receipt Card (evidence of admissibility as a permanent resident)	5 yrs after application term

Schedule C: Registration and Academic Process Records

Academic records (e.g. including narrative evaluations, competency assessments, grade reports)	Permanent
Change of grade forms (update documents)	Permanent
Transcript/class list with grades	Permanent
Name change authorization	Permanent
Photo	Permanent
Hold or encumbrance authorizations	Until release
Academic action authorizations (e.g., dismissal)	5 yrs after graduation or date of last attendance
Advance placement or other placement tests records/scores	5 yrs after graduation or date of last attendance
Applications for admission or readmission	5 yrs after graduation or date of last attendance
Correspondence, Relevant	5 yrs after graduation or date of last attendance
Curriculum change authorization/academic petition	5 yrs after graduation or date of last attendance

Degree audit records	5 yrs after graduation or date of last attendance
Fee assessment forms	5 yrs after graduation or date of last attendance
Grade report	5 yrs after graduation or date of last attendance
Health/physical readiness report	5 yrs after graduation or date of last attendance
Military documents	5 yrs after graduation or date of last attendance
Payment contracts	5 yrs after graduation or date of last attendance
Transfer credit evaluations	5 yrs after graduation or date of last attendance
Student ministry semester report	5 yrs after graduation or date of last attendance
Scholarship/award letters	5 yrs after graduation or date of last attendance
Notice of academic probations, dismissal	5 yrs after graduation or date of last attendance
Tuition and fee charge	5 yrs after graduation or date of last attendance
Withdrawal authorization	5 yrs after graduation or date of last attendance
Personal data information forms, most recent	5 year after graduation or date of last attendance
Registration forms, most recent	5 year after graduation or date of last attendance
Enrollment verifications	5 year after graduation or date of last attendance
Graduation authorization/application for graduation	5 year after graduation
Transcript request	5 year after submitted
Audit authorization	5 yrs after date submitted or date of last attendance
Change of course (add/drop)	1 yr after date submitted or date of last attendance
Class schedule (student)	1 yr after graduation or date of last attendance
Disciplinary action documents	After graduation or 5 yrs after date of last attendance, if student did not graduate (Filed is separate folder from academic record)

FERPA documents	See Family Education Rights and Privacy Act Data/Documentation retentions schedule
Financial aid document	See Federal Aid Record Retention schedule
International Students (in addition to the above items):	
Statement of Financial Responsibility (shows evidence of adequate financial resources)	5 yrs after graduation or date of last attendance
Financial certification forms	5 yrs after graduation or date of last attendance
Proof of health insurance documentation	5 yrs after graduation or date of last attendance

I-20 (certification of eligibility for F-1 visa status	5 yrs after graduation or date of last attendance
Copy of I-94 card (document issued to non-immigrant; also know as Arrival-Departure Record)	5 yrs after graduation or date of last attendance
Copy of passport/visa	5 yrs after graduation or date of last attendance
Statement of Educational Cost (show estimate of total school year costs)	5 yrs after graduation or date of last attendance
TOEFL score	5 yrs after graduation or date of last attendance
Copy of Employment Authorization (work permit), if granted	5 yrs after graduation or date of last attendance
Copy of Alien Registration Receipt Card (evidence of admissibility as a permanent resident)	5 yrs after graduation or date of last attendance

Schedule D: Certification Data/Documents

Veterans Administration certifications	5 yrs after graduation or date of last attendance
Finical aid assistance records	See Federal Student Financial Aid (SFA) Record Retentions Requirements

Schedule E: Publications, Statistical Data/Documents, and Institutional Reports

Catalog	Permanent
Course Syllabi	Permanent
Commencement programs	Permanent
Graduation list	Permanent
Degree statistics	Permanent
Enrollment statistics	Permanent
Grade statistics	Permanent
Race/ethnicity statistics (student body, faculty, and administrate staff)	Permanent
Yearbook	Permanent
Schedules of classes	10 years
Recruitment brochures/materials	5 years

Schedule F: Family Education Rights and Privacy Act Data/Documents

Request for formal hearings	Permanent
Hearing panel's written decisions	Permanent
Request and disclosure of personally identifiable information	Permanent

Student statements on content of records regarding hearing panel decisions	Permanent
Written decisions of hearing panels	Permanent
Student's written consent for record disclosure	Until termination by the student or permanent
Waivers for rights of access	Until termination by the student or permanent
Student request for nondisclosure of directory information	Until termination

Schedule G, Federal Student Financial Aid (SFA) Record Retention Requirements (Not Applicable)

California Trinity University does not currently participate in Title IV federal financial aid programs. The retention requirements listed below are retained in this Manual for reference only and are not currently operative for CTU. Should the institution participate in Title IV programs in the future, this schedule will be activated and updated to reflect then-current Department of Education requirements.

1. SFA Program Records	
Program Participation Agreement	3 years from award year
Accrediting and licensing agency review, approval and reports	3 years from award year

State agency reports	3 years from award year
Audit and review reports	3 years from award year
Self-evaluation reports	3 years from award year
Other records pertaining to financial responsibility and standards of administrative capability	3 years from award year
2. SFA Fiscal Records	
Records of SFA program transactions	3 years from award year
Bank statements for accounts containing SFA funds	3 years from award year
Records of students accounts	3 years from award year
Ledgers identifying SFA transactions	3 years from award year
Federal work-study payroll records	3 years from award year
Records supporting data on required reports, such as:	
SFA program reconciliation reports	3 years from award year
Audit reports and school responses	3 years from award year
Pell grant statements of accounts	3 years from award year
Accrediting and licensing agency reports	3 years from award year
3. SFA Recipient Records	
The Student Aid Report (SAR) or Institutional Student Information Record (ISIR)	3 years from award year
Application data submitted to the Department of Education or lender by the school on behalf of the student	3 years from award year
Documentation of student's eligibility	3 years from award year
Financial aid history for transfer students	3 years from award year
Documentation of student's program of study and course enrolled in	3 years from award year
Data used to verify applicant's data	3 years from award year
Documentation related to receipt of aid, such as: amount of grant, loan, FWS award; and calculations used to determine aid amounts	3 years from award year
Date and amount of disbursements	3 years from award year
Documentation of initial or exit loan counseling	3 years from award year
Reports and forms used for participation in the SFA program	3 years from award year
Documentation supporting the school's calculation of its completion/graduation or transfer-out rate	3 years from award year
4. Requirements for Specific Aid	
Campus-based aid (Perkins loan, SEOG, and Federal Work Study)	3 years from award year
Pell Grant	3 years from award year
Fiscal Operation Reports (FISAP)	3 years from award year
Perkins repayment records	3 years from award year
Perkins original promissory notes	Until loan is satisfied or documents are needed to enforce obligation
FFEL and Direct Loans:	
Borrower's eligibility records	3 years from award year
All other records/reports	3 years from award year