SCHOOL CATALOG 2026

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Contents

CALUSA SCHOOL CATALOG 2026

The purpose of this catalog is to guide prospective and currently enrolled students in pursuit of their programs of study in CALUSA Institute. It does not constitute an unchangeable contract, but instead, serves as an announcement of current policies. CALUSA Institute reserves the right to repeal, change, or amend the rules, regulations, and provisions contained within and may withdraw, or add to, or modify the courses listed herein.

Implicit in each student's matriculation at CALUSA Institute is an agreement to comply with school rules and regulations which the school may modify to properly exercise its educational responsibility. Thus, although every effort has been made to assure the accuracy of the information in this catalog, students are advised that this information is subject to change without notice, and the appropriate instructional departments or administrative offices should be consulted for updates, including catalog supplements.

It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program he/she is pursuing. Regulations will not be waived nor exceptions granted because a student pleads ignorance of these policies or procedures. While academic advisors will assist students in every way possible, the responsibility for following all policies and meeting all requirements and deadlines rests with the student. A student is expected to satisfy the requirements of the catalog in effect at the time he or she is admitted to, and begins course work in, a degree program. However, a student may elect to graduate under the catalog in force at the time of his/her graduation provided the student complies with all requirements of the latter catalog.

The Academic Dean is responsible for the content of the catalog. It may be amended, changed, or supplemented after the effective date has started. Such modifications will be typed, dated and posted at the school's bulletin boards; and attached to the school catalog in effect until such time that a new school catalog is published.

This catalog is published not more frequently than once each year. It is available at the library for reference and can also be viewed at the school's website (www.calusa.edu).

Effective Date: **January 1, 2026**
Expiration Date: **December 31, 2026**

Catalog Referencing

Because of continuous modifications and changes in courses and program requirements, it is the policy of CALUSA Institute to clear each student for graduation, insofar as possible, under the program requirements stated in the catalog, i.e., the catalog in effect when the student enrolled and under which the student maintained continuous residence. The program must, however, reflect at least the total number of units required in the catalog under which the student petitions to graduate. If this latter requirement necessitates further coursework, it will be kept to a minimum. Academic advisors will use the best balance of subject matter consistent with required credits and availability of specific courses to formulate an acceptable program within the pertinent total unit guidelines.

Catalog Safekeeping and Student Records

The Registrar acts as the Custodian of Records and maintains the school catalog, student personal information, financial records, and transcripts in locked, fire-proof cabinets. Academic records are kept for an indefinite period of time. Other files may be purged after a minimum of five (5) years.

Academic Calendar 2026

Winter 2026		
	Winter Quarter Start Date	January 5, 2026
	Holiday: Martin Luther King Day (School closed)	January 19, 2026
	Last Day to Add & Drop	January 20, 2026
	Registration Period for Spring 2026	February 9 - March 9, 2026
	Holiday: President's Day (School closed)	February 17, 2026
	Final Exam Week	March 8 - 14, 2026
	Winter Quarter End Date	March 14, 2026
	Term Break	March 15 – April 5, 2026

Spring 2026		
	Spring Quarter Start Date	April 6, 2026
	Last Day to Add & Drop	April 20, 2020
	Registration Period for Summer 2026	May 11 – June 8, 2026
	Holiday: Memorial Day (School closed)	May 25, 2026
	Final Exam Week	June 7 – 13, 2026
	Spring Quarter End Date	June 13, 2026
	Term Break	June 14 – July 5, 2026
	Holiday: Juneteenth (School closed)	June 19, 2026

Summer 2026		
	Holiday: Independence Day (School closed)	July 4, 2026
	Summer Quarter Start Date	July 6, 2026
	Last Day to Add & Drop	July 20, 2026
	Registration Period for Fall 2026	August 10 – September 8, 2026
	Holiday: Labor Day (School closed)	September 1, 2026
	Final Exam week	September 6 – 12, 2026
	Summer Quarter End Date	September 12, 2026
	Term Break	September 13 – October 4, 2026

Fall 2026		
	Fall Quarter Start Date	October 5, 2026
	Holiday: Columbus Day (School closed)	October 12, 2026
	Last Day to Add & Drop	October 20, 2026
	Holiday: Veterans Day (School closed)	November 11, 2026
	Registration Period for Winter 2027	November 9 – December 7, 2026
	Holiday: Thanksgiving Day (School closed)	November 27-29, 2026
	Final Exam Week	December 6 – 12, 2026
	Fall Quarter End Date	December 12, 2026
	Term Break	December 13 – January 3, 2027

* When classes fall on a Holiday, make-up classes will resume the following week or weekend.

CALUSA INSTITUTE

Vision

CALUSA Institute shall become the conduit for the scholarly exchange of innovative approaches to management and technology in the globally dynamic world.

Mission

We aim to deliver quality education geared towards professional development to better serve the needs of the community. Contingent to this mission is our pledge to inculcate human values with the skills and competencies for growing careers in management science and information systems.

Approval to Operate

CALUSA Institute is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE) in the State of California.

"Approval to Operate" means compliance with state standards as set forth in the California Education Code (CEC) and Title 5 of the California Code of Regulations (CCR).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the **Bureau for Private Postsecondary Education** at:

Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 Mailing
Address: P.O. box 980818, West Sacramento, CA 95798-0818 Website: www.bppe.ca.gov
Toll-Free Telephone Number (888) 370-7589 Fax (916) 263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888- 370-7589, or by completing a complaint form, which can be obtained on the bureau's Internet Web site – www.bppe.ca.gov.

Accreditation
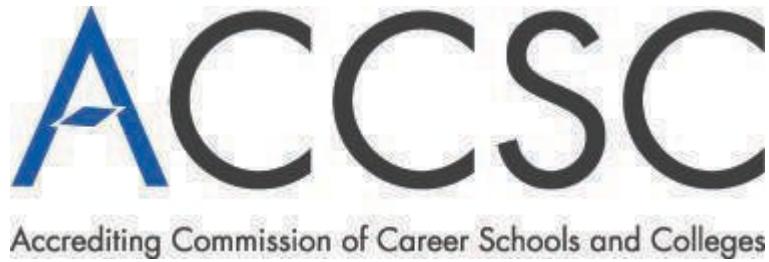
CALUSA Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award: Master of Science in Computer Information Systems (MSCIS), Master of Business Administration in Business Analytics (MBA BA), and Master of Science in Healthcare Management and Informatics (MSHMI).
ACCSC is listed as a nationally recognized accrediting agency by the U.S. Department of Education.

History and Development

CALUSA Institute is a private postsecondary education Institute focused on computer information and management science programs. The main and sole campus was established in February 9, 2018.

In February 14, 2019, CALUSA Institute was provisionally approved by the Bureau for Private and Post-Secondary Education in the state of California.

in June 25, 2020, CALUSA Institute was approved by USCIS (United States Citizenship and Immigration Services) to enroll F-1 international students.

Today, CALUSA Institute offers the following degree programs to adult learner: Master of Science in Computer Information Systems (Degree).

Self-Monitoring Procedures

CALUSA Institute makes every effort to inform its students, faculty, and staff of currency in the policies and procedures that are implemented by the Bureau for Private Post-Secondary Education (BPPE).

The Chief Operating Officer regularly reviews pertinent BPPE laws and regulations that affect the operations of the school. These would include the California Private Postsecondary Education Act of 2009, SB Bill 1192, Student Tuition Recovery Fund, Tittle 5. Division 7.5 California Code of Regulations, and Disciplinary Guidelines. Copies of these documents are kept at the Administration Office.

Once every quarter term, the Chief Operating Officer would highlight and discuss BPPE updates on its policies and procedures during management committee meeting. Documentation of any changes in the school policies and procedures affected are reflected in the meeting minutes and the school catalog accordingly.

In instances where BPPE policies and procedures have been implemented before the publication of a new catalog, the Administration Office will bring these to the attention of the students, faculty, and staff through the following:

1. Posting on the bulletin boards, student lounges, and the library
2. School Newsletter
3. Verbal announcement during classes
4. News and Announcements section of the school's website

School Ownership

CALUSA Institute, LLC is incorporated as a Limited Liability Corporation on January 24, 2018 under the Corporation Laws of the State of California.

Governing Board

The Governing Board of CALUSA Institute, under Section 43800 of Title V of the California Administrative Code, reserves the right to add, amend, or repeal any of its regulations, rules, resolutions, standing orders and rules of procedures, in whole or in part, at its discretion. None of these shall have the effect of an abridgement of limitation of any rights, powers, or privileges of the Trustees.

Non-Discrimination Policy

CALUSA Institute does not discriminate on the basis of race, color, age, gender, creed, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status in the administration of its educational programs, admission policies, or any school-administered programs and activities.

Statement of Academic Freedom

CALUSA Institute is fully committed to the protection of academic freedom to inquire and express truth in whatever forms it is found. A diversity of opinion, course content, and teaching methods are welcome and seen as contributing to the growth of CALUSA Institute and the professionalism of its faculty.

Academic Governance

Academic governance is the system through which the School administrators and the faculty participate in developing policy on academic matters. Faculty members of Calusa Institute are expected to participate in academic governance in conjunction with academic research and professional development. Faculty are to also participate in the systematic evaluation and revision of the curriculum through participation in faculty meetings, academic committee meetings, Program Advisory Committee meetings, and Institutional Effectiveness Planning committees.

The School conducts faculty meetings at the beginning of each quarter, whereby faculty are consulted on course content, course materials, textbooks, and course learning objectives. Each department chair evaluates and revises the curriculum yearly based on the consultation of department faculty. To enhance classroom learning, instructors should evaluate each quarter their instructional equipment and other educational resources, and make any recommendations to the Academic Dean and/or Academic Committee for approval. Selection of course material is at the discretion of the faculty member, given that they cover the learning objectives of the course.

Faculty are to develop course-embedded questions aligned with the learning objectives of their courses, used by the Academic Committee and Academic Dean to evaluate Student Learning Outcomes.

Furthermore, faculty members are selected to partake in Academic Committee meetings to discuss academic bylaws and to discuss faculty retention, termination, and promotion. During the Academic Committee Meetings, faculty are asked to provide input on the effectiveness of student-learning outcomes and assessment methods. Faculty are also asked to advise and provide their field expertise during the Program Advisory Committee meetings to discuss with members whether the programs meet the needs of the community and employers.

Lastly, faculty are invited to the Institutional Effectiveness Planning Committee Meetings to evaluate and provide feedback on institutional effectiveness in regards to student satisfaction, retention, placement, and, student learning outcomes.

Drug-Free Campus

It is the objective of CALUSA Institute to establish and maintain a drug-free workplace and campus. Employees and students are forbidden to unlawfully manufacture, distribute, dispense, possess or use a controlled substance on campus grounds and in any of its offices. Violations of this policy are grounds for disciplinary action as described in the student, faculty, and employee handbooks. Detailed information regarding this policy may be obtained from the Administration Office of CALUSA Institute.

Campus Address

All classes will be held at:

1240 S. State College Blvd., Suite 101, Anaheim, CA 92806.

Campus Facilities and Instructional Equipment

The campus measures about 2,425 square feet and is located at the first floor of a 2-story building in East Anaheim, California. It has two classrooms with a maximum seating capacity of 30 students each. Each classroom is equipped with whiteboard and audio-visual equipment including instructor's desktop computer workstation and wide screen high-definition television (HDTV). The student lounge provides seating furniture, refrigerator, microwave oven, and coffee maker to accommodate rest periods, socials, and snacks. The 480 square-foot library houses shelf book collections, journals, magazines, bibliographic references in the areas of management science and computer information systems. There are eight (8) desktop computer workstations inside the library for students to access the library database and for their research and out-of-class coursework. The entire campus has a Wi-Fi network for students, faculty, and staff.

Statement on Bankruptcy

CALUSA Institute does not have a pending petition in bankruptcy; does not operate as a debtor in possession; has not filed a bankruptcy petition within the preceding five years; and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

ADMISSIONS

CALUSA Institute welcomes all applicants regardless of sex, nationality, creed, disability, or ethnic origin; especially those who have the potential and determination to complete the program successfully. The student's motivation and interest in succeeding in his/her chosen career, side to side with academic qualifications, serve as important indicators for admission consideration.

Ability-to-Benefit (ABT) Students

CALUSA Institute does not admit Ability-to-Benefit (ABT) students.
CALUSA Institute does not utilize an Ability-to-Benefit (ABT) exam as an alternative form of enrollment.

Master of Science in Computer Information Systems (MSCIS) Program

(24 months- program length in months)

Maximum Number of Students in a Classroom:

The maximum number of students in a classroom is 25.

ADMISSION REQUIREMENTS

Minimum Admission Requirements

Applicants to the Master of Science in Computer Information Systems (MSCIS) Program must have earned at least a bachelor's degree from an accredited institution in the United States, with a minimum Cumulative Grade Point Average of 2.0 on a 4.0 scale. An official transcript evidencing completion of the bachelor's degree, and a formal letter of recommendation from the applicant's employer, professor, or academic advisor will be required in the admissions process.

Prior coursework should evidence completion of at least 15 semester credits or equivalent in courses related to computers, computer network, information systems, information technology, or programming as determined by the Program Chair of the CIS Department of CALUSA Institute. Applicants who have not completed their bachelor's degree in a related area or

whose undergraduate courses are deficient will be required to register and complete program prerequisite courses in CALUSA Institute prior to registering curriculum courses.

Admission to the Program is based upon the academic and professional background of the applicant, as well as competitive and programmatic factors. Applications will be reviewed, and admissions will be determined on an individual basis.

Master of Business Administration in Business Analytics (MBA) Program

The Master of Business Administration in Business Analytics program is a 24-month program.

Maximum Number of Students in a Classroom:

The maximum number of students in a classroom is 25.

ADMISSION REQUIREMENTS

Minimum Admission Requirements

Applicants to the Master of Business Administration in Business Analytics (MBA) Program must have earned at least a bachelor's degree from an accredited institution in the United States, with a minimum Cumulative Grade Point Average of 2.0 on a 4.0 scale. An official transcript evidencing completion of the bachelor's degree, and a formal letter of recommendation from the applicant's employer, professor, or academic advisor will be required in the admissions process.

Prior coursework should evidence completion of at least 15 semester credits or equivalent in courses related to business, information systems, data analysis, or project management as determined by the Program Chair of the Business Department of CALUSA Institute.

Admission to the Program is based upon the academic and professional background of the applicant, as well as competitive and programmatic factors. Applications will be reviewed, and admissions will be determined on an individual basis.

Master of Science in Healthcare Management and Informatics (MSHMI) Program

The Master of Science in Healthcare Management and Informatics program is a 24-month program.

Maximum Number of Students in a Classroom:

The maximum number of students in a classroom is 25.

ADMISSION REQUIREMENTS

Minimum Admission Requirements

Applicants to the Master of Science in Healthcare Management and Informatics (MSHMI) Program must have earned at least a bachelor's degree from an accredited institution in the United States, with a minimum Cumulative Grade Point Average of 2.0 on a 4.0 scale. An official transcript evidencing completion of the bachelor's degree, and a formal letter of recommendation from the applicant's employer, professor, or academic advisor will be required in the admissions process.

Prior coursework should evidence completion of at least 15 semester credits or equivalent in courses related to healthcare management, information systems, data analysis, or project management as determined by the Program Chair of the Healthcare Management Department of CALUSA Institute.

Admission to the Program is based upon the academic and professional background of the applicant, as well as competitive and programmatic factors. Applications will be reviewed, and admissions will be determined on an individual basis.

Admission Procedures

1. Fill out and submit the Application Form to the Admissions Office. The form is available in the Admissions Office and can also be downloaded at the school's website at www.calusa.edu

2. Submit official transcript of bachelor's degree and a copy of its corresponding diploma.

3. Submit at least one (1) formal letter of recommendation from employer, professor, or academic advisor.

4. Pay the application fee. The application fee is refundable unless an applicant requesting cancellation more than three (3) days after signing an enrollment and making an initial payment, but prior to entering the institution, is entitled to a refund of all monies paid, minus the $50 application fee.

Admission Evaluation

Admission to the Master's Program is based upon the academic and professional background of the applicant, as well as competitive and programmatic factors. Applications

will be reviewed and decided for admission on an individual basis, and applicants may be asked to provide additional evidence of academic proficiency, if necessary.

Admission Acceptance

Once a student is accepted, he or she will be assigned to an Academic Advisor who will assist with academic planning. Orientation for new students will be held during the first week of each term. Newly enrolled students will receive information regarding the school, student services, expectations, student rights and responsibilities, student conduct, and library services.

English Proficiency Requirements

To be admitted to any of the programs offered in CALUSA Institute, all applicants must meet the school's English Proficiency standards outlined below. CALUSA Institute does not offer an English language service such as ESL, all applicants must meet the following requirements:

At least an overall score of 61 in the Internet-Based TOEFL (iBT), or its equivalent. The

following will be exempted from this requirement.

Applicants who have:

1. Completed at least four (4) years high school education in the United States
2. Completed at least two (2) years of higher education in the United States
3. Passed the CALUSA Institute English Proficiency Examination with a minimum score of 80%
4. Completed their high school or higher education from a country where English is the main language of instruction as determined and approved by the Director of Admissions.

Articulation Agreements

CALUSA Institute does not have any articulation agreement with any other college or Institute.

Admissions for International Students

CALUSA Institute is open to admit international students who are qualified and express interest in completing the programs of study offered by the school. Visa services include issuance of the applicant's Form I-20 to support application for U.S. student visa.

In addition to the admission and English Proficiency requirements and procedures mentioned earlier, international students must comply with immigration laws and regulations of the United States provided by the U.S. Department of Homeland Security and U.S. Citizenship and Immigration Services (USCIS).

International students must submit the following:

1. Foreign transcript evaluation of their academic credentials issued by an evaluation agency recognized and approved by CALUSA Institute. At their discretion, international students may request the Admissions Office to coordinate the issuance of foreign transcript evaluation.

1. Bank statement that shows adequate funds to support tuition and fees at least for the first year of their program of study.

2. Photocopy of Passport

3. Mailing fee ranging from $50 to $70 (non-refundable) depending on the student's country of origin. This fee is required for international students being issued new I-20s only. It is not required for F-1 transfer-in students or students with existing I-20s from other originating schools.

4. Other documents as may be required by the United States immigration agencies.

Application Deadlines

CALUSA Institute operates on an open admissions and enrollment system by the quarter terms - Winter, Spring, Summer, and Fall. To receive the earliest consideration, applicants must submit their applications and supporting documents by August 1st (for Fall Quarter), November 1st of previous year (for Winter Quarter), February 1st (for Spring Quarter), and May 1st (for Summer Quarter).

TUITION AND SCHOOL FEES

Students are required to pay tuition and fees during registration. Cash,
money orders, credit cards, and personal local checks are acceptable modes of payment.

Master's Degree Program Tuition per unit *	$320.00
Application Fee (Non-Refundable after 3 days, One-Time) ***	$50.00
Student Tuition Recovery Fund (Non-Refundable, One-Time) **	$0.00
Registration Fee Non-Refundable, per quarter term)	$30.00
Late Registration Fee	$35.00
Student's ID Card fee (per issue)	$20.00
Foreign Transcript Evaluation Fee	$85.00
Graduation Fee	$150.00
Transcript Fee (per issue)	$20.00
Returned Checks Fee	$25.00

* Tuition rates may be adjusted in accordance with academic policies and regulations approved by the school.

** Effective **April 1, 2024**, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

*** Application fee is fully refundable when the student cancels enrollment within three (3) days after enrollment has been completed and fully paid tuition.

Master's Degree Program Tuition

(24 months- program length in months)

Total Charges for 1 Quarter Term of Attendance

Based on 8 quarter units registered (minimum course load)

Tuition (8 units x $320/unit)	$2,560.00
Registration Fee	30.00
Total	$2,590.00

Estimated Cost of Entire Program

Based on 56 quarter units; 3 quarter terms per year, 6 quarter terms for 2 years

Application Fee (Non-Refundable after 3 days, One-Time) ***	$50.00
Tuition (56 units x $320 per unit)	$17,920.00
Student Tuition Recovery Fund (Non-Refundable, One-Time) **	$0.00
Graduation Fee	$150.00
Registration Fee (6 quarters x $30 per quarter)	$180.00

Textbooks*	$0.00
Total	$ 18,300.00

* Student is solely responsible for the purchase of textbook/s required in class prior to the first-class session. CALUSA Institute provides the list of required textbooks to students at least one (1) month prior to the start of the following school term. CALUSA Institute does not sell textbooks to students. The estimated cost of required textbooks is $1,080.00.

*** Effective **April 1, 2024**, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.*

*** Application fee is fully refundable when the student cancels enrollment within three (3) days after enrollment has been completed and fully paid tuition.

Student Tuition Recovery Fund (STRF)

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.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

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

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

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

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

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

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.
However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Financial Aid/In-House Financing/Student Loans

CALUSA Institute does not participate in federal and state financial aid programs.

CALUSA Institute does not offer in-house financing or personal student loans to students.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

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

REFUND POLICIES
Student's Right to Cancel

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a pro rata refund if you have completed less than 60 percent of the scheduled days in the current payment period in your program through the last day of attendance.

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. You can do this by mail, or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. Verbal notice of cancellation is effective when the student notifies the Chief Onsite Administrator and is recorded in the student file on the date of the verbal cancellation request.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by the Enrollment Agreement. You can use any written or verbal notice that you wish.

The School shall have a refund policy for the return of unearned institutional charges if the student cancels an Enrollment Agreement or withdraws during a period of attendance. If the Enrollment Agreement is cancelled within seven days from enrollment, the school will refund the student all monies paid, less an application or administration fee, not to exceed
$50 within forty-five (45) days after the notice of cancellation is received.

THREE DAY CANCELLATION POLICY
Applicants who have not visited the Institute prior to enrollment may withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the facilities and inspection of equipment where training and services are provided. All monies paid by an applicant must be refunded if requested within three (3) days after signing an enrollment agreement and making an initial payment. A refund will be issued within forty-five (45) days of the cancellation date. An applicant requesting cancellation more than three (3) days after signing an enrollment and making an initial payment, but prior to entering the Institute, is entitled to a refund of all monies paid, minus the $50 application fee.

Withdrawal from the School

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund for the current term if you have completed less than 60 percent of the scheduled days through the last day of attendance in that term. The refund will be less an application fee, not to exceed $50, and less any deduction for equipment not returned in good condition, within forty-five (45) days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student

was charged, the tuition is considered earned and the student will receive no refund.

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

1.   The student notifies the School of the student's withdrawal (official, voluntary withdrawal).

2.   The School terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the school (official, involuntary withdrawal).

3.   The student has failed to attend classes for 14 consecutive calendar days (unofficial, involuntary withdrawal).

4. The student fails to return from a leave of absence (unofficial, involuntary withdrawal).

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student's date of determination will be no later than 14 consecutive days from the student's last day of attendance.

The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

Example: If the student completes only 20 hours of a 4-quarter unit (40 hours) course and paid $1,000.00 tuition, the student would receive a refund of $500.00.

$$\$1000 - \left(\$1000 \times \frac{20 \text{ hours (Hours of instruction received)}}{40 \text{ hours (Hours of instruction paid)}}\right)$$

$$= \$500.00 \text{ (Amount of refund)}$$

No refund will be issued unless the student's account has credit balance. Refunds will be processed within forty-five (45) days from receipt of the student's request to the Registrar.

CALUSA Institute does not participate in any state or federal financial aid programs. 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. 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 defaults on a federal or state loan, both the following may occur:

(1)   The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
(2)   The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid."

Enrollment Cancellation Procedures

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. You can do this by mail, or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. Verbal notice of cancellation is effective when the student notifies the Chief Onsite Administrator and is recorded in the student file on the date of the verbal cancellation request.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by the Enrollment Agreement. A Notice of Cancellation form will be provided to you, but you may use any written notice that you wish.

Submit your notice of cancellation in the method of your preference; Mail to:
CALUSA Institute 1240 S. State College Blvd., Suite 101, Anaheim, CA 92806

Fax to: (714) 619-9855

Call: (714) 477-8755

Email to: lisa@calusa.edu

REMEMBER: You must cancel in writing. You cannot cancel your enrollment by calling the school or by not coming to class.

STUDENT RIGHTS

CALUSA Institute maintains fair and reasonable practices in all matters affecting students: the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of grievances. In addition, CALUSA Institute endorses the basic principles of the Code of Ethics issued by the American Association of Collegiate Registrars and Admissions Officers (ACCRAO). Student understanding and cooperation are essential to the successful implementation of this legal structure.

Freedom of Access
CALUSA Institute is open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, each student has access to all campus services and facilities for which he or she is qualified. Access will be denied to students who are not enrolled in CALUSA Institute.

Classroom Rights and Privileges
Faculty members are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course and should make judgment on matters of informed opinion. Students' views, political associations, and beliefs, which are confided to instructors and advisors during the performance of their duties, are confidential.

Student's Right to Appeal
CALUSA Institute has created and implemented procedures for appeals by students with the intent of assuring fairness and objectivity.

Students have the right to appeal any academic policy or requirement if either of the following conditions is present:

▪ Extenuating circumstances make it impossible to comply with the policy or requirement

▪ An undue hardship would result from a strict application or interpretation of the policy or requirement.

▪ CALUSA Institute does not award credit for prior experiential learning.

Please note, however, that extenuating circumstances must be beyond your control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration.

If you appeal an academic policy or requirement, that appeal will be reviewed by the Academic Dean.

The purpose of appeal procedures is to provide a system that will represent "fairness and the absence of arbitrariness." The school makes every effort to assure that the appeal procedures are clear to students

and are not burdensome.

Non-Discrimination Policy

CALUSA Institute does not discriminate on the basis of race, color, age, gender, creed, national or ethnic origin, marital status, sexual preference, physical disability or any other legally protected status in the administration of its educational programs, admission policies, or any other school-administered programs and activities.

Student Records Policy-Family Educational Rights and Privacy Act

Under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, and California Education Code 67-100, all students have the right to inspect and review their official school records in accordance with provisions of the aforementioned act and within the School guidelines. Educational institutions shall not release educational records without written consent of the student, subject to exceptions provided by law.

Student's Right to Access

With a few exceptions provided by law, students at CALUSA Institute may see any of their educational records upon request. Access must be granted no later than fifteen (15) working days after written request. Students also have the right to challenge the contents of their educational records and to enter their viewpoints in the records under established procedures.

Disclosure of Student Records

With several exceptions provided by law, the school cannot release information concerning students to third persons without the written consent of the student. Permission must be given by the student for information in their file to be used as reference checks for credit or employment evaluation by third parties and the student must file a declaration to this effect, which will be kept in the student's file(s). The declaration can be all-inclusive or on a case-by-case access basis. (The provision of financial data to authorized agencies is not a violation of the Buckley Amendment). The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal tax purposes. Parents requesting information may generally be granted access upon submission of a signed statement to CALUSA Institute, or other evidence of federal income tax dependency.

At the discretion of school officials, the following directory information will be provided:

a) Student's Name
b) E-Mail Address
c) Major Field of Study
d) Dates of Attendance
e) Degrees and Awards Received
f) Students Participating in Officially Recognized Activities

A student wishing to withhold this directory information must complete the Privacy Request Form at the Registrar's Office. This must be done within the first ten (10) working days of enrollment within the quarter term. The privacy request will be valid for one (1) calendar year.

Inquiries regarding the Family Educational Rights and Privacy Act should be directed to the Registrar.

Student's Right to File a Complaint

In case a student, the parent of a student, or any other individual has a complaint that an official of the school is violating FERPA regulations, and the complaint cannot be satisfactorily resolved within the school, that person has the right to file a complaint with the U.S. Department of Education by contacting:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, D.C. 20202-5920
Telephone No. (202) 260-3887

Rehabilitation Act and Americans with Disabilities Act (ADA)

CALUSA Institute is committed to comply 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 Academic Dean. Such students are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities.

STUDENT COMPLAINTS AND GRIEVANCES

Students who feel aggrieved in their relationships with the school, its policies, its practices and procedures, or its faculty and staff should submit their grievance in writing to the Academic Dean, who will act upon it, or direct it to the School President. A response will be made within five (5) working days upon receipt of the written grievance.

Dismissal of a student will not take place without a formal hearing. Should the student(s) feel aggrieved with the Academic Dean, a petition should be submitted to the School President, who, if necessary, will arrange a hearing with the Management Committee for the student and Academic Dean. Any questions or problems concerning this procedure which have not been satisfactorily answered or resolved by the school should be directed to the following:

Bureau for Private Postsecondary Education
Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 Website:
www.bppe.ca.gov
Toll-Free Telephone Number (888) 370-7589 Fax (916) 263-1897

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.
Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/StudentCorner/Complaints.aspx.

Step-by-Step Complaint Procedures

Some problems or disputes, such as sexual harassment and certain other incidents, because of their private and sensitive nature may be more appropriately handled through the complaint process. In these instances, a complaint may be filed with the Academic Dean, Director, or the responsible staff requesting an investigation into the alleged action(s).

Step 1: The student consults with one or more of the above persons as appropriate and requests a resolution of the complaint.

Step 2: The investigator will, insofar as possible, maintain the confidentiality of the dispute, gather the necessary and relevant facts, inform the student of a decision, and report the result with the recommendation(s) for corrective action, if any, to the appropriate administrator.

Step 3: The investigator has no more than thirty (30) days from the initiation of the complaint to render a decision unless it is not reasonable to conclude the investigation and render a report within this period due to extenuating, or unusual circumstances.

Step 4: If the student is not satisfied with the proposed resolution, he/she may then initiate a Formal Grievance Procedure.

Step-by-Step Formal Grievance Procedures

The following steps shall be taken in sequence by the student who initiates a formal grievance. Failure to comply with any of the steps or time limits without agreement of all parties to the dispute may result in the termination of the grievance or other appropriate action. A student has the right to withdraw his/her grievance at any stage of the proceedings causing the proceedings to terminate immediately.

Copies of all correspondence shall be forwarded by the student and by the other party to the Academic Dean to be retained in a confidential file pending resolution of the grievance or further action by either party. If the allegations involve charges of discrimination or sexual harassment, copies of all correspondence must be forwarded to the School President.

For All Grievances

Step 1

1.1 The student shall give written notification to the person he/she alleges has aggrieved him/ her within a quarter term. The time limit to file a formal grievance expires at the close of business of the last day of instruction of the quarter following the one in which the alleged incident occurred or of the time the student should have become aware of the alleged violation. If the party cannot be contacted through reasonable efforts because he/she is no longer in residence or is on leave, an additional notification period of one (1) quarter term shall be provided.

1.2 The notice of grievance must include specific allegation(s), date(s) of incident(s), and necessary details regarding the complaint. The notice must also include the remedy requested.

1.3 Within thirty (30) days, the party against whom the grievance is filed must respond in writing to the student denying the allegations with accompanying explanations or:

   a. agreeing to grant the remedy(ies) requested in full;

   b. agreeing to grant the remedy(ies) requested in part with an explanation; or,

   c. agreeing to negotiate an appropriate remedy with an explanation, stating suggested alternatives.

1.4 In the event the party against whom the grievance is filed will be unavailable for more than one (1) quarter term, the student shall proceed to Step 2 provided they have complied with Section 1.2 of Step 1. Attach all grievance materials from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

Step 2

2.1 Within thirty (30) days of receipt of the response in Step 1 or, in the absence of a written response, after thirty (30) days but not more than forty-five (45) days has elapsed, the student may in writing either accept or reject the proposed remedy and appeal the results of the grievance to the next level.

2.2 In the event the party against whom the grievance is filed will be unavailable for more than one (1) quarter term, the student shall proceed to Step 3 provided they have complied with Section 1.2 of Step 1. Attach all grievance materials from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

Step 3 - First Appeal Level

A. **Student vs. Student**

   1. If the grievant is not satisfied with the results of Step 1 and 2, he/she can appeal the grievance to the Director of Student Services within thirty (30) days of receiving the written notification from the other party or in the absence of a written response, after thirty (30) days but not more than forty-five (45) days has elapsed.

   2. The Director of Student Services shall refer the grievance to a committee established at this level who will review the grievance. The committee may hold a hearing, if appropriate, and convey its recommendation to the Director of Student Services.

   a) The Committee shall be appointed by the Director of Student Services within ten (10) calendar days after receiving the written notice of grievance or notice of appeal.
   b) The Committee shall forward its recommendations to the Director of Student Services within thirty (30) days of its appointment.

c) The Committee shall include one student member with voting privileges for each faculty, staff or administrative member with voting privileges.
d) No member of the Committee shall be a student, faculty, staff, or administrator from the same department or service area as the grievant or the person(s) against whom the grievance is filed.

3. The Director of Student Services shall respond to the student in writing within ten (10) days of receiving the recommendation(s) of the Committee. The response shall contain the findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

B. **Student vs. Staff**

1. Step 1 and 2 of the grievance procedure are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the Chief Operating Officer.

2. Appeals must be in writing and made within thirty (30) days of written notification from the other party or, in the absence of a written response, after thirty (30) days but not more than forty-five (45) days had elapsed.

3. The Chief Operating Officer shall follow the procedures outlined in Step 3, A, 2 (ad), and 3 above.

C. **Student vs. Faculty**

1. Steps 1 and 2 of the grievance procedure are to be followed, if the grievant is not satisfied with the results at this level, he/she can appeal to the Dean.

2. The Chief Operating Officer shall promptly review all allegations and provide a written response to the student within thirty (30) days of receiving the written notification. The response shall contain the findings on the complaint, action(s) to be taken, and the justification(s) for the action.

3. If the grievant is not satisfied with the results, he/she can appeal to the School President within thirty (30) days of receiving the written response or, in the absence of a written response, after thirty (30) days but not more than forty-five (45) days has elapsed.

4. The School President shall refer the grievance to a Committee established at this level who will review the grievance. The Committee may hold a hearing, if appropriate, and convey its recommendations to the School President.

   a. The Committee shall be appointed by the School President within ten (10) calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges for each faculty, staff, or administrative member with voting privileges.

   b. The Committee shall forward its recommendation/s to the School President within thirty (30) calendar days of its appointment.

5. The School President shall respond to the student in writing within 10 days of receiving the recommendation(s) of the Committee. The response shall contain the findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

D. **Student vs. Academic Dean /Director and Staff vs. Staff**

1. Steps 1 and 2 of the grievance procedure are to be followed. If the grievant is not satisfied with the results at this level, he/she can appeal to the School President within thirty (30) days of receiving a written response from the Academic Dean /Director or, in the absence of a written response, thirty (30) days but not more than forty-five (45) days has elapsed.

2. The School President shall refer the grievance to a Committee established at this level who will review the grievance. The Committee may hold a hearing, if appropriate, and convey its recommendations to the School President.

   a. The Committee shall be appointed by the School President within ten (10) calendar days after receiving the notice of grievance or appeal and shall include one (1) student member with voting privileges for each faculty, staff, or administrative member with voting privileges.

   b. The Committee shall forward its recommendation/s to the School President within thirty (30) calendar days of its appointment.

Sexual Harassment Policy

CALUSA Institute strives to provide an environment in which the dignity and worth of the members of the school community are based on mutual respect. Sexual harassment of employees and students is unacceptable behavior. It will not be tolerated.

CALUSA Institute is committed to a work and academic environment that encourages excellence. This environment includes freedom from all forms of harassment for students, faculty, staff, and applicants who seek to join the school in any capacity. Sexual harassment violates the school's policy as well as local, state, and federal laws.

It is a violation of school policy for anyone to retaliate against an employee, student, or applicant who makes a claim of sexual harassment.

Any person violating school policy on sexual harassment is subject to appropriate disciplinary action, such as reprimand, suspension, or termination of employment or enrollment. Disciplinary action imposed depends on the severity of the offense.

Definition of Sexual Harassment

Sexual harassment is an unwelcome sexual advance, requests for sexual favors, verbal or physical conduct of a sexual nature directed towards a student, employee, or applicant seeking to join CALUSA Institute. When an individual is in a position to influence the education, employment, or participation in a school activity of another person, even apparent consensual sexual relationships often constitute sexual harassment. Sexual harassment occurs when any of the following circumstances exist:

1. Submission to such conduct is made a term or condition, either explicitly or implicitly, of a person's status in a program, academic decision, employment, or admission.

2. Submission to or rejection of such conduct is used as the basis for academic decisions or employment decisions.

3. Such conduct has the purpose or effect of "unreasonable interfering" with an employee's work or student's academic performance or creating an intimidating, hostile, coercive or offensive work or educational environment. For purposes of this policy, "unreasonable interfering" is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.

4. Sexual harassment is not limited to action by a supervisor but can include conduct by a co-worker.

STUDENT RESPONSIBILITIES

Personal Conduct

Each student is expected to be an example of proper conduct. This includes the student's attitudes, actions, appearance, and attire. The school administration has the authority to take appropriate action or administrative disciplinary measures if this Code of Conduct is not adhered to. It is school policy to prohibit smoking except in designated areas and unlawful possession or use of controlled substances or alcoholic beverages. Firearms possession anywhere on campus is strictly prohibited.

Code of Conduct

The disciplinary standards outlined in this catalog include rules and enforcement measures. These are the basic guidelines for conduct on school premises, at any school-sponsored activity and, under certain circumstances, behavior in the outside community.

At any time, CALUSA Institute reserves the right to exclude students whose conduct is deemed undesirable or prejudicial to the community's best interests.

All amendments of the standards must be approved by the Academic Dean as directed by the Governing Board. These standards are subject to amendment at any time with notices being posted on the campus bulletin boards.

Disciplinary Standards

The disciplinary standards described herein afford procedural fairness to the accused student and flexibility for school administration to exercise sanctions based on the individual circumstances of each case.

Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

1. Possession of alcoholic beverages on campus, or at any school activities at any time or, for all intoxication of the student

2. No student will threaten another student, faulty, staff or administrator

3. Falsification of school documents, records, or identification

4. Dishonesty in any form, including plagiarism, illegal copying of software, or knowingly furnishing false information to the school

5. Cheating or compromising test materials

6. Removal of library materials without permission

7. Disruption of the class or academic activities

8. Usage of abusive language to another student, faculty, staff, or administrator

9. Theft or damage of school property or fellow student's property

10. Intoxication with controlled substances

11. Physical assault for any reason except clear self-defense

12. Vandalism of School property

13. Conviction for a crime beyond normal traffic violations

14. Aiding and/or abetting in any of the above situations

15. Possession of firearms or illegal weapons as defined by state and federal guidelines

16. Violation of any state policies or regulations governing student's relationship with the school

Due Process and Appeals Committee

Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial Appeals Committee. Written notice of specific charge(s) made against a student shall be given at least fifteen (15) days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the school community. Hearings are private; the accused student is afforded the opportunity to rebut all charges. The school establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary actions to the Academic Dean, but on the grounds that fair procedure was not followed by the committee, or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken, and the basis for this decision. The disciplinary action taken may be reflected on the student's permanent record, as part of the disciplinary punishment.

Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the following:

Probation:
Status of the student indicating that the relationship with the school is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled. Specific limitations and restrictions on the student's privileges may accompany probation.

Suspension:
Separation of the student from the school for a specific length of time.

Dismissal:
Separation of the student from the school on a permanent basis.

Financial Obligations

Students who have not fulfilled their financial obligations to the school are in violation of the Enrollment Agreement. Said students may be denied the right to register courses, graduate, take examinations, and receive degrees.

Enrollment Obligations

In order maintain good academic standing, students must:

1. Maintain academic standards (SAP), attend classes, and meet all financial obligations;

2. Be respectful in dealing with faculty, administrators, staff, and fellow students; and,

3. Comply with the federal, state, and municipal laws of the United States as well as the rules and regulations of the school.

Class Attendance

Regular and prompt class attendance is required. Faculty may assign extra work, require special examinations, or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course. Students must attend the first class meeting or they may be unofficially dropped resulting in a failing grade. Only registered students, school faculty and administrators, and guests invited by the faculty may attend classes. All others will be asked to leave. Students who miss fourteen (14) consecutive days during any regular quarter will be dismissed from the institution.

Classroom Conduct

Faculty members are responsible for presenting appropriate material for courses, and students are responsible for learning this material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.

Cheating and Plagiarism

Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. Cheating at CALUSA Institute includes but is not limited to:

1. Copying, in part or whole, from another's examination, paper, mathematical analysis, research or creative project, or the like;

2. Submitting as one's own work an examination, paper, mathematical analysis, research or creative project, or the like which has been purchased, borrowed, or stolen; or fabricated data;

3. Consulting notes, sources, or materials, including use of electronic devices, not specifically authorized by the instructor during an examination;

4. Employing a surrogate to take an examination, write a paper, do mathematical analysis, or complete, in part or wholly, an evaluation instrument;

5. Falsification of or misrepresentation of class attendance or role sheets; and,

6. Aiding or abetting any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment to the writer or composer. More specifically, plagiarism is:

The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and the act of representing another's intellectual work such as musical composition, computer program, photographs, painting, drawing, sculpture, or research or the like as one's own.

One or more academic sanctions may be imposed for cheating or plagiarism. 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. Academic sanctions include:

1. A redoing of the examination, paper, mathematical analysis, research or creative project, or the like;

2. A failing grade on the examination, paper, mathematical analysis, research or creative project, or the like;

3. A specified reduction in the course grade;

4. A failing grade in the course; or,

5. Referral to the Academic Dean and/or the appropriate committee.

Students accused of cheating or plagiarism are entitled to and may petition for due process. Regulations in their entirety are published in the Faculty Handbook and the Student Handbook.

Drug, Alcohol and Smoking

It is school policy that the learning environment be free of prohibited or controlled substances. Specifically, all members of the school community, which include administration, faculty, staff, students, and guests, abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on school premises and on any field trip sponsored as part of the instructional program. 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 Director of Student Services for referrals to related agencies.

It is the policy of CALUSA Institute that smoking is prohibited in school premises. At the discretion of the school administration, outside areas may be set aside to accommodate students, staff members, and faculty who smoke.

Violation of the smoking policy may result in suspension or termination of academic status or employment.

STUDENT SERVICES

Student Advising

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.osar.bppe.ca.gov."

Full-time faculty members are available for academic advising. Faculty members are available during regular business on scheduled hours for academic advising with regard to academic and career planning. The scope of this activity includes: analyzing interests related to academic and career planning or; determining the best educational program for achieving a chosen career or goal; selecting courses and student activities that maximize opportunities and potential; and developing an academic plan that encompasses both the course work and the supplemental needs of the student.

The Office of Student Services provides assistance in finding part-time employment. This Office also provides confidential and personal discussion/s concerning life situations which may affect the student's learning or personal development.

New Student Orientation

The New Student Orientation is designed for newly-enrolled students of CALUSA Institute to familiarize them with campus facilities, policies and regulations, faculty, administrators, and staff. The school conducts this orientation during the first two weeks of each quarter.

Library Orientation

Library orientation is designed to help new and current students learn more about library services and resources. This orientation is held at the beginning of each quarter for all students. The school also offers this orientation, by appointment, at any time.

Job Placement Services

In order to assist students, CALUSA Institute provides job placement assistance within the school (on-campus) and through its network affiliations with outside companies. Assistance in the preparation of a resume is provided upon student request. In addition, a bulletin board is maintained with job announcements and career opportunities. Students' personal resumes are maintained for alumni at their request.

These services are provided at no cost to the student. The school, however, does not guarantee employment nor a specific level of income from its placement assistance. All these services are available from the Office of Student Services.

Tutoring

The Academic Office provides tutoring service especially for students who are struggling with their coursework. Faculty members are the primary source for this service. The purpose is to permit in-depth discussions regarding class presentations and materials

presented in class. The service is provided at no cost to the student. The school encourages students to take advantage of free tutoring services.

Student Housing

CALUSA Institute does not have dormitory facilities under its control.

CALUSA Institute has no responsibility to find or assist a student in finding housing.

However, there are many private apartments nearby. The following information is provided to students:

1. Park Viridian
   1515 E. Katella Avenue Anaheim,
   California 92805 Monthly Rent:
   $1,736~$2,522

2. 1818 Platinum Triangle
   1818 S State College Blvd
   Anaheim, CA 92806
   Tel No. (714) 912-9743
   Monthly Rent: $1,961~$2,083

3. Wateridge Apartment Homes 2200 E
   Ball Rd, Anaheim, CA 92806 Tel No.
   (877) 264-1627
   Monthly Rent: $1,580~$1,855

4. King of Spain Apartments
   2230 E Ball Rd # 12
   Anaheim, CA 92806
   Tel. No. (714) 635-0660
   Monthly Rent: $1,300~$1,700

5. Gateway Apartment Homes
   299 N State College Blvd, Orange, CA 92868 Tel.
   No. (866) 779-6399
   Monthly Rent: $1,870 ~ $2,295

Extra-Curricular Activities

Every quarter term, the Office of Student Services conducts extra-curricular activities for students aimed to enhance their learning experience in CALUSA Institute, including celebrations of festive holidays, sports and cultural awareness, and symposiums.

Library

The campus library supports and enriches the educational programs offered in CALUSA Institute. It maintains a collection of resources devoted to the disciplines of Management Science and Computer Information Systems. Shelf books also consist of materials relevant to general education courses as well as variety of other books, journals, periodicals, audio and video materials, disks, and bibliographical references. The library collection is updated as necessary to reflect current research, discovery, and practice.

Access to the Internet is available for library users. There are eight (8) desktop computer workstations inside the library for students to access the library database. The library offers maps, on-line and interactive CD ROM, pamphlets, brochures, career and college information resources, music compact disks, and videos. Library resource cataloging is done online and can be retrieved through the library database system. The library also offers the following services to students, faculty, and staff:

- Circulation
- Copy Center
- Reference and Research Services

Library Hours

Monday – Friday: 2:00pm – 6:00pm
Saturday: 9:00am – 1:00pm
Please note: Library hours may vary during quarter break.
Library hours may vary during the summer, between quarters, and on holidays. Hours will be posted in the library and on a link at the CALUSA Institute Library home page. See https://calusa.edu/resources/

DEGREE PROGRAMS

Master of Science in Computer Information Systems (MSCIS)

The Master of Science in Computer Information Systems program is a 24-month program.

Description, Program Length, and Career Outlook

The Master of Science in Computer Information Systems (MSCIS) program focuses on theoretical framework, practical applications, and research in the field of computer information systems. Students will be required to undergo internship to complement their classroom learning experience. The program entails completion of a thesis for each graduating candidate. All courses are taught via traditional classroom format. CALUSA Institute does not offer distance education to students. There are no online courses in the curriculum. All instructions are taught in the English language only. In general, students are expected to complete this program in two (2) years. Students who maintain satisfactory academic progress for every three (3) consecutive quarter terms are eligible for a full quarter term break. By the successful completion of this program, students will be conferred the Master of Science (M.S.) degree in computer information systems. The MSCIS program prepares students for executive careers in information technology of medium to large-scale enterprises (SOC Codes: 11-3021, 15-1212, 15- 1231, 15-1241, 15-1244.); or pursue a related doctoral degree, at their discretion.

No licensure is required to obtain employment.

Classifications of Instruction Program

CIP Code: 11.0101 Title: Computer and Information Sciences, General

MSCIS Educational Objectives

To accomplish this mission, CALUSA Institute aims to:

1. Balance and strengthen the student's grasp of general knowledge in the areas of communication, science, humanities, and art, altogether pertinent to social awareness and individual growth.

2. Infuse the constant use of critical thinking among students through the design and processes of coursework.

3. Keep abreast and align trends in the use of quantitative methods in corporate management and leadership in its business curriculum.

4. Liberate the human mind by welcoming diversity of new knowledge and ascribing to technology as the ultimate measure of global advancement.

5. Embed values among students, faculty, and staff in the spirit of work excellence.

Student Learning Outcomes

Graduates of the MSCIS program are expected to demonstrate the following learning outcomes.

1. Demonstrate knowledge and mastery of database management, data analytics, computer networks, and network security.

2. Recognize design and implement solutions for data analytics, data storage, and data networks.

3. Demonstrate advancement of methods and systems used for organizational decision-making.

4. Demonstrate flexibility in applying IT principles in various industries including healthcare, banking and finance, insurance, and others.

5. Demonstrate mastery in data analysis, operations research, and organizational decision-making.

Curriculum - Summary

Subject Areas / Credit Requirements	
Summary	
Major Courses	48 quarter credits
Internship	4 quarter credits
Thesis	4 quarter credits
Total Credit Requirements	**56 quarter credits**

Definition of Quarter Credit

Academic work is established by quarter credits.
A quarter credit hour earned is defined as the satisfactory completion of:
at least ten (10) clock hours of didactic work (lecture hours); or
at least twenty (20) clock hours of laboratory or supervised work; or
at least thirty (30) clock hours of internship/externship work, as determined by the school.

At least two (2) clock hours of out-of-class coursework should be expected by the student for every one (1) clock hour of lecture. One (1) clock hour equals 50-60 minutes.

MSCIS Course Listing

Course Listing			
Major Courses			
	Course Title	**Course #**	**Credit**
	Network and Data Communications	MCIS511	4
	Software Engineering	MCIS521	4
	Database Design and Implementation	MCIS531	4
	Information Structures with Java	MCIS533	4
	Quantitative Methods for Information Systems	MCIS541	4
	Web Application Development	MCIS551	4
	Project Management	MCIS555	4
	Artificial Intelligence	MCIS561	4
	Network Security	MCIS568	4
	Cryptography	MCIS571	4
	Advanced SQL	MCIS577	4
	Operations Research	MCIS580	4
		Sub-Total	48
Internship			
	Internship	PCIS588	4
		Sub-Total	4
Thesis			
	Thesis	TCIS600	4
		Sub-Total	4
Total Credit Requirements			56

Graduation Requirements

To be conferred the Master of Science (M.S.) degree in Computer Information Systems, a total of at least 56 quarter credits in the MSCIS Curriculum must be completed by the student with a minimum Cumulative Grade Point Average (CGPA) of 3.0.

Clearance for Graduation

Candidates for graduation must obtain an Application for Graduation Form from the Administration Office and submit it to the Registrar. Students are advised to file the application during the term preceding the one in which they expect to graduate.

During each course registration period, candidates meet with their academic advisors to determine if their proposed course schedule meets the graduation requirements.

All tuition and school fee account balances must be paid in full sixty (60) days prior to graduation. Student's payment of the graduation fee is mandatory regardless of his or her

attendance in the graduation ceremonies.

Credential Awarded

Upon successful completion of all program requirements, students are awarded the degree of Master of Science in Computer Information Systems.

Disclosures

No licensure is required to obtain employment. CALUSA Institute and its programs are not accredited by an accrediting agency recognized by the United States Department of Educa on. This program is not recognized for some employment positions, including, but not limited to, positions with the State of California. Students enrolled in CALUSA Institute are not eligible for federal financial aid programs.

MSCIS Course Descriptions

Major Courses

MCIS511 Network and Data Communications
Design and implementation techniques essential for engineering robust networks. Topics include networking principles, Transmission Control Protocol/Internet Protocol, naming and addressing (Domain Name System), data encoding/decoding techniques, link layer protocols, routing protocols, transport layer services, congestion control, quality of service, network services, Software Defined Networks (SDNs), programmable routers and overlay networks, wireless and mobile networking, security in computer networks, multimedia networking, and network management.

MCIS521 Software Engineering
Advanced topics on Software Engineering. The objective of this course is to teach students the methodology to design and write secure codes applying the Secure Software Engineering Life Cycle.

MCIS531 Database Design and Implementation
Database design methodologies (ER and/or UML modeling), database query languages (relational algebra and SQL), database implementation (physical data organization, indexing, query processing and optimization), and database application development (JDBC/ODBC).

MCIS533 Information Structures with Java
Data abstraction, queues, linked lists, recursion, stacks, trees, string processing, searching and sorting, and hashing. Java API support for data structures.

MCIS541 Quantitative Methods for Information Systems
Mathematical essentials for successful quantitative analysis of problems in the field of information systems. Topics include combinatorial mathematics, functions, and the fundamentals of differentiation and integration. It also includes the study of elementary probability theory, discrete and continuous distributions.

MCIS551 Web Application Development
Emphasis is on advanced server-side and client-side programming and integration of web applications with database and web server applications. Free and open-source development and communication tools are used to carry out the course project.

MCIS555 Project Management
Provides practitioners who have current information technology skills with an understanding of the theory and practice of project management through an integrated view of the concepts, skills, tools, and techniques involved in the management of information technology projects.

MCIS561 Artificial Intelligence
Advanced topics in Artificial Intelligence (AI) with focus on how to build and search graph data structures needed to create software agents.

MCIS568   Network   Security
Prerequisite: MCIS511
In depth review of the theoretical and applied topics in network security. Emphasis on formulating a security model for network environments, and applying cryptography, protocol design, and emergent network security technologies to meet the requirements of that model.

MCIS571 Cryptography
Focus is on public key cryptography and the RSA algorithm. Topics also include Elliptic curves, Diffie-Hellman key exchange, and the elliptic curve discrete logarithm problem.

MCIS577   Advanced   SQL
Prerequisite: MCIS531
Focuses on design, development and implementation of SQL programming for all types of relational database applications including client/server and Internet databases. Covers the writing of complicated interactive and embedded SQL statements and the implications of multi-user database applications.

MCIS580 Operations Research
Focuses on advanced study and research emphasizing topics such as deterministic optimization, probabilistic models and their applications, simulation, and mathematical statistics.

Internship

PCIS588 Internship
The internship course is a required, credit-bearing academic experience designed to integrate classroom learning with supervised professional practice directly related to the student's field of study. Students engage in structured, progressively responsible work that allows them to observe, apply, and evaluate disciplinary theories, methodologies, and professional standards in a real-world setting. The internship culminates in a thesis-level analytical paper in which the student critically assesses the organization's practices and produces a formal, evidence-based recommendation for the company. Completion of this academic work requires sustained engagement with organizational processes, professional workflows, and project development over time.

The internship may be completed over a period ranging from a minimum of one academic quarter to

a maximum of four academic quarters to support appropriate experiential learning and academic depth. A minimum duration of one quarter (approximately three months) allows adequate time for orientation, substantive participation, observation, and reflective analysis aligned with course learning objectives, while a longer duration enables participation in extended projects and increased professional responsibility. Throughout the internship process, the student works closely with a faculty advisor to engage in guided discussion and complete assigned academic tasks that connect internship experiences to curricular learning outcomes.

Thesis

TCIS600   Thesis
Students are required to have successfully completed at least twenty-eight (28) quarter credits of major MSCIS courses prior to registering this course. Students are responsible for arranging the availability of the thesis advisor and principal reader. The thesis advisor must be a full-time faculty member.

Master of Business Administration in Business Analytics (MBA)

The Master of Business Administration in Business Analytics program is a 24-month program.

Description, Program Length, and Career Outlook

The Program focuses on theoretical framework, practical applications, and research in the field of business administration in business analytics. Program teaches students to leverage the advanced technical tools of data science to synthesize translate complex and voluminous data into meaningful and productive business intelligence to make informed decisions.

In general, students are expected to complete this program in 24 months or two years. Students who maintain satisfactory academic progress for every three (3) consecutive quarter terms are eligible for a full quarter term break. By the successful completion of this program, students will be conferred the Master of Business Administration in Business Analytics degree in Business Analytics. In addition to the in-class learning of theoretical and practical applications and tools, students must demonstrate their academic achievements through capstone experiences in the forms of internship and thesis.

CALUSA Institute does not offer distance education to students. All courses are taught via traditional classroom format. There are no online courses in the curriculum. All instructions are taught in the English language only.

The Program prepares students for many potential career paths including a variety of executive and management/leadership roles or analytics roles that interpret big data into actionable business strategies to improve operations, finances, and marketing functions by making data-driven strategic decisions (Standard Occupational Classification codes 11-1011.00-11-3131.00, 15-2051.00, 13 1111.00).

Classifications of Instruction Program

CIP Code: 30.7102 Business Analytics

MBA Educational Objectives

1. Strategic Leadership & Management
2. Data-Driven Decision Making
3. Analytical & Technical Competence
4. Integration of Business Functions
5. Ethics, Governance & Responsible Analytics
6. Global & Competitive Perspective
7. Innovation & Problem-Solving

Student Learning Outcomes

Graduates of the Program are expected to demonstrate the following learning outcomes.

1. Demonstrate knowledge of management fundamentals such as business acumen, leadership principles, critical thinking, communication skills, practical problem-solving skills, and strategic thinking.

2. Demonstrate knowledge of technical concepts such as data mining and analysis, decision modeling, forecasting and simulation, predictive modeling, and data visualization.

3. Demonstrate how to implement management tools and skills learned.

4. Demonstrate how to deploy technical tools and skills learned.

5. Demonstrate ability to leverage the technical tools to make data-driven strategic business or management decisions in hands-on environment.

Curriculum Summary

Subject Areas / Credit Requirements	
Summary	
Major Courses	48 quarter credits
Internship	4 quarter credits
Thesis	4 quarter credits
Total Credit Requirements	**56 quarter credits**

Definition of Quarter Credit

Academic work is established by quarter credits.

A quarter credit hour earned is defined as the satisfactory completion of:
at least ten (10) clock hours of didactic work (lecture hours); or
at least twenty (20) clock hours of laboratory or supervised work; or
at least thirty (30) clock hours of internship/externship work, as determined by the school.

At least two (2) clock hours of out-of-class coursework should be expected by the student for every one (1) clock hour of lecture. One (1) clock hour equals 50-60 minutes.

MBA Course Listing

Course Listing			
Major Courses			
	Course Title	**Course #**	**Credit**
	Managerial Economics	BUS515	4
	Financial Management	BUS520	4
	Database Design and Implementation	MCIS531	4
	Quantitative Methods for Information Systems	MCIS541	4
	Business Analytics	BUS550	4
	Project Management	BUS555	4
	Big Data Analytics in Marketing	BUS575	4
	Applied Business Forecasting	BUS560	4
	Artificial Intelligence and Machine Learning	MCIS561	4
	Advanced SQL	MCIS577	4
	Operations Research	BUS580	4
	Strategic Management	BUS590	4
	Sub-Total		48
Internship			
	Internship in Business Management and Analytics	BUS605	4
	Sub-Total		4
Thesis			
	Thesis in Business Management and Analytics	BUS610	4
	Sub-Total		4
Total Credit Requirements			56

Graduation Requirements

To be conferred the Master of Business Administration degree in Business
Analytics degree, a total of at least 56 quarter credits in the Program Curriculum must be completed by the student with a minimum Cumulative Grade Point Average (CGPA) of 3.0.

Candidates for graduation must obtain an Application for Graduation Form from the Administration Office and submit it to the Registrar. Students are advised to file the application during the term preceding the one in which

they expect to graduate.

During each course registration period, candidates meet with their academic advisors to determine if their proposed course schedule meets the graduation requirements.

All tuition and school fee account balances must be paid in full sixty (60) days prior to graduation. Student's payment of the graduation fee is mandatory regardless of his or her attendance in the graduation ceremonies.

Clearance for Graduation

Candidates for graduation must obtain an Application for Graduation Form from the Administration Office and submit it to the Registrar. Students are advised to file the application during the term preceding the one in which they expect to graduate.

During each course registration period, candidates meet with their academic advisors to determine if their proposed course schedule meets the graduation requirements.

All tuition and school fee account balances must be paid in full sixty (60) days prior to graduation. Student's payment of the graduation fee is mandatory regardless of his or her attendance in the graduation ceremonies.

Credential Awarded

Upon successful completion of all program requirements, students are awarded the degree of Master of Business in Administration.

Disclosures

No licensure is required to obtain employment. CALUSA Institute and its programs are not accredited by an accrediting agency recognized by the United States Department of Education. This program is not recognized for some employment positions, including, but not limited to, positions with the State of California. Students enrolled in CALUSA Institute are not eligible for federal financial aid programs.

MBA Course Descriptions

Major Courses

BUS515 Managerial Economics

This is a course designed to teach topics in microeconomics most relevant to key management in making decisions within organizations. Essential maxims covered in this course include demand and supply, costs, strategic interactions, market equilibrium, value creation, profit maximization, and market outcomes. This course will teach how managers use economics as an efficient tool to approach and analyze problems and issues and make efficient economic decisions.

As a core course, the application of the principles taught in Managerial Economics will further facilitate understanding the rest of the MBA curriculum.

BUS520 Financial Management

This course provides an in-depth exploration of financial principles, tools, and strategies essential for effective decision-making in organizations. Students will learn to analyze financial statements, evaluate investment opportunities, assess capital structures, and manage working capital to support long-term organizational goals. Emphasis is placed on applying quantitative and qualitative financial techniques to real-world business and healthcare contexts. Key topics include time value of money, capital budgeting, risk and return analysis, cost of capital, and financial performance evaluation. Through case studies, projects, and simulations, students will develop the ability to interpret complex financial data and recommend sound fiscal strategies that align with organizational objectives and regulatory environments.

MCIS531 Database Design and Implementation

Database Design and Implementation focuses on Database design methodologies (ER and/or UML modeling), database query languages (relational algebra and SQL), database implementation (physical data organization, indexing, query processing and optimization), and database application development (JDBC/ODBC).

MCIS541 Quantitative Methods for Information Systems

Quantitative Methods for Information Systems focuses on mathematical essentials for successful quantitative analysis of problems in the field of information systems as it relates to business analytics. Topics include combinatorial mathematics, functions, and the fundamentals of differentiation and integration. It also includes the study of elementary probability theory, discrete and continuous distributions.

BUS550 Business Analytics

Business Analytics explores the relationships between variables, primarily through multivariate regression. In addition to learning basic regression skills such as modeling and estimation, students will be exposed to hypothesis testing and making inferences and predictions from data. Students will also learn new principles such as identification and robustness. The course has an intense focus on applications relevant to managers, using cases to understand business analytics, interpretations, and decision making.

BUS555 Project Management

Project Management provides practitioners who have current information technology skills with an understanding of the theory and practice of project management through an integrated view of the concepts, skills, tools, and techniques involved in the management of information technology projects in organizations.

BUS560 Applied Business Forecasting

This course equips students with the quantitative and analytical tools necessary to forecast business, economic, and market trends for informed managerial decision-making. Students will explore a variety of forecasting methods, including time series analysis, regression models, exponential smoothing, ARIMA modeling, and

qualitative techniques such as Delphi and scenario planning. Emphasis is placed on the practical application of forecasting methods to real-world business, finance, and economic datasets. Students will learn to select appropriate models, validate forecast accuracy, and communicate results effectively to stakeholders. The course integrates statistical software and spreadsheet modeling to support hands-on analysis and interpretation.

MCIS561 Artificial Intelligence and Machine Learning

This course covers advanced topics in Artificial Intelligence (AI) and Machine Learning with focus on how to build and search graph data structures needed to create software agents.

BUS575 Big Data Analytics in Marketing

This course is an introduction to Big Data Analytics and the ways data is used in marketing decisions. The course will focus on the study of how to extract actionable knowledge from a vast quantity of data sets.

MSCIS577 Advanced SQL

The course focuses on design, development, and implementation of SQL programming for all types of relational database applications including client/server and Internet databases. It also covers writing interactive and embedded SQL statements and understanding implications of multi-user database applications.

BUS580 Operations Research

Operations Research focuses on advanced study and research emphasizing topics such as deterministic optimization, probabilistic models and their applications, simulation, and mathematical statistics.

BUS590 Strategic Management

This course integrates knowledge from across the graduate curriculum to develop the skills required for strategic analysis, formulation, and implementation in complex organizational environments. Students will learn to assess external market forces, internal resources, and competitive positioning to craft strategies that achieve sustainable competitive advantage. Topics include environmental scanning, SWOT and value chain analysis, corporate governance, competitive and cooperative strategies, innovation management, and strategic leadership. Emphasis is placed on evidence-based decision-making, scenario planning, and aligning strategy with organizational mission, culture, and stakeholder expectations. Case studies, simulations, and applied projects will challenge students to address dynamic business conditions and create actionable strategic plans.

Internship

BUS605 Internship in Business Management and Analytics
The internship course is a required, credit-bearing academic experience designed to integrate classroom learning with supervised professional practice directly related to the student's field of study. Students engage in structured, progressively responsible work that allows them to observe, apply, and evaluate disciplinary theories, methodologies, and professional standards in a real-world setting. The internship culminates in a thesis-level analytical paper in which the student critically assesses the organization's practices and produces a formal, evidence-based recommendation for the company. Completion of

this academic work requires sustained engagement with organizational processes, professional workflows, and project development over time.

The internship may be completed over a period ranging from a minimum of one academic quarter to a maximum of four academic quarters to support appropriate experiential learning and academic depth. A minimum duration of one quarter (approximately three months) allows adequate time for orientation, substantive participation, observation, and reflective analysis aligned with course learning objectives, while a longer duration enables participation in extended projects and increased professional responsibility. Throughout the internship process, the student works closely with a faculty advisor to engage in guided discussion and complete assigned academic tasks that connect internship experiences to curricular learning outcomes.

Thesis

BUS610 Thesis in Business Management and Analytics

Students are required to have successfully completed at least twenty-eight (28) course credits in the Business Administration in Business Analytics program prior to registering this course. Students are responsible for arranging the availability of the thesis advisor and principal reader. The thesis advisor must be a full-time faculty member.

Master of Science in Healthcare Management and Informatics (MSHMI)

The Master of Science in Healthcare Management and Informatics program is a 24-month program.

Description, Program Length, and Career Outlook

The Healthcare Management and Informatics curriculum prepares students for many potential career paths, including healthcare information technology and management or leadership roles, in this growing interdisciplinary practice by developing skills and applying innovative approaches in health informatics to deliver quality healthcare to respective communities.

This program is a dual subject matter program offering students seeking advanced studies or health care leadership roles to pursue both disciplines of healthcare management and health informatics in 24 months or two years. Students who maintain satisfactory academic progress for every three consecutive quarter terms are eligible for a full quarter term break.

Calusa's program includes broad-based fundamental courses required in mastering general management concepts and skills required in effective healthcare management. These courses are designed to serve as a solid platform for successfully absorbing advanced healthcare management and informatics courses focused on concepts, theories, tools, and applications. In addition to the in class learning of theoretical and practical applications and tools, students must demonstrate their academic achievements through capstone experiences in the forms of internship and thesis.

CALUSA Institute does not offer distance education to students. All courses are taught via traditional classroom format. There are no online courses in the curriculum. All instructions are taught in the English language only.

The Healthcare Management and Informatics curriculum focuses on the intersection of healthcare management and information technology and the integration of the two disciplines to develop practical, efficient, and productive processes, systems, and ultimately, organizations. The concurrent pursuit of the two endeavors allows for synthesized focus of the intersectionality of the distinct areas of discipline.

The Healthcare Management and Informatics program prepares future healthcare leaders to visualize, engage, and lead positive change at all levels inside and outside of their organizations and communities. Because of the advanced nature of the coursework, the master's degree is designed for professionals with goals to pursue executive, leadership, or expertise in the health care industry which often offer higher salaries. Many of the career paths the program prepares graduates for are projected to grow rapidly in the next several years and will have large numbers of job openings. Some of these bright job outlook occupation categories include Medical and Health Services Managers, Health Information Technologists and Medical Registrars, Computer and Information Systems Managers, and Healthcare IT Consultants (Standard Occupational Classification codes 11 9111.00, 29-9021.00, 11-3021.00). Calusa's program is designed to impart comprehensive understanding of healthcare practices, and the dynamic roles informatics, technology, and data analytics plays in creating leaders in healthcare management and informatics.

Classifications of Instruction Program

CIP Code: 51.2706 Medical Informatics

MSHMI Educational Objectives

1. Leadership & Strategic Management
2. Healthcare Systems & Policy Understanding
3. Health Informatics Competence
4. Data Analytics & Evidence-Based Decision Making
5. Ethics, Privacy, and Compliance
6. Interdisciplinary Collaboration
7. Quality Improvement & Innovation
8. Global & Population Health Perspective

Student Learning Outcomes

Graduates of the Healthcare Management and Informatics program are expected to demonstrate the following learning outcomes.

1. Integrate health care management and leadership principles with innovative technological solutions and data analysis to make evidence-based strategic decisions and deliver quality and ethical health care to the community.

2. Demonstrate qualities of successful health care managers and leaders by developing professionalism, effective communication and interpersonal skills, ethical decision-making, and practical informatics technical skills.

3. Demonstrate knowledge of technical data management concepts to manage electronic health data, such as, abstracting data, compiling information, and researching data.

4. Understand the diverse components of health information systems, healthcare delivery systems, and classification systems.

5. Evaluate health records to ensure federal, state, privacy, ethical, security and confidentiality guidelines and regulations

6. Develop and execute operational strategies to deliver quality healthcare using healthcare economics, policy, management, and informatics.

7. Holistically optimize the health care information system life cycle from system identification, analysis, strategic planning, system design, creation, testing, implementation, and maintenance.

Curriculum Summary

Subject Areas / Credit Requirements	
Summary	
Major Courses	48 quarter credits
Internship	4 quarter credits
Thesis	4 quarter credits
Total Credit Requirements	**56 quarter credits**

Definition of Quarter Credit

Academic work is established by quarter credits.

A quarter credit hour earned is defined as the satisfactory completion of:
at least ten (10) clock hours of didactic work (lecture hours); or
at least twenty (20) clock hours of laboratory or supervised work; or
at least thirty (30) clock hours of internship/externship work, as determined by the school.

At least two (2) clock hours of out-of-class coursework should be expected by the student for every one (1) clock hour of lecture. One (1) clock hour equals 50-60 minutes.

MSHMI Course Listing

Course Listing			
Major Courses			
Course Title		**Course #**	**Credit**
Healthcare Economics, Markets, and Regulations		HMI511	4
Health Law and Policy		HMI521	4
Database Design and Implementation		MCIS531	4
Quantitative Methods for Information Systems		MCIS541	4
Health Informatics		HMI541	4

	Electronic Health Records (HER) & Clinical Information Systems	HMI550	4
	Healthcare Data Analytics	HMI551	4
	Project Management	BUS555	4
	Clinical Decision Support Systems (CDSS)	HMI570	4
	Advanced SQL	MCIS577	4
	Operations Research	BUS580	4
	Strategic Management for Healthcare Organization	HMI590	4
	Sub-Total		48
Internship			
	Internship in Healthcare Management and Informatics	HMI605	4
	Sub-Total		4
Thesis			
	Thesis in Healthcare Management and Informatics	HMI610	4
	Sub-Total		4
Total Credit Requirements			56

Graduation Requirements

To be conferred the Master of Science in Healthcare Management and Informatics,
a total of at least 56 quarter credits in the Program Curriculum must be completed by the student with a minimum Cumulative Grade Point Average (CGPA) of 3.0.

Clearance for Graduation

Candidates for graduation must obtain an Application for Graduation Form from the Administration Office and submit it to the Registrar. Students are advised to file the application during the term preceding the one in which they expect to graduate.

During each course registration period, candidates meet with their academic advisors to determine if their proposed course schedule meets the graduation requirements.

All tuition and school fee account balances must be paid in full sixty (60) days prior to graduation. Student's payment of the graduation fee is mandatory regardless of his or her attendance in the graduation ceremonies.

Graduation Requirements

To be conferred the Master of Science in Healthcare Management and Informatics, a total of at least 56 quarter credits in the Program Curriculum must be completed by the student with a minimum Cumulative Grade Point Average (CGPA) of 3.0.

Candidates for graduation must obtain an Application for Graduation Form from the Administration Office and submit it to the Registrar. Students are advised to file the application during the term preceding the one in which they expect to graduate.

During each course registration period, candidates meet with their academic advisors to determine if their proposed course schedule meets the graduation requirements.

All tuition and school fee account balances must be paid in full sixty (60) days prior to graduation. Student's payment of the graduation fee is mandatory regardless of his or her attendance in the graduation ceremonies.

Credential Awarded

Upon successful completion of all program requirements, students are awarded the degree of Master of Science in Healthcare Management and Informatics.

Disclosures

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MSHMI Course Descriptions

Major Courses

HMI511 Healthcare Economics, Markets, and Regulations

This course examines the health economics principles to developments and policies in the health care market. We also study the concepts, models, and trends in health economics, economic data, financing health care, and reimbursement methods. We will focus on health care market drivers such as patient demands, institutional roles of insurance companies and healthcare facilities, healthcare provider behaviors, implications of geography, and the empirical impacts of regulations. Lastly, this course outlines policy issues and explores health reform.

HMI521 Health Law and Policy

Health Law and Policy introduces non-lawyers to the foundational legal issues in the U.S. health care system. It provides an overview of the legal system and ethical issues in healthcare. Students will analyze the roles of statues,

regulations, case law, and other policies that shape healthcare and impact institutions, clinicians, pa ents, and other stakeholders. Health Law and Policy will guide students through variety of key topics, including but not limited to, regulating the medical profession, systemic racism in health law, health insurance, mental health and disability law, reproductive and death rights, public health, pharmaceutical pricing and regulation, human subjects in research, and other ethical and moral issues found in health law.

MCIS531 Database Design and Implementation

Database Design and Implementation focuses on Database design methodologies (ER and/or UML modeling), database query languages (relational algebra and SQL), database implementation (physical data organization, indexing, query processing and optimization), and database application development (JDBC/ODBC).

MCIS541 Quantitative Methods for Information Systems

Quantitative Methods for Information Systems focuses on mathematical essentials for successful quantitative analysis of problems in the field of information systems as it relates to business analytics. Topics include combinatorial mathematics, functions, and the fundamentals of differentiation and integration. It also includes the study of elementary probability theory, discrete and continuous distributions.

HMI541 Health Informatics

This course explores the fundamental principles, concepts, terminologies, and technologies used today in Health Informa cs. We focus on core elements of Health Informa cs, including structure for effectively collecting, storing, organizing, and using medical data and understanding concepts of popular on health and precision medicine and various IT aspects in clinical process. This course discusses Health Informa on Technology standards, IT components of clinical process modeling, Electronic Medical Records, Electronic Health Records, and common algorithms of health analytics tools and methodologies. The course examines how these core elements are collaboratively deployed in the complex matrixed healthcare management in clinical, medical, financial, and other capacities.

HMI550 Electronic Health Records (HER) & Clinical Information Systems

This course provides an in-depth examination of Electronic Health Records (EHR) and clinical information systems as core components of modern healthcare delivery. Students will explore the design, functionality, implementation, and optimization of EHR systems, along with their integration into broader health information technology infrastructures. Key topics include data standards and interoperability, clinical decision support, health information exchange (HIE), privacy and security regulations (HIPAA, HITECH), and workflow redesign to support quality improvement and patient safety. The course emphasizes both the technical and organizational aspects of EHR adoption, including vendor selection, change management, user training, and system evaluation. Through case studies and hands-on projects, students will gain practical experience in assessing system requirements, evaluating EHR capabilities, and analyzing their impact on clinical outcomes and operational efficiency.

HMI551 Health Care Data Analytics

This course focuses on data analysis techniques, management, and reporting health data to uncover patterns, trends, and actionable insights to improve decision-making and achieve optimal healthcare business targets.

Students will learn visualization and interpretation of statistical data to create reports to serve as basis for clinical, operational, and financial insights to be used in effective communication with stakeholders. We explore generating quantitative data and analyses by executing statistical tools to improve clinical decisions, healthcare operations, healthcare data security, and public health and consequently decrease risk, increase access, assess population health, and improve policies. This course also explores qualitative methods that evaluate legal and ethical components of healthcare data analytics.

BUS555 Project Management

Project Management provides practitioners who have current information technology skills with an understanding of the theory and practice of project management through an integrated view of the concepts, skills, tools, and techniques involved in the management of information technology projects in organizations.

HMI570 Clinical Decision Support Systems (CDSS)

This course provides a comprehensive exploration of Clinical Decision Support Systems, focusing on their design, implementation, and evaluation in healthcare settings. Students will examine how CDSS tools leverage data, knowledge, and analytics to enhance clinical decision-making, improve patient outcomes, and support evidence-based practice. Core topics include CDSS architecture, rule-based and knowledge-based systems, machine learning applications in healthcare, integration with Electronic Health Records (EHR), data standards (e.g., HL7, FHIR, SNOMED CT, LOINC), and regulatory and ethical considerations. Emphasis is placed on understanding clinical workflows, human-computer interaction, and strategies for effective adoption and utilization. Through case studies, hands-on exercises, and system analysis projects, students will learn to assess, design, and recommend CDSS solutions tailored to specific clinical environments.

MSCIS577 Advanced SQL

The course focuses on design, development, and implementation of SQL programming for all types of relational database applications including client/server and Internet databases. It also covers writing interactive and embedded SQL statements and understanding implications of multi-user database applications.

BUS580 Operations Research

Operations Research focuses on advanced study and research emphasizing topics such as deterministic optimization, probabilistic models and their applications, simulation, and mathematical statistics.

HMI590 Strategic Management for Healthcare Organization

This course examines the principles and practices of strategic management as applied to the unique challenges of healthcare organizations. Students will learn to analyze the healthcare environment, evaluate competitive positioning, and formulate strategies that address the complex interplay of clinical quality, patient experience, financial performance, and regulatory compliance. Core topics include environmental scanning, healthcare market analysis, service line development, value-based care strategies, integration of health information technology into strategic planning, and change leadership in clinical settings. Emphasis is placed on applying evidence-based decision-making and scenario planning to anticipate and respond to shifting market, policy, and technological trends. Case studies and applied projects enable students to develop actionable strategic plans tailored to

hospitals, health systems, and other healthcare entities.

Internship
BUS605 Internship in Healthcare Management and Informatics
The internship course is a required, credit-bearing academic experience designed to integrate classroom learning with supervised professional practice directly related to the student's field of study. Students engage in structured, progressively responsible work that allows them to observe, apply, and evaluate disciplinary theories, methodologies, and professional standards in a real-world setting. The internship culminates in a thesis-level analytical paper in which the student critically assesses the organization's practices and produces a formal, evidence-based recommendation for the company. Completion of this academic work requires sustained engagement with organizational processes, professional workflows, and project development over time.

The internship may be completed over a period ranging from a minimum of one academic quarter to a maximum of four academic quarters to support appropriate experiential learning and academic depth. A minimum duration of one quarter (approximately three months) allows adequate time for orientation, substantive participation, observation, and reflective analysis aligned with course learning objectives, while a longer duration enables participation in extended projects and increased professional responsibility. Throughout the internship process, the student works closely with a faculty advisor to engage in guided discussion and complete assigned academic tasks that connect internship experiences to curricular learning outcomes.

Thesis
BUS610 Thesis in Healthcare Management and Informatics

Students are required to have successfully completed at least twenty-eight (28) course credits in the Business Administration in Business Analytics program prior to registering this course. Students are responsible for arranging the availability of the thesis advisor and principal reader. The thesis advisor must be a full-time faculty member.

ENROLLMENT POLICIES AND PROCEDURES

Enrollment and Course Registration

CALUSA Institute operates on an open enrollment system, i.e., the school is open to admit and enroll students every quarter term – Winter, Spring, Summer, and Fall.

All students must register courses in keeping with their academic plans and for which they meet the stated prerequisites. Students are required to consult their academic advisors before enrollment and course registration to ensure direction, timeliness, and accuracy.

Program Length

The normal length of the Master's degree program is 6 quarter terms (two academic years). The

maximum program length of the Master's degree program is 9 quarter terms (three academic years).

Minimum Course Loads

The minimum course load for a full-time Master's degree student must register at least eight (8) quarter credits per term.

Add and Drop Policy

During the first two weeks of the quarter term, one or two courses, but no more than two, may be dropped and an equivalent number of courses may be added without penalty (financial or attendance). No other Adds are allowed after the second week except under the same kind of emergency circumstances that would apply in the case of incomplete grades.

A student who wishes to ADD a course must:

1. Make a request to add by completing an official Add/Drop Request Form.
2. Obtain the program chair's approval to add a class.
3. Submit the completed Add/Drop Request Form to the Registrar's Office on or before the last day to add and drop.

A student who wishes to DROP a course must:

1. Make a request to drop by completing an official Add/Drop Request Form.
2. Notify the faculty that he/she is dropping the course.
3. Obtain the programs chair's approval to drop the class/es.
4. Submit the completed Add/Drop Request Form to the Registrar's Office on or before the last day to add and drop.

Late Registration

Students who have not completed registration by the last day of the registration period may enroll in courses during the first two weeks after classes begin upon approval of the Academic Dean and payment of the late registration fee. Students are not allowed to register after the end of the second week each quarter term. No enrollment or addition of any course is permitted after the first two weeks of the quarter have passed without permission from the instructor involved and authorization from the Academic Dean.

Attendance Policy

Regular attendance is necessary to achieve satisfactory academic progress. If the student is absent, he/she may be required to make up all work missed. It is the student's responsibility to check on all assignments.

Students enrolled in any course are expected to attend classes regularly and comply with class requirements to the satisfaction of the faculty. In case of severe illness, or a death in the immediate family, faculty may "excuse" the student from attending class. However, it is the responsibility of the student to make up any academic work assigned during his or her absence. Students who miss fourteen (14) consecutive days during any regular quarter will be dismissed from the institution.

Students who wish to be allowed to continue attendance in the class must notify the faculty concerned. If the work missed is completed to the satisfaction of faculty, the student may continue with the class. Any student missing fourteen (14) consecutive days during the quarter will be

reported to the Academic Dean by faculty. The Academic Dean will then initiate the process of counseling or dropping that student from the class.

Auditing a Course

A student requesting to audit a course or courses must be enrolled in CALUSA Institute. For an upper-division course, the student must demonstrate sufficient knowledge so he/she can benefit from auditing the course. No more than two auditing students will be accepted for any one course. The application fee is waived, but the student is required to pay 50% of the tuition.

Course Schedules

Prior to the beginning of each quarter term, a course schedule is prepared and filed in the Registrar's Office. The course schedule may be revised after the term has begun before the Add and Drop deadline. All revisions are filed in the Registrar's Office. The initial course schedule and any revision thereafter must be approved by the Academic Dean.

Challenge Examination

Students in good standing and with the appropriate background may petition to take courses for credit by challenge examinations. Eligible students must be registered in full-time status.

Master degree students must have completed two (2) graduate courses and may challenge a maximum of two (2) core courses.

Credits earned by challenge examinations may be applied toward the graduation requirements. The passing grade for credit by challenge examination is B for Master's degree courses. Credits earned by challenge examinations will be recorded as "CR" in the transcript. If a student does not pass the challenge examination, "NC" will be entered in the transcript. The tuition for credit awarded is the same as normal tuition. Students wishing to earn credit by taking a challenge exam must consult the Academic Dean.

Credit by Advanced Placement (AP)

A student may receive up to twenty (20) credits earned in high school Advanced Placement courses. Completed courses are accepted credit-for-credit for equivalent courses at CALUSA Institute if the student has earned a score of three (3) out of possible five (5). The Academic Dean shall evaluate and approve AP credits.

Readmission

Students who have been dismissed from the school must wait at least one quarter term before applying for re-admission and must submit a Petition for Re-Admission to the Academic Dean. In order to be considered, the student must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be submitted to the Academic Dean at least ten (10) days before the beginning of the quarter term in which the student requests readmission. The Academic Dean will determine if the student has demonstrated the likelihood of future success in the program of study. The Academic Dean will notify the student in writing concerning readmission. If readmission is granted, a student may resume course work.

Transfer Credit Policy

Transfer credit is awarded for courses comparable to those offered by CALUSA Institute. A minimum grade of B is required for transfer credits in the Master's degree program.

Students who have earned graduate level credits at another appropriately accredited institution may request to waive courses required by the degree program to which they are applying at CALUSA Institute subject to evaluation of an official transcript and review of the grades and courses taken. A course waiver applies only to courses that are required to complete a specific major of an undergraduate or graduate degree and do not apply to undergraduate general education courses. Only equivalent courses with a grade of 3.0 or "B" for graduate will be waived. Approved courses will then count as credit applied towards the total credit requirement of the degree.

The Academic Dean will evaluate previous credits and reserves the right to accept or deny any of the credits for transfer.

A qualified transferring course of three (3) units can be transferred into a four (4)-unit equivalent course with the condition that the student is required to perform additional academic work to fulfill the one (1) outstanding or missing unit and to pay the appropriate tuition. A form for satisfying this requirement shall be filled out by the student, approved by the Academic Dean, and submitted to the appropriate faculty for completion of this additional academic requirement. Upon completion, the faculty shall record a pass (P) or fail (F) grade of the student's work on the form and submit it to the Registrar no later than the Add/Drop deadline of the following quarter. The Registrar shall place °TC" for the appropriate course on the student's transcript only upon receiving a pass grade for this one
(1) unit requirement.

The Registrar will advise students of any award of transfer credits in writing. The Registrar will also maintain records of transfer credits granted in individual student's transcript and academic file.

Transfer credit evaluation shall be completed within the quarter term that the official transcript and TC evaluation request form was received.

Transfer credits will be counted towards the maximum program length. Eight (8) quarter credits for the Master's degree program shall constitute one (1) quarter term to be used in the determination of time limitations for graduation.

Transfer credit appears on a student's academic record, and the hours are included in the student's cumulative earned hours.

Up to sixteen (16) quarter credits may be awarded for transfer credits in the Master's degree program.

CALUSA Institute does not award credit for experimental learning. CALUSA Institute does not collect any fees for transfer credit evaluation.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at the CALUSA Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or degree you earn in any of the CALUSA Institute programs 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 CALUSA Institute to determine if your credits or degree, diploma or certificate will transfer.

Leave of Absence

A leave of absence may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. Students taking a leave of absence must submit a signed leave of absence form to the Registrar's office prior to taking the leave. If a leave of absence is unavoidable, it is best to finish the current quarter tern before starting a leave. Students who begin a leave of absence during a quarter will be assigned a grade of "W" for any coursework that cannot be assigned a final grade. Leave of absences may not be granted during a student's first term. Normally, only one Leave of Absence may be granted in any one academic year. A leave of absence has no effect on satisfactory academic progress if no credits are attempted during the leave period.

A student who wishes to take a leave of absence must make the request prior to or on the first day of instruction by completing the Request for Leave of Absence form. The leave of absence is effective only when the Academic Dean has acted upon the request and granted permission. A student who has taken a leave of absence without the Academic Dean's permission will not be considered as a continuing student without persuasive reason(s) and evidence to substantiate such reason(s).

During the leave of absence students are not entitled to assistance from the faculty or use of campus facilities. If the leave of absence is approved, the leave is recorded on the student's transcript. The period of leave is not counted in the time allowed for the completion of degree requirements.

Students who do not return to enrolled status at the end of the approved leave of absence are no longer considered to be pursuing a degree. Students who fail to apply for Request for Leave of Absence, or for whom a leave has been denied or has expired, shall hence be bound by the readmission policies of the school.

Leave of Absence for Non-Medical (Personal) Reasons

The student requesting a Leave of Absence and wishes to maintain enrollment status may do so under the following conditions:

1. File a Request for Leave of Absence Form, with the period of leave not to exceed sixty (60) days per academic year, or to the conclusion of any given quarter term of an academic year if the request is filed after the formal beginning of registration for the quarter term.
2. Receive approval for the Leave of Absence request from the Academic Dean

Leave of Absence for Medical Reasons

The student requesting a Leave of Absence for medical reasons and wishes to maintain enrollment status may do so under the following conditions:

1. File a Request for Leave of Absence Form, with the period of leave not to exceed the estimated/required length of absence as confirmed by the attending Physician/Practitioner in a written statement filed in the Admissions Office. If this length of time must be extended due to further medical reasons, the student in question and his/her physician/ practitioner must file a new Request for Leave of Absence, indicating that this is an extension. There is a maximum of 180 days limit on a medical Leave of Absence if reasonable grounds are given. Also, Leave of Absence time for medical reasons will not be counted against the student's expected time of completion requirement.

2. Receive approval for the Leave of Absence request from the Academic Dean.

Withdrawal from the Program

There are three ways to withdraw from the program:

1. Students wishing to withdraw temporarily but who wish to be considered as continuing students must first obtain the approval of the Academic Dean.

   The following procedures must be observed by the student:

   a. Notify the Academic Dean or Registrar of intent to withdraw by completing and submitting the Withdrawal Notice Form.

   b. Clear all outstanding account balances with the school.

   c. Students who submit their Withdrawal Notice Form shall receive their refunds within thirty (30) days from receipt of the Withdrawal Notice Form (see Refund Policy)

2. Students who fail to register two (2) consecutive quarter terms, without the Academic Dean's approval, will be considered as automatically withdrawn from the school.

3. Students who fail to attend classes fourteen (14) consecutive days will be withdrawn from the school (see Attendance Policy).

4. The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the school (official, involuntary withdrawal).

All withdrawals from the Institution must be requested by completing the 'Notice of Cancellation (Withdrawal Form)', email, phone requests. See Enrollment Cancellation Procedures.

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund for the current term if you have completed less than 60 percent of the scheduled days through the last day of attendance in that term. The refund will be less an application fee, not to exceed $50, and less any deduction for equipment not returned in good condition, within forty-five (45) days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have officially or unofficially withdrawn from a program of instruction when any of the following occurs:
1.   The student notifies the institution of the student's withdrawal (official, voluntary withdrawal).
2.   The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the school (official, involuntary withdrawal).
3.   The student has failed to attend classes for 14 consecutive calendar days (unofficial, involuntary withdrawal).
4. The student fails to return from a leave of absence (unofficial, involuntary withdrawal).

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student's date of determination will be no later than 14 consecutive days from the student's last day of attendance.

The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

Example: If the student completes only 20 hours of a 4-quarter unit (40 hours) course and paid $1,000.00 tuition, the student would receive a refund of $500.00.

$$\$1000 - \left(\$1000 \times \frac{20 \text{ hours (Hours of instruction received)}}{40 \text{ hours (Hours of instruction paid)}}\right)$$

$$= \$500.00 \text{ (Amount of refund)}$$

No refund will be issued unless the student's account has credit balance. Refunds will be processed within forty-five (45) days from receipt of the student's request to the Registrar.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Grading System

Faculty members, under the direction of the Academic Dean, determines the course requirements and methods of evaluating student performance. Grades can be given for attendance, quizzes, tests, oral or written projects, reports and standardized tests. Faculty members inform students of the class requirements and the grading procedures at the beginning of the course. At the end of each quarter term, the Registrar enters the course grades into the student records.

Standard letter grades are used. Only these letters are recorded on transcripts and in computing the Grade Point Average (GPA) as shown below:

GRADE	POINT/S (REMARKS)
A	4.0 (Excellent)
A-	3.7 (Above Average)
B+	3.3 (Slightly Above Average)
B	3.0 (Average)
B-	2.7 (Slightly Below Average)
C+	2.3 (Slightly Below Average)
C	2.0 (Below Average) 1.7
C-	1.7 (Needs Improvement)
D	0.0 for Master Degree Program Courses (Fail)
F	0.0(Fail)
P	0.0(Pass)
CR	0.0(Credit)
I	0.0(Incomplete)
TC	0.0(Transfer Credit)
W	0.0(Withdrawn)
R	0.0(Repeated Course)
IP	0.0(In Progress)
AU	0.0(Audit)

Note: Letter Grades followed by an asterisk symbol (*) means that the grade obtained by the student is for a program prerequisite course. These grades are not included in the calculation of the student's GPA.

Credit (CR)

A grade of CR is used to denote "pass with credit" when no letter grade is given. This grade is assigned to a grade of B or better for MSCIS program. The CR grade is not included in the calculation of the GPA.

Incomplete (I)

Incomplete (I) is given to students who, in the judgment of the faculty, are unable to complete the requirements of a course before the end of the quarter term because of unforeseen circumstances and justifiable reasons. This grade is recorded on the transcript but does not affect the grade point average.

To receive credit for the course, work must be finished within two (2) quarter terms from the end of the quarter term in which the Incomplete grade was assigned. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completion of the work has elapsed. If the work is not finished within two (2) quarter terms, an "F" grade will be posted on the student record. For a time extension due to unusual circumstances, a student may file a petition with the Academic Dean. A student receiving an Incomplete (I) grade may re-register the course with the permission of the Academic Dean.

Transfer Credit (TC)

A grade of TC is given to a course that has been approved and awarded transfer credits by the Academic Dean.

Withdrawn (W)

Students may withdraw from courses during the first two (2) weeks of the quarter term without affecting their grade point average, i.e., "dropping". Students thereafter are required to obtain a permit from the Academic Dean to withdraw. Withdrawal from enrolled classes after the first two (2) weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. No withdrawals are permitted during the final three (3) weeks of the quarter term except in emergency cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawn grades are not included in the calculation of the GPA. A refund of tuition, if any, will be made in accordance with the school's refund policy.

Repeated Course (R)

Students can repeat any course only once. If a higher grade is earned in the repeated course, the lower grade will be recorded as "R" in the official transcript. Only the higher grade is included in the calculation of the GPA. A student who is required to repeat a course must complete it within the maximum time frame and is charged tuition at the current published rate. All course repetitions count as courses attempted for purposes of determining satisfactory academic progress.

In Progress (IP)

A grade of IP is shown on the student's transcript to indicate that the course is currently being taken by the student during that particular quarter term.

Audit (AU)

The grade of AU is awarded for courses taken for audit. Audit grades are not awarded unless the student is registered for audit. AU grades are not included in the calculation of the GPA.

Grade Point Average (GPA)

A student's grade point average (GPA) is computed using the following formula:

$$\frac{\text{Total Grade Points Earned}}{\text{Total Credits Attempted with Letter Grade}}$$

Grades earned from program prerequisite courses are not included in the GPA calculation.

Grade Changes

A grade of "F" (Failure) may be remedied by repeating the course. Any course with a grade of less than "C" may be repeated. Upon the recommendation of the Academic Dean, a student may repeat any course. If a higher grade is earned in the repeated course, the lower grade will be removed from the record. All grades are final with the exception of those recorded through mechanical error or through an error in the calculation of a grade by faculty. Otherwise, they will remain as reported on a student's transcript.

All requests for grade changes must be submitted to the Registrar's office by faculty within two (2) weeks following the date of issuance of the grade in question. A grade must not be changed after a degree has been conferred to the student.

Grade Report

Final grades are issued by faculty at the end of each quarter term. The Registrar prepares the final grade report. In the absence of mistake, fraud or bad faith, the grades assigned by the faculty shall be final once they have been filed in the Office of the Registrar. Questions regarding final grades should be brought to the attention of the Registrar's Office during the quarter term immediately following the grade assignment.

Program Prerequisite Courses (*)

Program prerequisite courses are courses for those students with insufficient background in the chosen program. Asterisk symbol (*) indicates the prerequisite course. The grade with

* is not included in the calculation of the student's GPA.

Satisfactory Academic Progress (SAP)

A student must meet the following standards of academic achievement and successful course completion while enrolled at CALUSA Institute.

Maximum Time Frame

Students must progress through the program at a pace that will ensure successful completion within one-and a-half (1.5) times the normal program length as measured in academic years. If a student cannot complete the program within the Maximum Time Frame (MTF), the student will be dismissed. The Maximum Time Frames are shown in the following table:

Program	Maximum Time Frame
Master of Science in Computer Information Systems	3 years
Master of Business in Business Analytics	3 years
Master of Science in Healthcare Management and Informatics	3 years

Evaluation Factors

The Academic Office evaluates student progress every quarter term taking into consideration the following factors: a) the minimum cumulative GPA; b) the percentage of minimum courses successfully completed of courses attempted; and c) the maximum time frame. The following tables serve as reference in the evaluation.

Master's Degree Programs

% of Maximum Time Frame Attempted	Minimum Cumulative GPA	% of Minimum Course Successfully Completed of Courses Attempted	Maximum Time Frame
25%	2.25	55%	3 Years
50%	2.5	60%	3 Years
100%	3.0	---	3 Years

Master's degree students must achieve Cumulative Grade Point Average (CGPA) of the following: 2.25 at 25% of the maximum time frame; 2.5 at the midpoint of the maximum time frame; and a 3.0 at the maximum time frame. A student whose CGPA is below 2.5 at 50% of the maximum time frame will not be allowed probation and will be suspended for one quarter. Failure to maintain a grade point average (GPA) of 3.0 for any quarter will be placed on academic probation.

Academic Probation

Students who do not maintain satisfactory academic progress will be placed on academic probation for one (1) quarter term. All students placed on academic probation will be counseled by their academic advisor and will be given assistance, if needed, in order to improve their GPA. At the end of the one quarter probationary period, if the academic record did not meet SAP, the student will be dismissed.

Dismissal and Extended Enrollment

Students who have been dismissed due to the failure to maintain satisfactory progress may apply to continue their studies at CALUSA Institute in an extended enrollment status. The extended period will be for one (1) quarter term only. During this time, the student must attempt to improve the deficient areas that led to the dismissal by taking remedial courses, retaking courses they failed, or practicing previously learned skills in order to re-establish satisfactory academic progress. Students will be responsible for all costs incurred during this quarter term.

At the completion of this quarter term, students who have re-established satisfactory academic progress should submit a written request to the administration office to return to regular student status through reinstatement. Upon receipt of this request, a meeting will be scheduled between the Academic Dean and the student requesting for reinstatement to determine whether the student has the academic ability and desire to successfully continue

the program. If reinstated, the student will be placed on probation for a period of one (1) quarter term.

All credits attempted during the extended period will count toward the maximum 150% program length. If the attempted courses were the repeat of courses that students had taken and failed, the grades will be replaced according to grade change policy of the school. In no case can a student exceed the 150% maximum time frame.

Mitigating Circumstances

The Academic Dean may waive interim SAP standards for circumstances of poor health, family crisis, or other significant occurrences outside of the student's control. These circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student's academic status.

When an appeal is granted, the student will be placed on probation for a period of one (1) quarter term and will be considered making satisfactory academic progress during that period. No waivers will be provided for graduation requirements.

Appeals

Should a student disagree with the application of these standards of satisfactory academic progress, he/she must first discuss the problem with the concerned faculty. If the student is still unsatisfied, he/she may then appeal to the Academic Dean. The decision of the Academic Dean is final and may not be further appealed.

Final Examinations

Student achievement will be evaluated in all courses. Students shall be fully informed as to the manner of evaluation (testing/term report), requirements, and assignments at the start of each quarter. CALUSA Institute requires all faculty to give a final exam in each course during the last class period of each quarter term.

Any student who finds it impossible to take a final exam on the date scheduled must make arrangements in advance with the faculty either to take the exam at another time before the deadline for reporting grades, or request that a grade of "Incomplete" be assigned, and then follow the procedures for the removal of the "Incomplete" grade. The student also has to go to the Administration Office to fill out the make-up examination form and pay the make-up exam fee. No exceptions will be made to these regulations without the written approval of the faculty and the Academic Dean. All make-up finals will receive a letter grade corresponding to the score which is ten (10) points lower than the numerical score achieved on the final exam.

Independent Study

Independent Study is offered only to students during the last two (2) quarters of study. The Chief Academic Officer must authorize a student seeking Independent Study only if a particular course is needed for the student's timely graduation and that course is not being offered in time for the student to graduate, or there will be a time conflict in the class schedule for the needed course with another course taken by the student.

To apply for Independent Study, students must plan at least three (3) quarter terms before graduation and must meet with the Registrar to determine graduation requirements. One quarter term before graduation and, if justified, a student may apply for Independent Study for a maximum of three (3) courses. The Independent Study requirements must be followed and completed by the faculty and student, and then submitted to the Program Chair or Chief Academic Officer for approval. Meeting dates between faculty and student and assigned work must be planned ahead of time and recorded prior to submission of the form.

ADMINISTRATORS AND STAFF

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of Science, Nursing Jordan Institute
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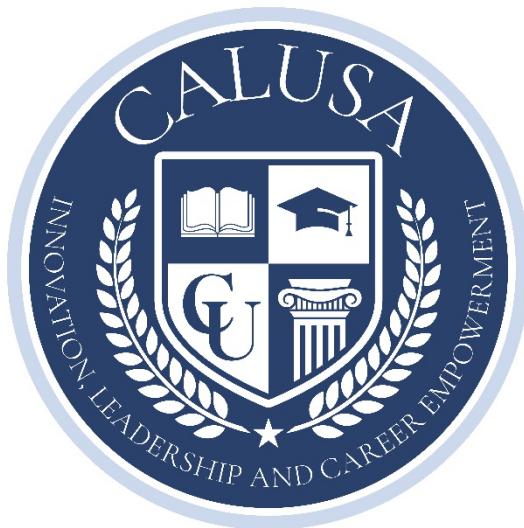
EMERGENCY PREPAREDNESS PLAN

January 1, 2026 – December 31, 2026

I. INTRODUCTION

A. Purpose of the Plan

The purpose of the CALUSA Institute Emergency Preparedness Plan is to identify and respond to incidents by outlining the responsibilities and duties of the school and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides the school stakeholders and members of the community with assurances that the school has established guidelines and procedures to respond to incidents/hazards in an effective way. The guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below.

The Plan outlines an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines through dissemination of information via email and posting on bulletin boards. CALUSA Institute regularly schedules in- service training for faculty and staff where this topic is periodically added to the agenda or scheduled set of activities.

The formulation and implementation of this Plan is also consistent with the standards set forth by the Accrediting Commission of Career Schools and Colleges (ACCSC) as part and parcel of the Institutional Assessment and Improvement Activities.

B. Scope of the Plan

This Emergency Preparedness Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

1. Definitions

   Incident: An incident is an occurrence – natural, technological, or human-caused – that requires a response to protect life or property. The CALUSA Institute President and/or his/her designated school official shall have the authority to determine when an incident has occurred and to implement the procedures within this Plan.

   Hazards: Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident.

   C. Situation Overview/Hazard Analysis Summary

   The school's current enrollment of 2 students and 4 faculty members based on the course schedule and class periods every quarter term poses minimal threat of harm. Nevertheless, this Plan is being implemented to ensure compliance to safety guidelines and procedures required by federal and state

agencies. The campus is housed in Unit 101 of a commercial building located at 1240 S. State Blvd., Unit 101, Anaheim, CA 92806. A map of the building annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shutoffs are readily accessible to the school administration, faculty, students, and staff.

D. Hazard Assessment – City of Anaheim

Hazards Scores and Threat Level

Wildland/ Urban Fire	4	3	4	4	3.7 (High)
Earthquake	3	4	4	4	3.55 (High)
Severe Weather	4	2	2	4	3.1 (High)
Dam Failure	2	4	3	4	2.95 (Medium)
Landslide	3	2	3	4	2.8 (Medium)
Disease and Pests	4	1	1	4	1.8 (Medium)
Flood/Storm	3	2	2	3	2.55 (Medium)
Human-Caused Hazard	3	1	4	2	2.45 (Medium)

Source: *City of Anaheim 2022 Local Hazard Mitigation Plan*

II. PREPAREDNESS, PREVENTION, AND MITIGATION

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. CALUSA Institute fosters preparedness at all levels including students, faculty, and staff. Examples of preparedness actions include maintaining this plan, conducting training, planning and implementing drills and exercises, etc.

Prevention includes actions to avoid an incident or to intervene to stop an incident from occurring. The school is committed to taking proactive prevention measures whenever possible to protect the safety and security of students and staff. Our policies include zero tolerance for bullying and other actions that

undermine the safe haven of our school. In addition, the school requires all faculty, students, and staff to display their identification badges whenever in campus premises.

Mitigation includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. CALUSA Institute has taken action to reduce or eliminate the adverse effects of natural, technological, and human-caused hazards on people and property.

For example, of the many hazards that can endanger a school facility and its service to the community, the most prevalent is fire. The building whereupon the campus is housed remains in accordance with State building codes, in the form of approved materials, fire-resistant assemblies, exiting requirements, the width and design of stairs, the dimensions of corridors, fire suppression systems, and many other standards.

A. The Incident Command System (ICS)

In a major emergency or disaster, the CALUSA Institute campus may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The Incident Command System (ICS) will be used to manage all incidents and major planned events.

The Incident Commander in the campus will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an incident command post (ICP) and provide an assessment of the situation to the Academic Dean and other school officials, identify incident management resources required, and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander.

B. Initial Response

School personnel are usually first on the scene of an incident. Staff and faculty are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies.

The school president or his/her designee is responsible for activating the Emergency Preparedness Plan, including common and specialized procedures as well as hazard-specific incident plans. The Academic Dean or designee will assign an Incident Commander based who is most qualified for that type of incident.

a. School President

The School President may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the School President still retains the overall responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the School President to focus on policy-level activities and interfacing with other agencies

and parents. The School President shall coordinate between the administration office and the Incident Commander.

b. Incident Commander

The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this Emergency Preparedness Plan.

- Take steps deemed necessary to ensure the safety of students, faculty, visitors and staff.

- Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Shelter in Place, Lockdown, etc.)

- Arrange for transfer of students, faculty, visitors and staff, when safety is threatened by a disaster.

c. Faculty

Faculty shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

- Supervise students under their charge.

- Take steps to ensure the safety of students, visitors, staff, and other individuals in the implementation of incident management protocols.

- Direct students and visitors in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or public announcement orders according to established incident management procedures.

- Give appropriate action command during an incident.

- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.

- Report missing students and visitors to the Incident Commander or designee.

- Execute assignments as directed by the Incident Commander.

- Conduct first aid services for injured students and visitors. Arrange for first aid for those unable to be moved.

d. Chief On-Site Administrator or Designee

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers.

- Provide for the safety of essential school records and documents.

- Execute assignments as directed by the Incident Commander.

- Provide assistance to the School President or Academic Dean.

- Monitor radio emergency broadcasts.

- Assist with health incidents as needed, acting as messengers, etc.

d. Students and visitors

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.

- Learn to be responsible for themselves and others in an incident.

- Understand the importance of not being a bystander by reporting situations of concern.

- Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.

- Take an active part in school incident response/recovery activities.

DROP, COVER, AND HOLD PROCEDURES

In cases of an incident requiring drop, cover, and hold, the following procedures should be adhered to by faculty, students, and staff:

1. All staff and students will undergo training and participate in incident management training and drills.

2. Emergency management and response personnel will review and provide input into the plan.

3. When indoors, students/staff should:

    a. Drop to the floor.

    b. Cover by getting under a sturdy table, desk, or other piece of furniture. If there is no suitable furniture nearby, cover their face and head with their arms.

c. Hold on to the table or desk until directed to stop.

d. When directed by the ICS Supervisor or Designee and/or when it is safe to do so, staff members will evacuate students to pre-assigned locations.