

CALIFORNIA GRADUATE SCHOOL OF THEOLOGY



ADMINISTRATIVE HANDBOOK AND OPERATIONS MANUAL 2019-2020



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I. INTRODUCTION

Welcome to California Graduate School of Theology (hereafter referred to as Cal Grad). This Administrative Handbook and Operations Manual (hereafter referred to as the Handbook) has been prepared to provide you with some of the basic policies, procedures, rules, regulations and standards by which Cal Grad operates. Within this context, the Handbook defines and describes the conditions, the structures and processes through which Cal Grad employees participate in institutional decision-making and governance established by its Board of Trustees (hereafter referred to as the BOT).

The Handbook provides information that principally affect administrators, and information that may be of interest to all employees and broadly applies throughout the Cal Grad community. Notwithstanding its specificity, none of the policies, procedures or guidelines herein are contractual. Only the President has the authority to enter into a contractual employment agreement for any specified time period or provide any particular terms of employment or agreement contrary or in addition to the provisions in this Handbook.

Employees who use this Handbook should note that these policies, in whole or part, may be modified, amended, or revoked at any time at Cal Grad's sole discretion with or without prior notice. Cal Grad reserves the right to interpret any of the policies in this Handbook in any manner it deems appropriate if, in its opinion, circumstances require a variation.

All revisions of the Handbook require formal approval of the Cal Grad BOT. Each revision shall be incorporated, as of the effective date fixed by the BOT, in all existing and future employment contracts where appropriate; however, no revision shall operate retroactively to change materially the substantive rights of any employee.

All employees are expected to carry out their institutional responsibilities in accordance with applicable legal and ethical principles. If questions arise about how the Cal Grad's policies and procedures apply, they should be brought to the attention of the appropriate school administrator.

Rights of Cal Grad

Cal Grad retains and reserves unto itself without limitation all of the rights, authority, duties, and responsibilities conferred upon it and vested in it by the BOT's bylaws and policies to direct, manage and control the affairs of Cal Grad. **Such rights include, but are not limited to:**

1. The right to determine its organizational structure and to delegate its rights and responsibilities to the President and to such other persons as it deems necessary and appropriate.



2. The right to determine its financial structure including: (a) all decisions and conditions relating to all sources of the school's income, (b) all investment policies and practices, and (c) all budgetary matters and procedures, to wit — the budget calendar, the budget formation process, accounting methods, payroll practices, fiscal and budget control policies and procedures, and all budgetary allocations, reserves, and expenditures.
3. The right to acquire, administer, and dispose of school property — whether real or personal and whether owned, leased or otherwise controlled — including all land, buildings, facilities, grounds, fixtures, machinery, and other improvements.
4. The right to determine all services to be rendered to students and to the public — including the nature, method, quantity, quality, frequency, and standard of service. The personnel, facilities, vendors, suppliers, materials, vehicles, equipment, and tools to be used in connection with such services; the contracting of services to be rendered and functions to be performed, and educational support, educational aids and devices, structural maintenance and repair services.
5. The right to determine the utilization of personnel — including the determination of the number of faculty positions, the addition or elimination of faculty positions and the selection and utilization of personnel not covered in this Handbook; the determination of the use of management/ administrative and/or supervisory personnel, and the determination of the assignment or reassignment of management/ administrative and/or supervisory employees of the School.
6. The right to establish policies, goals, and objectives (except as provided in BOT policy) based on the school's mission and the right to determine all matters related to student personnel services.
7. The right to determine the assignment of faculty to work schedules, functions and activities; and the right to determine the assignment of faculty members to courses to be taught, to laboratories, clinics, other facilities, and to equipment and offices — subject to conditions set forth herein and in faculty contracts.
8. The right to adopt reasonable rules and regulations — including rules and regulations for faculty members and rules and regulations relating to safety and security matters.
9. The right to determine requirements for the management and control of all school facilities and services that may be provided in the future.

Only the President has the right and authority to enter into an employment agreement for any specified time period or provide any particular terms of employment or agreement contrary or in addition to the provisions of this Handbook. Any questions or comments regarding this Handbook should be directed to the appropriate administrator.



If Cal Grad does not exercise any of the rights set forth herein, it shall not be precluded from exercising such rights at a later time. The exercise of the rights delineated herein are not subject to the grievance process.

The policy statements made in this Handbook guide the relationship between Cal Grad and its employees. In the event there is a conflict between the contents of this Handbook and the contents of other Cal Grad publications, the Cal Grad Administrative Handbook and Operations Manual takes precedence, except for the Cal Grad's Policies and Procedures Manual. In cases where there is a conflict between this Handbook and federal and/or state laws, such laws will prevail.



II. FOUNDATIONAL VALUES, BELIEVES, AND PURPOSES

Purposes and Objectives

Mission Statement

Cal Grad exists to bring glory to God through excellence in theological education centered on Christ, faithful to the Scriptures, and rooted in the historical-theological tradition, with the aim of equipping Christian Reformed leaders who serve the church and advance the kingdom of God throughout the world.

Institutional Objectives

1. Students will be prepared with a foundation for lifetime learning
2. Students will develop an understanding of a wide variety of academic disciplines, an ability to find and evaluate information related to various disciplines, and the ability to continue their education beyond their current degree program.
3. Students will be equipped with professional competence
4. Students will be confirmed in an understanding of the niche in which they fit for careers and other service
5. Students will become knowledgeable of God's inerrant Word, as well as basic presentation skills
6. Students will develop a deepened passion for spiritual growth by an increasing commitment to spiritual disciplines.
7. Students will develop the ability to articulate the Gospel, articulate principles of spiritual growth, and to explain why these are important to them personally.

Philosophy of Education

The Religious Character of Education

The Word of God indicates very explicitly that the education must be fundamentally religious.

In religion, there is no place for neutrality. Education is by logical necessity either Christian or non-Christian. Also, because there is no such human being as an irreligious person, since all persons fall into either the true-religion or false-religion category, we can now go on to assert that there is no such thing as an uneducated person. All men are educated, not only to greater or lesser degrees, but most significantly along either true or false lines.

Consequently, it becomes of great importance that we distinguish between Christian and non-Christian, between true and false (pseudo- or mis-) education rather than between the educated and the uneducated.



The Christian accepts Christ's claim that He is the Truth. All those understandings and all those relationships, finally, must be focused on Him if they are to be true. Any process, any growth, and any development which takes place apart from the Truth is false. Any education which is not Christian is ultimately not education. It is pseudo- or mis-education. All education, then, is religious, but not all religion is Christianity.

Theology must be central to the educational ministry of the church if the ministry is to be true: Bibliology, the doctrine of God, Christology, Pneumatology, Anthropology, Soteriology, Ecclesiology and Eschatology.

The Unity of Education

The soul is a unit and education is a unitary process, aiming at the development of man's essential nature into a harmonious life, full and rich and beautiful.

It is utter folly to think that you can inform the intellect without giving direction to the will, that you store the head with knowledge without affecting the emotions, the inclinations, the desires, and the aspirations of the heart. The training of the head and of the heart go together, and in both the fundamental fact that the student is the image-bearer of God must be a determining factor.

Curriculum in theological education should be comprehensive in dealing with the whole counsel of God.

Education is Covenantal

Life is covenantal from the very beginning. God made a covenant with Adam. But man became a covenant breaker. We are all covenant breakers in that we "fall short of the glory of God."

But in Christ God has established a new covenant. In distinction from the first covenant, a covenant of works, it is a covenant of grace. In Christ God is reconstructing the human race. A new racial continuity is established; that of the redeemed. The redeemed, they who accept Jesus Christ as Savior and Lord, are one in Him, who is the Head of the new covenant.

To the redeemed and their children is the promise, "I will establish my covenant between me and thee and thy seed after thee throughout their generations for an everlasting covenant, to be a God unto thee and thy seed after thee." Likewise, "For to you is the promise, and to your children, and to all that are afar off, even as many as the Lord our God shall call unto him." In all covenants, however, there are contained two parts. In this case the promise of God and the obligation that promise brings with it constitute these parts. The obligation is the life of the new obedience, namely, that we cleave to this one God, Father, Son, and Holy Spirit; that we trust in him, and love him with all our heart, with all our soul, with all our mind, and with all our strength; that we forsake the world, crucify our old nature, and walk in a godly life.

Christ is the Master Teacher.

God is the first and great Educator. God's revelation is the content of our teaching (truth, salvation and the will of God.) Jesus was the quintessential Teacher. Jesus was both rabbinic and nonrabbinic. He brought a new paradigm to the rabbinic tradition. Jesus taught using new and distinctive instructional content and methodology in a multicultural setting. He provides the teaching template,



the paragon of pedagogy. He was the ultimate authority and the prototype for teaching though He never discussed the subject.

Education is an essential part of Christ's Great Commission to disciple the nations. Pauline epistles are in agreement with the teaching in the gospels. Pastoring is never separated from teaching. Pastor and teacher (Eph. 4:11) is one and the same office.

Ethical and Moral Values Statement

As a Christian higher education institution, character is very important at Cal Grad. As the Lord Jesus taught, character is more than a list of rules. Character is achieved when the reason for rules is written on our hearts. Therefore, our aspiration is that all who study or work at Cal Grad will be so motivated to be people of character that a list of rules would be unnecessary. However, we do list a few essential rules:

- Whether we are students or employees, we will treat each other with respect, striving for harmonious relationships
- Whether we are students or employees, we will do our work with integrity (e.g., plagiarism will be avoided, school property will not be misused or used for personal benefit)
- Whether we are students or employees, laws will be obeyed.
- Faculty, staff of Cal Grad are committed to providing quality service and teaching to students and community in a responsive and caring manner
- We all embrace difference, treating others the way they want to be treated

Statement of Faith (Christian Biblical Foundations Statement)

Cal Grad adheres to the ancient statements of faith (the Apostles' Creed, the Nicene Creed, and the Creed of Chalcedon) and affirms the historic Christian faith as expressed in the five solas of the Reformation and the consensus of the historic Reformed confessions (Westminster Standards and Three Forms of Unity).

The Bible:

The Bible, in its entirety, is the infallible, inerrant, and inspired Word of God; it is divine revelation that carries the full weight of God's authority and to which we are obliged to submit.

The Trinity:



Within the Godhead there is a unity of three distinct yet fully divine persons, the Father, the Son, and the Holy Spirit; these three are one true, eternal God, the same in substance, equal in power and glory.

God:

God is a Spirit, infinite, eternal, and unchangeable in His being, wisdom, power, holiness, justice, goodness, and truth. God is fully omniscient, omnipotent, and omnipresent, not given to learning or "openness."

Jesus Christ:

Jesus Christ is truly God and truly man, having two natures inseparably united in one divine person without confusion, mixture, separation, or division. Each nature retains its own attributes. In the incarnation, Jesus was born of the Virgin Mary, lived a perfect life among us, was crucified, dead, and buried, rose on the third day, ascended to heaven, and will come again in glory and judgment. He is the only Mediator between God and man.

The Holy Spirit:

The Holy Spirit is of one substance with the Father and the Son. He eternally proceeds from the Father and the Son, and He dwells in the hearts of believers, effecting their regeneration monergistically and operating in their sanctification synergistically.

Creation:

God, by the word of His power, created from nothing the heavens and the earth and all that is in them. He further preserves and governs all His creatures and all their actions according to His most holy, wise, and powerful providence.

Man:

After God made the other creatures, He created man, both male and female, in His own image, but because Adam sinned and woefully fell in his responsibility, he and his posterity entered into a state of moral corruption and moral inability and became estranged from their Creator, thus deserving death as the punishment for sin.

Atonement:

Because all have sinned, atonement must be made in order for man to be reconciled to God. Jesus Christ made a complete atonement for His people through His substitutionary atoning death on the cross. He imputes His righteousness to all believers securing us full redemption for all who repent of their sin and trust in Him alone for salvation.

The Law:

The moral law perfectly reflects the unchangeable character of God and forever binds all people, believers as well as unbelievers.

**The Church:**

Christ has established a visible church, which is called to live in the power of the Holy Spirit under the regulation of the authority of Holy Scripture, preaching the gospel of Christ, administering the sacraments, and exercising discipline.

Christianity and Culture:

Cal Grad supports the work of Christian organizations and institutions that confess the final authority of Scripture and lordship of Jesus Christ, and are committed to the implementation of the social and cultural implications of God's commandments for the well-being of man and his environment. Cal Grad especially supports those organizations that condemn the murder of defenseless human beings at the earliest stages of their development and that reject unbiblical definitions of gender, sexuality, and marriage.

Satan:

Satan is the evil accuser who slanders God to man and man to God. He is the tempter of men who continually solicits men to sin. He is to be resisted by submitting to God. Satan's final destiny is that of a conquered enemy who now abides under a perpetual curse, whereby he is finally to be cast alive into the lake of fire. There he is to be tormented forever, along with all who refuse repentance and faith in Jesus Christ.

The Last Things:

The bodies of men, after death, return to dust, and see corruption: but their souls, which neither die or sleep, having an immortal subsistence, immediately return to God who gave them; the souls of the righteous, being then made perfect in holiness, are received into the highest heavens, where they behold the face of God, in light and glory, waiting for the full redemption of their bodies. And the souls of the wicked are cast into hell, where they remain in torments and utter darkness, reserved to the judgment of the great day. Beside these two places, for souls separated from their bodies, the Scripture acknowledges none.

History

Cal Grad was established in 1969. From the beginning, Cal Grad committed itself to providing the finest in theological education with a particular focus on preparing men for pastoral ministry to serve the church and society. Committed to a learned ministry for church society, the school welcomes qualified students without regard to denomination, race, sex, or physical disabilities. The school seeks to strengthen and deepen the spiritual life of students, and through classroom and other academic activities, to engage them in critical discussions about the Bible and theology with probing questions and challenges regarding faith and life in modern world.



Cal Grad established a comprehensive curriculum and a faculty of teachers who were both experienced pastors and experts in their academic disciplines. From its inception, the school has attracted students from over fifty-three denominations worldwide. They are men and women holding graduate degrees who are denominational leaders, psychologists in Christian counseling, administrators and faculty members of colleges and universities, pastors of prominent growing churches, evangelists, and radio-television personalities. The faculty's teaching and writing heavily influenced Christian leaders in America and abroad, including James Kenney and Jerry Falwell.

Cal Grad responded to higher calling to train the men and women of God from foreign countries and commission them back to their countries as missionaries, pastors, and teachers to bring genuine transformation. The expert faculty empowers students with exegetically grounded systematic theology, biblical counseling, apologetics, redemptive-historical hermeneutics, Christ-centered preaching, and extensive historical theology. Today, the school offers various programs to equip students from 13 countries, such as America, South Korea, Japan, Iran, Vietnam, Romania, Philippine, Germany, France, Kenya, Mong tribes, China, etc.

Cal Grad moved to its current location in Garden Grove in December 2013 to improve quality and pursue accreditation. Cal Grad received the Candidacy status in April 2017, followed by an Accredited Status as a Category IV institution by the Transnational Association of Christian Colleges and Schools (TRACS), a nationally recognized accrediting agency in October 2018.

The graduates of Cal Grad now number over 6,000. Many of Cal Grad's graduates are filling important places of ministry as professors, pastors, missionaries, administrators, and directors of Christian Education and Youth Departments.

State Approval and Accreditation

Authorization and Accreditation

Cal Grad is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Accredited Status as a Category IV institution by the TRACS Accreditation Commission on October 30, 2018. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). The following degrees are currently offered by Cal Grad:

- Bachelor of Arts in Religion (BAR)
- Master of Arts in Religion (MAR)



- Master of Divinity (M.Div.)
- Doctor of Ministry (D.Min.)

A student or any member of the public may file a complaint about this institution with TRACS at the contact information listed above. An individual may make an inquiry to TRACS regarding complaint procedures or about issues and concerns that could be considered complaints at which time TRACS will direct the individual to the TRACS website at www.tracs.com with instructions on downloading the packet containing the *Policies and Procedures for Complaints Against Member Institutions*, the *TRACS Complaint Information Sheet*, and the *TRACS Complaint Processing Form*. However, TRACS' response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS Complaint Information Sheet.

Currently, Cal Grad participates in Federal Title IV, PELL Grant program.

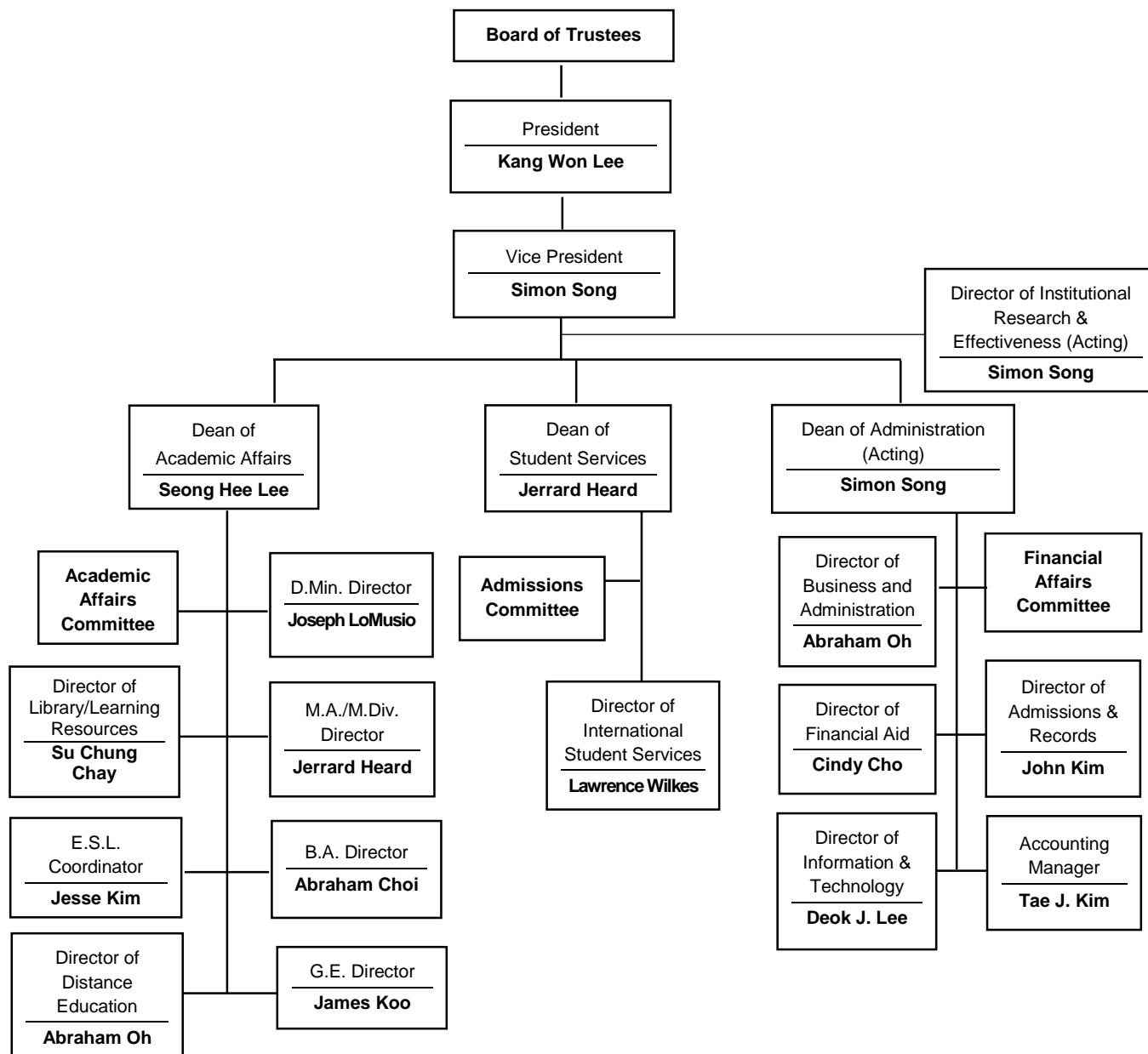
Any questions a student may have regarding this catalog or Cal Grad that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; mailing address – P.O. Box 980818, West Sacramento, CA 95798-0818; by E-mail: bppe@dca.ca.gov; Toll free telephone number: 1-(888) 370-7589; Fax: (916) 263-1897; web site address: www.bppe.ca.gov.

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



III. JOB DESCRIPTIONS

Organizational Chart





Governance

Cal Grad is a private, nonprofit, coeducational institution of higher education organized as a corporation under the laws of the state of California — subject to any limitations contained in the general nonprofit corporation laws of the state. Cal Grad operates in compliance with the California Education Code and the California Code of Regulations under the authority of the California Bureau for Private Postsecondary Education.

The School is governed by an appointed Board of Trustees (BOT) that is authorized to initiate actions to ensure the health and well-being of the School, the fulfillment of strategic goals, the achievement of external requirements, and the safeguarding of the institution's financial resources.

As the legal governing body of Cal Grad with final authority over all matters of academic policy, programs and personnel, the Trustees, working through the President and in direct action as they may choose, have specific responsibility set forth in the school's Bylaws to ensure fulfillment of the school's mission and goals, to approve academic programs and changes in such programs and their curricula; to take such actions in academic policy as deemed necessary and appropriate; to approve faculty compensation, hiring and rank decisions; to approve candidates for degrees, diplomas, certificates, and to approve the budget and resources available to support the academic enterprise.

Without limiting the generality of its powers, the BOT exercises its authority principally in institutional policy-making and oversight. Within this context — A policy is a general rule or principle, or a statement of intent or direction, that provide guidance to administrators in reaching decisions with respect to the particular matters entrusted to their care.

The purpose of these policies and procedures is to set forth the manner in which Cal Grad is required to be governed in compliance with its BOT Bylaws, and the manner within these requirements the School has chosen to be governed, which is through a system of structures and procedures designed to provide for participation by and/or consultation with the entire school community.

Under policies established by the BOT, the President has responsibility for the day-to-day administration and operation of the School, and for the administration of governance of the School with the authority delegated to him/her by the BOT for such administration, namely — mission accomplishment and the responsibility to set, supervise, and enforce standards of academic quality that are both necessary and sufficient to maintain the integrity of Cal Grad's programs, degrees, diplomas, and certificates.

The President, faculty, and administration have collective responsibility for maintaining the focus of institutional purpose, effectiveness, and for the accomplishment of institutional goals and objectives. The President may delegate such authority as he/she deems necessary and appropriate in the best interest of the School.



The position descriptions and duty statements of the school's administrative personnel are given on the following pages and are broadly stated to allow the School to maximize staff utilization consistent with the school's growth, development and resources.



Position Descriptions and Duty Statements

President

Reports To: The Cal Grad Board of Trustees (BOT)

- The President is appointed by the school's BOT, reports directly to the Board and serve at their pleasure. Together with the Board, the President sets the agenda for the future of the School while embracing its core mission, enhancing its sense of community, its overall intellectual environment and providing fiscal leadership and operating management guidance at the highest possible level.
- The President advises the Board on matters relevant to their governance of the School and must provide the discernment and judgement to assess, modify and find a coherent path on which the School can pursue its mission and goals beginning with a set of identified strategic directions. Within this context, the President is responsible for maintaining the school's focus so that the objectives of its mission and purpose are maintained and met.

Reporting to the President is:

- The Vice President

Qualifications

- A master's degree, doctorate preferred, in a religion discipline or a complementary area from an accredited college or university.
- A commitment to academic freedom, participatory management and shared governance.
- A minimum of four (4) to six (6) years of senior administrative experience at the dean or higher level or experience outside of higher education that provides equal or similar leadership skill.
- Ability to engage in strategic planning and be responsible for providing confident and perceptive leadership, and for making complex decisions for the common good when faced with difficult problems.
- An ability to formulate and oversee a successful program of fundraising and the procurement of resources to maintain the school's fiscal integrity, while actively identifying, cultivating and negotiating endowment gifts, including bequests and other forms of planned giving, and steward these relationships overtime.
- Demonstrate personal characteristic indicative of Christian values and lifestyle.

Values and Principles

- A commitment to the development of faculty, staff, and students and to inspiring them through principled leadership and an understanding of its importance in sustaining the school's integrity.
- A commitment to equal opportunity and an understanding of the important role that diversity plays in the school's culture.



- A commitment to the student-centered mission of the School and to student safety and welfare.
- A commitment to external constituencies including alumni and the broader community.

Duties and Responsibilities

- Under the direction of the BOT, plan, organize, coordinate and direct the educational, fiscal, and personnel activities of the School in accordance with the school's master plan and policies of the BOT.
- Provide effective leadership that foster student development, public service, and continuous improvement of the academic quality and the reputation of the School.
- Formulate and articulate a constructive vision of the school's future — which address the evolving social, economic, and political forces which affect its mission and priorities, and in which teaching, learning, student access, and student success are central to the school's mission.
- Develop and maintain channels of communication with members of the administrative staff regarding all aspects of the curriculum, instruction, business, finance, maintenance of physical facilities, personnel and educational planning.
- Carry out the directives of the BOT and the school's mission and purpose in a dynamic purposeful way with insight and a management style that promotes transparency, collegiality, accountability, and fairness in a system of shared governance and participatory management.
- Assure compliance with a variety of state and federal laws, policies of the BOT, and accreditation requirements.
- Supervise, coordinate and evaluate the general activities of the Vice President and school deans, and delegate to them such authority and responsibility as is required to perform their assigned duties.
- Oversee the preparation of the school's annual budget and direct operations of the School within the provisions of the budget, once it is approved by the BOT.
- Represent the school's educational and outreach activities to internal and external audiences; represent and effectively promote the School in the community; direct and actively participate in the public relation function of the School at special events, meetings, and civic organizations.
- Responsible for articulating the school's vision, mission and values with internal and external stake holders while building upon the existing traditions, distinctiveness and strengths of the School, and working with the BOT, elected officials, alumni, donors, and the broader community to advance the mission of the School.
- Responsible for producing an annual report to the BOT which includes a description of major accomplishments from the preceding year, problems being encountered (or expected in the upcoming year), and plans for the upcoming year (including plans for professional development).
- Performs other duties as assigned by the BOT.

**Appointment**

The President is appointed by the BOT and serve at its pleasure.

Performance Evaluation

The President is evaluated annually by the BOT on the basis of how well he/she has performed the assigned duties and responsibilities delineated herein under Duties and Responsibilities.



Vice President

Reports To: The President

- The Vice President is the school's chief academic and administrative officer, and has broad responsibility for the planning, development, and administration of the school's academic programs and services in the fulfillment of Cal Grad's mission. The Vice President identifies emerging needs, measures them against Cal Grad's mission, and evaluates the resources needed to address them in an effective and efficient manner.
- The academic vision of Cal Grad is nurtured by the Vice President who serves as a consensus builder, academic entrepreneur, and energetic leader as Cal Grad seeks to respond to the goals and aspiration of its students and other clients.

Reporting to the Vice President are:

- Dean of Academic Affairs
- Dean of Administration and Business Affairs
- Dean of Student Services

Qualifications

- A master's degree, doctorate preferred, from an accredited college/ university.
- A minimum of three (3) years of experience in higher education administration/management as a dean or an equivalent level of experience in business/ commerce/ government, or a combination of these qualifications.

Duties and Responsibilities

The duties and responsibilities of the Vice President include, among other responsibilities, the supervision of the school's Deans.

Academic Affairs

- Provide leadership for academic and budgetary planning for mission-driven academic and co-curricular endeavors and functions, for ensuring the quality of student learning by overseeing the curriculum and supporting educational initiatives, for strategic planning and academic policy-making, and for implementing "best practices" in resources allocation.
- Responsible for recruiting, developing, retaining, and evaluating faculty and professional staff which is high quality and diverse in compliance with institutional policies and external regulations, including accreditation.
- Is a strong advocate for the professional development of faculty and staff by identifying their professional development needs, and planning and coordinating a program of professional development in cooperation with the Dean of Academic Affairs.
- Support the concepts of shared governance, participatory management, consultative leadership, and academic excellence in serving the School and its professional needs.
- Monitor education laws at the state and federal levels to ensure compliance.



- Oversee the administration/management of the school's educational programs, research activities and service projects. Recommend to the President faculty appointments, reappointments, promotions and terminations.
- Provide leadership in setting and implementing the school's Strategic Plan for development consistent with the institution's mission and resources. The Vice President is expected to remain current with respect to national developments in higher education and to initiate appropriate analyses to address emerging issues and problems.
- Assess academic programs and develop a plan for growth and development.
- Demonstrate creativity and an entrepreneurial approach in new program selection and development.
- Participate in securing funding for academic programs.
- Represent the School at state and national levels and on behalf of the President.
- Build alliances with external organizations to further the school's mission.
- Provide leadership in implementing the school's mission and vision, which include fulfilling its core purpose to provide high-value educational opportunities through superior teaching, creative activity and service by continually strengthening an academic environment that is supportive of student success.

Student's Affairs

- Ensure that the outcomes assessment framework is correctly used to measure student preparedness; set performance targets for student retention.
- Ensure academic excellence, a climate for collegiality, and a student-centered academic environment.
- Assure the integrity and consistency of the academic advising program.
- Assist staff in meeting institutional performance standards and lead efforts to implement technological solutions for improving student performance.

Administrative Services and Business Affairs

- Under the general direction of the President, the Vice President is responsible for: Supervision of the Dean of Administration and the Dean's oversight of the institution's business system and processes, including budget development and control, accounting, payroll, purchasing, facilities planning and management, risk management, school publications and other related functions.

General Duties

- Review and supervise the approval of school publications, e.g., the Policies and Procedures Manual, the General Catalog, advertisements, etc., in conjunction with the appropriate administrators and committees.
- Monitor changes in the requirements for obtaining and retaining licensure status with the Bureau for Private Postsecondary Education in conjunction with the school's administrators so that Cal Grad is continually in compliance with applicable statutory and regulatory requirements.
- Prepare annual reports under the supervision of the President and submit them within the prescribed time frame to regulatory agencies requiring such reports.
- Perform other duties as assigned by the President.

**Appointment**

The Vice President is appointed by the President and approved by the BOT.

Performance Evaluation

The Vice President is evaluated annually by the President on the basis of how well he/she has performed the duties herein assigned under Duties and Responsibilities.



Dean of Academic Affairs

Reports To: The Vice President

- The Dean of Academic Affairs (DAA) is responsible for a broad range of academic services, matters and programs. The Dean plans, manages and oversees the activities and operation of curricula initiatives and programs, and provides counsel and feedback on policy and administrative issues to the Vice President; is responsible for creating and sustaining an environment of academic and professional excellence for students and faculty, and for a collaborative working environment with educational team members.
- In the role of academic entrepreneur, the Dean is responsible to insure that the school's curricula appropriately reflects the mission and purpose of the School in terms of its goals and objectives. The DAA serves as a bridge between the administration and faculty by providing academic institutional vision that assures that the integrity, consistency, and focus of planned school educational initiatives are sustained.
- Through leadership and vision, the DAA develops and maintains a vision for the future educational growth of the School; designs/ develops strategic initiatives for the school's planned growth/development; leads the school's Effectiveness Planning; and assesses academic programs to ascertain if they are providing quality education with overall consistency to meet the needs of students and the marketplace.

Reporting to the DAA are:

- Program Directors
- Director of Distance Education
- Librarian
- Academic Affairs Committee

Qualifications

- An earned doctoral degree from an accredited college/university.
- Five (5)-year experience as a professor and academic administrator in an area of academic affairs, plus experience in church work, para-church work, educational ministry.
- Demonstrated management and inter-personal skills; excellent communication skills.
- Ability to resolve complex concerns raised by faculty, staff, students and administrators.
- Excellent communication skills to effectively communicate with faculty, students, other administrators and the public.
- Knowledgeable about basic functions of the State of California higher education regulatory and licensing requirements and regional/national accreditation agencies.
- Demonstrate a personal lifestyle reflective of Cal Grad's mission.

Duties and Responsibilities



- Supervise/oversee and evaluate the performance of the Program Directors, Director of Distance Education, Director of Library/Learning Resources and provide performance evaluations annually to the Vice President.
- Call and preside at meeting of the Academic Affairs Committee.
- Oversee orientation, counseling, and the policies, procedures and regulations on student discipline in cooperation with the Dean of Administration and Dean of Student Services.
- Address questions/concerns from faculty, staff and students regarding academic issues.
- Anticipate academic problems, critical programmatic issues and opportunities and advises the Vice President thereof.
- Provide assistance in the interpretation and application of the school's academic policies and procedures and ensure that school operations are in compliance with policy provisions and standards.
- Provide administrative and advisory support to the Vice President regarding the maintenance of appropriate academic records, the tracking of student's academic progress, and communicating with students and faculty as necessary regarding academic issues.
- Function as an advocate for the faculty and oversee faculty committee assignments.
- Teach courses on an availability and as needed basis.
- Prepare and manage the budget for the Dean's office.
- Prepare for the Vice President candidates for the conferring of academic degrees and certificates.
- Represent the institution in governmental matters as directed by the Vice President, maintain proper compliance with governmental regulations and licensing agencies.
- Work with the school's deans and program directors to organize and evaluate institutional effectiveness and serve on committees as assigned by the Vice President.
- Coordinate with the Director of Admissions and Records (DAR) to develop and implement academic policies and procedures to insure compliance with regulatory statutes
- Cooperate with other school administrators on student recruitment.
- Provide leadership for instructional support effectiveness by assessing available library resources and other resources that support student learning.
- In cooperation with the other Deans, review and annually update the Faculty Handbook.
- Perform other duties as assigned by the Vice President.

Appointment

The Dean of Academic Affairs (DAA) is appointed by the Vice President and approved by the President.

Performance Evaluation

The DAA is evaluated annually by the Vice President on the basis of how well he/she has performed the duties herein assigned under Duties and Responsibilities.



Dean of Student Services

Reports To: The Vice President

- The Dean of Student Services (DSS) leads student services in upholding its mission, vision, and goals, and is responsible for the strategic leadership and day-to-day operation of the school's student affairs – services, activities, and programs – which include advocacy for students in the governance process; student rights, responsibilities, and state laws affecting students.
- The DSS leads and encourages strategic planning and promotes creative ideas that enable the Office of Student Services and the School to be more productive, efficient, effective, and to continuously improve services. The DSS is expected to hold and promote an attitude that every student can be successful, that the purpose of the School is to enable students to be so, and to utilize the authority of the position to enable that success. The Dean coordinates and cooperates with other deans to ensure the effective operation of student services and the accomplishment of the school's mission and purpose.
- The DSS is authorized to supervise student life and services and is responsible for the administrative oversight of student government, non-academic counseling, and student health services. In addition, the DSS presides at meetings of the Admissions Committee.

Reporting to the Dean of Student Services are:

- Admissions Committee
- Director of International Student Affairs

Qualifications

- Master's degree (doctorate preferred) from an accredited institution.
- Minimum of at least four (4) years (three as supervisor) of demonstrated, successful, progressively responsible experience in the area of student services in an institution of higher education.
- Ability to effectively communicate ideas and information in written and oral format to students, staff, professional colleagues, governing boards, and the general public in large or small group settings.
- Proven skill in conflict resolution and ability to meet confidentiality standards.
- Demonstrate a personal lifestyle reflective of the mission of Cal Grad.
- Experience in operational planning, policy development, and outcome/ needs assessment.
- Demonstrated leadership in campus operations and student services administration using quality improvement principles and teams.
- Demonstrated ability to establish and maintain collaborative and effective working relationships with students, faculty, staff, administration, and governing boards.
- Skill in the use of information technology/computers, administrative software, experience with college registry is desirable
- Ability to initiate friendships with and counsel students.



- Lead collaborative strategic and tactical planning efforts that result in student life initiatives that support the school's vision, mission, and strategic goals. Provide leadership in the development of multicultural and diversity-based programs.

Duties and Responsibilities

- The DSS is expected to:
 - Display empathy and positive regard for others in written, verbal and non-verbal communications.
 - Work effectively with colleagues and students by practicing respect for deadlines, collaborative problem solving, and honest communication.
 - Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
 - Maintain proficiency by attending student affairs trainings sessions, reading job-related materials, and meeting with other student services personnel.
 - Dress appropriately for a workplace with frequent customer service interaction and community outreach.
- Facilitate collaboration, innovation and creativity among students, faculty, staff, and administration.
- Represent and advocate for the DSS's office within the school administrative and governance structure and promote an environment that is responsive to student needs.
- Responsible for developing and managing the budget for the Office of Student Services.
- Conduct student surveys, analyze the data, and provide school profiles.
- Keep students informed about campus programs and activities.
- Refer students who are having difficulty with academic, personal, or financial issues to the appropriate school personnel for assistance.
- Oversee and evaluate the duties of the Director of International Student Affairs, and make recommendations to the Vice President concerning personnel actions.
- Oversee the Student Council, other student organizations and student activities.
- Maintain and update the Student Handbook; prepare and manage the student services budget.
- Perform other duties as assigned by the Vice President.

Appointment

The Dean of Student Services (DSS) is appointed by the Vice President and approved by the President.

Performance Evaluation

The DSS is evaluated annually by the Vice President on the basis of how well he/she has performed the duties herein assigned under Duties and Responsibilities.



Dean of Administration

Reports To: The Vice President

- The Dean of Administration (DA) is a front-line leadership school position in the role of the chief operations and business officer.
- The Dean serves as the fiscal and business officer for the School and is responsible for promoting administrative and fiscal leadership in areas that include financial services, annual planning, budget, development, and the cost-effective and efficient handling of the Institution's administrative affair and initiatives to further its growth, development, and sustain its mission.

Reporting to the Dean of Administration and Business Affairs are:

- Director of Admissions and Records
- Director of Business and Administration
- Director of Financial Aid
- Director of Information Technology (IT)
- Accounting Manager
- Financial Affairs Committee

Qualifications

- Master's degree in business administration, management, higher education administration or other related fields.
- At least five years of experience in a responsible position in business affairs, management, administration, or accounting in an institution of higher education or other fields that provide experience that meet the qualifications herein enumerated.
- The ability to identify and implement best practices, work independently, think strategically, plan for the long-term success of the organization and effectively delegate tasks.
- Leadership, confidence, self-motivation, cost-consciousness and strong problem-solving skills.
- Computer skills (preferably word processing, spreadsheets, and databases).
- Ability to work with the Dean of Academic Affairs, Dean of Student Services.
- Demonstrate a personal ministry and lifestyle reflective of the mission of Cal Grad.

Duties and Responsibilities

- Responsible for providing leadership and vision in the management of the financial resources of the School, and for fiscal planning, financial records and reporting, cash management, and management of institutional debt and financial analysis.
- Responsible for planning, preparation, administration and analysis of the school's budget.
- Prepare the school's employee payroll.
- Prepare the school's documents required for taxes, licenses and business permits.



- Responsible for general business services— including mail services, purchasing, receiving and shipping, equipment inventory, and space assignments and inventory.
- Supervise the school's risk management, liability insurance programs, and supervise the school's public safety and campus security activities.
- Prepare bank reconciliation and quarterly income statements to be reviewed by the Vice President.
- Serve on policy-oriented task forces to provide a budget perspective for the Vice President and conduct resources allocation analysis.
- Responsible for accounts receivable, accounts payable, purchasing, financial reporting and cashiering.
- Monitor student accounts, review tuition calculations and prepare and make appropriate refunds.
- Oversee and manage students' billing and payment records and processes.
- Responsible for solving practical problems and for dealing with a variety of concrete variations in solutions where only limited standardization exists.
- Responsible for interpreting documents such as technical and business reports and procurement manuals; for writing complex reports and correspondences, and for communicating effectively before faculty, staff, and school customers.
- Serve as the school's chief facilities officer and oversee the management, planning, operation, and maintenance of the school facility, custodial service, and building maintenance, and for managing and maintaining the school's utilities.
- Prepare quarterly expenditure and income reports for the Vice President, and prepare the cash disbursement journal and post cash disbursements to the general ledger.
- Review and oversee the work of the Director of Admissions and Records, the Director of Business and Administration, the Director of Information Technology and Accounting Manager; analyze reports from the Financial Affairs Committee and prepare reports on their input to the Vice President.
- Lead the annual budget process with input from the school's administrators and program directors, the school's five-year strategic plan, and income projections and expenditures.
- Responsible for determining that school funds are used for their designated purpose(s) (including special donations such as planned givings, endowments and budgeted items).
- Provide the school's CPA with the data needed to perform an outside independent, opinioned audit.
- Perform other duties as assigned by the Vice President.

Appointment

The Dean of Administration and Business Affairs is appointed by the Vice President and approved by the Board of Trustees.

Performance Evaluation



The Dean of Administration and Business Affairs is evaluated annually by the Vice President on the basis of how well he/she has performed the duties delineated herein under Duties and Responsibilities.



Director of Admissions and Records

Reports To: The Dean of Administration

- The Director of Admissions and Records (DAR) plans, develops and manages admissions, registration, and records management to assure effective procedures by which students may receive information, be admitted, register, and have their academic records evaluated and securely maintained.
- The DAR provides the management/ administrative know-how to integrate staff and resources into a logically connected, clearly articulated program of services which are responsive to student needs and supportive of the goals of the School in concert with other school programs.
- The DAR works with the Dean of Administration (DA) in recommending and determining admission policies, procedures, rules, regulations and strategies in order to realize the school's enrollment goals, and is the school's lead person on matters in these administrative areas.
- In the supervision of the school's registration activities, the DAR is responsible for the maintenance and integrity of academic records, overseeing registration and course enrollment, curriculum information and degree requirements, course and classroom scheduling, degree audits, transfer credit policies and processing, certification of graduates and transcripts.

Qualifications

- An earned master's degree from an accredited college/university in higher education administration, accounting, business, or related areas with three (3) years of experience in the area of admissions, registration, and records management.
- Computer skills (preferably word processing, spreadsheets, and databases).
- Skills: Listing, verbal communication, motivating others, foster teamwork.
- Basic mathematical skills.
- An orientation toward detailed work.
- Ability to organize data and records in a manner that is helpful to others (e.g. logical organization, neatness).
- A commitment to accuracy.
- Ability to work with the DABA, and to collaborate with other administrators.

Duties and Responsibilities

- Supervise the overall operation of the Office of Admissions/Records and develop, review, and monitor the office's budget.
- Assure the admission and enrollment of eligible students by designing and implementing procedures for a simple, equitable, efficient, effective, and flexible admission and registration system.



- Provide leadership, supervision and direction for all aspects of the admissions operation including: recruiting and outreach; prospective student visits and campus events, and ensures that admissions and recruitment policies comply with institutional policies.
- Develop, implement, and monitor policies regarding access to student records — records organization, maintenance, storage and security – that are in accordance with standardized policies, procedures, rules and regulations established for academic records management.
- Assure that the student academic record system provide for accurate, accessible, timely, and secure data, including archival storage and compliance with the Buckley Amendment, the California Education Code and the California Code of Regulations.
- Correspond with students regarding admissions and records requests, transcripts of previous college coursework, or other items necessary to complete all of the pre-admission requirements.
- Responsible for the evaluation of transcripts of prior college/university coursework.
- Serve on several key campus committees.
- Organize and supervise registration procedures each term.
- Serve as a liaison person with high schools, community colleges, and other institutions of higher education in matters pertaining to articulation agreements, admissions and registration policies and procedures.
- Assess completeness of application materials and follows up with applicants until files are completed.
- Provide for the orderly collection and dissemination of grades each semester, and prepare diplomas, certificates, and transcripts on a timely basis.
- Maintain academic records and files of former students.
- Gather and maintain statistics on enrollment, course scheduling, student retention and attrition, and grades.
- Provide data needed for completion of reports required by the State of California, accreditation agencies, and other agencies.
- Establish admissions operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
- Develop admissions financial strategies by estimating, forecasting, and anticipating requirements, trends, and aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- Promote the School and attract new students by maintaining working relationships with other universities and colleges; and working closely with the alumni.
- Promote the School by making presentations and speeches at alumni meetings, high school conferences, and in the community.
- Welcome prospective students to the campus by staging open houses, and maximizing recruiting and admissions processing by using state-of-the-art recruiting and admissions computer technology.



- Gain the respect of diverse individual groups by demonstrating the ability of the School to respond to the concerns and interests of its diverse ethnic communities.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Perform other duties as assigned by the Dean of Administration.

Appointment

The DAR is appointed by the Vice President upon recommendation of the Dean of Administration, and approved by the President.

Performance Evaluation

The DAR is evaluated annually by the Dean of Administration on the basis of how well he/she has performed the duties herein assigned under Duties and Responsibilities.



Director of Business and Administration

Reports To: The Dean of Administration

- The Director of Business and Administration (DBA) provides leadership and management services for the School in the area of business and administration that include plans, develops and manages financial services, annual budget, purchasing of the office supplies, payment, maintenance of the facilities and other properties.
- The DBA provides the management/ administrative know-how to integrate staff and resources into a logically connected, clearly articulated program of services which are responsive to student needs and supportive of the goals of the School in concert with other school programs.
- The DBA works with the Dean of Administration (DA) in recommending and determining School policies and procedures, rules, regulations and strategies in order to realize the cost-effective and efficient handling of administrative affairs and is the school's lead person on matters in these administrative areas.

Qualifications

- An earned master's degree from an accredited college/university in higher education administration, accounting, business, or related areas with three (3) years of experience in the area of admissions, registration, and records management.
- Computer skills (preferably word processing, spreadsheets, and databases).
- Skills: Listing, verbal communication, motivating others, foster teamwork.
- Basic mathematical skills.
- An orientation toward detailed work.
- Ability to organize data and records in a manner that is helpful to others (e.g. logical organization, neatness).
- A commitment to accuracy.
- Ability to work with the DA, and to collaborate with other administrators.

Duties and Responsibilities

- Supervise the overall management of the financial resources of the School, and for fiscal planning, financial records and reporting, cash management, and management of institutional debt and financial analysis.
- Responsible for planning, preparation, administration and analysis of the school's budget.
- Prepare the school's employee payroll.
- Prepare the school's documents required for taxes, licenses and business permits.
- Responsible for general business services— including mail services, purchasing, receiving and shipping, equipment inventory, and space assignments and inventory.
- Supervise the school's risk management, liability insurance programs, and supervise the School's public safety and campus security activities.



- Prepare bank reconciliation and quarterly income statements to be reviewed by the Dean of Administration.
- Monitor student accounts, review tuition calculations and prepare and make appropriate refunds.
- Oversee and manage students' billing and payment records and processes.
- Oversee the management, planning, operation, and maintenance of the School facilities, custodial service, and building maintenance, and for managing and maintaining the school's utilities (electric power, gas, water), security devices, telecommunication system and PCs.
- Prepare quarterly expenditure and income reports for the Dean of Administration, and prepare the cash disbursement journal and post cash disbursements to the general ledger.
- Review and oversee the work of the Director of Admissions and Records, Accounting Manager and the Director of Information Technology; analyze reports from the Financial Affairs Committee and prepare reports on their input to the Vice President.
- Develop the School's five-year strategic plan, and income projections and expenditures.
- Develop and implement the school-wide assessment activities in cooperation with the Director of Institutional Research and Effectiveness.
- Perform other duties as assigned by the Dean of Administration.

Appointment

The DBA is appointed by the Vice President upon recommendation of the Dean of Administration, and approved by the President.

Performance Evaluation

The DBA is evaluated annually by the Dean of Administration on the basis of how well he/she has performed the duties herein assigned under Duties and Responsibilities.



Director of Financial Aid

Reports To: The Dean of Administration and Business Affairs

The Director of Financial Aid (DFA) provides leadership and management services for the School in the area of the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965: These programs provide grants, loans, and work-study funds to students.

Qualifications

- An earned bachelor's degree from an accredited college/university is required. A master's degree in public or business administration, education, or related area is preferred.
- Five years of management/leadership experience
- Strong analytical and logical problem-solving skills
- Documented working experience with Microsoft Windows environments
- Considerable working knowledge of student information and learning systems.
- Experience working with computers and technology.

Duties and Responsibilities

- Determine student grant and loan eligibility, authorize and post student loan funds to student accounts, reconcile and refund disbursements to appropriate lenders/servicers/guaranty agency.
- Advise students, parents, staff, lenders, servicers and guaranty agency personnel on all student loan issues as well as general financial aid issues.
- Keep up to date on current Federal Regulations and trends in the student and parent loan programs.
- Responsible for maintaining the accuracy and integrity of student and grant and loans programs.
- Provide staff and students with information regarding the availability of federal student grant and loans and the eligibility requirements.
- Advise students regarding satisfactory academic progress, withdrawals, disbursements and aid opportunities.
- Determine a student's eligibility for federal grant and loans, taking into consideration the student's credits, GPA, prior loan, academic counselor evaluation, and financial need information.
- Calculate grant and loan eligibility based on budget, EFC and other aid received. Authorize and certify student loan amounts.
- Verify the student has submitted the necessary Master Promissory Note and has performed the required Entrance and Exit Counseling regarding loan responsibilities.
- Coordinate the disbursement of student loan funds with loan service provider/guaranty agency and the Accounts Receivable Office. Verify student eligibility and authorize disbursement or return of funds.
- Reconcile funds received with the amounts disbursed and returned.



- Monitor student eligibility throughout the academic year and reduce loan awards and disbursements when students do not achieve satisfactory academic progress or maintain the minimum credit load. Refund disbursements to the appropriate lender/service provider/guaranty agency when appropriate.
- Maintain current knowledge of Federal Regulations and trends in the Federal Loan program by reviewing Federal Regulations in the Federal Student Aid/Financial Aid Handbook and maintaining a relationship with lenders, loan service providers, and guaranty agencies as well as attending conferences for loan administrators and coordinators.
- Perform other duties as assigned by the Dean of Administration.

Appointment

The Director of Financial Aid (DFA) is appointed by the Vice President upon recommendation of the Dean of Administration (DA), and approved by the President.

Performance Evaluation

The DFA is evaluated annually by the Dean of Administration on the basis of how well he/she has performed the duties herein assigned under Duties and Responsibilities.



Director of Information Technology

Reports To: The Dean of Administration and Business Affairs

The Director of Information Technology (DIT) provides leadership and management services for the School in the area of Information Technology by system operating and maintaining the school's computing and telecommunication equipment and services so that they meet the school's administrative, faculty, student and research needs.

Qualifications

- An earned bachelor's degree, master's preferred, in computer science, telecommunications, data processing or allied fields from an accredited college/university.
- Five years of management/leadership experience
- Strong analytical and logical problem-solving skills
- Documented working experience with Microsoft Windows environments
- Experience with Microsoft windows configuration, installation, maintenance, support and troubleshooting of TCP/IP networks
- Knowledge and skills for systems development, complex project management, knowledge of Network hardware, client/server technology, Internet/intranets

Duties and Responsibilities

- Responsible for all aspects of information technology management and control.
- Oversee the revision of the IT Strategic Plan on an annual basis ensuring its coherence with the overall campus strategic plan.
- Work with administration, faculty, and staff to assess and respond to campus IT needs.
- Supervise the ongoing operations of the institution IT helpdesk providing quality and timely support to institution employees concerning hardware and software needs.
- Provide day-to-day supervision, conduct performance appraisals, and provide assistance to faculty, staff, and administrative personnel in the area of IT.
- Establish Institutional infrastructures to support and guide programs in computing and information technology efforts.
- Identify emerging information technologies to be assimilated, integrated, and introduced within the institution infrastructure.
- Oversee the development, design, and implementation of new applications and changes to existing computer systems and software packages.
- Assess new computing technologies and the feasibility of system enhancements to determine potential value for the School.
- Supervise the ordering, acquisition, inventorying, and disposition of hardware and software.
- Maintain the integrity and continual operation of the campus network including the inter- and intra-building wiring plant and wireless networks.
- Maintain security and privacy of the information systems, communication lines, and equipment.



- Develop, review, and certify all back-up and disaster recovery procedures and plans.
- Oversee IT related aspects of all institution construction and renovation projects.
- Perform other duties as assigned by the Dean of Administration.

Appointment

The Director of Information Technology (DIT) is appointed by the Vice President upon recommendation of the Dean of Administration, and approved by the President.

Performance Evaluation

The DIT is evaluated annually by the Dean of Administration on the basis of how well he/she has performed the duties herein assigned under Duties and Responsibilities.



Accounting Manager

Reports To: The Dean of Administration and Business Affairs

- The Accounting Manager (AM) is responsible for all areas relating to financial reporting and for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. The AM addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities.
- Under the direction of the Dean of Administration (DA), the AM oversees the school's accounting services functions and is required to have an advanced working knowledge of complex rules, regulations, and applications of the latest pronouncements of the Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), American Institute of Certified Public Accountants (AICPA), Generally Accepted Accounting Principles (GAAP), and National Association of College Business Officers (HACUBO), (These are requirements if the AM is a CPA. Less stringent requirements are applicable if the AM is an accountant).

Qualifications

- An earned bachelor's degree in accounting, business administration, or finance (Master's preferred) from an accredited college/university.
- PC proficient and able to thrive in a fast-paced setting.
- Experience with automated accounting systems and strong experience with Microsoft, Excel, Access and Word.
- Strong verbal and communication skill and a commitment to honesty and integrity.
- Ability to multi-task, work under pressure and meet deadline.
- A minimum of three years of experience working in a business office or activity which uses/requires AM skills.
- Strong interpersonal, supervisory and customer service skills.

Duties and Responsibilities

Under the supervision of the DA, the AM is responsible to:

- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure the timely reporting of all monthly financial information.
- Ensure the monthly and quarterly bank compliance activities are performed in a timely manner.
- Support the DA in the preparation of the school's documents required for taxes, licenses and business permits.
- Provide regular forecasting information to the DA and budget holders on accounts as directed.



- Maintain accurate financial records, and monitor faculty accounts on a regular and timely basis.
- Administer the payroll process and prepare payroll related budget schedules and ad hoc reports as requested.
- Process orders and invoices, travel claims, credit card accounts, cheque payments.
- Review student receivables and delinquencies on a monthly basis.
- Ascertain that notices are sent each month to students and others who are past due in payment.
- Prepare and review account reconciliations and analyses, monitor the budget for variances.
- Participate in continuous assessment of payroll and month end close processes and procedures to improve efficiency, effectiveness, and customer service.
- Identify and implement best practices; establish and maintain collaborative working relationship with all areas of the School.
- Perform special projects (financial and others) as requested by the DA, and attend meetings and functions on committees as assigned.
- Perform other duties as assigned by the DA.

Appointment

The Accounting Manager is appointed by the Vice President upon recommendation of the Dean of Administration, and approved by the President.

Performance Evaluation

The Accounting Manager is evaluated annually by the Dean of Administration on the basis of how well he/she has performed the duties herein assigned under Duties and Responsibilities.



Director of Institutional Research and Effectiveness

Reports To: The President

- The Director of Institutional Research and Effectiveness (DIRE) is responsible for developing and maintaining Cal Grad's institutional research function and assessment activities in support of the institution's decision-making processes. The DIRE plans and implements data collection, conceptualizes, designs, and conduct analytical studies, and prepares and disseminates appropriate information to stakeholders and constituents in support of the school's academic and institutional goals.
- In addition, the DIRE coordinates school-wide assessment activities for academic programs and works closely with faculty in selecting and refining appropriate measures for student learning outcomes on the course, program, and institutional level.

Qualifications (Required Knowledge and Skills)

- A bachelor's degree (Master's preferred) appropriate to the position.
- Experience with data extraction, analysis and interpretation using statistical and non-statistical methods.
- Experience with data-driven assessment of institutional effectiveness.
- Ability to understand, adapt, and apply trends in higher education research, data management, and policies within institutional settings.
- Knowledge of current practices in institutional research, including ethical use of data and privacy requirements.
- Previous experience/training in outcomes assessment in higher education and familiarity with accreditation requirements and process.
- Excellent verbal and written communications (verbal and writing) skills, strong organizational and interpersonal skills, and skill in use of database and statistical analysis software.
- Ability to effectively communicate both verbally and in writing.
- Understand and behave with a high level of integrity and complete confidentiality at all times.
- Ability to be sensitive to and respond to needs/concerns of students, faculty, school staff and the public.
- Ability to work under pressure with a high tolerance for interruptions, and the ability to work with diverse groups of people.

Duties and Responsibilities

- Demonstrated organizational skills in handling, directing and prioritizing multiple and complex assignments and projects
- Skill in working effectively in a team environment with a customer service focus.
- Ability to communicate with internal and external constituencies in a professional manner, including articulating the school's institutional planning, research and effectiveness functions with clarity and enthusiasm.



- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top administrators, public groups, and/or Board of Trustees.
- Ability to respond to common inquiries or complaints from administrators, regulatory agencies, or members of the community.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Develops methods for gathering and analyzing data regarding learning outcomes and student and institutional characteristics, student enrollment, retention and attrition studies, institutional effectiveness and the effectiveness of various instructional methodologies.
- Evaluates and manages the processing and maintenance of data and databases for institutional, departmental and individual needs. Ensures data integrity; researches and recommends changes to improve data quality.
- Supports institutional leaders in reviewing, interpreting, and determining the implications of various measures of institutional effectiveness. Coordinates and participates in the development and analysis of related data.
- Provides oversight and supervision for institutional planning, research, effectiveness, assessment, evaluation strategies, and accreditation processes.
- Ensures that meaningful, appropriate and accurate data and supporting documentation is available to meet the decision-making needs of the School.
- Plans, develops, coordinates and implements all activities necessary to communicate and educate the School community about the institutional effectiveness process of the School.
- Assists in coordinating the annual planning and institutional effectiveness processes with the annual budgeting process.
- Compiles, analyzes and disseminates quantitative data on facets of the School and related educational issues, including such areas as institutional characteristics, enrollments, student retention, student transfer, enrollment, grades, other student performance indicators, and fiscal affairs.
- Conducts special projects and studies to address decision-making needs of the School for senior administrative staff, and for the President, as assigned. Assists with faculty-based assessment efforts and student learning outcomes.
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors and other employees.
- Reviews, maintains and evaluates the budget for the institutional planning and effectiveness functional area.
- Produces appropriate reports to coordinate and communicate the achievement of school performance measures and student learning outcomes to appropriate parties.
- Supervises the creation, administering and reporting of institutional surveys, evaluations and assessments.



- Assists with the development, implementation, monitoring, and revision of policies and procedures relating to the institutional planning and effectiveness functional area.
- Reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with school standards, policies and guidelines
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students and customers.

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The DIRE may be required to perform other job-related duties as requested by the Dean of Administration (DA), subject to reasonable accommodation.

Appointment

The DIRE is appointed by the Vice President upon the recommendation of the Dean of Administration (DA), and approved by the President.

Performance Evaluation

The DIRE is evaluated by the Vice President on the basis of how well he/she has performed the duties herein assigned under duties and responsibilities.



Director of International Student Affairs

Reports To: The Dean of Student Services

The Director of International Student Affairs (DISA) reports to the Dean of Student Services (DSS) and provides strategic and visionary leadership to an office that serves as the policy, programming and resource center for matters that impact the lives of international students, scholars and their families. The DISA coordinates and directs services and activities that provide assistance to international students and serves as the liaison between the Student and Exchange Visitor Information System (SEVIS) and Cal Grad.

Qualifications

- Bachelor's degree from an accredited college/university with qualifications in a relevant field of student services with a strong international focus.
- Minimum 3 years of experience in the area of student services with strong interpersonal skills and the ability to advise and mentor students.
- Strong sense of cultural awareness and ability to work with people of different nationalities.
- Ability to use judgement to independently analyze and interpret regulations pertaining to F1 and J1 students, and to develop creative solutions to problems.
- Ability to consistently meet deadlines and handle information confidentially.
- Familiarity with broad and complex immigration issues including changes of visa status from one category to another; leave of absence; concurrent enrollment; change of academic program; extension of program of study; reinstatement applications for students who have fallen out of status; economic hardship work permission, etc.

Duties and Responsibilities

- Provide immigration information to international students; monitor and track student's immigration status, and maintain international student's files.
- Advise and assist students with immigration petitions and applications including: processing for new F-1 visas, work permits, CPT, OPT, reinstatement, reduced course load authorizations, change of status, medical leave and economic hardship employment authorization.
- Coordinate with program directors to process Curricular Practical Training (CPT)/ Post-Completion Optional Practical Training (OPT) to guide students' search for appropriate employment positions that comply with SEVIS regulations.
- Provide active case management to an assigned caseload of students. Support international students experiencing cross-cultural, family, personal or economic crises, which may impact academic performance.
- Coordinate and provide academic advising services to international students including: evaluating student's academic history, developing academic and career goals, and outlining appropriate classes and resources needed to achieve these goals.
- Serve as student advocate in matters related to grievances, grading issues, tuition appeals and special financial arrangements.



- Work with international students on academic probation and suspension to develop an improvement plan.
- Function as liaison with transfer institutions; refers students to appropriate school and community contacts to assist with the transfer process.
- Work collaboratively with program faculty and administrators to support the development of strategies to enhance student retention.
- Review international student admissions forms and enter new student information into the Cal Grad's database system.
- Oversee new and transfer international student processes, communication, resources and information about orientation to ensure compliance with Cal Grad's policies, Department of Homeland Security, and the Department of State regulations.
- In close collaboration with the Dean of Student Services, provide general education information and updates about critical immigration related matters (e.g., visa requirements, benefits, changes in immigration policies) as they relate to Cal Grad students, faculty, staff and other employees.
- Performs other duties as assigned by the Dean of Student Services.

Appointment

The Director of International Student Affairs (DISA) is appointed by the Vice President upon recommendation of the Dean of Student Services, and approved by the President.

Performance Evaluation

The DISA is evaluated annually by the Dean of Student Services on the basis of how well he/she has performed the duties herein assigned under Duties and Responsibilities.



Director of Distance Education

Reports To: The Dean of Academic Affairs

The Director of Distance Education (DDE) oversees the Cal Grad's educational media management and directs the Cal Grad's Moodle operation.

Qualifications

- An earned bachelor's degree from an accredited college/university is required. A master's degree in instructional technology, education, or related area is preferred.
- Three years of administrative/leadership experience at the educational institute.
- Considerable working knowledge of student information and learning systems.
- Experience working with computers and technology.

Duties and Responsibilities

- Oversee and manage the media and recording work to support Cal Grad's Moodle system.
- Manage all the equipment in Cal Grad's video studio.
- Manage the online course schedule and monitor student enrollment through the Moodle system.
- Train the faculty and student how to use the Cal Grad's Moodle system for classes.
- Train the faculty how to input grades and attendance in the Moodle system.
- Support technology in the classroom, such as maintaining computers, projectors, and printers.
- Oversee the scheduling and proctoring of online tests such as the English proficiency exam.
- Manage the online library cataloging system, which includes cooperating with the Library to adopt online resources.
- Responsible for purchasing of the recording related equipment.

Appointment

The Director of Distance Education (DDE) is appointed by the Vice President upon recommendation of the Dean of Academic Affairs, and approved by the President.

Performance Evaluation

The DDE is evaluated annually by the Dean of Academic Affairs on the basis of how well he/she has performed the duties herein assigned under Duties and Responsibilities.



The Media & Recording Operation Staff

Reports To: The Director of Distance Education Program

The Media & Recording Operation staff reports to the Director of Distance Education Program and handles video and sound equipment, recording lectures, editing recorded lectures, and provides final media files to support the Moodle System

Qualifications

- Bachelor's degree.
- Minimum 2 years of experience handling video and sound equipment.
- Minimum 1 year of experience editing recorded materials in the Moodle System environment.
- Demonstrates ability to work with the instructors and the students.

Duties and Responsibilities

- Charged with getting the equipment ready for recording.
- Set-up the record equipment over, laying cable, and ensuring the equipment is.
- Select microphones, video, sound and volume of recorded tracks.
- Set up computers upon which to record, play and edit.
- Maintain the recoding files
- Upload the recording files to Media server

Appointment

The Media & Recording Operation staff is appointed by the Vice President upon recommendation of the Director of Distance Education Program, and approved by the President.

Performance Evaluation

The Media & Recording Operation staff is evaluated annually by the Director of Distance Education Program on the basis of how well he/she has performed the duties herein assigned under Duties and Responsibilities.



The Moodle Operation Staff

Reports To: The Director of Distance Education Program

The Moodle Operation staff reports to the Director of Distance Education Program. The Moodle Operation staff works with the Media & Recoding staff and is in charge of a Moodle System and Site.

Qualifications

- Bachelor's degree.
- Minimum 2 years of working experience in Moodle System and Site.
- Minimum 1 year of experience editing recorded materials in the Moodle System environment.
- Experience in the media and recording operation is preferred.
- Demonstrates ability to work with the instructors and the students.

Duties and Responsibilities

- Authentication: different methods of adding new users to the Moodle System.
- Managing accounts: how to search for, edit, delete or perform bulk actions on users.
- Roles and permissions: how to add or remove permissions from students, teachers and other users on the Moodle System.
- Enrollments: adding users to courses.
- Security: how to keep the Moodle System.
- Performance: ways to check the efficiency and smooth running of the Moodle System.
- Training: provide the Moodle System training to students and instructors.

Appointment

The Moodle Operation staff is appointed by the Vice President upon recommendation of the Director of Distance Education Program, and approved by the President.

Performance Evaluation

The Moodle Operation staff is evaluated annually by the Director of Distance Education Program on the basis of how well he/she has performed the duties herein assigned under Duties and Responsibilities.



Director of Library/Learning Resources

Reports To: The Dean of Academic Affairs

Within the context of the development and administration of the school's library/learning resources, the Director of Library/Learning Resources (DLLR), a faculty/ administrative position, supervises the school's Library/ Learning Resources Center (LLRC) and its services, activities, and management which entail responsiveness to patron needs and accountability for the LLRC budget, development plans, and planned acquisitions in response to student and faculty needs and the growth and development of the School. The DLLR is responsible for assuring that the LLRC provides the requisite information services to students and faculty, efficient access to cataloguing, safely preserves the LLRC's collections, and meets statutory accreditation requirements.

Qualifications

- An earned graduate degree in library science or its equivalent (e.g. MLS, Master of Information Services) from an accredited institution with two (2) to three (3) years of experience in working in a LLRC, public or private.
- Ability to organize and develop a LLRC collection.
- Ability to organize and supervise staff
- Ability to work with faculty and students, and with the Dean of Academic Affairs.
- Ability to communicate in both the Korean and English languages.

Duties and Responsibilities

- Assure that faculty provide input to the DLLR and encourage instructors to make assignments that require students to use the library.
- Take a leading role in the LLRC committee (e.g. assuring that meetings are scheduled, are productive, and that the necessary and appropriate LLRC policy is developed and revised).
- Keep the administration informed of LLRC needs and problems.
- Interpret the LLRC's mission, objectives, and policy.
- Analyze, evaluate, and generate recommendations from LLRC data and institutional research.
- See that LLRC materials are safely maintained, organized, and made accessible (e.g. catalogued).
- Build a LLRC collection that supports the mission, goals, vision and the school's curricula.
- Request faculty input for materials selection.
- Maintain the suitability of student study space.
- Oversee the work of the LLRC committee.
- Maintain and improve the Library Handbook.
- See that the LLRC meets all accreditation requirements (including working with faculty and administration to see that student use is appropriate for an accredited school).
- Prepare and oversee the LLRC's budget.
- Maintain a program of professional development.



- Perform other duties as assigned by the Dean of Academic Affairs within the purview of this position as the need arises.

Appointment

The Librarian shall be appointed by the Vice President upon the recommendation of the Dean of Academic Affairs, and approved by the President.

Performance Evaluation

The DLLR is evaluated annually by the Dean of Academic Affairs on the basis of how well he/she has performed the duties herein assigned under Duties and Responsibilities.



IV. GENERAL POLICIES

Purpose of Mission Statement

The mission statement of Cal Grad shall serve as a guide for planning our ministry and evaluating its results.

New initiatives

New initiatives that do not fit into our mission will not be undertaken without appropriate amendment to that mission statement. The board of directors has final say in any proposed change to the mission statement of the school.

Evaluation of Our Ministry

As part of our annual assessment plan, we will analyze how well we are achieving various components of our mission statement (and the objectives that support it) and will make recommendations for improvements based on that analysis.

Revision Procedures for Handbooks and Other Documents

Policies, mission, philosophy of education, institutional objectives, and statement of faith may not be changed without board approval. Although the board must authorize policy changes reflected in any handbook, the appropriate administrator may, at any time, make changes to the procedures needed for implementing board policies. When a policy change is made, the date on which the board voted to make such a change must be notated in a handbook next to the revised policy. Before adding or revising a board-approved policy, the board must send a copy of the board minutes showing the vote to make the change. Administrator who can make appropriate revisions to a handbook or other document are as follows:

- Five-Year Strategic Plan – Vice President
- General Catalog, Policies and Procedures Manual, Administrative Handbook and Operations Manual – Dean of Administration
- Faculty Handbook – Dean of Academic Affairs
- Student Handbook – Dean of Student Services
- Assessment Plan – Director of Institutional Research and Effectiveness

Note that there are special requirements for the board to change any of the following items. For these items, the secretary of the board must give 60-day notice of a proposed change to be voted on at an upcoming meeting. The notice must include who can be contacted for additional information, date/time/place of the meeting, and the exact wording of the proposal. To change the following items, there must be a three-quarter majority of those attending the meeting. Of course, the meeting must have a quorum to conduct such a vote or other official business. These items are Cal Grad's:

- Statement of Faith
- Mission Statement



Preservation of Documents & Records

Document	Location	Backup Copy	Who is Responsible to Maintain	Who Must Approve Revisions
Articles of Incorporation	President and VP's offices	Dean of Administration	President	N/A
Bylaws	President and VP's offices	Dean of Administration	President	Board of Trustees
Important BPPE Documents	Dean of Administration's Office	Director of Business and Administration	Dean of Administration	N/A
Important TRACS Documents	Dean of Administration's Office	Director of Business and Administration	Dean of Administration	President (for documents we write and submit)
Assessment Plan	Director of Institutional Effectiveness computer	Director of Business and Administration	Director of Institutional Effectiveness	Vice President
Annual Assessment Reports	Director of Institutional Effectiveness computer	Director of Business and Administration	Director of Institutional Effectiveness	Vice President
Five-Year Plan (Strategic Plan)	Vice President's office	Dean of Administration	Vice President	President
Budgets	CFO/Vice President's office	Dean of Administration	Vice President	Board
Self-Studies	Director of Institutional Effectiveness computer	Dean of Administration	Vice President	President
General Catalog	Dean of Administration's office	Director of Business and Administration	Dean of Administration	Vice President
Policies and Procedures Manual	Dean of Administration's office	Director of Business and Administration	Dean of Administration	Vice President



Administrative Handbook and Operations Manual	Dean of Administration's office	Director of Business and Administration	Dean of Administration	Vice President
Student Handbook	Dean of Student Services' office	Dean of Administration	Dean of Student Services	Vice President
Faculty Handbook	Dean of Academic Affairs' office	Dean of Administration	Dean of Academic Affairs	Vice President
Distance Education Manual	Director of Distance Education	Dean of Administration	Dean of Academic Affairs	Vice President
Library Policies and Procedures Manual	Library	Dean of Administration	Dean of Academic Affairs	Vice President
Faculty Meetings Minutes	Dean of Academic Affairs' office	Dean of Student Services' office	Dean of Academic Affairs	Dean of Academic Affairs
Board of Trustees Minutes	President's Office	Vice President	President	Board of Trustees
Board Handbook	President's Office	Vice President	President	Board of Trustees
Annual Budget	Dean of Administration's office	Director of Business and Administration	Dean of Administration	Board of Trustees
Financial Records	Dean of Administration's office	Director of Business and Administration	Dean of Administration	N/A
Student Complaints and Grievances	Dean of Student Services' office	Dean of Administration's office	Dean of Student Services	N/A
Staff Files	Vice President	Dean of Administration's office	Vice President	President
Faculty Files	Dean of Administration's office	Dean of Academic Affairs' office	Vice President	President
Student Files	File room	N/A	Director of Admissions & Records	Vice President



Medical Provisions

If a student or employee has a minor accident, a first aid kit is kept in the office to help. If an employee or a student has a more serious medical need that demands immediate attention, the office will arrange for transportation to a doctor, urgent care clinic or hospital. If a student has a medical need that does not require immediate attention, he or she is to discuss the issue with the student dean.

Medical Facilities near Main Campus

- Nearest medical facilities:
 - Garden Grove Hospital Medical Center. The address is 12601 Garden Grove Blvd., Garden Grove, CA 92843. Approximately 1.5 miles away.
 - UCI Medical Center in Orange, CA. The address is 101 The City Dr S, Orange, CA 92868. Approximately 4 miles away.

Catalog Accuracy System

The Cal Grad's catalog describes the policies, procedures, rules and regulations by which the school operates the programs and services that it offers. Cal Grad endeavors to present this information to the public clearly and accurately. Every effort has been made to assure that the information presented is correct and up-to-date. Cal Grad assumes no responsibility for program changes or publication errors beyond its control. This catalog is updated annually.

Statement of School Rights

This catalog is published to aid the student in making decisions leading to the accomplishment of academic goals. The policies, procedures, rules and regulations stated herein are for information only and in no way constitute an irrevocable contract between the student and Cal Grad.

Nothing in this catalog shall be construed, operate as, or have the effect of an abridgment or limitation of any rights, powers or privileges of the Board of Trustees or the President of Cal Grad.

While every effort has been made to ensure the accuracy and timeliness of information in this catalog, changes in laws, rules and policies that occur from time-to-time may alter information contained in this publication. Further, the General Catalog is a generic publication; it is not intended or possible to be inclusive of all the information which pertain to the student and Cal Grad.

Cal Grad reserves the right to make program changes and rules revisions; to set and amend tuition, services and material charges; to make changes in which courses are offered, teaching assignments, degree



requirements, student services, and administrative staff at its sole discretion without limitation or prior notice, subject to applicable law.

There are established procedures for making changes - procedures which protect the school's integrity and the individual student's interest and welfare. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the advantage of the student and can be accommodated within the span of years normally required for graduation. The student should consult the appropriate office, administrative unit, the published schedule of classes or other appropriate school publications for current information.

Cal Grad further reserves the right to refuse admission to any applicant at the discretion of the Admission Director and to disqualify, discontinue or exclude any student at the discretion of the President, the Dean of Student or Dean of Administration.

Policy on Sexual Harassment

Harassment and sexual harassment are reprehensible and will not be tolerated by Cal Grad. Sexual harassment is a violation of a person's privacy and dignity. It creates a hostile and intimidating work or learning environment, and it is illegal; it is a form of gender discrimination prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, state regulations and Cal Grad's policy on sexual harassment.

Sexual or other forms of harassment of a Cal Grad student towards any person, or Cal Grad employee will not be tolerated. Harassment by a non-employee, for example a contractor, vendor, supplier or visitor, is prohibited.

Sexual harassment subverts the mission of Cal Grad and threatens the careers, educational experience, and well-being of the students, staff and faculty. Cal Grad is committed to maintaining an environment that is free of sexual harassment.

Sexually harassing conduct, whether physical or verbal, committed by supervisors, non-supervisory personnel or faculty members, is prohibited. This includes repeated offensive sexual flirtation, advances, propositions, continued or repeated abuse of a sexual nature, sexually-oriented humor, graphic-verbal comments about an individual's body or clothing, sexually-degrading words to describe an individual, the display in the workplace or learning environment of sexually-degrading objects or pictures and any undesired physical contact. Overwhelmingly, the victims of sexual harassment are women; however, men are also victims of sexual harassment by women, and same sex harassment occurs.

The Cal Grad's students, faculty or staff who believe that they have been subjected to any form of sexual harassment should promptly contact the office of the President, the Dean of Student or Dean of Administration regarding complaint resolution or grievance procedures.



Policy on Sexual Assault

The term sexual assault includes, but is not limited to: rape, acquaintance rape, sexual battery, forced sodomy, forced-oral copulation, rape by a foreign object, or threat of sexual assault.

Students, faculty and staff who are victims of a sexual assault committed upon the grounds of the school, or upon off-campus grounds or facilities maintained by affiliated student organizations, are required by law to be advised of specified-remedial information which should include any treatment which may be available. Rape is the most prevalent, serious-violent crime committed on college campuses. Rape, including acquaintance rape, or any other form of sexual assault, will not be tolerated by Cal Grad. Where there is evidence that campus-related sexual assault has been committed, severe campus disciplinary action will be initiated. Such campus disciplinary action may include, after due process, the possibility of dismissal, suspension or disenrollment. Additionally, where the victim initiates criminal action, the perpetrator is subject to criminal penalties which may include fines and imprisonment.

Policy on Prosecution for Thief and Bad Checks

It is the policy of Cal Grad to prosecute individuals for theft, such as shoplifting, and the issuance of worthless documents, such as bad checks, whenever it occurs on campus. All persons committing such acts are subject to prosecution by civil authorities under the California Penal Code. Such measures include the utilization of Section 1719 of the California Civil Code (AB 1226) which permits the recipient of a bad check to recover the amount owing upon such check plus three times its face value up to a limit of \$500 in a court of competent jurisdiction.

Grievance Resolution and Appeals Procedures

The student grievance procedure at Cal Grad is intended to provide a formal, standardized means for students to seek redress concerning the actions of faculty members, administrators, or staff members of the school-actions that are unauthorized or unjustified and that adversely affect the status, rights, or privileges of the students. Further, the purpose is to establish due process and safeguards that will be followed by the institution in the adjudication of grievances.

A grievance filed under this policy must be initiated within one year of the alleged violation. A grievance may not be filed on the basis of a student's judgment of an instructor's or administrator's competence;



such judgments are solely the province of the academic department involved or of the administrator's supervisor.

The grievance procedure is not designed to replace open communication and understanding, which are vital to the academic process. The student may withdraw the grievance at any stage, at which point the process will immediately terminate. During all stages of the grievance, the burden of proof will be on the student.

First the student should call for an informal meeting. If after ten instructional days beyond the initial informal meeting a satisfactory resolution is not reached, the academic dean or President shall meet with the student grievant and the respondent. Within fifteen instructional days of that meeting, the appropriate authority will complete an investigation of the allegations and will reach conclusion. The investigation shall promptly communicate the decision to the student and the respondent. If the grievant is not satisfied with the results of the informal process, he or she may initiate a formal grievance procedure by contacting the appropriate authority within fifteen instructional days of the decision.

To initiate the formal grievance procedure, the student is required to submit a written "statement of grievance" – a clear, concise, signed, and dated statement of events from the student's perspective. The statement should provide enough information to present a complete understanding of the situation and of the remedy sought by the student.

A student initiates the formal procedures by submitting the statement of grievance to the appropriate director: Academic Dean, Dean of Student or Dean of Administration. The dean or appropriate administrator has a period of ten instructional days to review the case, during which he or she may opt to seek additional information from the parties involved or from witnesses. By the end of that ten-day period, the dean or administrator will either (1) render a decision or (2) convene an Institution Hearing Committee to investigate further. The student shall have the right to request that an Institution Hearing Committee be convened.

All members of the Cal Grad's administrators, faculty, and staff are dedicated to providing their students with highest quality undergraduate and graduate educational programs. They strive to guide and assist students so that they can complete their graduation requirement as expeditiously and successfully as possible. However, problems may arise, necessitating disciplinary action.

Students who are disciplined as a result of serious violation of student code of conduct shall have the right to appeal to the Grievance Committee composed of administrators, faculty and academic counselors. It is the aim of Cal Grad to resolve all complaints, grade disputes, and other problems in a manner that is most fair and just to all parties involved. When submitting a formal appeal to the Grievance Committee, students are advised to assemble the following supportive evidence: (a) the nature of the problem or dispute; (b) the date that the alleged problem or dispute occurred; (c) the name of the individuals involved in the dispute; (d) a brief statement concerning the ruling sought from the Grievance Committee and copies of all relevant supportive documents.



Students have the rights to appeal to the state regulatory agency during any time the event of the complaint or dispute occurs. As clearly stated in the Student's Rights, students have the right to call or write to the Bureau for Private Postsecondary Education at:

2535 Capitola Oaks Drive, Suite 400
Sacramento, CA 95833
www.bppe.ca.gov
Toll-free telephone number (888) 370-7589 or by fax (916) 263-1897

Additionally, complaints may be logged with the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org]



V. SCHOOL-WIDE POLICIES

Recruitment Policies

Roles and Responsibility

Many students enter Cal Grad to pursue quality higher education, to develop intercultural leadership skills, and to enrich their Christian character.

Recruitment and admissions activities at Cal Grad are carried out by the Admission Office. The Admission Office's role is to ensure that policies, procedures and plans in relation to student recruitment and admission are operated fairly and consistently, with a view to enhancing the Cal Grad's strategic aims and objectives.

President

The President's role in student recruitment is making a final decision for the recruiting policies and guidelines established in the Admission Committee. The President also directly supervises the Dean of Students who is in charge of student recruitment and admission.

Dean of Student Services

The Dean of Student Services (DSS) oversees the Cal Grad's student recruitment by organizing and overseeing the work of the Admission Director. The DSS also calls and presides at the Admissions Committee meeting, where recruitment policies and guidelines are established.

Admission Director

The Admission Director Implements the overall admission process including recruitment and interviews with an accurate information of programs to ensure integrity in the presentation of the school to all prospective students

General Recruiting Practices

Advertisements

- Daily Korean newspapers in Southern California Region
- Weekly Christian Korean newspapers (National)
- Korean Christian radio broadcast in Southern California
- Advertisements in local Korean phone directories
- Promote school through use of social media advertising: Facebook, LinkedIn, Twitter, Google+ etc.



Recruiting Events

- Director of International Relations visit to Southeast Asia region: Vietnam, Cambodia, Thailand, and Philippines.
- President's visit to various universities, churches, and conferences in the U.S. and Korea.
- Faculty/staff's visit to various universities, churches, and conferences in the U.S. and Korea.
- Faculty/staff's visit to various denominational gatherings such as the classis, synod, presbytery, general assembly, etc.

New Student Referral Reward

Majority of the incoming students have been referred to by current students, alumni, and pastors. For this reason, Cal Grad is offering a New Student Referral Reward to encourage people to promote and introduce the school more actively.

A tuition credit amount to the 10% of the student's one year tuition has been offered for the referrers in all degree programs: Bachelor, Master of Art in Religion, Master of Divinity, and Doctor of Ministry. The tuition credit will be issued to a referrer upon the new student's registration for full-time status:

- A bachelor degree requires a minimum of 12 units for full time status.
- A master and higher degree requires a minimum of 9 units for full time status.

Staff and faculty members can also receive a tuition credit (10% of the student's one year tuition). The tuition credit must be returned to the school if the new student does NOT register for two consecutive semesters as a full-time status or the student drops out of school after one semester. The tuition credit may be granted to the student as a scholarship upon the referrer's request.

Admission Policies

Introduction

Cal Grad requires minimum of high school completion or its equivalents for consideration for admission to the undergraduate program. Our graduate programs are open to men and women who show completion of any prerequisite coursework/degree or its equivalent from an accredited college or institution in the United States. In the case of coursework/degree completed in foreign institutions, it shall be evaluated from an agency recognized by the U.S. Department of Education. Any evaluation of foreign transcripts needs to be done at the student's cost. Cal Grad recommends the company, Education Evaluators International, Inc, 3000 Marcus Ave, Suite 1E6, Lake Success, NY 11042, Tel.401-521-5340, Email: eval@educei.com.



Cal Grad does not accept ability-to-benefit students at this time.

In requiring the B.A. or B.S. degree or its equivalent for admission to graduate degree programs, Cal Grad recognizes the importance of a broad education as a foundation for specialized theological study. A bachelor's degree must include works in the major fields of humanity and science which gives students the discipline and general information valuable for theological study and the work of the ministry. Adequate attention should be devoted to English grammar and composition, literature, speech, logic, and history.

Furthermore, part of the admissions process is to see those that demonstrate evidence of being born again, and are endowed with the necessary spiritual gifts.

Applicants are considered without regard to gender, national origin, or handicap. However, the school reserves the right to refuse admission to any individual who does not confess Christ as his or her personal Savior.

Admission Requirements

Undergraduate Programs

- a. **Admission Application Form** with a \$100 non-refundable application fee.
- b. **Student must be at least 18 years old.**
- c. **Proof of completion of high school such as diploma and official transcript.** Documents from other colleges and universities are also required if you are a transfer student.
- d. **Personal Identification:** All applicants are required to submit a copy of personal identification such as a state driver's license, passport, visas, or any government issued photo identification.
- e. **References from Three (3) Individuals** from the applicant's pastor, a high school teacher or a college professor, and a professional or business-related individual. Recommendation Forms are included in the Application Form.

Graduate Programs

- a. Admission Application Form with a \$100 non-refundable application fee.
- b. Official Transcripts and certificates of graduation from the all colleges and universities attended that show conferral of qualifying degrees (minimum of bachelor's).
- c. Personal Identification: All applicants are required to submit a copy of personal identification such as a state driver's license, passport, visas, or any government issued photo identification.
- d. References from Three (3) Individuals from the applicant's pastor, a high school teacher or a college professor, and a professional or business-related individual. Recommendation Forms are included in the Application Form.
- e. Ecclesiastical Reference (for M.Div. and D.Min. program): This must be a letter from the official board of the church of which the applicant is a member, stating that he/she is in good standing and



full fellowship, and is endorsed by them as a potential candidate for a service in the ministry.

Admission Procedures

Application Deadlines

Any applications received after these deadlines may not be processed.

B.A./B.S. Program	
Spring	January 5
Fall	August 5
M.A./M.Div./M.B.A./D.Min. Program	
Spring	January 5
Fall	August 5
M.A./M.Div./D.Min. Program	
Winter Intensive	December 5
Summer Intensive	July 5

Evaluation

When all required information is received by the Director of Admissions & Records, applicants are evaluated on the basis of their academic, professional record, and/or the extent and quality of their involvement in Christian service, their apparent gifts and promise for Christian ministry, and their references.

Notification of Admission

After reviewing the credentials submitted, the office of Admission will notify the applicant of its decision regarding admission by email. Matriculation for course work is contingent upon receipt of an official transcript showing completion of any prerequisite coursework/degree.

International Student

English Proficiency

In addition to the general requirements stated above, all international students applying for admission in the English-language program must submit at the time of application a score of not less than 70 (Internet Based Test) on the Test of English as a Foreign Language (TOEFL), or its equivalent. The test must include the writing section (TWE). To register for the TOEFL/TWE test, applicants may check the web address <http://www.ets.org>

In most cases, if less than three years of applicants' secondary schooling was with English as the language of instruction, they must meet Cal Grad's English proficiency requirement. This requirement, therefore,



may be waived for BA applicants who have earned a high school degree in which the language of instruction was in English. It can also be waived for the Masters and Doctorate applicants who have come from an accredited institution of higher learning in which the language of instruction was English.

Those who do not meet that standard should take a WebCAPE English proficiency placement exam of Cal Grad ESL program before starting their study at Cal Grad and take the necessary courses of ESL program to obtain a passing score before taking the regular degree classes.

Korean Language Program

Korean-language program applicants are not required to submit a TOEFL score for admission to Cal Grad. This is for applicants who have earned an academic degree from an accredited institution of higher learning in which the language of instruction is a 12th grade level and higher.

However, if you are admitted to our school, you may be required to take a WebCAPE English-language placement exam and obtain a passing score.

Student Visa

Cal Grad is a SEVIS approved school, authorized by the USCIS to issue certificate of eligibility documents for the F-1 student visa (I-20). International students who need an I-20 form to apply for a student visa must be accepted for admission to Cal Grad and provide a financial guarantee for themselves and all dependents who will accompany them to the United States.

The financial guarantee must be from the source(s) that will actually provide the funds for the student's study and living expenses. This can be done by:

- (a) showing that they are sponsored by a responsible Christian organization which will commit itself to guarantee the necessary support and round- trip transportation for the student and his or her dependents (if they are to accompany the student to the school); or
- (b) demonstrating by a letter from a bank or savings institution that the student has on deposit sufficient funds to cover tuition, other school fees, living expenses for the student and family, and round-trip airfare; or
- (c) providing the same proof from other individuals or organizations who wish to contribute to the student's support.

International applicants who require an F-1 visa should submit their applications at least six months prior to the semester in which they intend to enroll. The application file should be completed (including transcripts, financial guarantees, etc.) at least 90 days before the student's planned date of arrival to allow sufficient time for the visa application process. International applicants are required to submit official documentation of all postsecondary (college level) education. Appropriate visa documents (I-20) will be sent to the student upon admission to Cal Grad and receipt of an acceptable financial guarantee.



The student may be required to deposit in advance to the school a portion of the financial guarantee to ensure that sufficient funds are available for initial expenses upon the student's arrival in the United States.

Questions regarding visas should be addressed to the School DSO, by phone 714-636-1722, by fax 714-636-1725, or by email at info@cgsot.edu

International students on F-1 visas are required to maintain valid visa status throughout their stay at California Graduate School of Theology. These students must comply with all federal regulations pertaining to their visa status including, but not limited to, full-time enrollment throughout their stay at Cal Grad in order to remain in good standing with the school.

However, Cal Grad cannot vouch for student status, nor any associated charges. All it can offer are F-1 student visa (I-20).

Other Admission Policies

Readmission

Students who have withdrawn from Cal Grad, and were in good academic standing at the time of withdrawal, must apply for readmission through the Registrar's Office. An application for readmission, an application fee, a letter of endorsement and references are required for readmission. Students are readmitted under the same academic standing as at the time they left Cal Grad.

The same policy holds for those who have been dismissed from the school due to academic performance: they must submit a new application for readmission, and if approved, he or she will be readmitted under probationary status for one semester.

Auditing

Most courses may be audited by individuals who want to learn more about the Word of God, but do not desire a degree. In addition, most courses may be audited by regularly admitted students with permission of the instructor and subject to availability of classroom space. Full-time students may audit courses free of tuition, but will not receive any credit. Audited courses are recorded on the transcripts of all students as "Audit."

Transfer Credits

The transferability of credits you earn at Cal Grad is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn in religious studies is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or diploma that you earn at Cal Grad 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 Cal Grad will meet your educational goals. This may include contacting an



institution to which you may seek to transfer after attending Cal Grad to determine if your credits, degree, or diploma will transfer.

In regards to accepting credits from other institutions, Cal Grad accepts credits from any accredited institutions and/or from the list of articulation below. Transcripts are evaluated by the Dean of Academic Affairs and the Director of Admissions and Records under the guidelines established by the academic committee. Course credits with a minimum grade of "C" earned at other educational institute are accepted at full value to the extent that the courses are comparable to Cal Grad's stated requirements. The maximum amount of credit transferable is listed under each degree description. Cal Grad does not offer or award credits for prior experiential learning. For specific amount of credited accepted, look at each respective degree's description page.

Articulation

Cal Grad has articulation agreements with the following schools:

World Mission School 500 Shatto Place Los Angeles, CA 90020	Cal Grad units, degrees earned will be accepted. Cal Grad accepts up to 20% of the units from this institution.
International Reformed School And Seminary 125 S. Vermont Ave. Los Angeles, CA 90004	Cal Grad units, degrees earned will be accepted. Cal Grad accepts up to 20% of the units from this institution.
Midwest School 851 Parr Road Wentzville, MO 63385	Cal Grad units, degrees earned will be accepted. Cal Grad accepts up to 20% of the units from this institution.
Grace Mission School 1645 W. Valencia Drive Fullerton, CA 92833	Cal Grad units, degrees earned will be accepted. Cal Grad accepts up to 20% of the units from this institution.
Presbyterian Theological Seminary In America 15605 Carmenita Road Santa Fe Springs, CA 90670	Cal Grad units, degrees earned will be accepted. Cal Grad accepts up to 20% of the units from this institution.
Cal Grad 2660 W. Woodland Drive #200 Anaheim, CA 92801	Cal Grad units, degrees earned will be accepted. Cal Grad accepts up to 20% of the units from this institution.



Employment

Employment at Cal Grad is on an at-will basis. The President is selected by the Board. The President interviews and selects front-line administrators. Staff members may be proposed by their supervisors, but must be approved by the President.

Staff members will be interviewed by the Dean of Administration, Vice President and President. Faculty members will be interviewed by the Dean of Academic Affairs, Program Director and President.

Contract of Faculty

All contracts are for at-will employment. However, it is normally expected that full-time faculty are expected to serve for entire academic years until they or the school give ample notice. Adjunct faculty are hired semester-by-semester.

Academic Load

(TRACS 9.10p)

Full-time faculty are expected to teach between 18 and 24 credits per year (with reduced teaching loads given for significant administrative duties). Each faculty member is expected to be available for student counseling and relationship building at Cal Grad. Full-time faculty members are also expected to keep office hours, attend faculty meetings and to participate in Cal Grad's institutional self-study program.

Scheduling Facilities, Obtaining Equipment and Supplies

(TRACS 9.10m)

To avoid double scheduling any room, facility or equipment, contact the CFO and submit a School Building/Equipment Usage Request Form. Any reservations must be approved by the CFO. A copy of the form is provided in the appendix.

Supplies may be requested from the CFO.

Faculty Job Descriptions

Duties of Faculty as a Whole

The faculty of Cal Grad exist to help facilitate the mission of Cal Grad through providing in-class instruction that is both competent in specialized fields of training and experience and is also spiritual in modeling the



characteristics needed for Christian leadership. Class instruction should be designed to meet any assigned learning objectives assigned by the program of instruction. The faculty is the frontline tool for California Graduate School of Theology in achieving its mission. In addition to classroom duties, faculty members are expected to participate in:

- The determination and definition of major educational policies affecting the overall institutional purpose and goals of the school, especially in consultation with students, administration, and the board.
- The definition of new academic programs, curricula, and evaluation and revision of existing programs.
- The establishment of admissions standards and graduation requirements for the degree programs of the school.
- The fostering of a sense of community between students and faculty that will also foster behavior and a life-style consistent with Christian character and will be vital for effective Christian ministry.

Responsibilities of Full-time Faculty

It is expected that full-time faculty will perform the following duties and responsibilities:

- Conduct classroom instruction in the highest professional and Christian manner.
- Fulfill course objectives (both those assigned by the program and the objectives designed by the instructor himself or herself)
- Fulfill faculty requirements in regard to reporting student grades at the end of semester and developing syllabi for course assignments.
- Prepare course syllabi using our standard format
- Teach courses as scheduled and be present at all regularly scheduled class meeting times and be on time to teach all scheduled classes.
- Teach at least 18 credits per year. In some cases, minor administrative duties can substitute for some of these teaching hours.
- Prepare devotions based on scripture that relates to class content
- Submit all reports as required by the Dean of Academic Affairs or Director of Institutional Effectiveness
- Support the school's mission.
- Serve on faculty committees as needed.
- Attend all faculty meetings and participate in official ceremonies where the faculty members are presented as part of the school. These shall include but not be limited to graduation ceremonies, student orientations, etc.
- Be available to counsel students on academic and spiritual matters.
- Continue to study in their teaching areas so as to keep contemporary with current scholarship.
- Participate in Cal Grad's on-going self-study and long-range planning as required for accreditation.
- Maintain regular office hours on campus.



- Continue to study how to teach more effectively (e.g. read one book per year on teaching, attend a seminar on teaching effectively, take education courses).

It must be noted that full-time faculty will demonstrate clear evidence of a strong commitment to Cal Grad by making it their primary professional/ministry activity. They will be expected to be available to the school at least three days a week. It is expected that faculty will give priority to the performance of their duties, committee assignments, classroom instruction, and leadership requirements at Cal Grad before engaging in outside ministry and professional activities.

It is expected that faculty personnel will be responsible for understanding and knowing all academic policies as stated in the school Catalog, Policies and Procedure Manual, Faculty Handbook.

(TRACS 10.19)

Responsibilities for Part-time and Adjunct Faculty

It is expected that all part-time and adjunct faculty members will fulfill the following responsibilities:

- Conduct classroom instruction in the highest professional and Christian manner.
- Support the school's mission.
- Fulfill course objectives.
- Fulfill faculty requirements in regards to reporting student grades at the end of semester and developing syllabi for course assignments
- Teach course as scheduled and be present at all regularly scheduled class meeting times and be on time to teach all scheduled classes.
- Submit all reports as required by the Dean of Academic Affairs or Director of Institutional Effectiveness.

It is expected that when an adjunct faculty person is hired to teach a course that the faculty person will fulfill their assignment as their first priority for that time period. Changes in schedule, time of course, days the course is scheduled to meet, or any other substantive change which will affect students must be cleared first with the Dean of Academic Affairs. Adjunct and part-time the faculty members are expected to provide the necessary documentation substantiating their own academic training, resume and other attestation to meet the qualifications to teach at Cal Grad. Adjunct or part-time faculty members are expected to know the academic policies as published in the catalogue, faculty handbook and student handbook.

As with the full-time faculty, part-time faculty members are under the supervision of the Dean of Academic Affairs. Part-time faculty members have the right to participate fully in faculty meetings.

Faculty Function

Faculty must understand the limits and demands of their ministry in order to function properly at Cal Grad. The primary concern of all faculty is in the area of academic matters and in teaching courses as part of the



Cal Gard's curriculum. The following items are deemed central to the fulfillment of the function of faculty members in general:

- Participating in the determination and definition of major educational policies affecting the overall institutional mission and program goals.
- Defining and identifying through faculty committees and close cooperation with the Dean of Academic Affairs:
 - a. New degree programs (including learning objectives and curricular requirements)
 - b. Weaknesses in existing programs
 - c. Strategies to make existing programs more effective.
- Establishing admissions standards for all academic programs and acting as needed on specific admissions issues for individual students.
- Developing new faculty and recommending to the President new administrative positions to aid the accomplishing of the schools' mission.
- Aiding the work of the academic dean in evaluating and developing academic programs, establishing academic policies and procedures.

Curriculum Review

The faculty reviews the Curriculum and evaluates its effectiveness in enabling students to meet the school's mission, goals and objectives. Annual assessment reports are circulated among the faculty members (and other stakeholders) for input, analysis, suggestions and decisions. More focused and extensive reviews of each academic program are scheduled as part of the assessment plan.

Academic Freedom

(TRACS 10.15)

Cal Grad recognizes that with the field of education, academic freedom is a highly held right. In that regard, Cal Grad will do everything possible to ensure that faculty members are given the freedom to represent views, theories, research results, and opinions in the normal process of teaching their assigned courses. However, Cal Grad also recognizes that academic freedom must be weighed in response to the responsibilities of Christian faith and practice. The principles of developing Christian community, the responsibility of leadership by faculty members as role models to the students, and the ethics of Christian faith as prescribed by the school's statement of faith also provide the boundaries within which faculty members are given to exercise their academic freedoms. Therefore, Cal Grad has adopted the statement of Academic Freedom as developed by the Association of Theological Schools, a recognized accrediting association by the U.S. Department of Education, as its standard concerning faculty academic freedom. The statement reads as follows:

- The Christian faith directs all thought and life toward God who is the source of truth, the judge of all human thoughts, and the ultimate end of all theological inquiry.



- The freedom of the Christian always involves a commensurate responsibility toward God and neighbor. It is never the freedom merely to be left alone or ignore basic obligations.
- Christian freedom exists within the confession of Christian faith. A theological school may acknowledge specific confessional adherence as laid down in its own charter and constitution. A concept of freedom appropriate to a theological school will respect this confessional loyalty, both in the institution and with their individual members. At the same time, no confessional standard obviates the requirement for responsible liberty of conscience in the Christian community and the practice of the highest ideal of academic freedom.
- While freedom must ultimately be realized through the spirit and loyalties of humanity, it must take form and be protected through concrete standards of institutional practice. Every statement of such standards moves somewhat in the sphere of law and regulation. We recognized that the effectiveness of stated principles depends finally upon the dedication within the Christian theological school to a genuine concern for liberty of mind and spirit in theological teaching. With these assumptions in mind, California Graduate School of Theology has as its policy of academic freedom the following:

Faculty members are free to express views and opinions concerning their areas of teaching responsibility within the confines of the school's statement of fundamental beliefs and within the larger statement of fundamental beliefs of the Christian Evangelical Association. If faculty members find that they have differing opinions in regard to these statements, it is within the context of maintaining Christian unity and community that the faculty member must first discuss these divergences with the school administration before disseminating these opinions in the classroom. While we recognize that it is well within the right of the faculty member to arrive at differing views, we do hold that the responsibilities of Christian ethics require a higher responsibility toward a community of believers concerning how they act upon the freedom that we hold. Faculty members, who hold differing and potentially contentious theological views, may be asked to step down from their faculty positions. When this happens, Cal Grad will still hold the resigning faculty member in highest regard, realizing that the human perspective on theological truth is never complete and clear.

Faculty members are encouraged to follow their conscience into various studies and conclusions. It is natural that this pursuit of knowledge will be reflected in class materials. Faculty members, who are also instruments of this school, are also responsible to teach within the confines of our mission, goals, objectives and statement of faith. If these two roles seem to come into conflict, faculty members are expected to discuss the difficulty with the Dean of Academic Affairs.

In non-theological, non-biblical and non-professional courses, it is expected that the course will be taught in accordance to an Evangelical Christian worldview and consistent with Cal Grad's statement of beliefs.



Should concerns arise pertaining to whether an instructor is teaching outside the confines of Cal Grad's mission, goals, objectives and statement of faith, the academic dean may convene a preliminary committee including two professors. This committee may interview the professor, students or other individuals. If the committee concludes that this issue is a breach of Cal Grad's stated documents (i.e., mission, goals, objectives and statement of faith), the academic dean will inform the President and the instructor that a negative decision has been reached. The committee will provide the instructor with two options: 1) That a formal hearing is to be initiated or 2) that the instructor resigns. A faculty member who feels his academic freedom is being inappropriately infringed upon may want to pursue the formal process. If a formal hearing is initiated, the President will be added to the committee. Also, at this point, the instructor has the right to add another faculty member of his choice to the committee.

The instructor also has the following rights:

- To receive a written statement of charges two weeks before a formal hearing
- To bring or cross-examine witnesses
- To receive a written copy of the committee's decision

The decision will be recorded in the minutes and be based on a majority vote of committee members. The President will have already voted, but in case of a tie, the President's vote will be considered the final decision.

Complete records will be maintained by the President and be made available to TRACS when requested for official business.

Non-Discrimination Policy

Cal Grad does not discriminate on the basis of race, national origin or ethnic origin, gender, or disability in any of its policies, practices or procedures. This policy is applied in student admissions, as well as the selection, retention and advancement of personnel.

Evaluation

Each employee is to undergo evaluation. The evaluations are facilitated by forms in the assessment plan. The President will be evaluated by the board. The President will conduct evaluation of the front-line administrators. All other staff will participate in an evaluation conducted by their supervisor. All faculty members are evaluated by the academic dean. Student evaluation data will continually be reviewed by the academic dean so that he or she may consider these evaluations when assigning courses.



Spiritual and Professional Development

One or two times per semester, we offer a faculty and staff development day that includes professional development and lunch. Administrators are encouraged to join professional associations that correspond to their duties. On a limited bases, administrators are invited to avail themselves of professional development resources provided by the ABHE (e.g., annual meetings, training workshops).

We ask all staff members to attend chapel, maintain their own spiritual lives and to download *The Authentically Christian College: Strategies for Facilitating Spiritual Life on Camus*. This booklet is a free download when people subscribe to www.ChristianAcademiaMagazine.com (which is also free).

Dismissal, Due Process and Grievances

Theological Reasons for Dismissal

In matters related to significant changes in theological positions which are different from a faculty member's or administrator's signed statement of beliefs, the faculty or administration member may be required to resign their teaching or administrative appointment immediately, at the end of the semester or the end of the academic year. Full-time faculty members with significant theological disagreements would normally be required to resign at the completion of the academic calendar. Adjunct members would normally be required to resign at the completion of their current semester assignment. Administrators would normally be required to resign effective at the conclusion of the academic calendar year.

Other Reasons for Dismissal

In matters related to significant moral misconduct, a faculty member or administrator would be dismissed immediately. These include sexual immorality or harassment (see policy on sexual harassment), theft or embezzlement, and submission of forged or misleading documents attesting to academic qualifications or previous professional experience or other qualifications for ministry at Cal Grad.

Contracts may be terminated for the following reasons:

1. Financial requirements or budget problems
2. Moral inconsistencies
3. Significant neglect of duties
4. Professional incompetence
5. Behavior, attitudes or theological positions that are not in harmony with Cal Grad's written policies, standards, and ethical practices.



In the event that termination procedures for any of the above reasons (except 1. Financial requirements or budget problems), there must be due process through appropriate channels and proper warning procedures.

(TRACS 9.10j, 10.17, 10.18)

Statement of Due Process for Grievances, Disciplinary Actions or Dismissal

The following principles and procedures governing dismissal will be used if the reasons for dismissal are due to moral inconsistencies, significant neglect of duties, professional incompetence, or behavior, attitudes or theological positions that are not in harmony with Cal Grad's written policies, statements, standards, and ethical practices.

Dismissal of a member of the administration or faculty before the end of the contract term will be preceded by:

- discussions between the member of the administration or faculty and appropriate administrative officers (the President, Dean of Academic Affairs) looking toward a mutual agreement.
- informal inquiry by appointed faculty committee, which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken, without its opinion being binding upon the President.
- a statement of charges framed with reasonable particularity by the President or the President's delegate. Pending a final decision by the hearing committee, no overt action relative to the member of the administration or faculty's activity is to be taken. Salary will not be affected in any way until a final decision is rendered.

If a member of the administration or faculty has a grievance or a challenge to disciplinary or dismissal actions that he wishes to pursue through special procedures, he should inform the academic dean. The academic dean will form a committee consisting of two members of the board of trustees, the college President, the academic dean himself and one other member of the administration or faculty. The member of the administration or faculty who has a grievance may choose that other member of the administration or faculty on the committee if he or she so wishes. Normally, the member of the administration or faculty with a grievance will write a report detailing his grievance and suggesting any desired changes (although he or she may do this orally if he or she prefers). The committee will have a meeting to discuss the grievance, reasons the school administration has been pursuing its present course and determine any more investigation that is needed. A second meeting will be scheduled which will allow the committee to ask questions of the professor and the administration. Proposals for recourse, change or for dismissing the grievance without recourse or change will then be written and voted on by secret ballot. The President will inform the committee of the vote tally and will make a final decision within one week. The vote tally is a recommendation to the President and the President's decision is final. Careful minutes to both meetings should be kept including the results of the vote tally. The President will keep all records pertaining to these proceedings, assure that they are safe from loss or inappropriate access, and make them available for official business when requested from a credentialing agency (e.g., BPPE, TRACS).

If any faculty person feels he or she has been injured by a colleague, he should discuss the matter with the Dean of Academic Affairs. If the aggrieved member of the administration or faculty wishes to pursue the



matter further, it will be the function of an appointed committee composed of the President, Dean of Academic Affairs and one member of the administration or faculty to examine matters carefully and render a recommendation to the President.

If a member of the administration or faculty has grievances which he or she cannot work out with the school, he or she may call or write to:

Bureau for Private Postsecondary Education
400 R Street Suite 5000
Sacramento, CA 95814-6200
(916)445-3427
Or

Transnational Association of Colleges and Schools
15935 Forest Road
Forest, Virginia 24551
(434) 525-0539

Records: Dismissal, Grievances, Complaints, Due Process

Student complaints and records of our response are to be kept for at least five years by the student dean. All other records pertaining to dismissal, grievances, complaints and due process are to be securely kept for at least five years in the office of the vice President. These records are to be available to persons serving TRACS in an official capacity (e.g., staff, volunteers serving on an accreditation evaluation team). TRACS maintains a right to all such records since their last comprehensive visit.

Policies against Discrimination and Harassment

Cal Grad does not discriminate against any person on the basis of race, color, religion, national origin, disability, age, sex, marital status or veteran status. The university shall adhere to all applicable state and federal regulations. Consistent with its mission, Cal Grad seeks to assure all community members are able to learn and work in an atmosphere free from harassment. Harassing conduct is contrary to the nurturing community of faith and learning the university wishes to foster. Harassment threatens the well-being of the university community and can be grounds for dismissal.

This policy applies to all community members, including faculty, staff, and students. The university will take appropriate action when this policy is violated. For the purpose of determining whether particular conduct constitutes a violation of this policy, the following definition will be used:

- Harassment is conduct that is based on race, color, religion, national origin, disability, age, sex, marital status, or veteran status and interferes with a person's employment or educational experience or creates an intimidating, hostile, offensive working, educational or living environment.



- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex. In accordance with state and federal law, sexual harassment occurs when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academics or participation in a Cal Grad program or activity, or (2) submission to or rejection of such conduct by an individual is used as the basis for a decision affecting such individual's employment, academics, or participation in a Cal Grad program or activity.

Benefits

Cal Grad benefits include tuition benefits and leaves, e.g., vacation, holidays and sick leave.

Tuition Benefits

Full-time faculty, administrators and their family (spouses and children) are eligible to receive free or half-priced tuition for coursework undertaken at Cal Grad, subject to the following conditions:

- Full-time faculty and administrators are eligible to enroll tuition-free in one course per semester. They may take additional coursework beyond the one course per semester free for half the cost of tuition per course.

If a course is offered during the hours when the employee is scheduled to work, the employee's supervisor must determine whether the employee can attend the course, and whether the classroom hours shall be included as work hours or whether the employee must put in additional work time (hours) to compensate for the scheduled work time that is missed.

- Spouses of full-time administrators and full-time faculty are eligible to enroll in one course per term tuition free, and are eligible to take additional coursework at one-half the tuition cost per course they take.
- Children of full-time administrators and full-time faculty are eligible to study with a 50% tuition discount.

Employees and family members must complete the appropriate Tuition Request Form prior to enrollment in any class or program. Employees are admitted into a course on a space-available basis.

Employee's study time cannot be considered to be work time, and must be scheduled in a manner that is acceptable to one's supervisor.

Part-time employees and their family are eligible to take coursework with a 25% tuition discount.



Leave

Leaves may be granted for various reasons; however, an employee must complete the three-month probationary period to be eligible. Cal Grad will refrain from replacing a qualifying employee for at least six weeks in any twelve-month period. For longer leaves of absence (especially for medical reasons), the School will consider granting a longer leave of absence-paid or unpaid.

Sick leave time begins accruing upon ninety days of continuous employment. Sick leave is accrued at the rate of one day a month, commencing at the beginning of each employment year.

Earned vacation days may be taken after completion of one year of continuous employment according to the following schedule.

Years of Employment	Vacation Days Granted
1 year	1 week per year
2-5 years	2 weeks per year
6-9 years	3 weeks per year
10 or more years	4 weeks per year

Family, Maternity or Medical Leave

Full-time employees are granted up to 12 weeks of unpaid leave within a 12-month period for personal needs, family events, funerals, or caring for a sick family member. In case of new births, full-time employees are granted paid parental leave. Any accrued sick leave or vacation days may be used during this time period. Any remaining time off will be considered unpaid leave.

Salary Increases

Regular full-time or part-time employees may receive salary increases. Annual evaluations by supervisors, as well as guidelines and rates approved by the Board of Trustees for that year, will impact potential salary increases.

Holiday



Part-time employees are not eligible for paid holidays. Cal Grad pays full-time employees for the following officially observed academic holidays.

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If a holiday fall on a Saturday, it will be observed on the proceeding Friday; if the holiday fall on a Sunday, it typically will be observed the following Monday.

Miscellaneous Policies

(TRACS 10.10)

Cal Grad is to cooperate with outside regulating authorities in any complaint proceedings (e.g., accrediting agency, state approval agency).



VI. ACADEMIC POLICIES

(TRACS 10.11 and 10.12)

Academic policies for the School and for all programs are clearly specified in our General Catalog. Please refer to the General Catalog and/or Faculty Handbook for details of the academic policies not mentioned in this manual.

Directory Information

Cal Grad may release directory information about students without specific prior notice. This information is the institution community and approved external agencies consistent with the institution's overall purpose. Directory information is defined as name, address, email address, phone number, date and place of birth, major field of study, dates of attendance, course schedules, full-time or part-time status, degrees received, and the most recent previous educational school attended. Students may request that directory information not be released but must do so in writing annually to the registrar's office.

Confidentiality of Education Records

In compliance with Family Educational Rights and Privacy Act of 1974 (FERPA), Cal Grad will disclose information from a student's education records only with the prior written consent of the student—except that education records may be disclosed without consent to School officials having a legitimate educational interest in the records and to third parties specifically authorized by FERPA.

Education records are defined as records, files, documents, data and other materials that contain information directly related to a student and are maintained by Cal Grad. Students have the following rights regarding their education records:

- To have access to their education records.
- To consent to release a record to a third party.
- To request nondisclosure of directory information.
- To seek amendment of information which the student indicates is inaccurate.
- To be notified of their privacy rights.
- To file complaints with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures by the institution to comply with FERPA.



Institutional Grading System

(TRACS 9.10i) (TRACS 9.11-b)

Scale and Distribution

The following guidelines for awarding grades are presented.

grade	description of grades
A A-	Work of highest quality in all areas; virtually flawless mastery of facts and concepts; creative; able to evaluate data and trends.
B+ B B-	Above average mastery of facts, concepts, creativity and analysis. Student manifests lack of understanding in a few areas, but generally this student has performed well in demonstrating that they have achieved course objectives. Student demonstrates that they potentially show effective leadership in ministry.
C+ C C-	Average grasp of facts, concepts, creativity and analysis. Student has achieved many of the learning objectives for the course and displays an average ability to perform tasks for ministry.
D+ D D-	Below average grasp of facts and competence for ministry. This grade reflects the fact that the student did not achieved many of the learning objectives of the course and it indicates a minimum proficiency level of learning. It indicates that the student is deficient in ministry preparation in this area.
F	Lack of understanding of key concepts and skills. Failure to achieve minimal levels of learning and ministry preparation. No credits awarded.

Grade	Description	GPA	Percentage
A	Excellent	4.00	93-100
A-		3.70	90-92
B+		3.30	87-89
B	Good	3.00	83-86
B-		2.70	80-82
C+		2.30	77-79
C	Satisfactory	2.00	73-76
C-		1.70	70-72
D+		1.30	67-69
D	Poor	1.00	63-66
D-		0.70	60-62
F		0.00	0-59
FN	Fail for Not Enough Attendance		
I	Incomplete		
W	Withdrawal		
AU	Audit		
P	Pass (70% or above)		



NP	No Pass (below 70%)
R	Retake

Recording Grades

Professors must calculate student's grades and submit a Grade Book-Report which details the calculations per student. Gradebooks are to be submitted to the registrar's office no later than two weeks after the semester ends. The registrar will input student's grades into the database and make grades available to students by the end of the third week after the completion of the semester. Course syllabi should clearly indicate all procedures for calculation of grades.

Reporting and Deadline

Grades for all courses will be due in the office two weeks after the last official class date for the semester. If grades are not submitted on time, faculty paychecks for the semester may be held until grades are submitted. Repeated delay by part-time faculty in turning in grades could mean that the faculty person would not be asked to teach again.

Late Work

Faculty are expected to consider reducing grades for late work. No late work is to be accepted after one week beyond the final exam.

Cheating and Dishonesty

Academic behaviors that are contrary to Biblical Christian character are not permitted at Cal Grad. These practices include cheating on exams, plagiarism of assignments, selling of term papers, thesis or dissertations, copying of assignments, etc. Students are expected to uphold Christian standards and report all infractions of such behavior to the Dean of Student Services (DSS) and the appropriate course professor. Students who are found to have violated such behavior will automatically be given an "F" for the assignment on which the dishonest behavior was exhibited. Second infractions of such behavior will require that the student be placed on probation and begin regular meetings with the DSS. Normally such meetings with the DSS will include assignments such as the student writing Bible studies on ethics and holy behavior, followed by essays that articulate a compelling case for why cheating is wrong. Failure to evidence repentance or a pattern of additional types of infractions indicating serious spiritual problems could result in expulsion, requirements for professional counseling or other requirements.



The general procedure for substantiating reports of such behavior is as follows:

1. Evidence must be presented to the DSS by either the course professor or a student concerning such behavior and offending students must be named by either the professor or a reporting student.
2. If the allegedly offending student denies the accusation, he or she will then be brought to a meeting with the DSS, President, Professor, and appropriate Student Body President and the evidence and charges will be given to the offending student. The student will be given a two-day notice concerning this meeting.
3. The student will have the opportunity to answer all evidence presented. After doing so, the panel will decide what actions are needed. If the student does not counter the evidence presented, the student will be given an automatic "F" for the assignment.
4. The same procedure and notification process will be used for second infractions. If a student is expelled from Cal Grad, the student will continue to be responsible for all tuition owed.
5. If expelled, the student will be allowed to petition for reinstatement after two semesters have lapsed. The student must petition for reinstatement in writing and the student must state what they have done in the past year to correct their behavior. This could be the undergoing of counseling in a pastoral or professional setting. The student's account must also be paid in full at the time of reinstatement.

Grade Point Average

A student's GPA is calculated by dividing the student's total number of earned points by the number of semester hours attempted. The grade of W is not used in calculation of the GPA.

Incompletes

The grade of "I" will be assigned by the instructor only if the student has been unable to complete the course on time due to extenuating circumstances, including illness, but not, for example, time conflicts with work. Students must submit a petition for an "Incomplete" grade to the instructor and must be approved by the Director of Admissions and Records (DAR) prior to the deadline for grades for all work submitted, which is two weeks after the close of the term.



Each Incomplete must be made up by the end of the semester following the semester for which it was granted. If the work is not completed and submitted by the deadline, the grade designated by the instructor at the time the request for the "I" was made will be recorded. Extensions of Incompletes are rarely granted, only in exceptional circumstances.

Changes in Grades

All grades will be recorded in the DAR's office as reported by the instructor in each course. Once grades are recorded, only the instructor, or in special cases, the Dean of Academic Affairs, can submit requests for changes in writing to the DAR.

Classroom Attendance

Regular class attendance is essential. Records of class attendance are the responsibility of the faculty, and every course's syllabus should clearly state the instructor's policy on class attendance and how attendance affects a student's final evaluation in the course. When a student misses class, the student is expected to follow the instructor's policy as stated in the course syllabus. The student should contact his/her instructor as soon as possible after he/she knows the absence will occur or has occurred.

If the cause of the absence is an illness, accident, or family emergency, each instructor should assist the student to make up any missed work. Time lost through such absences should not prejudice class standing. Faculty members should specify the appropriate time frame for making up missed work. If the cause of the absence is less compelling (e.g. choosing to miss class, oversleeping), instructors may or may not permit the student to make up missed work, and may or may not assess a penalty for class absence.

If any of the following conditions are true, the faculty member should contact the dean of students:

- The faculty member is concerned for the student's health or well-being, or thinks the student needs additional help.
- The student has had excessive absences in the class. (An instructor should not assume that continued absence from class indicates an official withdrawal unless so notified).
- The faculty member believes the student has been untruthful about the cause of absence.

If the DSS is working with a student regarding an emergency or ongoing personal concern(s) affecting the student's academic performance, the student's faculty will be notified by e-mail or telephone. Students are encouraged to use the resources of the Dean's office if an emergency situation occurs, or if assistance is needed to resolve individual concerns.



Grade Appeal

In the event a student questions the appropriateness of a grade assigned for a course, the student must first discuss the matter with the faculty member. The discussion should be initiated by the student as soon as possible after the grade is assigned, but no later than five academic days into the next semester. The faculty member concerned in the appeal is expected to respond within 5 academic days of the initiation. In the event that the faculty member(s) concerned agrees to change the grade/decision, the normal process for changing a grade shall be followed.

If there is no response from the concerned faculty or the student wishes to appeal the faculty's decision after the discussion, the student may present the issue directly to the Dean of Academic Affairs (DAA). The student may appeal in writing to the DAA within fifteen academic days of the first day of the next semester if a satisfactory resolution is not reached with the faculty. The dean will become familiar with the facts of the case by communicating with the student and the faculty member. The parties have a right to meet with the dean without the other party being present. The faculty member will respond in writing to the DAA concerning the student's appeal.

The DAA may either accept or deny the student's appeal. The DAA will notify the student and faculty member of his/her decision in writing within ten academic days of receiving the appeal. In the event that the DAA accepts the student's appeal, he/she will initiate a grade change.

Academic Integrity

At the beginning of each course, the instructor and students are expected to reaffirm their commitment to be beyond reproach in their academic work as a vital reflection of Christian character. The faculty and students are encouraged to establish a community which values serious intellectual engagement and personal faithfulness more highly than grades, degrees, or publications.

Some infractions of the commitment to academic integrity can be addressed by personal confrontation and corrective counsel. The following violations will be addressed formally and may result in a failing grade on the assignment or exam and possibly in the course:

- Submitting as one's own work material obtained from another source.
- Using ideas from published, unpublished or electronic sources without proper quotations.
- Cheating on exams by any means.



Academic Probation and Dismissal

Students whose semester G.P.A. falls below 2.0 the first time will be placed on academic warning by the registrar, with copies to the Academic Dean, the dean of students, and the student's adviser. The second or third time a student's semester G.P.A. falls below 2.0, whether or not in consecutive semesters, the student will be placed on academic probation. If the semester G.P.A. falls below 2.0 a fourth semester, the student will be subject to academic dismissal.

Students whose cumulative G.P.A. falls below 2.0 will be placed on academic probation for the next semester. A student will remain on probation as long as his or her G.P.A. is below 2.0. A student who continues on probation for three consecutive semesters will be subject to academic dismissal. Summer and winter session courses are not considered semesters for this purpose.

Students who fail a course in any term will be contacted in writing concerning their performance, with copies to the DAA, the dean of students, and the student's adviser. Students who fail the same course a second time will be automatically placed on academic warning. Students who fail the same course a third time will be subject to academic dismissal.



VII. STUDENT SERVICES POLICES

Academic Matters

Accreditation

California Graduate School of Theology is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Accredited Status as a Category IV institution by the TRACS Accreditation Commission on October 30, 2018. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

(TRACS 9.11-a)

Procedures for Registration, Dropping, or Adding Courses

Registration

Registration is the process whereby students sign up for specific classes and pay all assessed fees. All students will not be admitted into classes without formal registration. Registration instructions for students are included in the Class Schedule issued prior to the beginning of each semester. A student who does not register during the official registration period will be assessed a Late Registration Fee.

Adding and Dropping Courses

Any changes after a student and an advisor have arranged the student's semester program are discouraged. No course can be added after the third week of classes. Any course dropped during the first three weeks will not be recorded on the student's permanent record. From the beginning of the fourth week of classes through the end of the fifth week of instruction, all drops will be recorded as a "W," Withdrawal. No course is considered officially added or dropped until the proper form is submitted to the Registrar in order that the student's schedule may be properly changed.

(TRACS 10.24)

Transfer Credit Policies

Academic work done at accredited institutions, or at schools in Korea that have recognition from the ministry of education, may be transferred into Cal Grad programs if the work fits into our curriculum (i.e. there is not room for 55 credits of engineering classes in the electives and general education portions of our curriculum). In some cases, work from an unaccredited school may be transferred. See evaluation procedures below.



A student should not merely assume that previous credits will transfer. Among other considerations, Cal Grad requires that previously earned credits have earned a minimum grade of “C”, have been earned within the past 10 years, and that the courses meet the curriculum requirements of the degree being attempted. If the coursework meets these requirements, and is from an accredited school, transferability is likely.

To request transfer of credits, students must arrange for their previous schools to send official, sealed transcripts to the student. The student must not open the envelope or disturb the official seal. Bring the transcripts to the academic dean for evaluation. If the student believes that denied credits should have been approved, he or she may inform the academic dean that the student wishes to appeal the decision. In such a case, the academic dean will ask two faculty members to review the decision.

EVALUATION PROCEDURES: Students can help facilitate the credit evaluation process by bringing syllabi, textbooks or other materials from the courses he or she wishes to transfer. The evaluator(s) may contact the school to explore information such as faculty credentials, library volumes, accredited schools accepting their credits, etc. This is especially important for any work to be considered from an unaccredited school in the US, Canada or Korea. For work from other countries, the student may need to pay a fee for Cal Grad to have credits evaluated by an outside agency.

It is very important that a student who wishes to transfer credits bring a transcript of past work when he or she first starts to study at Cal Grad. It is crucial that before a student starts to take courses at Cal Grad, the student knows which courses will or will not be transferred into this school. Otherwise a student may take courses again that were not needed, or may not be planning to take course at Cal Grad that will still be required in order to graduate.

No university guarantees acceptance of acceptance of credits from another university. Accreditation greatly enhances the likelihood of appropriate credits to be transferred. If a student wishes to discuss transferability from Cal Grad to another school, he or she may contact the Academic Dean.

Attendance Policy

All students are expected to attend all classes, except under extenuating circumstances. Excusable circumstances include illness, injury, childbirth, death of a family member, or other serious events.

Three (3) instances of tardiness are also counted as an absence. Tardiness would be left to the discretion of each professor. All students must have 80% attendance of all courses, regardless of the nature of the absences. Those students who fail to maintain satisfactory class attendance in any subject shall not be permitted to take the final exam in that particular subject. If attendance fails to improve, the instructor, at his/her discretion, may dismiss a student for unsatisfactory attendance.



Emergency Leave of Absence

If a student cannot maintain progress on a degree program for more than one term, then he or she must request a leave of absence from the Academic Dean. A leave of absence may be granted for reasons relating to family or economic hardship, and allows one to resume his or her studies without having to apply a new for admission. The student must request to the Academic Dean in writing, either via email or mailing address. The student will then be notified directly by the Dean within a week from the time the student made a request. A response will be determined by the level of immediacy it requires.

(TRACS 10.23)

Academic Probation

If students who do not maintain a cumulative grade point average of 2.0, they will be placed on academic probation for one semester, and will be notified in writing. Students will still be able to attend school, and can always check the status of their GPA. They also have a right to ask Instructor/Professor on how they are doing in each respective class. However, at the end of the probationary semester, if the student has not achieved the required minimum grade point average, the student will be suspended from Cal Grad. If suspended for this reason, the student is encouraged to seek remedial instruction and then meet with the academic dean to show evidence that he or she may be ready to do academic work at the required level.

Under extenuating circumstances, the student may appeal the suspension in writing to the Admissions Committee. All decisions made by the committee shall be final. Requests for an appeal must be made within the first five days of the semester of suspension. The results of an appeal are conveyed to the student as soon as possible. In the event that the appeal is denied, the student will be dismissed from the school, and will receive a "W" in all courses for the semester. Dismissals are considered final.

(TRACS 9.11-c)

Procedures for Withdrawing from Cal Grad

Students have the right to cancel the enrollment agreement. Non-attendance does not constitute withdrawal. Withdrawing without prior approval will result in a failing grade which will forfeit any financial refunds otherwise due.

To cancel enrollment/registration or withdraw completely from the Cal Grad, the student must deliver or send via certified mail a signed and dated "Withdraw/Cancellation" to:

Office of the Admissions and Records
California Graduate School of Theology
11277 Garden Grove Blvd., Garden Grove, CA 92843

The effective date of cancellation/withdrawal will be the date delivered or sent/ postmark date.



Academic Advising

(TRACS 9.11-d)

Students are required to meet with an academic advisor during registration. However, students are invited to discuss academic plans with the Dean of Academic Affairs (DAA) at any point in the semester. Students may make an appointment with the DAA for any academic advising and counseling matters.

The Dean of Student Services (DSS) is available to provide advising for current students regarding career goals and planning, job search, resume writing, and interview skills. The DSS is normally available for advising during regular office hours.

Student Life

General Purpose of Student Affairs

The general purpose of student affairs is to meet the social/emotional, health, spiritual and logistical needs of students.

Disability and Access

For any employee or student whose disability would make it difficult to access any part of the facilities, they should speak to the Dean of Administration. All possible efforts will be made to accommodate persons with disabilities. Any need for accessing equipment or materials should be arranged with the office.

Student Financial Aid

Federal Student Aid (FSA)

Cal Grad is approved for, and does participate in the USDE Title IV programs including Federal PELL Grant program. Cal Grad is committed to helping students apply and receive Federal Student Aid (FSA) based on their eligibility. The financial aid office at Cal Grad will do its best to assist students in the application process for FSA, answer questions, and process all FSA in a professional and timely manner.

Requirements for eligibility are as follows:

- The student must be a citizen or eligible non-citizen.
- Have a high school diploma or GED.
- Must be enrolling in an eligible educational program.
- Working toward a degree or certificate.



- Making satisfactory academic progress.
- Must not be in default of a previous federal educational loan or Pell grant.
- If a student already has a Bachelor's degree, he/she is not eligible to receive Pell grants.
- Register with the Selective Service (if a male between the age of 18-25).

GRANT (FREE) AID (This aid does not have to be repaid)

Federal PELL Grant Program (FPELL) \$5,645 maximum annual limit (Does not require repayment)

If student wish to apply for financial aid or he/she has questions, or needs sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at Cal Grad financial aid office may be found in student guide "Funding Education Beyond High School" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center at 1 (800) 433-3243, TTY 1 (800) 730-8913, or logging on to the Internet at <http://studentaid.ed.gov>.

Scholarship

Cal Grad offers the scholarship for students in good academic standing (minimum 3.5 semester GPA), and/or missionaries on furlough, and/or missionary candidate, and/or their family.

Students who are in good academic standing (minimum 3.5 semester GPA) and meet the following requirements can receive scholarships from the school. All students wishing to be considered for scholarship must also submit "Scholarship Application Form" with a personal essay explaining the reasons for applying for scholarship.

- ☐ Missionaries on Furlough: 50% scholarship of tuition. Students must submit documents verifying their missionary status and furlough from their missionary board or church from where they are being sent.
- ☐ Future Missionaries: 30% scholarship of tuition. Students must submit documents from a missionary organization or church verifying their intent to go on a long-term mission after completing their studies.
- ☐ International Students from Asia: Maximum 20% scholarship of tuition. Students from Asia who can verify that they are suffering financial difficulties can receive up to 20 % scholarship of their tuition costs.
- ☐ OTHER: Maximum 20% scholarship of tuition. Students who can verify through documentation that they are in need of receiving a scholarship from the school can receive up to 20 % scholarship of tuition, depending on need. Students must attach a copy of a recent tax return.

Student Employment

Many students are forced to rely on some outside help to pay for the rising costs of postsecondary education. Some students work while attending school, others seek educational loans. Cal Grad has on campus job opportunities for a limited number of students. Students will be hired as part-time employees of the institution after an application and interview process is completed. Under normal circumstances,



students will be awarded 8 to 12 hours per week. Students are eligible for on-campus employment after fulfilling the following requirements:

1. Complete a job application and submit it to the business and administration officer
2. Interview for the position and be offered the position
3. Attend a work orientation session led by the supervisor
4. Demonstrate an ability to maintain a high level of work performance while also maintaining a normal academic load.

(TRACS 9.11-gii)

Student Conduct

Standards of Conduct

1. No practice of cheating or plagiarism in connection with an academic and/or internship program.
2. No sale or possession of dangerous drugs, restricted drugs or narcotics, except when lawfully prescribed.
3. No unauthorized use or misuse of the school's property.
4. No destruction of school's property or the property belonging to the school's administrative personnel, faculty, staff or student.
5. No theft of the school's property or property owned by a member of the school's administrative personnel, faculty, staff or student body.
6. No obstruction of disruption, on or off campus, of the educational aims and processes of the School.
7. No entrance to campus of intoxicated or drugged states.
8. No possession or use of explosives, dangerous chemicals or deadly weapons on campus property without prior authorization of the President of the school.

The term "deadly weapons" used herein includes but is not limited to pistol, handgun, revolver or any other firearm, switchblade, dagger, or any knife having a blade longer than five inches, or any object that can be used as a club, except canes or crutches needed by the disabled.



9. No physically abusive or disrespectful behavior toward a member of the school's administrative personnel, faculty, staff or students.
10. No engaging in lewd, indecent or obscene behavior on campus.

Sexual Harassment

Harassment and sexual harassment are reprehensible and will not be tolerated by Cal Grad. Sexual harassment is a violation of a person's privacy and dignity. It creates a hostile and intimidating work or learning environment, and it is illegal; it is a form of gender discrimination prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, state regulations and Cal Grad's policy on sexual harassment.

Sexual or other forms of harassment of a Cal Grad student towards any person, or Cal Grad employee will not be tolerated. Harassment by a non-employee, for example a contractor, vendor, supplier or visitor, is prohibited.

Sexual harassment subverts the mission of Cal Grad and threatens the careers, educational experience, and well-being of the students, staff and faculty. Cal Grad is committed to maintaining an environment that is free of sexual harassment.

Sexually harassing conduct, whether physical or verbal, committed by supervisors, non-supervisory personnel or faculty members, is prohibited. This includes repeated offensive sexual flirtation, advances, propositions, continued or repeated abuse of a sexual nature, sexually-oriented humor, graphic-verbal comments about an individual's body or clothing, sexually-degrading words to describe an individual, the display in the workplace or learning environment of sexually-degrading objects or pictures and any undesired physical contact. Overwhelmingly, the victims of sexual harassment are women; however, men are also victims of sexual harassment by women, and same sex harassment occurs.

The Cal Grad's students, faculty or staff who believe that they have been subjected to any form of sexual harassment should promptly contact the office of the President, the Dean of Student or Dean of Administration regarding complaint resolution or grievance procedures.

Student Discipline

Students are expected to observe the School's student code of conduct and demonstrate a cooperative and respectful attitude towards all. Students should strive to develop a strongly ethical and upright character, well-rounded personality and professional competence and compassion.



A student who violates Cal Grad's policies and Student Code of Conduct (see above) will be subject to disciplinary action which can result in one of the following seven levels of disciplinary action: (1) official warning; (2) reprimand; (3) property restitution; (4) assignment of failing grade; (5) probation; (6) suspension; and (7) dismissal. Student Code of Conduct adopted by Cal Grad are based on the California Administrative Code, Title 5, Section 41301.

(TRACS 10.23)

The administrators of Cal Grad would prefer that discipline be redemptive rather than punitive. Even with a suspension or dismissal, the administration is willing to consider reinstatement if the student evidences a likelihood of behavior and character consistent with the institutional mission.

If a student feels discipline was unreasonable, or that later developments can be considered, he or she may make a formal appeal. First the student should contact the student dean or vice President for an informal meeting. If the student does not feel this brought a satisfactory outcome, he or she may request that the student dean or vice President arrange for the formal grievance process. (See Suggestions, Complaints and Grievances below.)

Suggestions, Complaints, and Grievances

For simple suggestions or complaints, a student may either use the suggestion box (located in the student lounge) or go to the student dean. (If the student dean is not available, the vice President will be happy to take your complaint. He will keep a record (see the Complaint, Concern and Suggestion Form below) and will either address the issue himself or will take the issue to the administrative council.

The student grievance procedure at Cal Grad is intended to provide a formal, standardized means for students to seek redress concerning the actions of faculty members, administrators, or staff members of the school-actions that are unauthorized or unjustified and that adversely affect the status, rights, or privileges of the students. Further, the purpose is to establish due process and safeguards that will be followed by the institution in the adjudication of grievances.

A grievance filed under this policy must be initiated within one year of the alleged violation. A grievance may not be filed on the basis of a student's judgment of an instructor's or administrator's competence; such judgments are solely the province of the academic department involved or of the administrator's supervisor.

The grievance procedure is not designed to replace open communication and understanding, which are vital to the academic process. The student may withdraw the grievance at any stage, at which point the process will immediately terminate. During all stages of the grievance, the burden of proof will be on the student.



First the student should contact the student dean or vice President to call for an informal meeting. If after ten instructional days beyond the initial informal meeting a satisfactory resolution is not reached, the academic dean or President shall meet with the student grievant and the respondent. Within fifteen instructional days of that meeting, the appropriate authority will complete an investigation of the allegations and will reach conclusion. The investigation shall promptly communicate the decision to the student and the respondent. If the grievant is not satisfied with the results of the informal process, he or she may initiate a formal grievance procedure by contacting the appropriate authority within fifteen instructional days of the decision.

To initiate the formal grievance procedure, the student is required to submit a written "statement of grievance" – a clear, concise, signed, and dated statement of events from the student's perspective. The statement should provide enough information to present a complete understanding of the situation and of the remedy sought by the student.

A student initiates the formal procedures by submitting the statement of grievance to the appropriate director: Academic Dean, Dean of Student or Dean of Administration. The dean or appropriate administrator has a period of ten instructional days to review the case, during which he or she may opt to seek additional information from the parties involved or from witnesses. By the end of that ten-day period, the dean or administrator will either (1) render a decision or (2) convene an Institution Hearing Committee to investigate further. The student shall have the right to request that an Institution Hearing Committee be convened.

All members of the Cal Grad's administrators, faculty, and staff are dedicated to providing their students with highest quality undergraduate and graduate educational programs. They strive to guide and assist students so that they can complete their graduation requirement as expeditiously and successfully as possible. However, problems may arise, necessitating disciplinary action.

Students who are disciplined as a result of serious violation of student code of conduct shall have the right to appeal to the Grievance Committee composed of administrators, faculty and academic counselors. It is the aim of Cal Grad to resolve all complaints, grade disputes, and other problems in a manner that is most fair and just to all parties involved. When submitting a formal appeal to the Grievance Committee, students are advised to assemble the following supportive evidence: (a) the nature of the problem or dispute; (b) the date that the alleged problem or dispute occurred; (c) the name of the individuals involved in the dispute; (d) a brief statement concerning the ruling sought from the Grievance Committee and copies of all relevant supportive documents.

Students have the rights to appeal to the state regulatory agency during any time the event of the complaint or dispute occurs. As clearly stated in the Student's Rights, students have the right to call or write to the Bureau for Private Postsecondary Education at:

2535 Capitola Oaks Drive, Suite 400
Sacramento, CA 95833



www.bppe.ca.gov

Toll-free telephone number (888) 370-7589

or by fax (916) 263-1897

Students also have the right to file a complaint with the Transnational Association for Colleges and Schools. See section VIII of this document: Instructions on Filing a Complaint with TRACS and Government Agencies.

Complaint, Concern, and Suggestion Form

Date	Suggestion or Concern	Name of Person Expressing Concern (not required)	Action Requested

Student Rights

Students at California Graduate School of Theology are entitled to and have the following rights:

1. The right to receive quality educational programs instructed by competent and qualified faculty.



2. The right to receive professional, prompt and friendly services from the school's administrative personnel and faculty concerning academic, financial, personal or any other matters that may require consultation by the students.
3. The right to receive informed, factual and prompt responses to all questions that are related to Cal Grad and its educational programs.
4. The right to cancel enrollment/registration and receive 100 percent of the tuition paid, (less non-refundable application, registration, and student association fees if applicable), if notice of cancellation/withdrawal has been delivered or mailed to the Registrar's Office in through attendance at the first class session, or the seventh day after enrollment, whichever is later.
5. The right to discontinue his or her academic program at any time and receive a refund for the part of the course not taken, subject to the applicable regulations clearly stated in this catalog, and in accordance with the pro-rated refund policy, also stated in this catalog, which is in compliance with the statutory and regulatory requirements.
6. The right to inspect and review his or her records during the normal business hours and seek correction of errors in records through the established administrative procedures.
7. The right to participate in all the student activities, school sponsored meetings and seminars, and other co-curricular activities.
8. The right to call for a hearing in accordance with the procedures established for this purpose if student is subject to the school's disciplinary action; and
9. The right to contact or write to federal or state regulatory agencies to register complaints and seek remedial action.

Reporting Possible Hazards, Suspicious Activities, and Suspicious Strangers

If you notice any needed repair (especially if it poses a safety hazard), suspicious activity, or suspicious stranger, please inform the office.

Security

Cal Grad has several security cameras installed on its campus for safety. Furthermore, the main entrance door automatically locks after 7:00pm and can only be opened from the inside. This is to ensure that no

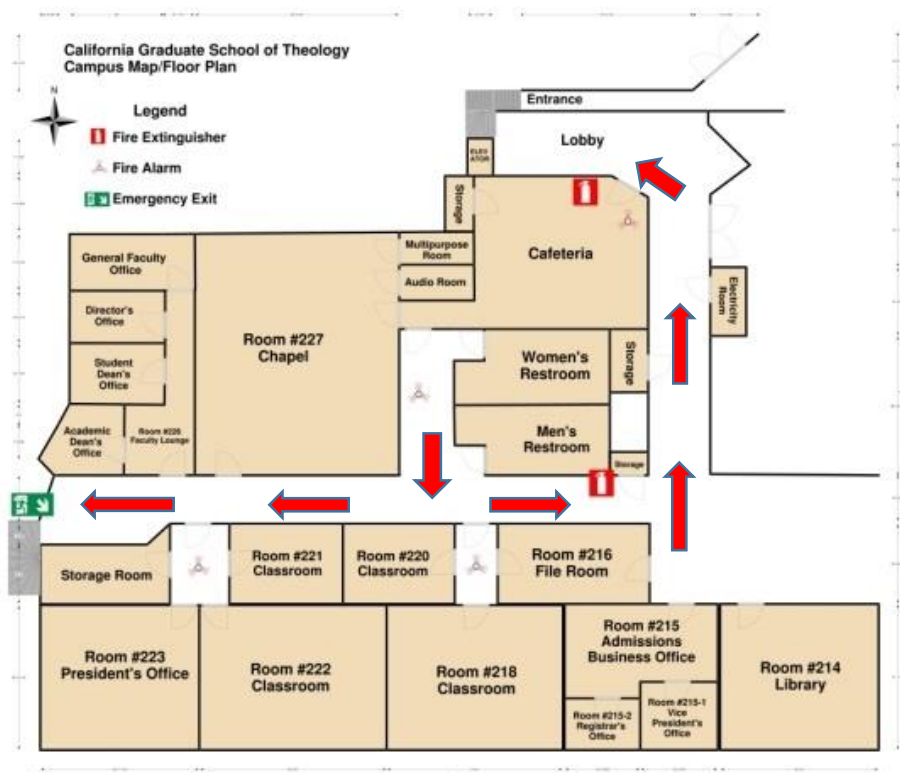


unauthorized persons can enter the campus at night hours. There is also a police station and a fire station a block away from the campus.

Key Administrative Services

Emergency Procedures

In the unlikely event that there is an emergency (e.g., fire, active shooter, etc.), a group text will be sent to all students. For most emergency situations, you would be asked to proceed to the nearest exist and leave the building and walk to the police facility one block away. The campus map below shows the evacuation routes.



Health Services and Student Insurance

Health Insurance

Cal Grad does not offer any health insurance. We ask all students to acquire medical insurance. If you need help contacting an insurance agent, please ask the student dean for assistance.



Medical Provisions

If you have a minor accident, a first aid kit is kept in the office to help you. If you have a more serious medical need that demands immediate attention, the office will arrange for your transportation to a doctor, urgent care clinic or hospital. If you have a medical need that does not require immediate attention, please discuss the issue with the student dean.

Medical Facilities Near Main Campus

- Nearest medical facilities:
 - Garden Grove Hospital Medical Center. The address is 12601 Garden Grove Blvd., Garden Grove, CA 92843. Approximately 1.5 miles away.
 - UCI Medical Center in Orange, CA. The address is 101 The City Dr S, Orange, CA 92868. Approximately 4 miles away.

Student Counseling

Personal Needs

All faculty members are available to discuss personal concerns with any student. Many faculty members are experienced pastoral counselors. However, the student dean is especially available to discuss such matters. Please do not suffer quietly. If you are experiencing stress, have concerns for safety, have difficulty with relationships, or are otherwise concerned, please meet to talk and pray with the student dean.

Academic Counseling

Students are required to meet with an academic advisor during registration. However, students are invited to discuss academic plans with the academic dean at any point in the semester. Please make an appointment.

Student Clubs and Organizations

Students are encouraged to form or join official student organizations. Such clubs have the right to meet in unused classroom or other campus space (after receiving approval from the office to meet in a particular location and at a particular time) and to promote their clubs by posting flyers (after receiving approval from the school office).

To apply for official recognition of a student organization, a minimum of three charter members (i.e. students who plan to join) must find a faculty advisor, and submit an Application for Recognition of a Student Organization to the student dean.

Application for Recognition of a Student Organization



Name of Organization	
Purpose of Organization	
Proposed Activities	
Proposed On-Campus Meeting Times	
Faculty Advisor	
First Charter Member Name, Address, Phone Number, E-mail Address	
Second Charter Member Name, Address, Phone Number, E-mail Address	
Third Charter Member Name, Address, Phone Number, E-mail Address	
Will the standards of behavior, meetings, and activities of this organization be consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g. mission statement, goals, policies) of Cal Grad?	



Automobiles on Campus

Students are welcome to park their vehicles on campus during classes. No vehicles may be left in the parking lot overnight. Cars are to be locked when on campus. Cal Grad is not responsible for theft or to damage to vehicles.

Instructions on Filing a Complaint with TRACS and Government Agencies

The student dean welcomes you to discuss various types of concerns. If you have a complaint or grievance with an employee or fellow student, please refer to the pattern outlined in Matthew 18. If appropriate, go to the offending party. If that fails (or does not seem appropriate), write out the concern and submit this to the student dean. The dean will schedule an appointment to explore the facts (and write a report), further investigate (and write a report) and either offer satisfactory resolution or refer the problem to the administrative council (with final report). If the complaint involves the student dean, the student should submit the written complaint to the President.

We will make every effort to satisfy any legitimate concern. If you feel your rights have not been upheld, you may contact the BPPE or TRACS:

TRACS	BPPE
15935 Forest Road Forest, Virginia 24551 info@tracs.org (434) 525-9539	http://www.bppe.ca.gov/enforcement/complaint.shtml



VIII. FINANCIAL POLICIES

Fiscal Integrity

The Chief Financial Officer (CFO) has the responsibility in regard to fiscal integrity. He or she has the responsibility for ensuring that:

1. Funds are spent and managed according to the mission and goals of the institution.
2. Funds are being spent according to a budgeted plan and that the allocation of expenditures is appropriate to the function identified for the account.
3. An adequate system of internal control is in place.
4. Reliable financial information is furnished on a timely basis to the Cal Grad's BOD, external auditors, governmental agencies, and other constituencies.

Fundraising Philosophy and Policies

The purpose of the Cal Grad development program is to provide financial and other material resources for achieving the mission of the university. The development program includes cultivation of alumni, constituent churches, public relations, and common fundraising activities like special events, major donor cultivation, endowment development, scholarship development, capital campaigns, annual appeals, etc.

The development program is to operate in a manner that is consistent with Biblical values (including stewardship and honesty) and standards of Christian ethics. Fundraising appeals are to avoid overstating what can realistically be accomplished with a donor's gifts. All gifts will be used for the purposes for which they are designated (e.g. by direct donor instructions, or implied by what is communicated in an appeal). When incentives are offered as part of an appeal, donors will be informed of incentives value, and that the incentives are not tax deductible. When considering donations of major assets, donors are to be encouraged to remember commitments to family and other ministries, and to seek appropriate outside advice (e.g. from lawyers, accountants, etc.). Cal Grad will also decline a gift which our administration believes would create current or future hardship for the donor. Fundraisers are not to be paid a direct percentage of funds raised. Cal Grad will not operate as a vehicle to pass on tax-deductible gifts to a named individual. Principles of Cal Grad will not receive royalties for products used in the Cal Grad development program. Cal Grad will not assign the value of property or gifts-in-kind. (Appraisal is the responsibility of the donor.)

Cal Grad precedes the event of fundraising night according to plan which is approved by the BOT. Cal Grad encourages donors to write pledge form to support Cal Grad at the event. The donation is tax deductible



and there are several methods of donation: lump sum, monthly installments, credit card and etc. Cal Grad is committed to honor donor lists and use designated funds only for intended purposes. The fund which is raised by fundraising activities must be used for the described purpose and academic support for Cal Grad.

Internal Control

The reliability of the institution's financial records is dependent upon the effectiveness of the system of internal control for ensuring that all transactions are reflected accurately, consistently and completely in those records. The CFO has the fiduciary responsibility for management of these procedures and controls:

1. Accurately record invoices on a timely basis for all accepted purchases that have been authorized and only for such purchases.
2. Ensure completeness and accuracy of accounts payable.
3. Accurately record invoices for all courses for which students have registered.
4. Record cash receipts on accounts receivable completely and accurately;
5. Accurately forecast cash balances to avoid cash shortfalls.
6. Compare operating results with budgets and prior-period results, identifying variances, trends or unusual changes and their causes.
7. Reconcile books and records to ensure their internal consistency.
8. Provide timely and accurate information needed by administrators.
9. Prepare external financial reports on a timely basis and in compliance with applicable laws or regulations.
10. Maintain appropriate confidentiality of financial information.

Tuition and Fees

Billing Tuition and Fees

Billing tuition and fees should be assessed at the beginning of the period for which services are rendered according to the schedule of tuition and fees.

Tuition

Semester Unit (B.A.)	\$200.00 per unit
Semester unit (M.A., M.Div.)	\$220.00 per unit
Semester unit (M.B.A, D.Min.)	\$270.00 per unit
Audit Fee	\$250.00 per course



(Note: Does not apply to tuition for dissertation units)

Fee (non-refundable and per incident, unless otherwise specified)

Application Fee (non-refundable)	\$100.00
Registration Fee	\$20.00
Late registration Fee	\$100.00
Student's Fee	\$45.00/semester
Continuation Fee	\$100.00 annually
Official Transcript	\$20.00/copy
Registration Confirmation	\$20.00
Graduation Confirmation	\$50.00
Graduation Fee (Bachelor Program)	\$300.00
Graduation Fee (Master Program)	\$350.00
Graduation Fee (Doctoral Program)	\$500.00
Initial I-20 Issuance Fee for Student (non-refundable)	\$300.00
Transfer I-20 Issuance Fee for Student and Dependent (non-refundable)	\$150.00
Initial I-20 for Dependent (Each) (non-refundable)	\$100.00
I-20 Replacement	\$25.00/person
I-20 Renewal for Student and Dependent (non-refundable)	\$100.00

Tuition Payment

Students unable to make full payment at the time of registration may elect to pay under the Delayed Payment Plan. A \$25.00 handling fee is assessed for this plan. This plan breaks the tuition into three payments: the first one-third payment is due at the time of registration together with the \$25.00 handling fee; the second one-third payment is due by the end of the 4th Week of the semester; and the third and final payment must be made by the end of the 8th Week of the semester. Failure to make either the second or third payment on time will result in an additional \$25.00 handling fee. All account balances must be cleared by the time of final examinations.

Failure to make payments within 30 days may be grounds for suspension. For winter and summer sessions, full tuition and fee payments are due at the time of registration. Additional information concerning the tuition payment plan can be obtained at the Registrar's office.



Refund Policy

Cal Grad, without penalty or obligation, will refund 100 percent of the tuition paid, less the application fee, if notice of cancellation/ withdrawal is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

Cal Grad will refund for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance.

Any notification of withdrawal or cancellation, and any requests for a refund must be made in writing (Refer to Cancellation Policy). Any charges collected from a student which Cal Grad had for the purpose of paying to any other public or private person, firm organization, or agency, such as for a bond, license, application, or examination fees, or any other similar fees or charge shall, where the student fails to enter the course or withdraws their form at any time prior to completion of the course will be refunded in full. Such charges are not subject to any refund if the institution has paid them prior to receipt of cancellation of a contract or enrollment.

All instructional materials must be returned within fifteen (15) days from the first day of class in its original condition for a full refund. After 15 days, the student will receive a refund only for the materials that have not yet been taught in class.

In addition, students may withdraw from a course after instruction has started and receive a pro-rated refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction.

The refund shall be calculated as follows:

1. The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or ours in the program), multiplied by the number of days student attended or was scheduled to attended, prior to withdrawal.
2. All amounts that the student has paid shall be subject to refund except for the enrollment agreement and the refund policy outlined here in the catalog specify amounts paid for which are non-refundable. The amount of the non-refundable should not total over \$250.
3. Cal Grad will also refund money collected for sending to a third party on the student's behalf; such as transcripts and licenses if not already processed. If Cal Grad cancels a course or degree program, the School will make a full refund of all charges. Refunds will be issued within 45 days of cancellation



Return of Title IV Policy

The Financial Aid Office is required by federal regulations to calculate a Return to Title IV Funds for all students who withdraw, are dismissed, take a leave of absence, or stop attending before completing the semester. The policy applies to all students who discontinue enrollment in all classes, on or after the first day of the semester.

Title IV financial aid funds are awarded under the assumption that a student will attend the institution for the entire period in which federal assistance is awarded. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal aid a student will have earned at the time of the withdrawal. Thus, a student who withdraws in the second week of classes has earned less of their financial aid than a student who withdraws in the seventh week. Students who complete more than 60 percent of the semester are considered to have earned 100 percent of their financial aid.

Based on these federal guidelines, any student who receives federal financial aid and does not complete at least 60% of the semester could be responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid disbursed for the term. Academic policies on withdrawing from the school are available in the catalog.

The Return of Title IV Funds policy is separate from the school's refund policy. A student who withdraws from the school may be required to return unearned federal aid and still owe the school for tuition and fees. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned within 45 calendar days to the programs in the following order: 1. Pell Grant, 2. Loans, 3. Other Recourse and 4. The student.

If the calculation shows that the student owes funds to the grant and loan programs, the liability of the student is limited to the amount by which the original overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of \$25 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

NOTE: If the institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student's tuition account would be adjusted accordingly. Therefore, if the tuition was paid in full, but if the institution returned funds to the programs, the tuition account will show that the student owes that amount returned by the institution to the programs. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the determination of withdrawal from school date.



POST WITHDRAWAL DISBURSEMENT: If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, and then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion. Once this calculation is finalized, the institution will then perform a **second and different calculation** using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

Tuition Recovery Fund

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

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

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

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

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



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

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

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

The Student Tuition Recovery Fund (STRF) assessment rate for enrollment agreements signed on or after January 1, 2015, is \$0.00 per \$1,000 of institutional charges rounded to the nearest thousand dollars from each student.

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

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Cal Grad is a participant in the voluntary compliance agreement DCA. DCA Contact Information:

Consumer Information Division
1625 N. Market Blvd. Suite N112, Sacramento, CA 95834
Phone: (800) 952-5210 Email: bppe@dca.ca.gov

Budgetary Process

The Nature of Budgeting

The annual budgeting process begins in early September when the Financial Committee meets to project income and expenses. The Financial Committee consists of the directors or responsible persons of all departments to include channel and input of grassroots personnel in the budget process. Part of this process is for the financial officer to send the preliminary budget request worksheet to all administrators



who are authorized to manage Cal Grad funds (i.e. Dean of Academic Affairs, Librarian, Dean of Student Services, and Dean of Administration, etc.).

The Cal Grad's budget process is as follows:

1. The CFO gives departments preliminary allocations as a starting point for building their budgets.
2. Each department is required to submit a preliminary budget proposal that includes a brief narrative of budget highlights.
3. After the preliminary budget proposals are submitted, the financial officer analyzes each department's submission
4. The CFO reviews the preliminary budget request and prepares executive summaries for the Financial Committee
5. The Financial Committee reviews the preliminary budget proposals and prepare a proposed budget.
6. The President reviews the proposed budget for the further review by the Financial Committee
7. The BOT reviews the budget proposal and approves the proposed budget.

A summary timeline of each step is as follows:

Nov 1	The preliminary budget request worksheet is provided to the directors of all departments
Nov 15	The preliminary budget request worksheet is returned to the financial officer
Dec 1	The CFO sends a preliminary budget response memo to each department, and prepares executive summaries for the Financial Committee.
Dec 15	The preliminary budget proposal is reviewed by the Financial Committee
Dec 31	The budget proposal is sent to the President for the further review by the Financial Committee, should revision need
Jan 31	The proposal of the new budget is sent to the BOT
Feb 15	The new budget is approved by the BOT.

Projecting Income and Needs

To develop the preliminary budget, the Financial Committee reviews prospective enrollment (and tuition revenue), prospective auxiliary income, prospective donations (e.g. church donations, board donations, alumni donations, individual donations, etc.). Furthermore, the Financial Committee reviews prospective key needs, major expenses, upcoming projects in the new revision of the 5-year plan, and the total amount of funds requested through preliminary budget request worksheets. The total of funds for all departments cannot exceed 85% of the anticipated income from tuition, donations, and other sources.

The following guiding principles are to be used in the Cal Grad's operating budgets:

1. Operating budgets will be developed with a long-term perspective and with reference to the institution's strategic plan.



2. Academic programs will be protected in order to preserve the institution's mission and essential teaching activities.
3. A greater emphasis on essential functions and streamlining of workflows will result in streamlining efficiencies.
4. Non-personnel expenditures will be managed efficiently, ensuring that activities with the highest priorities are adequately supported.

Financial Reviews

Periodic financial reviews are critical for the assessment of financial performance, the resolution of any major issues, and the development of the budget. Twice each year, the CFO reviews actual financial results for each unit and does a thorough analysis of all of the components of the budget. As part of the analysis, major variances from budget to actual are researched so that any necessary corrective action may be taken. The CFO prepares for the BOT a financial report containing detail and analysis related to tuition and fees, gifts, accounts receivable, salaries and benefits, operating expenses, ratio analysis, and the debt issue.

Contingency Reserve

The BOT approves Cal Grad Contingency Reserve Policy as follows:

1. Cal Grad shall establish and maintain an adequate contingency reserve to help Cal Grad deal with temporary changes.
2. The minimum reserve amount shall be 10% of the operational budget.
3. Cal Grad shall maintain a separate savings account for its reserve fund.
4. The contingency reserve may be used on an exception basis to cover unexpected expenses or revenue decreases within a given year. Any spending out of the reserve shall be accompanied by a plan to replenish the reserve fund within one fiscal year.
5. The President shall report annually to the BOT regarding reserve balance and any uses of the contingency reserve.

Investments

In its accounting practices, Cal Grad applies the provisions of the American Institute of Certified Public Accountants (AICPA Audit and Accounting Guide, Not-For-Profit Organizations). Thus, all transactions are reported by net asset classification. Regarding investments, Cal Grad applies the provisions of FASB



Statement No. 124, Accounting for Certain Investments Held by Not-For-Profit Organizations. Investments in marketable equity securities are carried at fair market value.

- The BOT will maintain responsibility for all investment matters of Cal Grad. It shall form a Finance Committee consisting of three members of the BOT who will be duly nominated and elected to such positions. Non-board members may also be added to this committee.
- The BOT shall nominate and elect board members that have significant knowledge and experience with regard to investing. The Finance Committee of the BOT will propose and/or maintain investment policies for the corporation and procedures that the full board will periodically review. Such policies and procedures shall protect the interests of Cal Grad in the fulfillment of its non-profit and tax-exempt mission, purposes and objectives. These policies and procedures are also to be in accord with biblical principles.
- Daily supervision of transactional and administrative paperwork pertaining to investments may be delegated either to the CFO or to the Financial Committee. The CFO, if any, may manage investments under the direction of the President in accordance with the procedural and policy guidelines established below.
- Investment policy shall be conservative, prioritizing safekeeping of principal. Aggressive growth funds that present higher risk shall be avoided. Normal growth funds may be suitable, in some cases, and any funds designed for growth shall be well diversified. The investment policies shall specify that a certain percentage of various accounts must be kept in bonds, CDs or other conservative investments. Three to six months of reserve capital shall be kept in a liquid account that is FDIC insured. No more than \$100,000 shall be kept in any one bank account so as to remain below the limit of FDIC insurance.

Cal Grad's specific policies for diversification of funds are as follows:

The target balance of endowed funds is to be 40% to 60% equity at cost basis, and 40% to 60% in fixed income and money market funds. No more than 5% of endowed funds will be invested in a single stock. Of the equity portion of funds, the equity manager will weigh the holdings to large cap and global equities. Of the fixed income portion of funds, bonds will be either corporate or government bonds rated B or better.

Cal Grad's policies for ethical implications of investments are as follows:

Companies whose primary products are alcoholic, tobacco, pornography, or gambling are not to be used in the portfolio.

Cal Grad's policies for careful safeguarding of funds are as follows:

An independent, third party will hold the assets and submit monthly statements of accounts.



- As a measure to prevent mistake, fraud, embezzlement and conflicts of interest, the CFO is required to obtain a second signature (primarily the President) prior to executing any check drafts on behalf of Cal Grad. Since Cal Grad's independent auditor will not review all financial transactions, the BOT will conduct a regular review of the expenses of high-level administrators.



IX. FACILITIES AND EQUIPMENT POLICIES

Disability and Access

For any employee or student whose disability would make it difficult to access any part of the facilities, they should speak to the Dean of Administration & Business Affairs. Cal Grad complies with the American with Disabilities Act (ADA), and all possible efforts will be made to accommodate persons with disabilities. A student whose disability would make climbing stairs difficult should meet with the academic dean before registration so that necessary classes might be scheduled on the ground floor. Any need for accessing equipment or materials (e.g., part of our library collection) on the second floor should be arranged with the office for delivery downstairs.

(TRACS 10.30)

Maintenance/Inspection and Assessment

Cal Grad property and equipment are made available to Cal Grad community for school-related and some personal use. Audio/visual equipment can be checked out through the Library. All Cal Grad property and equipment are made available on a first come, first serve basis, with priority given to official Institution use in case of a conflict. Equipment is not insured for non-Institution use.

All groups and individuals who have been approved by the office of the President may use the Cal Grad's facilities, with priority being given to those whose activities are directly related to the mission of the Institution. All such activities must be in harmony with God's work at Cal Grad. The name Cal Grad is to be linked only with those programs clearly endorsed and sponsored by Cal Grad. Groups or individuals wishing to use the facilities should contact the office of the President for final approval and for reservations of the facilities at least two weeks ahead of the date desired.

Operation and maintenance of Cal Grad facilities is provided by and is directed by the Dean of Administration. A maintenance inspection is conducted regularly by the Randall J. Barondess maintenance team in compliance with city regulations for Garden Grove, CA. This includes a regular inspection of the elevator.

To make use of equipment and materials for approved school use, faculty and students may contact the office. No equipment may be taken off campus without permission from a full-time administrator. Any equipment checked out or moved is to be returned promptly after use and in the same condition it had been before it was checked out or moved. To avoid double scheduling any room or facility, the Dean of Administration (or a delegated assistant) maintains a Calendar showing reservations for using all campus facilities. Any reservations must be approved by the Dean of Administration.



Assessment of the facilities and equipment are included in the assessment plan.

Electronic Communication

Cal Grad uses various forms of electronic communication including, but not limited to, computers, e-mail, telephones (including, but not limited to cellular and cordless), voicemail, fax machines, and online services paid for by Cal Grad, including internet, world-wide web and internet e-mail services. All electronic communications, including all software and hardware, remain the sole property of Cal Grad and are to be used for Cal Grad business.

Electronic communication/media may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose which is illegal, against Cal Grad policy, or not in the best interest of Cal Grad.

Staff members who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment or related actions will be subject to immediate termination.

Internet access may be used only for lawful purposes. Transmission or storage of any material in violation of any United States or state law or regulation is prohibited; including, but not limited to, copyrighted material, material legally judged to be threatening or obscene.

Staff members who violate these terms of use, including the use of Cal Grad internet services to access adult or pornographic materials other materials detrimental to the mission of Cal Grad will be subject to immediate termination.

Staff members may not install personal software in Cal Grad computer systems without the specific and written permission of Cal Grad's Information Technology department and the Cal Grad chief executive officer.

Staff members may not install software that was not legally obtained (i.e., software piracy is not permitted).

All electronic information created by any staff member using any means of electronic communication is the property of Cal Grad and remains the property of Cal Grad. Personal passwords may be used for purposes of security but the use of a personal password does not affect Cal Grad's ownership of the electronic information. Cal Grad will override all personal passwords if it becomes necessary to do so for any reason.



Cal Grad reserves the right to access and review electronic files, messages, mail, etc., and to monitor the use of electronic communications as is necessary to ensure that there is no misuse or violation of Cal Grad policy or any law. Staff members should note that at this time, email communication is not protected for privacy by the government.

Staff members are not permitted to access the electronic communications of other staff members or third parties without their permission unless directed to do so by the President.

Other Policies

Hazardous Materials

Hazardous materials or dangerous equipment are to be dealt with in compliance with local, State and Federal laws.

Fluorescent lights contain mercury, a hazardous substance. When florescent lights burn out, they are to be collected and stored until we take them to an approved e-waste facility.

Responsibility for Guests and Family Members

Employees may be held responsible for damage to Cal Grad property by family members or other visitors who are guests of employees. Employees are discouraged from bringing children to work. The Institution will not be responsible for injuries sustained on Institution premises by children who attend work with parents.

Parking

Free parking is available at all time in the parking lot. No parking decal is required.

Insurance

Since Cal Grad is covered under State Compensation Insurance Fund, it provides comprehensive coverage including school and building liability, fire, building, etc.



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