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PRESIDENT'S MESSAGE

Calstone University is both honored and proud that you have chosen our institution to educate and guide you toward your aspirations. A question often asked is, "When is it a good time to go back to school?" I would encourage you to consider a degree an investment in your future. The question might better be stated, "When is it a good time to realize my dreams and goals?" The answer is now.

In choosing Calstone, we believe you've made a smart decision. While some schools teach only abstract theory, Calstone students also learn how to tackle real-world, real-time challenges, giving them the practical experience employers want. Through faculty well versed in the arts and business, as well as colleagues who share similar work experience, you will leave the program better prepared to anticipate and lead change at all levels.

Calstone will challenge you with a rigorous curriculum – yet delivered in a collaborative learning environment that fosters teamwork, cooperation, and the sharing of ideas. In our competitive global environment, teams and individuals must work together to achieve common goals. Calstone brings this same real-world approach into the classroom. Our small classes and highly accessible faculty help create an engaged community of learners and leaders that will inspire you throughout your experience at Calstone – and beyond.

You will also have the opportunity to build a lifelong network with the colleagues you meet in class. Calstone students come from a variety of professional, cultural, and educational backgrounds. All students have been selected based on their accomplishments and their ability to contribute to the learning of their fellow classmates.

A degree can lead you to unlimited opportunities. Financially, your degree can increase your long-term earning potential exponentially while providing added job security in the face of an uncertain economy. A degree may also open the door to a new career in a new industry or a new role as an entrepreneur.

Wherever it may lead you, your degree will be recognized as a prestigious milestone in your career and a reflection of your commitment to excellence. Welcome to Calstone University.

Gerald Y Park
President
Calstone University

MISSION STATEMENT

Calstone University exists to enable students to realize their educational goals. The University's first priority is to promote the intellectual progress of students. To fulfill this mission, we design programs and activities to help students develop the Calstone University academic, vocational, and professional competencies to become employable and contributing members of an interdependent world in a technological age; we seek to foster a rigorous and contemporary understanding of the arts as it relates to fashion, design, jewelry, and professional disciplines as it relates to business and industry. We believe in the following values.

VALUES

Commitment to Teaching, Scholarship, and Active Learning. We demonstrate excellence in teaching. We honor and reward high performance in learning, teaching, scholarship, research, service, and creative activity. Because the quality of our Calstone University academic programs is central to our mission, we encourage intellectual curiosity and protect the multiple expressions of Calstone University academic freedom.

Commitment to Excellence. We set the highest standards for ourselves in all of our actions and activities and support the professional development of faculty, staff and administrators. We assess our performance so that every area of University life will be continually improved and renewed.

Respect for All People. We aspire to behave as an inclusive, cooperative community. Our behaviors, policies, and programs affirm the worth and personal dignity of every member of the University community and contribute to a campus climate of civility, collegiality, tolerance, and reasoned debate.

Alliances with the Community. We seek partnerships with local schools, community colleges, businesses, government and social agencies to advance the educational, intellectual, artistic, civic, cultural and economic aspirations of our surrounding communities.

Encouragement of Innovation, Experimentation, and Creativity. We seek to provide an environment conducive to innovation, experimentation, and creativity. We encourage all members of our community to take intellectual and creative risks and to embrace changes that will enhance the fulfillment of the University's mission.

VISION

Calstone University is inspired by our Mission and Values to become recognized as a premier provider of higher learning, producing graduates who are leaders in their respective fields.

As an institution of higher learning:

- We will create a community of shared values in which faculty, students, staff, administrators and alumni will experience personal satisfaction and pride in our collective achievements;
- We will be the first choice for university applicants who seek a rigorous, collaborative teaching/learning experience in a technologically rich environment geared toward fashion, design, jewelry and business;
- We will be the leader in enhancing the educational, cultural and economic resources of our region; and
- We will receive local and national recognition for our distinctive achievements in teaching, learning, scholarship and service.

HISTORY OF SCHOOL

Calstone University was originally the Jewelry Arts and Design College, founded in 2001, with the purpose of training individuals to become master jewelers and designers of jewelry. Our founder, Gerald Park, after more than 33 years experience as a Master Jeweler understood there was a dire need for an institution of higher learning to train future jewelers and designers. The College thrived, receiving numerous commendations and recognition by the California Senate, the State Legislature, the Governor's Office, the State Assembly and other civic and government agencies.

It was a natural progression from the design and creation of jewelry into the related areas of fashion and graphic design. It also became apparent that there was a pressing need for students of these interrelated disciplines to become proficient in the business aspects of the fashion, graphic design and jewelry industries. It was at this juncture that Calstone University was born. Ever since, the institution has not been filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). Offering degrees in Jewelry Manufacture and Design, Fashion, Graphic Design and Business, Calstone University is positioned to become the preeminent provider of instruction in our chosen industries.

APPROVAL

Calstone University (DBA Jewelry Arts and Design College) received its approval to operate from the Bureau for Private Postsecondary Education (BPPE). The Institute is also approved by the Department of Homeland Security (DHS) in the spring of 2005 and is currently authorized under Federal law to enroll nonimmigrant students. The University has been approved by the Department of Veterans Affair (VA) to enroll and aid veterans and other eligible persons.

INSTRUCTIONAL FACILITIES

CAMPUS

Calstone University is located at 2975 Wilshire Boulevard, Suite 650 & 103, Los Angeles, CA 90010. The University facilities include classrooms divided into lecture, studio, and computer laboratories, reception areas, administrative offices, a gallery of student projects, a book store and an extensive resource library.

All classrooms/laboratories feature state-of-the-art equipment and all the tools necessary to teach and effectively train our students.

LIBRARY

Calstone University maintains a Library with relevant books, periodicals, software tutorials, and other pertinent publications to enhance the academic journey at Calstone University. Unreserved books may be checked out by students. Reserved and reference books may not be removed from the Library. The library staff works with students on an individual basis, showing them how to take advantage of the library's specialized resources.

TECHNOLOGY LAB

Computing services support the computing requirements of academic programs. This center is designed for students to take full advantage of the resources Calstone University has to offer. The open-access Computer Center is equipped with the latest Macintosh computers, Windows workstations, and color printers. Calstone University courses merge studio and computer-based techniques of illustration, typography, layout, 3D imaging, interactive design, video editing, and motion graphics. Students produce original work in various forms of output, including large format color prints, DVD's, and rapid prototyping.

STUDIO

Just like in a real life scenario you have available to you the following machinery: polishing machines, steamer, ultrasonic, electric rolling mill, vacuum casting machine, wax injectors, kiln oven, vulcanizer, magnetic tumbler, electric smelter, melting torch, grinder and power shears.
Each student has his/her own work bench fully equipped complete with all hand tools and specialty tools, mini torch and flex-shaft motor, no workplace will be shared with other students.
In addition a TV-Video system provides close up demonstrations in some of our topics that can be easily viewed by each student during the classes. In the metal shop students may cut, form, shape, grind, polish, and finish ferrous and nonferrous metals in sheet, tube, and plate. The shop is outfitted with oxyacetylene, and welding equipment, as well as laser cutting machines.

GALLERY

Our Gallery features the work of undergraduates, graduates, vocational students, as well as work pieces from the president himself. Some of the works displayed in our gallery are professional masterpieces and provides the opportunity for students in experiencing their work being displayed for sale to interested individuals.

BOOKSTORE

The Bookstore is established to facilitate the sale of textbooks, school supplies, related supplies and services, and other items to meet student needs. The Bookstore is located in the main lobby of the university main entrance.

PARKING

The parking garage is an adjoining four-level structure which provides parking for both faculty and students. Calstone University premises are wheelchair-accessible (i.e., doorways, restrooms). Restrooms are located adjacent to the building.

LOCATION

Calstone University is conveniently located in Los Angeles and easily accessible by subway, train and bus. Nearby freeways include the 10 (Santa Monica Freeway), the 110 (Harbor Freeway) and the 101 (the Hollywood Freeway). Just minutes from campus, one can visit most major Los Angeles attractions: Hollywood, Downtown Los Angeles, The Fashion District, The Jewelry District, the Los Angeles County Museum of Art, Universal Studios, and much, much more. The diversity of Los Angeles and the surrounding community creates and enriching and rewarding learning experience for all our students. The institution does not offer distance education.

DISCLOSURES

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

While Calstone University will make every effort to offer the courses as listed in the catalog, Calstone University reserves the right to:

- Cancel any class because minimum enrollment has not been met.
- Change professor.
- Change the time and/or place of any course.

Also, Calstone University reserves the right to make program changes and/or adjustments including curriculum, equipment, teaching materials and books necessary to remain current with industry standards and advancements in technology.

All students currently enrolled at Calstone University are required to abide by the Calstone University academic and institutional policies written in the most current Calstone University catalog.

ACADEMIC CALENDAR AND SCHEDULE OF CLASSES

HOURS OF OPERATION

Office Hours:	9:00 a.m. – 6:00 p.m., Monday-Friday
School Hours:	9:00 a.m. – 9:00 p.m., Monday-Friday 10:00 a.m. – 4:00 p.m., Saturday

Note: *These hours are subject to change without notice.

INSTRUCTIONAL SCHEDULE

Calstone University operates within the Quarter system. Each Quarter consists of 10 weeks of classes followed by the Final Examination Week.

The School Office is open during recess, except on School Holidays. Evening and Saturday classes are for make-ups and for students with special needs. Since these are intense classes, students must begin their training at the beginning of any quarter with other students, unless there are unusual circumstances.

Detailed instructional schedules per course/program, course outlines, along with schedule of fees for tuition, books, equipment, laboratory fees and other costs are found in their respective sections.

CREDIT HOURS, CLOCK HOURS

The School uses a Quarter Hour Credit System. The following ratios of clock to credit hours apply:

1 Quarter Credit Unit for every 10 lecture hours
1 Quarter Credit Unit for every 20 laboratory hours
1 Quarter Credit Unit for every 30 clock hours of supervised practicum.

To provide a comparison with other programs in other postsecondary schools, the course length is expressed in clock hours and number of weeks. A clock hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction, recitation, laboratory or other Calstone University related work.

ACADEMIC AND REGISTRATION CALENDAR

Students are admitted on a rolling basis. You may, for example, be admitted in the Spring Quarter, but be enrolled in the 1st Quarter of Courses for a particular program.

WINTER Quarter 2012	
Orientation	January 3
Winter Quarter Begins	January 5
Add/Drop Period Ends	January 10
Martin Luther King, Jr Birthday*	January 16
Academic Advising begins	February 17
President‘s Day Holiday*	February 20
Last Day to Withdrawal with a “W”	February 20
Spring 2012 Registration begins	February 21
End of Quarter	March 16
Payment Due for Spring 2012 Quarter	March 20
SPRING Quarter 2012	
Orientation	April 3
Spring Quarter Begins	April 5
Add/Drop Period Ends	April 9
Academic Advising begins	May 14
Last Day to Withdrawal with a “W‘	May 18
Summer 2012 Registration begins	May 21
Memorial Day Holiday*	May 28
End of Quarter	June 13
Payment Due for Summer 2012 Quarter	June 18
SUMMER Quarter 2012	
Orientation	July 3
Summer Quarter Begins	July 5
Add/Drop Period Ends	July 9
Academic Advising begins	August 13
Last Day to Withdrawal with a “W‘	August 17
Fall 2012 Registration begins	August 20
Labor Day Holiday*	September 3
End of Quarter	September 12
Payment Due for Fall 2012 Quarter	September 17
FALL Quarter 2012	
Orientation	October 3
Fall Quarter Begins	October 4
Add/Drop Period Ends	October 8
Columbus Day Holiday*	October 8
Veterans Day Holiday*	November 12
Academic Advising begins	November 12
Last Day to Withdrawal with a “W‘	November 16
Winter 2013 Registration begins	November 19
Thanksgiving Day*	November 22
End of Quarter	December 14
Payment Due for Winter 2013 Quarter	December 17

HOLIDAY CALENDAR

Calstone University observes the following Academic and Administrative holidays:
2012: Jan. 16; Feb.20; May 28; July 4; Sept.3; Oct 8; Nov. 12, 22, 23; Dec. 25,

ENROLLMENT & ADMISSIONS

Calstone University operates on a rolling admissions policy. We accept applications into our programs up to the start of the program for that quarter. Please contact the admissions office for current deadlines and more information. Admissions Office: (213) 738-7700

ADMISSION PROCEDURES

Potential applicants should contact Calstone University to visit the institution and meet with the Director of Admissions. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist him or her in determining the best way to meet his or her educational objectives. The applicant will also meet with a Financial Services representative to discuss tuition and possible financing. If inquiry is made by phone, the Admissions Representative will provide brief information about the programs and invite the applicant to visit the University Campus.

After an Applicant applies to a program:

1. The student will receive either a Letter of Acceptance or a Letter of Rejection within two weeks of completion of admission forms and documents, or at least one week prior to the beginning of classes. Students must contact the College to verify acceptance within the timeline stated in the Letter of Acceptance.

2. Once notified of acceptance, an Intention to Register Form and a request for the tuition deposit will be issued. A non-refundable $200 Registration Fee ($300 for International Students) is required to confirm attendance and to reserve a place in the entering class. The deposit will apply toward credit for the first quarter tuition charges.

3. The student will begin to receive notifications of registration, orientation, tuition payment plan, and a required materials list once the deposit has been processed.

Non-Refundable Application Fees and Registration Fee Schedules:

US Students	International Students	Veteran Students
$25 Application Fee	$25 Application Fee	$10 Application Fee
$200 Registration Fee paid upon acceptance	$300 Registration Fee paid upon acceptance	$200 Registration Fee paid upon acceptance (Refundable)

STUDENTS WITH DISABILITIES

Students with disabilities are encouraged to call for an appointment prior to visiting the school. The institution's facility is handicap-ready

ADMISSION POLICY

CERTIFICATE & DIPLOMA PROGRAM ADMISSIONS REQUIREMENTS:

1. a. Have a high school diploma, or
   b. Have a General Education Diploma (GED) certificate, or
   c. Be beyond compulsory school age in the State of California, and have taken and passed a standardized test (Wechsler) that reliably and validly measures the student's ability to be successfully trained to perform the tasks associated with the job titles to which the course of instruction is represented to lead.

   d. Applicants who have graduated from foreign schools must submit a notarized, translated diploma or Certificate of Completion.
2. Complete an Application for Admission form.
3. Pay a non-refundable Application Fee of $25 (US).
4. Complete an oral evaluation with the Admissions Department. Fulfill all financial arrangements to Calstone University prior to admission.
5. Complete an Enrollment Agreement.
6. Official transcripts from all colleges attended, past and present. International students should submit official, translated academic transcripts or records, as specified in the International Students section.
7. 1-2 page essay on describing the Applicant's educational goal and the reasons for applying to Calstone University. In addition, two (2) Letters of Recommendation on official letterhead are optional and will be considered for acceptance to the college.
8. Must be able to communicate effectively in the English language. *(Non-native speakers must pass an English proficiency requirement, or have fulfilled an English course with a "C" or better at an accredited institution. *International students please see requirements in International Students section.)*
9. Pay a non-refundable Registration Fee of $200 ($300 for International Students).
10. Attend the Orientation Session to complete the admissions process.

DEGREE PROGRAMS

UNDER GRADUATE ADMISSIONS REQUIREMENTS:

1. Have a high school diploma or a General Education Diploma (GED) certificate. Applicants who have graduated from foreign schools must submit a notarized, translated diploma or Certificate of Completion.
1. Complete an Application for Admission form.
2. Pay a non-refundable Application Fee of $25 (US).
3. Complete an oral evaluation with the Admissions Department. Fulfill all financial arrangements to Calstone University prior to admission.
4. Complete an Enrollment Agreement.
5. Official transcripts from all colleges attended, past and present. International students should submit official, translated academic transcripts or records, as specified in the International Students section. .
6. 1-2 page essay on describing the Applicant's educational goal and the reasons for applying to Calstone University. In addition, two (2) Letters of Recommendation on official letterhead are optional and will be considered for acceptance to the college.
7. Must be able to communicate effectively in the English language. *(Non-native speakers must pass an English proficiency requirement, or have fulfilled an English course with a "C" or better at an accredited institution. *International students please see requirements in International Students section.)*
8. Pay a non-refundable Registration Fee of $200 ($300 for International Students).
9. Attend the Orientation Session to complete the admissions process.

GRADUATE ADMISSIONS REQUIREMENTS:

Graduate applicants must have completed a BFA, BA, or BS degree at an accredited institution. Different requirements are required for different programs; please see a specific program for more detail. Applicants who have graduated from foreign schools must submit a notarized, translated diploma or Certificate of Completion.

1. Complete an Application for Admission form.
2. Complete an oral evaluation with the Admissions Department.
3. Pay a non-refundable Application Fee of $25 (US).
4. Complete an Enrollment Agreement.
5. Official transcripts from all colleges attended, past and present. International students should submit official, translated academic transcripts or records, as specified in the International Students section.
6. 1-2 page autobiographical essay describing your current work and one's decision to pursue a program here at Calstone. In addition, two (2) Letters of Recommendation on official letterhead are optional and will be considered for acceptance to the college.
7. Must be able to communicate effectively in the English language. *(Non-native speakers must pass an English proficiency requirement, or have fulfilled an English course with a "C" or better at an accredited institution. *International students please see requirements in International Students section.)*

8. Pay a non-refundable Registration Fee of $200 ($300 for International Students).
9. Attend the Orientation Session to complete the admissions process

TRANSFER STUDENTS

The maximum number of units transferrable from another institution to Calstone University (including General Education requirements) is 50% of the total quarter units that a major requires.

- For A.A. degree programs, 50% of the total 90 quarter units needed to graduate would be 45 quarter units that can be transferred.
- For B.A. degree programs, 50% of the total 180 quarter units needed to graduate would be 90 quarter units that can be transferred.

Applicants must submit official transcripts from all colleges attended, past and present in order to be considered for transfer of units. This includes community colleges, enrichment courses, study abroad, and any other coursework completed. Students must have earned a grade of "C" or better in each class in order to receive credit. The student will be awarded of credits for prior experiential learning after the school authority has reviewed the official transcripts. All units must be earned at a regionally or nationally accredited institution.
All applicants with an AA, AS, or higher degree need not submit high school transcripts. If the applicant has not received a degree from an accredited college or university, official high school transcripts should be submitted and any college coursework completed will be evaluated for credit on a case by case basis.
**See Policy for Evaluation of Credit*

All official transcripts must be sent sealed, directly from the institution issuing the credentials, to:

Calstone University
Administration Office
2975 Wilshire Blvd., Suite 103
Los Angeles, CA 90010, USA

ARTICULATION AGREEMENTS

Calstone University participates in an articulation agreement with the following institutions recognized by the US Department of Education, to facilitate mutual credit evaluation:

- Aspen University (www.aspen.edu)
- Career College Consultants,Inc. (www.sticcc.com)
- New Technology Training Institute (www.newtechtrain.com)

INTERNATIONAL STUDENTS

International Student Policy

Calstone University is authorized under United States of America's federal law to enroll nonimmigrant students. It is the responsibility of the international student to maintain lawful immigration status. The student is responsible for fully and properly complying with all laws and regulations of the United States, California State and local governments.

Foreign students will be requested of required documents among with the proof of sufficient financial fund. After determining the completion of documents and eligibility, the school will issue an I-20 form to enable the student to apply for a student visa. Applicants for student visas should generally apply at the U.S. Embassy or Consulate with jurisdiction over their place of permanent residence.

The appropriate international student visa for Calstone University is an M1 visa. Detailed information about how to acquire the M1 student visa is provided to international students upon admission to the program.
All entering international students (with the exception of those holding an associate or bachelor's degree from an US institution) must take the TOEFL Exam prior to attending Calstone University.

TOEFL Exam Requirement for Degree Students:
International students from a country where English is not the official language must take the TOEFL (Test of English as a Foreign Language) Exam. The minimum score accepted is as follow:

Program	Paper-based	Computer-based	Internet-based
Graduate	550	213	79
Undergraduate	500	173	61

Institutional TOEFL scores will not be accepted.

TOEFL Exam Requirement for Non-Degree Students:

International students from a country where English is not the official language must take the TOEFL (Test of English as a Foreign Language) Exam. The minimum score accepted is 53 internet-based, 153 computer-based or 477 paper-based. Institutional TOEFL scores will not be accepted.
If students do not meet the minimum TOEFL Exam requirements, they will be required to take English as a Second Language courses in addition to the courses that they are taking. Students will take an English placement test and test results will determine the placement of an appropriate level English class for the entering quarter. These courses will have additional costs.
**See our IESLP Certificate program for more information*

ORIENTATION

Orientation is students' introduction to Calstone University and provides an opportunity for students to familiarize themselves with college facilities and policies. All new students are required to attend on-campus orientation which is held before each respected quarter. New students should check the appropriate calendar year for the exact date.

In addition, all new students will receive more information regarding orientation through mail or email after registration.

NON-DISCRIMINATION POLICY

Calstone University does not discriminate in admissions, advising, training, placement, employment, or in any activity on the basis of factors including but not limited to: sex, age, race, color, national origin, creed, religion, gender, age, ancestry, marital status, sexual orientation, veteran status, political affiliation, creed, religion, disability or a handicap which would not prohibit employment.
This nondiscrimination policy covers admissions, access, and treatment in College programs and activities.
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.

PROGRAMS OF STUDY

DEGREE PROGRAMS

Calstone University awards the following degrees: Associate of Arts, Bachelor of Arts, Masters, and Masters in Business Administration. Our programs of study prepare students to enter into the competitive professions of Business Management, Business Administration, Fashion Design, Graphic Design, Jewelry Arts, and Merchandise Marketing.

Graduates of our programs come out established in the professional practices of their field ready to become innovative and independent contributors to the global market. Our degree programs are designed to be relevant, impactful, and challenging and implemented in the classrooms through experienced instructors. At Calstone University every degree is meant to help graduates achieve their greatest potential.

Undergraduate Programs:
Fashion Design; AA, BA
Graphic Design; AA, BA
Jewelry Arts; AA, BA
Merchandise Marketing; AA
Business Management; BA

Graduate Programs:
Business Administration, MBA
Jewelry Arts; MA
Fashion Merchandising & Management; MA

NON-DEGREE PROGRAMS

Certificate and Diploma Programs

Calstone University offers Certificate and Diploma programs designed to give students practical, hands on experience in Jewelry Arts and Design. These programs are vocational in nature, and prepare the student to join the professional ranks of jewelry designers and artisans. Calstone also offers courses in English as a Second Language for those students who require additional language training to enter our various programs.

Metal Arts
Wax Techniques
Graduate Gemologist
Graduate Jeweler
Jewelry Design/3 Design/CAD/CAM
Intensive English as Second Language Program (ESL)

**None of the educational programs are designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the state of California.*

GENERAL EDUCATIONAL STUDIES

Calstone University General Education program is intended to provide a broad educational foundation for students enrolled in one of the degree programs. The General Education requirements describe the core courses all students must take in order to graduate. They are an important component of students' education at Calstone University. Besides specializing in a major and training for a career, students should become familiar with some of the many rapidly changing disciplines. Whereas the concentration of courses in the major is expected to provide depth, the General Education Requirements have the complementary purpose of providing breadth to a student's undergraduate program. The requirements are also intended to introduce students to the major social, historical, cultural, and intellectual forces that shape the contemporary world.

It is the responsibility of each student to ensure that he or she has fulfilled the requirements by checking the form at the Office of the University Registrar. This should be done at least two quarters before graduation.

LOW DIVISION

Course Code	Course Title	Units
ART 115	Western Art I	3
ART 125	Western Art II	3
BUS 100	Introduction Business Management	3
CMP 100	Computer Applications	3
ENG 100	English Composition	3
ENG 110	Oral Communication	3
HST 100	U.S. History	3
MAT 100	College Mathematics I	3
SCI 110	Introduction to Physical Science	3
SSC 100	Principles of Microeconomics	3

UPPER DIVISION

Course Code	Course Title	Units
ENG 300	Advanced English Composition	3
HST 300	World Civilizations	3
MAT 300	College Mathematics II	3
SCI 300	Introduction to Biological Science	3
SSC 300	Philosophy of Ethics	3
SSC 310	Introduction Sociology	3
SSC 320	Macroeconomic	3
SSC 330	Political Economy	3

FASHION DESIGN

AA & BA Degree

The past and current trends of fashion has cycled colors, creativity and innovative designs over the years, and yet is still evolving to transform the image of every era.

The aim of the Fashion Design Programs at Calstone University is to produce designers that are skilled in technique, artistry of fashion, and readily prepared to engage in the fluency of today's fashion industry.

The rigors of the Fashion Design Program will ground a student in the technical and practical applications of fashion design and immerse the student in the practices of sewing, draping, pattern drafting, and computer design. The foundation of the program is grounded in a working knowledge of fashion history and technique.

Associate of Arts in Fashion Design

AA Fashion Design Program:
The Associate of Arts in Fashion Design introduces the fashion industry and the fundamentals of fashion sketching, sewing, draping, and pattern drafting. Student designers learn to conceptualize designs and bring them into construction with an emphasis on creativity and professionalism. Students that graduate from the Associate of Arts in Fashion Design are prepared to take entry-level positions as a fashion designer in the fashion industry or continue their education.

AA Program Requirements:
The Associate of Arts in Fashion Design degree program lasts six quarters long and contains 90 credits, including 24 credits in outlined General Education studies. The program can be completed in approximately 18 months.

General Education Studies Requirements:
Lower Division: ENG 100, MAT 100, ART 115, ART 125, HST 100, ENG 110, CMP 100, and SSC 100.

Graduation Requirement for AA Degree

- A total of 90 quarter credit hours, including 24 general education quarter credit hours, which should be completed in at least 6 quarters within 2 academic years of study, and no more than 9 quarters within 3 academic years for a full time student.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved degree program.
- Fulfill core course requirements.

AA Fashion Design Program Outline:

Course Code	*First Year*	*Quarter Credits*
	1st Quarter	**Units**
ART 100	Color Theory	3
FSD 100	Sewing Techniques	3
FSD 110	Fashion & Design Sketchbook I	3
FSD 120	Introduction to Fashion Industry	3
	General Education Studies	3
	2nd Quarter	**Units**
TEX 100	Introduction to Textiles	3
MFG100	Fundamentals of Manufacturing	3
FSD 130	Fashion & Design Sketchbook II	3
	General Education Studies	6
	3rd Quarter	**Units**
FSD 140	Pattern Drafting Fundamentals	3
FSD 160	Draping: Fundamentals	3
FSD 170	Pattern Drafting I	3
FSD 180	Fashion Costume History I	3
	General Education Studies	3
	Second Year	
	1st Quarter	**Units**
FSD 200	Fashion Accents	3
FSD 205	Fashion & Design Sketchbook III	3
FSD 210	Draping I: Soft Silhouettes	3
	General Education Studies	6
	2nd Quarter	**Units**
FSD 220	Draping II: Structured Silhouettes	3
FSD 230	Collection Development	3
FSD 240	Advanced Design Studio I	3
FSD 250	Fashion Trends	3
	General Education Studies	3
	3rd Quarter	**Units**
FSD 260	Digital Fashion Design I	3
FSD 270	Digital Fashion Design II	3
FSD 280	Model Designs I	3
FSD 290	Portfolio Preparation & Presentation	3
	General Education Studies	3
	Total AA Units	**90**

**See General Education Studies Requirements*

Bachelor of Arts in Fashion Design

BA Fashion Design Degree Program:

The Bachelor of Arts in Fashion Design is for students who have completed foundational studies from the Associate of Arts in Fashion Design. The BA program further develops the skills of student designers in creative and professional intensive studios. Students will acquire greater knowledge of different fashion lines, increase their fluency in styles and begin to apply skills in developing one's own line of clothing. The BA program also offers a course that prepares students for the practical and interactive business of the fashion world. After completion of the Bachelor of Arts in Fashion Design, the student is ready to seek career-entry positions as a fashion designer in the industry.

BA Program Requirements:
The Bachelor of Arts in Fashion Design degree program lasts twelve quarters long and contains 180 credits, including 45 credits in outlined General Education studies. The program can be completed in approximately 36 months.

General Education Studies Requirements:
Lower Division: ENG 100, MAT 100, ART 115, ART 125, HST 100, ENG 110, CMP 100, and SSC 100.
Upper Division: SSC 320, ENG 300, SSC 300, SCI 300, SSC 310, HST 300, MAT 300, BUS 470

Graduation Requirement for BA Degree

- A total of 180 quarter credit hours, including 45 general education quarter credit hours, which should be completed in at least 6 quarters within 2 academic years of study, and no more than 9 quarters within 3 academic years for a full time student.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved degree program.
- Fulfill core course requirements.

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BA Fashion Design Program Outline:

Course Code	*Third Year*	*Quarter Credits*
	1st Quarter	**Units**
FSD 300	Fashion & Design Sketchbook IV	3
FSD 320	Pattern Drafting II	3
FSD 325	Advanced Design Studio II	3
	General Education Studies	6
	2nd Quarter	**Units**
FSD 310	Design Creations	3
FSD 340	Computer Pattern Drafting I	3
FSD 350	Creative Collections I	3
	General Education Studies	6
	3rd Quarter	**Units**
MFT 300	Introduction to Manufacturing	3
FSD 330	Junior Laboratory	3
FSD 360	Digital Fashion Design III	3
FSD 370	Computer Pattern Drafting II	3
	General Education Studies	3
	Fourth Year	
	1st Quarter	**Units**
FSD 380	Creative Collections II	3
FSD 390	Embellishments I	3
FSD 405	Fashion Accessories	3
FSD 420	Jewelry/Fashion Project	3
	General Education Studies	3
	2nd Quarter	**Units**
FSD 400	Creative Collections III	3
FSD 410	Embellishments II	3
FSD 440	Embellishments III	3
FSD 450	Creative Laboratory I	3
	General Education Studies	3
	3rd Quarter	**Units**
FSD 430	Digital Fashion Design IV/Portfolio	3
FSD 460	Senior Laboratory	3
FSD 470	Model Designs II	3
FSD 480	Fashion Portfolio	3
	General Education Studies	3
	Total BA Units	**180**

**See General Education Studies Requirements*

GRAPHIC DESIGN

AA & BA Degree

The Graphic Design program at Calstone University is designed to develop effective communicators that are grounded in the applied technical skills of graphic artistry and have the awareness and relevance to speak to their local and global audience.

The Graphic Design program nurtures students from a strong foundation in traditional practices of drawing, photography, and design. From that springboard, the focus of the program is to challenge the conceptual and technical creativities of designers to reach ingenuity and innovation in the field. The various media outlets and dynamics in which design is integrated are explored and technology is employed as a designer's tool. All the courses and assignments are structured to prepare the graphic designer to enter into the realities of the professional market with competence, as well as knowledge in areas of business, management, and visual language.

Associate of Arts in Graphic Design

AA Graphic Design Degree Program:
Student designers will build a strong foundation of traditional design and develop skills toward creative problem solving. Students will take classes in color theory, fundamental drawing, typography, grid systems, print production, photography, advertising, digital illustration and interactive media. Designers will be equipped with the skills to execute effective designs and concepts with professional delivery. Graduates will be prepared for entry level positions as graphic designers in graphic design whereas their skills allow them to contribute to markets in advertising, publishing, media.

AA Program Requirements:
The Associate of Arts in Graphic Design degree program lasts six quarters long and contains 90 credits, including 24 credits in outlined General Education studies. The program can be completed in approximately 18 months.

General Education Studies Requirements:
Lower Division: ENG 100, MAT 100, ART 115, ART 125, HST 100, ENG 110, CMP 100, SSC 100

Graduation Requirement for AA Degree

- A total of 90 quarter credit hours, including 24 general education quarter credit hours, which should be completed in at least 6 quarters within 2 academic years of study, and no more than 9 quarters within 3 academic years for a full time student.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved degree program.
- Fulfill core course requirements.

AA Graphic Design Program Outline:

Course Code	*First Year*	*Quarter Credit*
	1st Quarter	**Units**
ART 100	Color Theory	3
GDN 105	Fundamentals of Observational Drawing	3
GDN 110	Fundamentals of Graphic Design	3
GDN 120	Perspective	3
	General Education Studies	3
	2nd Quarters	**Units**
GDN 130	Form & Space	3
MKG 130	Advertising Fundamentals	3
GDN 140	Visual Language	3
	General Education Studies	6
	3rd Quarter	**Units**
GDN 150	Typography I	3
GDN 160	Photography I	3
GDN 170	Digital Illustration	3
GDN 180	Grid Systems	3
	General Education Studies	3
	Second Year	
	1st Quarter	**Units**
GDN 200	Typography II	3
GDN 210	Image Manipulation	3
GDN 215	Print Production	3
	General Education Studies	6
	2nd Quarter	**Units**
GDN 230	Digital Grid Systems	3
GDN 240	Concept Design	3
GDN 245	Career Development	3
GDN 250	Typography III	3
	General Education Studies	3
	3rd Quarter	**Units**
GDN 260	Design for Interactive Media	3
GDN 270	Advanced Image Manipulation	3
GDN 285	Branding	3
GDN 290	Digital Portfolio	3
	General Education Studies	3
	Total AA Units	**90**

**See General Education Studies Requirement*

Bachelor of Arts in Graphic Design

BA Graphic Design Degree Program:

The Bachelor of Arts in Design is structured for those who completed their foundational studies in Graphic Design and wish to further challenge their skills and learning in the graphic arts. The upper division courses focus on refining design skills and developing a sense of style and fluidity in individual designs. Design team courses simulate collaborative team building and designing. Students will deepen their knowledge of graphic design in context of its place in advertising, its developing history, the larger media, and within the framework of governing laws. Advanced design courses in web page scripting, package design, marketing research, publication and promotional campaigns are also explored. Upon graduation, students will be prepared to take entry-level positions as graphic designers in marketing, media, advertising, free-lance designers, and publishing.

BA Program Requirements:

The Bachelor of Arts in Design is twelve quarters in length and contains 180 credits, including 48 credits in outlined General Education studies. The program can be completed in approximately 36 months.

General Education Studies Requirements:
Lower Division: ENG 100, MAT 100, ART 115, ART 125, HST 100, ENG 110, CMP 100, SSC 100
Upper Division: HST 300, SSC 320, SCI 300, SSC 330, SSC 300, ENG 300, MAT 300, SSC 310

Graduation Requirement for BA Degree

- A total of 180 quarter credit hours, including 45 general education quarter credit hours, which should be completed in at least 6 quarters within 2 academic years of study, and no more than 9 quarters within 3 academic years for a full time student.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved degree program.
- Fulfill core course requirements.

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BA Graphic Design Program Outline:

Course Code	*Third Year*	*Quarter Credit*
	1st Quarter	**Units**
GDN 300	Typography IV	3
GDN 310	Introduction to Packaging	3
GDN 320	Ad Design	3
	General Education Studies	6
	2nd Quarter	**Units**
GDN 325	Web Page Scripting	3
GDN 330	Project Study	3
GDN 340	Package Design	3
	General Education Studies	6
	3rd Quarter	**Units**
GDN 350	Photography II	3
GDN 360	Graphic Design History	3
GDN 370	Advanced Graphic Design	3
GDN 380	Advanced Study	3
	General Education Studies	3
	Fourth Year	
	1st Quarter	**Units**
GDN 400	Design Team	3
GDN 405	Marketing Design Research	3
GDN 410	Environmental Design	3
GDN 420	Publication Design	3
	General Education Studies	3
	2nd Quarter	**Units**
GDN 430	Design Team II	3
GDN 440	Senior Project Lab	3
GDN 450	Promotional Campaign	3
GDN 460	Corporate Identity	3
	General Education Studies	3
	3rd Quarter	**Units**
GDN 470	Senior Design Studio	3
GDN 475	Art and the Law	3
GDN 480	Design Capstone	3
GDN 490	Digital Portfolio II	3
	General Education Studies	3
	Total BA Units	**180**

**See General Education Studies Requirements*

JEWELRY ARTS

AA & BA Degree

The tradition, purpose and multi-faceted beauty of jewelry and the metal arts has been the celebrated cornerstone of Calstone University. Our Jewelry Arts Program equips artists with the technical mastery needed to give shape and form to their creative expressions while challenging the limits of ingenuity.

While at Calstone University, students are given a foundation in the practices of jewelry design, gems, and metal crafting. The small classroom to instructor ratio is especially conducive for students to be actively engaged. Students graduate with an in-depth knowledge and skill in their craft, readily prepared to enter the competitive industry.

Associate of Arts in Jewelry Arts

AA in Jewelry Arts Degree Program:
The fundamental skills of rendering, jewelry design, metal smithing, wax carving/casting, and computer aided design within a framework of the history and industry of jewelry is established. The Associate of Arts in Jewelry Arts is designed to prepare students to apply their skills in entry-level positions as jewelry designers, jewelers, and wax model makers in the jewelry industry.

AA Program Requirements:
The Associate of Arts in Jewelry Arts degree program lasts six quarters long and contains 90 credits, including 24 credits in outlined General Education studies. The program can be completed in approximately 18 months.

General Education Studies Requirements:
Lower Division: ENG 100, MAT 100, SSC 100, CMP 100, ART 115, ART 125, HST 100, ENG 110

Graduation Requirement for AA Degree

- A total of 90 quarter credit hours, including 24 general education quarter credit hours, which should be completed in at least 6 quarters within 2 academic years of study, and no more than 9 quarters within 3 academic years for a full time student.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved degree program.
- Fulfill core course requirements.

AA Jewelry Arts Program Outline:

Course Code	*First Year*	*Quarter Credit*
	1st Quarter	**Units**
JEA 100	Introduction to Jewelry Design	3
ART 100	Color Theory	3
JEA 110	Rendering I	3
JEA 120	Jewelry and Metal Essentials	3
	General Education Studies	3
	2nd Quarter	**Units**
JEA 130	Jewelry Design I	3
JEA 140	Rendering II	3
JEA 150	Gemology	3
	General Education Studies	6
	3rd Quarter	**Units**
JEA 160	Facets of Jewelry	3
JEA 170	Jewelry Design II	3
JEA 180	Wax Carving I	3
JEA 190	Diamonds	3
	General Education Studies	3
	Second Year	
		Units
	1st Quarter	
JEA 200	History of Adornment	3
JEA 210	Metal Arts I	3
JEA 220	Casting	3
	General Education Studies	6
	2nd Quarter	**Units**
JEA 230	Alternative Materials for Jewelry	3
JEA 240	Metal Arts IIA	3
JEA 250	Computer Aided Jewelry Design I	3
JEA 260	Diamonds & Diamond Grading	3
	General Education Studies	3
	3rd Quarter	**Units**
JEA 270	Computer Aided Jewelry Design II	3
JEA 280	Colored Stones Essential	3
JEA 290	Metal Arts IIB	5
JEA 295	Sample Case Portfolio	1
	General Education Studies	3
	Total AA Units	**90**

**See General Education Studies Requirements*

Bachelor of Arts in Jewelry Arts

BA Jewelry Arts Degree Program:

The Bachelor of Arts in Jewelry Arts is designed for those who have completed their foundational studies Jewelry Arts and are seeking a more comprehensive development of their skills in jewelry. The BA program covers courses in gemology, business and other relevant topics to the industry. Students perfect their technical skills in wax techniques, metalwork and advanced techniques in color, hollow ware, and enameling. The graduate of the BA in Jewelry Arts will possess the skills and knowledge to become a professional as a jewelry designers, jeweler, wax model maker, and gemologist in the jewelry industry.

BA Program Requirements:

The Bachelor of Arts in Jewelry Arts is twelve quarters long and contains 180 credits, including 45 credits in outlined General Education studies. The program can be completed in approximately 36 months.

General Education Studies Requirements:
Lower Division: ENG 100, MAT 100, SSC 100, CMP 100, ART 115, ART 125, HST 100, ENG 110
Upper Division: ENG 300, SSC 300, SCI 300, SSC 310, MAT 300, HST 300, SSC 320.

Graduation Requirement for BA Degree

- A total of 180 quarter credit hours, including 45 general education quarter credit hours, which should be completed in at least 6 quarters within 2 academic years of study, and no more than 9 quarters within 3 academic years for a full time student.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved degree program.
- Fulfill core course requirements.

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BA Jewelry Arts Program Outline:

Course Code	*Third Year*	*Quarter Credit*
	1st Quarter	**Units**
JEA 300	Colored Stones I	3
JEA 310	Metal Arts III (A)	3
JEA 315	Metal Arts III (B)	3
	General Education Studies	6
	2nd Quarter	**Units**
JEA 320	Advanced Jewelry Design	3
JEA 330	Wax Carving II	3
JEA 340	Junior Studio	3
JEA 350	Colored Stones II	3
	General Education Studies	3
	3rd Quarter	**Units**
JEA 360	Counter Sketch	3
JEA 370	History of Metal Arts	6
JEA 380	Colored Stones Lab	3
	General Education Studies	3
	Fourth Year	
	1st Quarter	**Units**
JEA 400	Jewelry/Fashion Project	3
JEA 410	Jewelry Collections	3
JEA 420	Fashion Accessories	3
JEA 430	Gem Identification I	3
	General Education Studies	3
	2nd Quarter	**Units**
JEA 440	Color on Metal	3
JEA 450	Senior Studio	3
JEA 460	Creative Digital Design I: Jewelry	3
JEA 470	Gem Identification II	3
	General Education Studies	3
	3rd Quarter	**Units**
JEA 480	Creative Digital Design II/Digital Portfolio	3
JEA 485	Studio: Alternative Materials	3
JEA 490	Changes and Trends in Jewelry	3
JEA 495	Portfolio: Showcase	3
	General Education Studies	3
	Total BA Units	**180**

**See General Education Studies Requirements*

MERCHANDISE MARKETING

AA Degree

The Associate of Arts in Merchandising Marketing prepares students with the skills and experience to enter into a career path in the fashion marketplace. A foundational framework of fashion marketing and management is established and the skills necessary to plan create, and present marketing strategies are further explored.

Associate of Arts in Merchandising Marketing

Associate of Arts in Merchandise Marketing Degree Program:
The Program's objective is to develop students to work individually and collaboratively to meet the tasks of merchandising operations. Students are instructed in applications for planning, purchasing, allocation, promotion, integrating technology and commanding leadership skills for today. Students graduate with confidence and competence to be employed in this diversified and rewarding industry. Upon graduation, students are ready for entry-level positions as a merchandiser, buyer in the field.

Program Requirements:
The Associate of Arts in Merchandise Marketing is six quarters in length and contains 90 credits, including 24 credits in outlined General Education studies. The program can be completed in approximately 18 months.

General Education Studies Requirements:
Lower Division: ENG 100, MAT 100, SSC 100, HST 100, ENG 110, CMP 100, SCI 110, BUS 100

Graduation Requirement for AA Degree

- A total of 90 quarter credit hours, including 24 general education quarter credit hours, which should be completed in at least 6 quarters within 2 academic years of study, and no more than 9 quarters within 3 academic years for a full time student.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved degree program.
- Fulfill core course requirements.

AA Merchandise Marketing Program Outline:

Course Code	*First Year*	*Quarter Credit*
	1st Quarter	**Units**
ART 100	Color Theory	3
MKG 100	Fundamentals of Marketing	3
FSD 120	Introduction to Fashion Industry	3
MKG 120	Introduction to Retailing	3
	General Education Studies	3
	2nd Quarter	**Units**
MFG 100	Fundamentals of Manufacturing	3
TEX 100	Introduction to Textiles	3
MKG 130	Advertising Fundamentals	3
	General Education Studies	6
	3rd Quarter	**Units**
MKG 140	Business Statistics	3
MKG 150	Selling Techniques	3
TEX 150	Textile Engineering	3
FSD 180	Fashion Costume History I	3
	General Education Studies	3
	Second Year	
	1st Quarter	**Units**
MKG 210	Marketing Presentation	3
MKG 220	Technology for Merchandise Planning & Control	3
MKG 225	Internet Marketing	3
	General Education Studies	6
	2nd Quarter	**Units**
MKG 230	Consumer Behavior	3
MKG 240	Visual Merchandising I	3
FSD 250	Fashion Trends	3
MKG 250	Sales Promotion	3
	General Education Studies	3
	3rd Quarter	**Units**
MKG 260	Applied Buying	3
MKG 270	Applied Management	3
MKG 280	Visual Merchandising II	3
MKG 290	Portfolio Preparation	3
	General Education Studies	3
	Total AA Units	**90**

**See General Education Studies Requirements*

BUSINESS MANAGEMENT

BA Degree

The Bachelor of Arts in Business Management program is designed for those who have accomplished an Associate of Arts degree at Calstone University and wish to pursue an academic foundation in the theory and practice of business management. The objective of the Business Management program is to train effective leaders and entrepreneurs.

Leadership, innovation, and effective management, are the emphasis of this program. Students are awarded a BA in Business Management with an emphasis based on their AA degree. Upon graduation, students are ready to step into the platform of the business world with competence and confidence.

Bachelor of Arts in Business Management

BA Business Management Program:
Students are equipped with the tools to exercise principles in management, methodology, financial accounting, global awareness, and ethical responsibility in a business context.

Graduates are prepared for entry-level management positions in wholesale, retail, jewelry, large and private companies, accounting, and some as independent consultants or entrepreneurs.

Program Requirements:
Student must have completed a study of any major at the AA degree level. The completion of the BA Business Management Pre-Track is required for those who do not have a foundation in business practices and can be completed in one quarter prior to starting the BA program. The Bachelor of Arts in Business Management degree program lasts six quarters long and contains 90 credits, including 24 credits in outlined General Education studies. The program can be completed in approximately 18 months.

General Education Studies Requirements:
Lower Division: ENG 100, MAT 100, SSC 100, HST 100, ENG 110, CMP 100, SCI 110, BUS 100
Upper Division: HST 300, SSC 320, SCI 300, SSC 330, SSC 300, ENG 300, MAT 300, SSC 310

BA Business Management Pre-Track:
Required Lower Division Courses:
SSC 100/Principles of Microeconomics
MKG 100/Fundamentals of Marketing
MKG 140/Business Statistics
BUS 100/Introduction Business Management

Graduation Requirement for BA Degree

- A total of 180 quarter credit hours, including 45 general education quarter credit hours, which should be completed in at least 6 quarters within 2 academic years of study, and no more than 9 quarters within 3 academic years for a full time student.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved degree program.
- Fulfill core course requirements.

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BA Business Management Program Outline:

Course Code	*Third Year*	*Quarter Credit*
	1st Quarter	**Units**
BUS 300	Principles of Business Management	3
BUS 310	Management Science	3
BUS 320	Principles of Accounting I	3
	General Education Studies	6
	2nd Quarter	**Units**
BUS 330	Introduction to Management Information Systems	3
BUS 340	Introduction to Managerial Finance	3
BUS 350	Managing Organizational Behavior	3
	General Education Studies	6
	3rd Quarter	**Units**
BUS 360	Principles of Accounting II	3
BUS 370	Advertising & Sales	3
BUS 380	Business Law	3
BUS 390	Marketing Communications	3
	General Education Studies	3
	Fourth Year	
	1st Quarter	**Units**
BUS 400	Product Development	3
BUS 405	Marketing Management	3
BUS 410	Sales Management	3
BUS 420	Strategic Management	3
	General Education Studies	3
	2nd Quarter	**Units**
BUS 430	Merchandising Management	3
BUS 440	Entrepreneurship	3
BUS 450	Global Business Management	3
BUS 455	Retail Management	3
	General Education Studies	3
	3rd Quarter	**Units**
BUS 460	Human Resource Management	3
BUS 470	Small Business Management	3
BUS 480	Brand Management	3
BUS 490	Executive Leadership	3
	General Education Studies	3
	Total BA Units	**90**

**See General Education Studies Requirements*

FASHION MERCHANDISING & MANAGEMENT

MA Degree

The program at Calstone University is designed to nurture a generation of managers that have the managerial competencies and creativity to thrive in the Fashion industry. The curriculum is structured to provide the training and knowledge necessary for those desiring leadership positions in the Fashion industry.

The Masters in Fashion Merchandising & Management will provide participants with robust foundations in managerial tools within the conceptual framework of fashion. Students are shaped in their classroom experience and projects toward the professional practices and realities of the industry to become competent leaders in their chosen fields.

Masters in Fashion Merchandising & Management

MA Fashion Merchandising & Management Program:
The Masters in Fashion Merchandising & Management is designed for those who hold a Bachelor's Degree, with a background in fashion or business. The program grounds students in principles of marketing, management, and accounting. The fluency and economy of fashion is also overviewed in courses that instruct students in the forecasting of trends, fashion communications, brand marketing and understanding the affects of global dynamics. Graduates of the program are qualified marketing and merchandising specialists.

MA Program Requirements:
Must have completed any study at the BA level. The completion of the MA Fashion Merchandising & Management Pre-Track is required for those who do not have a foundation in business practices and can be completed in one quarter prior to starting the MA program. The Masters in Fashion Merchandising & Management degree is a full-time program that is three quarters in length and contains 45 credits. The program can be completed in approximately 9 months.

MA Fashion Merchandising & Management Pre-Track
Required Upper Division Courses:
BUS 300/Principles of Business Management
BUS 320/Principles of Accounting I
BUS 330/Introduction to Management Information Systems
BUS 380/Business Law

Graduation Requirement for MA Degree

- A total of 45 quarter credit hours which should be completed in at least 3 quarters within 1 academic year of study, and no more than 6 quarters within 1.5 academic years for a full time student.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved degree program.
- Fulfill core course requirements.

MA Fashion Merchandising & Management Program Outline:

Course Code	*Year One*	*Quarter Credit*
	1st Quarter	**Units**
BUS 500	Competitive Strategies	3
BUS 501	Microeconomics for Managers	3
BUS 502	Finance & Accountability in Fashion	3
BUS 503	Organizational Behavior & Administration	3
BUS 504	Marketing Management	3
	2nd Quarter	**Units**
MKG 500	Fashion Marketing & Consumer Research	3
BUS 505	Operations Management	3
MKG 510	Fashion Advertising & Communications	3
BUS 550	Product Design & Innovation	3
BUS 551	Global Fashion Dynamics	3
	3rd Quarter	**Units**
MKG 520	Fashion Demands & Sales Forecasting	3
MKG 530	Marketing Strategies with Technology	3
BUS 552	Management of Creativity	3
BUS 553	Advanced Retail & Sales Management	3
BUS 598or BUS 599	Project or Thesis	3
	Total MA Units	**45**

JEWELRY ARTS

MA Degree

The Masters program at Calstone University offers students an extensive refinement in the practices of metal and jewelry crafting as well as the necessary framework in which students are furthered challenged in the theoretical philosophies surrounding the industry and art today. Graduates of this program will come out refined just as learned in the knowledge as well as their skill of the trade. Students are developed in the context of studios and seminars whereas their peers and instructors compose a thriving community centered on a shared passion for the jewelry arts.

Masters in Jewelry Arts

Masters in Jewelry Arts Program:
The Masters in Jewelry Arts program extensively overviews the techniques and skills in metal smithing, wax carving, graduate jeweler, design and gemology. Seminars provide a platform where ideas and conceptual refinement can take place alongside the graduate student's studio practices. The graduate artist will be challenged to develop their personal area of interest, conduct research, integrate professional practices of presentation and critique into their projects and ultimately produce a thesis/project representative of their graduate studies. A graduate of this program can embark on a professional career as a jewelry model maker, jeweler, and jewelry appraisal in the jewelry industry.

MA Program Requirements:
The Masters in Jewelry Arts degree program is for the accomplished jewelry artist who has already completed a course of study at the BA level in Jewelry Arts. The Masters in Jewelry Arts degree is a full-time program that is 3 quarters in length and contains 45 credits. The program can be completed in approximately 9 months.

Graduation Requirement for MA Degree

- A total of 45 quarter credit hours which should be completed in at least 3 quarters within 1 academic year of study, and no more than 6 quarters within 1.5 academic years for a full time student.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved degree program.
- Fulfill core course requirements.

MA Jewelry Arts Program Outline:

Course Code	*Year One*	*Quarter Credit*
	1st Quarter	**Units**
JEA 500	Graduate Jeweler I	6
JEA 510	Graduate Studio I	3
JEA 520	Wax Techniques Studio	6
	2nd Quarter	**Units**
JEA 530	The Jewelry Profession	3
JEA 540	Seminar I	3
JEA 550	Graduate Jeweler II	6
JEA 560	Graduate Studio II	3
	3rd Quarter	**Units**
JEA 570	Seminar II	3
JEA 580	Appraisal Theory &Practice	3
JEA 590	Graduate Studio III	3
JEA 600	Thesis/Project	6
	Total MA Units	**45**

BUSINESS ADMINISTRATION

MBA Degree

The MBA Program has been designed to give students a strong foundation in the core principles of business fundamentals with concentrations in real estate, international business, finance or entrepreneurship.

Our courses provide students with necessary business skills, leadership development, and practical experience from interactive classroom lectures, presentations, and collaborative team building exercises to launch their careers as effective managers. After comprehensive courses in business theory and practice, our MBA graduates are prepared to face the challenges of the modern business world.

Masters in Business Administration

Masters in Business Administration Program:
The Masters in Business Administration program is comprised of 15 courses. 11 interdisciplinary courses make up the MBA Core studies which are designed to establish the student in broad, strategic managerial perspectives, balancing practical and theoretical concerns of business while strengthening their leadership capabilities. Courses concerning quantitative, conceptual, strategic, analytical, and problem solving principles are covered. 4 additional courses are devoted to an area of concentration. Concentrations are in Entrepreneurship, Real Estate, International Business, and Finance. Graduates are prepared for management positions as a general manager, a manager in wholesale, retail, jewelry, large and private companies, accounting, and some as independent consultants or entrepreneurs.

MBA Program Requirements:
The Masters in Business Administration degree program is intended for those who have completed their BA degree. For those with a Non-Business background, completion of the MBA Pre-Track is required before the start of the MBA program and can be completed in one quarter. The MBA degree is a full-time program that is three quarters in length and contains 45 credits. The program can be completed in approximately 12 months.

Additional Prerequisites:
The courses below or equivalent coursework must be completed prior to starting the MBA with grades of at least a “B” (3.0).

MBA Business Administration Pre-Track:
Required Upper Division Courses:
BUS 300/Principles of Business Management
MKG 140/Business Statistics
BUS 320/Principles of Accounting I
BUS 450/Global Business Management
BUS 340/Introduction to Managerial Finance

Graduation Requirement for MBA Degree

- A total of 45 quarter credit hours which should be completed in at least 3 quarters within 1 academic year of study, and no more than 6 quarters within 1.5 academic years for a full time student.
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved degree program.
- Fulfill core course requirements.

MBA Business Administration Program Outline:

Course Code	*Year One*	*Quarter Credit*
	1st Quarter	**Units**
BUS 500	Competitive Strategies	3
BUS 501	Microeconomics for Managers	3
BUS 502	Financial Accounting	3
BUS 509	Management Information Systems	3
*	Concentration: Elective	3
	2nd Quarter	**Units**
BUS 503	Organizational Behavior & Administration	3
BUS 504	Marketing Management	3
BUS 505	Operations Management	3
BUS 510	Global Business Realities	3
*	Concentration: Elective	3
	3rd Quarter	**Units**
BUS 506	Managerial Accounting	3
BUS 507	Macroeconomics for Managers	3
BUS 508	Legal & Ethical Environment of Business	3
*	Concentration: Elective	3
*	Concentration: Elective	3
	MBA Total Units	**45**

**See MBA Concentration Requirements*

MBA BUSINESS ADMINISTRATION CONCENTRATIONS

Course Code	Concentration Program		Credit Units
	Real Estate (Required 12 Units)		
	**In addition, the person completing the MBA with a Real Estate Concentration will have to earn a Real Estate Salesperson or Broker's License.*		
BUS 520	Mortgage-Backed Securities and Markets (Required)		3
BUS 521	Real Estate Finance and Investment (Required)		3
	Electives *(Pick two)*		
BUS 522	Advanced Topics in Real Estate Finance		3
BUS 523	Urban Land Use: Feasibility Studies		3
BUS 524	Advanced Real Estate Law		3
		Total	**12**
	International Business (Required 12 Units)		
BUS 530	Global Strategic Management		3
BUS 531	International Finance		3
BUS 532	Human Resource and Industrial Relations Systems		3
BUS 533	Global Marketing		3
		Total	**12**
	Finance (Required 12 Units)		
BUS 540	Financial Institutions (Required)		3
BUS 541	Managerial Finance (Required)		3
	Electives *(Pick two)*		
BUS 531	International Finance		3
BUS 542	Entrepreneurial Finance		3
BUS 543	Investments and Portfolio Management		3
BUS 544	Corporate Accounting and Reporting		3
		Total	**12**
	Entrepreneurship (Required 12 Units)		
BUS 560	Introduction to New Ventures (Required)		3
BUS 561	Feasibility Analysis (Required)		3
BUS 562	Business Plan (Required)		3
	Electives *(Pick one)*		
BUS 563	CEO/Founder Cases in New Venture Management		3
BUS 564	Management of Rapidly Growing Ventures		3
BUS 565	Technology Feasibility for High Technology Ventures		3
BUS 566	Technology Commercialization		3
BUS 567	Investing in New Ventures		3
BUS 568	Acquiring Your Own Business or Opportunity		3
BUS 569	Arts/Media		3
		Total	**12**

METAL ARTS

Certificate Program **300 Clock Hours, 17.5 Quarter Credit Units**

Program Schedule:

Schedule	Days of the Week	Time	Clock Hours	Weeks
Day Schedule	Monday-Friday	9:00am-4:00pm	30 Clock hours/Week	10

Metal Arts Certificate Program:
The Metal Arts Program aims to equip the designer with the fundamental and advanced techniques needed to execute metal manipulation and crafting. Metal arts courses range from history lessons in metal arts from historic periods to contemporary trends to intensive studio courses that push designers to take their conceptual ideas and execute them into metal form. Students will be challenged to develop their creative endeavors and to explore various techniques in enameling, surface design, chasing, repousses, etching, mokume gane, and more. The Metal Arts program is recommended for those who seek entry level positions as an advanced-level jewelry designer, jewelry display professional, or jewelry business owner.

Metal Arts Certificate Program Requirements:
The Metal Arts Certificate program lasts 10 weeks long and contains 300 clock hours. The program can be completed in approximately one quarter.

Program Outline:

Course Code	Course	Lecture Hours	Lab Hours	Clock Hours
JEA 290	Metal Arts IIB	10	80	90
JEA 295	Sample Case Portfolio	10	0	10
JEA 370	History of Metal Arts	20	80	100
JEA 440	Color on Metal	10	40	50
JEA 445	Metal Arts Studio	0	50	50
	Total	**50**	**250**	**300**

Graduation Requirement for Certificate Program
- A total of 300 clock hours. .
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved program.

WAX TECHNIQUES

Certificate Program **300 Clock Hours, 18 Quarter Credit Units**

Program Schedule:

Schedule	Days of the Week	Time	Clock Hours	Weeks
Day Schedule	Monday-Friday	9:00am-4:00pm	30 Clock hours/Week	10

Wax Techniques Certificate Program:
The program offers comprehensive instruction and hands-on practice in the form of wax modeling and casting. Students are instructed in the wax carving processes of creating articles of jewelry such as rings and brooches in wax and then reproducing them in casting. Students will become familiar with casting in precious and non-precious metals. Techniques in rubber molds, wax spruing, centrifugal casting, wax injection, vacuum casting, and more are introduced within the program. Students will be able to distinguish the types of waxes and applications needed for the execution of certain projects. This program is recommended for those who seek to careers in entry-level positions as a caster, jewelry model maker, manufacturing assistant or wax carver.

Wax Techniques Certificate Program Requirements:
The Wax Techniques Certificate program lasts 10 weeks long and contains 300 clock hours. The program can be completed in approximately one quarter.

Program Outline:

Course Code	Course	Lecture Hours	Lab Hours	Clock Hours
JEA 180	Wax Carving I	10	40	50
JEA 220	Casting	10	40	50
JEA 330	Wax Carving II	10	40	50
JEA 520	Wax Techniques Studio	20	80	100
JEA 525	Wax Showcase Portfolio	10	40	50
	Total	**60**	**240**	**300**

Graduation Requirement for Certificate Program

- A total of 300 clock hours. .
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved program.

GRADUATE GEMOLOGIST

Diploma Program **600 Clock Hours, 36 Quarter Credit Units**

Program Schedule:

Schedule	Days of the Week	Time	Clock Hours	Weeks
Day Schedule	Monday-Friday	9:00am-4:00pm	30 Clock hours/Week	20

Graduate Gemologist Diploma Program:
Students will take fundamental courses in gemology studying the full spectrum of gems from colored stones, diamonds, pearls, to their synthetic counterparts where students are trained to distinguish the cuts, weight, treatment, value, and effects of popular demand and supply. Students will learn to evaluate gems efficiently and accurately utilize up-to-date testing procedures and equipment during hands on lab testing. A framework of gems in their history, use, and designs, is outlined in courses and seminars, where students can grow in appreciation and understanding to the various factors that affect the demand for jewelry. From the physical and chemical properties of stones to the skills needed to trade and buy will be thoroughly examined within the program, fully equipping our graduates to work in the field. Graduates can enter into entry-level positions as: Assistant buyer, assistant store manager, diamond grader, gemologist, diamond sales representative, wholesale sales representative, retail sales associate, quality control professional.

Graduate Gemologist Diploma Program Requirements:
The Graduate Gemologist Certificate program lasts 20 weeks long and contains 600 clock hours. The program can be completed in approximately two quarters.

Program Outline:

Course Code	Course	Lecture Hours	Lab Hours	Clock Hours
JEA 150	Gemology	10	40	50
JEA 190	Diamonds	10	40	50
JEA 260	Diamonds & Diamond Grading I	10	40	50
JEA 265	Diamond Grading Lab	0	60	60
JEA 280	Colored Stone Essentials	10	40	50
JEA 300	Colored Stone I	15	30	45
JEA 350	Colored Stones II	15	30	45
JEA 380	Colored Stones Lab	0	60	60
JEA 430	Gem Identification I	10	40	50
JEA 470	Gem Identification II	10	40	50
JEA 475	Gem Identification Lab	0	60	60
JEA 530	The Jewelry Profession	30	0	30
	Total	**120**	**480**	**600**

Graduation Requirement for Diploma Program

- A total of 600 clock hours. .
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved program.

GRADUATE JEWELER

Diploma Program **600 Clock Hours, 33 Quarter Credit Units**

Program Schedule:

Schedule	Days of the Week	Time	Clock Hours	Weeks
Day Schedule	Monday-Friday	9:00am-4:00pm	30 Clock hours/Week	20

Graduate Jeweler Diploma Program:
Students engage in comprehensive hands on course of studies where their skills are forged within a real shop setting. Students are instructed in metal manipulation using saw and torch techniques, soldering, setting stones in various styles, jewelry repair, treating stones, testing metals as well as knowing the physical and chemical properties of metals that they handle. Graduates will be guided in their technical skills under the instruction of experienced professionals in challenging studio settings. This course is highly recommended to individuals who plan to pursue careers as entry-level stone setters, bench jewelers and jewelry business owners, and jewelry repairer.

Graduate Jeweler Diploma Program Requirements:
The Graduate Jeweler Certificate program lasts 20 weeks long and contains 600 clock hours. The program can be completed in approximately two quarters.

Program Outline:

Course Code	Course	Lecture Hours	Lab Hours	Clock Hours
JEA 120	Jewelry and Metal Essentials	10	40	50
JEA 210	Metal Arts I	10	40	50
JEA 240	Metal Arts IIA	10	40	50
JEA 245	Bench Jeweler Studio	10	40	50
JEA 310	Metal Arts III	20	80	100
JEA 340	Junior Studio	0	60	60
JEA 450	Senior Studio	0	60	60
JEA 500	Graduate Jeweler I	0	120	120
JEA 510	Graduate Studio I	0	60	60
	Total	**60**	**540**	**600**

Graduation Requirement for Diploma Program

- A total of 600 clock hours. .
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved program.

JEWELRY DESIGN

Diploma Program **600 Clock Hours, 35.5 Quarter Credit Units**

Program Schedule:

Schedule	Days of the Week	Time	Clock Hours	Weeks
Day Schedule	Monday-Friday	9:00am-4:00pm	30 Clock hours/Week	20

Jewelry Design Diploma Program:
The aim of the program is to technically train artists to render jewelry designs in various mediums of watercolor, pencil, colored pencils, and computer-aided technology consistent to professional standards of the jewelry industry. Students learn to capture illuminations and facets of gemstones and precious metals in five point perspective representations. An examination of the emergence, value, purpose, and trends of jewelry from historic periods to modern times is incorporated into our curriculum to establish the jewelry designer in the vast creative resources and inspirations which to draw from. Jewelry design courses also aim to develop the designer in the skill of designing, drafting, and revising for demanding clients, so as to be technically and conceptually versatile for the marketplace. Graduates of this program can enter into entry-level positions as jewelry designers and computer-aided designer.

Jewelry Design Diploma Program Requirements:
The Jewelry Design Certificate program lasts 20 weeks long and contains 600 clock hours. The program can be completed in approximately two quarters.

Program Outline:

Course Code	Course	Lecture Hours	Lab Hours	Clock Hours
JEA 110	Rendering I	10	40	50
JEA 130	Jewelry Design I	10	40	50
JEA 140	Rendering II	10	40	50
JEA 160	Facets of Jewelry	15	30	45
JEA 170	Jewelry Design II	10	40	50
JEA 215	Advance Rendering	10	40	50
JEA 250	Computer Aided Jewelry Design I	10	40	50
JEA 270	Computer Aided Jewelry Design II	10	40	50
JEA 320	Advanced Jewelry Design	10	40	50
JEA 360	Counter Sketch	0	60	60
JEA 460	Creative Digital Design I: Jewelry	15	30	45
JEA 465	Jewelry Design Show Case Portfolio	0	50	50
	Total	**110**	**490**	**600**

Graduation Requirement for Diploma Program

- A total of 600 clock hours. .
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved program.

INTENSIVE ENGLISH AS SECOND LANGUAGE PROGRAM (IESLP)

Certificate Program **900 Clock Hours**

Program Schedule:

Schedule	Days of the Week	Time	Clock Hours	Weeks
Day Schedule	Monday-Thursday	900am-2:30pm	18 Clock hours/Week	50
Evening Schedule	Monday-Thursday	4:30pm-9:00pm	18 Clock hours/Week	50

Intensive English as Second Language Program:
This program is designed for those students with limited English language skills. The objective is to further develop the student's English proficiency. Instructional methods and techniques include intensive lecture, demonstration and practical application. The program makes effective use of audio-visual materials, textbooks and computerized instruction.
An English language placement is administered to each applicant prior to entering the program. Students are then placed into appropriate level modules. Five different modules of English instruction are offered with beginning to advanced level classes.
Upon completion of the program, students are able to demonstrate communicative skills in the English language, have a command of reading, writing, and researching in the English language with an understanding of American culture.

IESLP Requirements:
The Intensive English as Second Language Program lasts 50 weeks long and contain 900 clock hours. The program can be completed in approximately 5 quarters.

Program Outline:

Module Code	Course	Lecture Hours	Lab Hours	Clock Hours
ESL 100	ESL Level 1	90	90	180
ESL 200	ESL Level 2	90	90	180
ESL 300	ESL Level 3	90	90	180
ESL 400	ESL Level 4	90	90	180
ESL 500	ESL Level 5	90	90	180
	Total	**450**	**450**	**900**

Graduation Requirement for Certificate Program
- A total of 600 clock hours. .
- Achieve a minimum of grade C (2.0) grade point average in all courses on the approved program

Intensive English Second Language Program

The philosophy of the Intensive English as Second Language Program (IESLP) at Calstone University is that English is best learned when written and oral skills are combined. All classes are taught in a communicative and interactive way incorporating as much cultural content as possible. Thus the student is learning not only the skills needed to achieve the goal of mastering English, but also the appropriate context in which to use them while living in the United States. IESLP offers intensive, academic-based English Language (ESL) classes for International students who want to attend college or university in the USA, or will be admitted to an Calstone University certificate or degree-granting fashion program. Students receive instruction 4.5 hours per day, 4 days a week for 10 weeks per level of instruction. Courses include Listening and Speaking, Reading and Composition, and Grammar. Advanced classes include TOEFL Preparation, Academic Writing and English for Special Purposes (ESP). All students are pre-tested and placed in the level appropriate to their proficiency in English. A Certificate of Completion is awarded to each student at the end of each 10 week quarter.

IESLP Admission Requirements

Who May Attend

Calstone University's Intensive English as Second Language Program is an educational service approved by the Department of Homeland Security, United States Immigration and Customs Enforcement (USICE) to provide English instruction to international students for a designate period of study in the United States.

International or M-1 students must provide a Copy Visa Page I-94 and the I-20 and are required to undertake a full course of study at the IESLP.

For acceptance in Calstone University **Intensive English as Language Program** and obtain their visa, International students will need:

- An I-20 from Calstone University that reflects their early entry date into the U.S.
- A high school diploma
- IESLP letter of acceptance

And to demonstrate sufficient English proficiency, applicants must obtain either:

- A minimum TOEFL internet based score of 9 (or a paper-based score of 310, or a computer-based score of 33).
- A minimum IELTS band score of 1.0 or higher.

How to Apply

Please complete and print the Calstone University application form for the IESLP and return it by mail or email or fax. The application fee should be in the form of a money order or bank check made out to the Calstone University.

Calstone University
Intensive English as Second Language Program
2975 Wilshire Blvd Suite #650 &103
Los Angeles, CA 90010
Tel: 213-738-7700
Tel: 213-738-7722
Fax: 213-738-0090
Email: admin@calstoneuniversity.com or info@jadcollege.com
Web site: www.calstoneuniversity.com or www.jadcollege.com

Placement Test

International or M-1 students must take an ESL Placement Test to be placed at the appropriate skill level.

The LOEP (Levels of English Proficiency) test is designed to measure English skills for students whose first language is NOT English. Students are encouraged to take the LOEP test if English is their second language

and if they are not fluent in English. If your background in English is similar to one or more of the following descriptions, you should take the LOEP test and not the ACCUPLACER English test. You took ESL classes in your senior year of high school. You have difficulty communicating in English and/or completing forms in English. You wish to enroll in ESL courses.

The LOEP/ESL test is computerized. There is no time limit for the test. Typically, students are able to complete the test in one hour. It consists of adaptive multiple-choice questions. Questions are chosen for you on the basis of your answers to previous questions. Since this is an adaptive test, you cannot skip questions in the exam or go back to previous responses. You must answer every question. If you do not know the answer to a question, try to eliminate one or more of the choices, and then pick one of the remaining choices.

IESLP Program Description

IESLP is here to fast track you into a college or university. Our courses are designed to give you the English Language skills you need in order to begin your academic studies as soon as possible.

Method of Instruction

All classes are taught in a communicative and interactive way that not only emphasize basic critical thinking and problem solving skills but also incorporate as much cultural material as possible.

Students learn a language more quickly and efficiently when they are exposed to the language in a more natural, communicative way. Thus, instructors use real world language, along with textbook language, in the classroom. Videos, newspapers, computers, use of whiteboards, and personal reading materials provide students with stimulating and realistic learning tools. Method of instruction also includes brief lectures, class discussion, peer evaluation, instructor mentoring and tutoring, group discussions.

Language skills build on each other in a natural way. Listening is a basic skill needed for developing the others; thus, it is taught first. From listening, the student develops speaking skills and then progresses to focus on reading, because the comprehension and discussion of reading materials depends on the student‘s ability to listen and to speak. Next, drawing form the rich source of reading materials and vocabulary that has been mastered; the student goes on to perfect his or her writing skills. In this way, students acquire language progressively by building on solidly acquired skills. The goal of the IESLP program is twofold: to study real-world English and to prepare for an academic future.

The IESLP Lab, part of the Skill Development Center, is available to and required for all IESLP students. This program provides assistance to students who need help in grammar, vocabulary, listening comprehension, selling, reading, and writing in English. Computer-assisted learning, workbooks, textbooks, and audiotapes allow students to progress at their own pace. IESLP instructors and aides will also be available to help ensure student success.

IESLP Lab

The IESLP Lab is available to and required for all IESLP students. This program provides assistance to students who need help in grammar, vocabulary, listening comprehension, selling, reading, and writing in English. Computer-assisted learning, workbooks, textbooks, and audiotapes allow students to progress at their own pace.

IESLP instructors and aides will also be available to help ensure student success.

IESLP Certificate of Completion of Level of Study

A Certificate of Completion will be issued at the end of each 10 week quarter to students who attend at least 80% of all classes and satisfactorily complete the entire testing program. In addition, a written evaluation of progress based on student attendance, academic progress, class participation, class assignments and test results is provided to the student at the end of each period of study.

IELP Certificate of Achievement

Upon successful completion of the program, each student will receive an IESLP Certificate of Achievement. In addition, a written evaluation of progress based on student attendance, academic progress, class participation,

class assignments and test results is provided to the student at the end of the program. It should be noted that successful completion of the program does provide Calstone University credit but does not assure automatic acceptance to a college or university program of study.

POLICIES

NON-DISCRIMINATION POLICY

Calstone University does not discriminate in any of its policies or practices on the basis of race, color, age, sex, sexual orientation, religion, or national and ethnic origin. Calstone University admits students regardless of race, color, age, sex, sexual orientation, religion or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school.

Calstone University will make reasonable accommodations for qualified students with disabilities. All courses in programs do require students to perform physical and mental tasks to differing extents. Upon request, Calstone University will provide a list of examples of these tasks to allow individuals to evaluate their potential for success and their decision to apply. Students who will be requesting special accommodations are asked to do so upon admission to the college and no later than 30 days prior to the start date.

POLICY FOR EVALUATION OF CREDIT

Credit for previous education, training, or work experience will be considered on a case-to-case basis. Prospective students who wish to avail of this must provide official transcripts for previous education and/or training, or documentation of the work experience related to the program being sought. If credit is warranted from evaluation of prospective student, the course/s must be re-arranged for early completion and the cost will be reduced proportionately.

ATTENDANCE POLICY

It is important that the School maintains a record of attendance for each student. Specific hours of attendance are part of the education requirements, especially to fulfill the satisfactory academic progress. Instructors will take daily attendance/roll call anytime during class hours. Each term consists of 10 weeks of instruction. Students are expected to attend all classes. ATTENDANCE IS VERY CRITICAL.

TARDINESS

Tardiness is a disruption of the learning environment and is strongly discouraged. A student is considered to be tardy when arriving 10 minutes after the classes have started. An accumulation of THREE tardy occurrences is counted as ONE absence. Students who were not present in class for at least 50% of the time will be considered absent for one day.

CUTTING CLASSES

Cutting of classes will be considered as unexcused absences. A student who arrives after the first third of a class session may be regarded as cutting class and counted as absent from that session. A student who, without obtaining permission from instructor, leaves class before its completion may be marked absent by the instructor. A student who does not return to class after a break without the permission of the instructor will also be marked absent from the entire class session.

ABSENCES

The School expects students to attend all scheduled sessions. However, the School realizes that there may be situations beyond the control of the students, in which the student must miss a session. When a student is absent, the student must fill out a Reason for Absence form, which can be obtained from the Registrar. A student who fails to submit the Reason for Absence form, or a student with a pattern of excessive absences for non-emergencies will be put on probation. In no case absences of more than 20% of each program will be allowed. Any student who does not meet the minimum attendance requirement of 80% for a program will receive an incomplete grade for that course of study. Furthermore, the student will be reviewed for possible termination. If a

situation arises that is beyond the control of the student and an absence of more than 20% of the program is anticipated, the student is advised to file a Leave of Absence.

LEAVE OF ABSENCE

A Leave of Absence is granted only once, and approved only if the School Administration can reasonably expect that the student will be able to come back to School at the end of the leave. However, more than one leave of absence, which does not exceed 30 days, may be granted for a limited, well-documented case due to the following unforeseen circumstances: jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA). The total number of leave of absence cannot exceed 2 Quarters in a twelve-month period.

The circumstances that are covered under the FMLA, as applied to students, are:

1. Birth of a son or daughter of the student and the need to care for that son or daughter (for 12 months beginning from the date of birth of the child);
2. Placement of a son or daughter with the student for adoption or foster care
   (For 12 months beginning on the date of the placement);
3. Need to care for the student's spouse, or a son, daughter, or parent, if the spouse, son, daughter, or parent has a serious health condition;
4. A serious health condition that makes the student unable to function as a student.

The Application for Leave of Absence can be obtained at the Registrar's Office. In some circumstances, the student cannot come to the School to apply for the leave of absence. If the School is contacted and the student's wish is conveyed, the School may put the student on the leave of absence without the student's signed application. The student should sign and return the leave of absence application at the earliest opportune time. If a student fails to return from the leave of absence, the student is deemed to be absent from the date of the scheduled return.

MAKE-UP WORK

Each student is responsible for making-up school work missed due to absences. He or she should make arrangements with the instructor before the end of the program to establish the term(s) of the make-up work under the guidelines and the time period required by the satisfactory academic policy guidelines. However, hours of make-up work cannot be accepted as hours of class attendance. All make-up work arrangements are subject to approval by the Dean of academic Affairs.

MINIMUM GRADE PERCENTAGE

The minimum grade percentage required for certifying completion of each program is a cumulative passing grade of 75%. Students are encouraged to strive for excellence. Instructors are available to assist students as needed. Classroom facilities are open to students both before and after the scheduled classes. Class study groups are suggested in order to achieve complete understanding of subjects taught in class.

EXAMINATIONS

Students must pass all examinations with a percentage of 75% or better. A student who receives a failing grade on an examination will be put on probation. Such a student should arrange a make-up examination with the instructor within a week of the failed examination. Only one make-up is allowed for each failed examination. In order to discourage students from trying to boost their grade in a class by relying on a make-up examination, the maximum grade that can be attained on a make-up exam is 75%.

GRADING SYSTEM

The School primarily uses the numeric grade, 4.0 scales, to measure and indicate a student's progress. Occasionally, a letter grade may be used for indication only. The following chart outlines the conversion:

Final Course Grade (in Percentages)		Final Course Grade (in Points)		Final Transcript Grade	Transcript GPA Value of
Over 93%	OR	3.71 to 4.00	=	A	4.0
90% through 93%	OR	3.31 to 3.70	=	A^-	3.7
87% through 89%	OR	3.01 to 3.30	=	B^+	3.3
84% through 86%	OR	2.71 to 3.00	=	B	3.0
80% through 83%	OR	2.31 to 2.70	=	B^-	2.7
77% through 79%	OR	2.15 to 2.30	=	C^+	2.3
74% through 76%	OR	2.00 to 2.14	=	C	2.0
70% through 73%	OR	1.70 to 1.99	=	C^-	1.7
67% through 69%	OR	1.30 to 1.69	=	D^+	1.3
64% through 66%	OR	1.00 to 1.29	=	D	1.0
60% through 63%	OR	0.70 to 0.99	=	D^-	0.7
Below 60%	OR	0.00 to 0.69	=	F	0.0
				P (Pass)	*
				NP (No Pass)	*
				I (Incomplete)	*
				W (Withdraw)	*

* Not included in GPA calculation.
**A passing grade is a final grade of "C" (2.0) or higher. A grade of "C-" (1.7) is not a passing grade.
***In the case of a course repetition, both the original and the repeated course are counted as the course attempted. However, the higher grade will be used in the computation of the GPA.
****In addition to the grade, the following notations may also be indicated on the transcript:

Incomplete (I):

A student may file for an Incomplete Grade (I), under approval of the instructor, one week prior to final examination. A student may not file for an Incomplete Grade after sitting for the final examination. The request should be completed by the student and signed by the instructor. The incomplete grade should be changed to a letter grade by the end of the following program. Failure to complete the Incomplete Grade will result in a letter grade of "F".

In Progress (IP):

Instructors may choose to submit a notation of In Progress (IP) for students who need to make up the final examination, laboratory assignments, quizzes or exams. The In Progress notation should convert to a letter grade no later than the second week after the final examination.

Credit (CR), No Credit (NCR):

Certain classes may be taken for Credit (CR) only. Upon completion of the class, the passing student (all examinations, including the final exam were passed with a score of 75% or better) will receive the notation of CR, without the numeric grade. This mechanism is set up for students to receive credit for a class without the numeric grade. If the student fails a CR class, the student will receive a No Credit (NCR) notation for that particular class. The student must repeat a NCR class.

Credit By Examination (CR/EX):

A student may petition to be granted approval to challenge a program. Upon the approval of the Dean of academic Affairs, the student may sit for an advanced placement examination. Upon satisfactory completion of the examination with a passing score of 80% or better, the student may advance to the next program.

Withdrawal (W):

Students who withdraw from an enrolled program after the fifth day of the class' start date will receive a letter grade of "W". Dropped students may file for re-admission. Please see the Admissions Department for re-admission procedures.

Honor Roll (H):

Students with an accumulative GPA of 3.0 or above will be placed on the Honor Roll. The Honor Roll notation will be recorded on their transcripts.

Dean's List (DL):

Students with a cumulative GPA of 3.5 or higher will be placed on the Dean's List. The Dean's List notation will be recorded on their transcripts.

President's List (PL):

Students with a cumulative GPA of 3.75 or higher will be placed on the President's List. The President's List notation will be recorded on their transcripts.

SATISFACTORY ACADEMIC PROGRESS

Calstone University employs the following procedures for satisfactory academic Progress:
Students of Calstone University are monitored and evaluated by their instructor at:

- The completion of each program, or
- 25% completion mark point, and
- 50% completion mark point, and
- 75% completion mark point.

The student must meet the following minimum standards set forth by the Calstone University administration:

Attendance - A student may have a maximum of two unexcused absences during an evaluation period. A standard evaluation period is equal to one quarter.

Grades - A minimum passing grade of 75% is set for all examinations, laboratory exercises, quizzes and homework, except for the Gem Identification 20-stone final exam, which requires 100% accuracy.

Homework Assignments - Students must complete homework assignments on time. Failure to do so can result in academic probation.

Conduct - Students must maintain professional and ethical conduct towards classmates and instructors. Failure to do so will result in probation and/or dismissal.

Student's progress through the program/s is reported regularly to students in writing.
Once a student has been placed on probation he/she must demonstrate competency by the second evaluation period. The second evaluation is defined as the assessment taken at the end of the probation period. Two options are possible after the second evaluation period:

- The probation will be cancelled, and the student's status will return to good standing.

- The student will be subject to further action, including dismissal.

Only the Dean of academic Affairs has the authority to dismiss a student from the Calstone University.

MAXIMUM ALLOWABLE TIME FRAME TO GRADUATE

The maximum allowable time frame is calculated as a period of time during which a student attempts 1.5 times the number of credit hours required to complete the program.

STUDENTS RECEIVING VETERAN'S BENEFITS

Any student receiving veteran's benefits must maintain a 2.0 cumulative GPA. Veterans failing to meet the 2.0 GPA as evaluated at the end of each quarter will be placed on academic probation.
Failure to raise the cumulative GPA to 2.0 or higher by the end of two quarter academic probation periods will result in loss of veteran's benefits, loss of Title IV funding and dismissal from the school.
The U.S. Department of Veterans Affairs will be notified of the veteran's failure to maintain satisfactory academic progress and any academic dismissal in compliance with C.F.R. 38.

MAJOR CHANGE

- Calstone University will allow students only one change of major.
- Calstone University requires students to file a change of major form with the administration office.
- It is not considered a change of majors to change from a day program to an evening program of the same major, and to change from an AA program to a BA program for the same major.

TRANSFER CREDITS

- Courses taken in one major applicable to the second major shall be transferred with the grade.
- If students have taken a course more than once, only the best grade earned for that course shall apply to the second major.
- Grades earned in the original major shall count towards to cumulative grade point average and credit completion ratio calculations.

DEGREE CHANGE

- All students who would like to earn additional degrees are required to meet with their academic advisors to review their academic situations and to formulate or review and revise as needed their plans of study.
- All students who would like to enroll from an AA to a BA, must sign an enrollment agreement with the administration office.

ACADEMIC ONLINE PROGRESS MONITOR

Calstone University Student Information System gives you access to a detailed look at your progress toward the completion of your degree requirements.
It itemizes completed and in-progress Calstone University coursework, accepted transfer coursework, and test credit information and shows requirements that have been completed and those that have not yet been satisfied.
It will show your major, minor, and double-major requirements.
Use Calstone University Student Information System:

- To check your grades
- To check the requirements that you still need to satisfy
- To see which requirements are fulfilled by your completed, in-progress or transfer courses
- To prepare to see your advisor
- To see your class schedule and required textbooks and material per course
- To see your financial statement
- To print unofficial transcripts

ACADEMIC WARNING STATUS

Students whose cumulative grade point average (CGPA) is less than:

- 1.5 at the end of the 2nd quarter of study
- 2.0 at the end of the 6th quarter of study

will be placed on Academic Warning Status for the duration of the following quarter.

Students whose credit completion ratio is less than:

- 67% at the end of the 2nd quarter of study
- 67% at the end of the 6th quarter of study

will be placed on Academic Warning Status for the duration of the following quarter.

All students on Academic Warning Status will need to meet with their academic advisor. See the Timely Advising Requirement.

Academic Warning Status is not recorded on academic transcripts.
Students who obtain a cumulative GPA of 2.0 and above, after being placed on warning status, will have the warning status removed.

ACADEMIC PROBATION STATUS

Students whose cumulative grade point average (CGPA) is less than:

- 1.8 at the end of the 1st Year of study
- 2.0 at the end of the 2nd Year of study and beyond

will be placed on Academic Probation Status for the duration of the following quarter.
Students whose credit completion ratio is less than:

- 67% at the end of the 1st Year of study
- 67% at the end of the 2nd Year of study and beyond

Will be placed on Academic Probation Status for the duration of the following quarter.
All students on Academic Probation Status will need to meet with their academic advisor.
Academic Probation Status is recorded on academic transcripts for the quarter of Probation.

While in Probation status students will have opportunity to correct failed grades from the previous quarter, by submitting additional course work in agreement with their professor.

Students who obtain a cumulative GPA of 2.0 and above, after being placed on probation status, will have the probation status removed and the latest passing grade will replace the failed grades on their transcript and improve their GPA, CGPA and their completion ratio.

ACADEMIC PROBATION AND DISMISSAL POLICIES

The School requires students to maintain satisfactory academic progress. However, a student will be subject to academic probation due to the following:

1. If a student's cumulative grade point average falls below 2.0; and/or,
2. If the student fails two exams in a row, or fails greater than 25% of all exams; and/or,
3. The instructor determines the student's number of absences are excessive and endangering the student's chances for a successful completion.

A student who does not remove him/herself from the academic probation by the next review or within 30 days, whichever comes first, will be subject to dismissal. Any student who is unable to satisfactorily achieve the knowledge and skills required by the occupation for which the training is intended will be subject to termination. No more than two terms on probation is permitted.

APPEAL PROCEDURES

Students who wish to appeal the decision that they are not making satisfactory academic progress must submit a written request to the Satisfactory Academic Progress Review Committee. The Review Committee is composed of the Vice President and the Dean of academic Affairs. The letter should describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The Review Committee shall evaluate the appeal within a reasonable time frame and notify the student of the decision in writing. The decision of the Review Committee shall be final.

DROP BACK PROCEDURE

A student who may need to interrupt class attendance may choose to take drop back status. Upon completion of the appropriate forms the student will be scheduled for the next convenient class schedule. The student will re-enter the program at the time based upon the previous hours completed. A student may take only one drop back status in any program.

DISCIPLINARY ACTION

The College reserves the right to require either probation or permanent dismissal of a student when the student is charged with and guilty of a violation of the Student Code of Conduct.

APPEALING PROCESS

In all disciplinary matters, the College will provide the students the right to appeal according to the following procedures:

Classroom Related Problems (Non-academic):

1. Speak with the instructor. Many problems can be dealt with successfully by communicating with the instructor involved.
2. If the student is not satisfied with the resolution, make a complaint in writing and submit it to the Vice President. Allow one week after the submission of the complaint before you make an appointment to meet with the Vice President. This will give him/her enough time to review the problem.
3. If the matter is still not resolved satisfactorily, the student may appeal to the Grievance Committee, which is composed of one faculty member, one student representative and the Vice President. This Committee will hear the testimony of both sides. Afterwards, they will submit a recommendation to the President of the College, who shall decide on the case. All decisions made by the President are final.

Administrative Related Problems:

1. Speak with the Calstone University staff involved.

2. If the problem is not solved, submit grievances in writing to the Vice President. Make an appointment to speak with the Vice President after one week to allow him/her time to review the problem.
3. If the matter still cannot be resolved, it may be brought to the President. All decisions made by the President are final.

COURSE REPETITION

Both the original and the repeated classes are counted as classes attempted. In computing the grade point average, the grades of the two classes will be calculated separately. The College also offers non-credit remedial courses, based on availability. Both the repeated attempt of classes and the non-credit remedial courses require additional financial obligations. All courses for which a student received a —"W" or an —"F" grade/code must be repeated and completed with a passing grade before the student will be eligible for graduation (please see Graduation Requirements). A grade of —"W" will be included in the maximum allowable time frame and incremental completion rate requirements in attempted hours but will not be included in cumulative GPA calculations. A grade of —"F" will be included in the maximum allowable time frame, incremental completion rate requirements, and the cumulative GPA calculation. Please inquire further with University Admissions office.

TRANSFERABILITY OF CREDITS

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

CHANGE OF GRADE

When a final course grade has been entered into the student record it may only be changed by the Registrar at the request of the instructor of record. Changes to final course grades will not be accepted beyond five weeks from the close of the block in which the contested grade was given.

RE- ADMISSION

The student who has withdrawn or has been terminated by the School may submit a petition for re-admission. The School will consider re-admission only if the student can document that the conditions that led to withdrawal or termination have been resolved, and if the School can reasonably expect that the student will make satisfactory progress. If a student is terminated for being in non-compliance of financial obligations, the previous account balance must be settled first and/or payment arrangements should be made before the student is officially reinstated.

If a request for re-enrollment is granted, all applicable credits/grades from previous enrollments will be transferred to the new enrollment. Those who were dismissed due to failure to maintain satisfactory academic progress will enter under academic Probation and will have two quarters to raise their cumulative GPA to no less than 2.0. Failure to do so will result in dismissal from the school.

Students that have re-enrollment granted must re-enter the school during one of the next three start dates following acceptance for re-enrollment. Failure to re-enter within this timeframe will nullify the acceptance of the re-enrollment request.
Those re-enrolling in the school will be subject to the tuition in effect at the time of re-enrollment.

CHANGE OF PROGRAM

Calstone University reserves the right to make program changes and/or adjustments including curriculum, equipment, teaching materials and books necessary to remain current with industry standards and advancements in technology. Any changes in tuition will not affect those students already enrolled.

STUDENT GRIEVANCE POLICY

Should any student have a grievance (unresolved complaint) about their status or grades, the normal recourse is for the student to consult with the instructor involved. If the student disputes the decision rendered, the case may be considered by the Vice President for further judgment. The normal recourse for records, faculty, or other concerns, is for the student to finally consult the President. In the event a satisfactory resolution is not achieved at this level, the student may contact:

Department of Consumer Affairs Consumer Information Division
1625 North Market Blvd., Suite S-308, Sacramento, CA 95834
(916) 574-8200

STUDENT RECORDS/RIGHT TO PRIVACY

The Federal Right to Privacy Act of 1964 enables all students to review their academic records, including grades, attendance and advising reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission from the student. Records must remain onsite for 5 years, and transcripts kept permanently. Graduates can review their records during regular business hours by appointment. Copies of transcripts are made available to students at a minimal charge. Receipt of written consent from the student is required before records are released to a third party

FINANCES

TUITION POLICES

Financial Aid

At this time, Calstone University does not participate in federal and state financial aid programs. However, if a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

SCHOLARSHIP PROGRAM

Students interested in participating in the Calstone University Scholarship Program should opt for it on their application to the school.
Scholarship applicants are required to formally present their Portfolio and Essay in front of the Admissions Committee.

Successful recipients display strong professionalism in presentation, career focused vision and transcripts with a Cumulative GPA of at least 2.0.

Application deadline is four 4 weeks prior the start of the enrollment term.

Program	Scholarship
Certificate	$500 - $3,000
A.A.	$1,000 - $5,000
B.A	$2,000 - $9,000
M.A. / M.B.A.	$2,000 - $6,000

FINANCIAL ASSISTANCE

If you are a U.S. Citizen, U.S. Permanent Resident, or hold a non-temporary U.S. Visa, you may apply for a limited number of School-administered scholarships. The scholarships are awarded on the basis of need and academic merits. Other financial assistance may be available. Please inquire with the Admissions Department for details.

PAYMENT OPTIONS

Payment Plan

At registration for your program, you may choose the payment option that best fits your finances.
Payment plans will allow you to pay your entire tuition for the program by monthly, quarterly or yearly installments, independently of the number of courses taken per term.
The benefit of the Payment Plan option is that scholarship and credit transfer deductions are included in the calculation of the installments due.
If you choose to pay monthly, a $100 Installment and handling fee will be applied.

Per Course Basis

You may opt to pay your term tuition per courses enrolled.
Per course tuition is calculated by multiplying the number of hour of instruction taken with the current hourly rate of the program enrolled. See the Payment Schedule & Tuition and Fees section of this catalog.
Students, who plan to use financial aid, must pay their tuition per course basis.
Students switching from Payment Plan to Per course basis will have their entire tuition recalculated on per course basis taken and therefore may have to pay the difference before taking new courses.

Tuition Payment for International Students

International Students are expected to pay their tuition by yearly installments only.

As soon as an international student receives an M-1 visa, he has 10 (ten) calendar days from the date of issuance, to wire transfer the first year cost of attendance to Calstone University.

SCHEDULE OF STUDENT TUITION & FEE

Tuition: Degree Programs

Estimated Yearly Cost of Attendance	Undergraduate	Graduate
Full Time Student (*15 units or more)*	$19,125	$21,375
Registration fee	$200	$200
Total	**$19,325**	**$21,575**
Part Time Student (*less than 15 units – per unit tuition*)	$425	$475

Book and Supplies Cost

Depending on Major	$1,200 - $1,800	$1,200 - $1,800

Tuition: Non-Degree Programs

Program	Length	Tuition Fee	Books & Materials	Total
IESLP	900 Hours/50 Weeks	$6,800	$350	$7,150
Graduate Gemologist	600 Hours/20 Weeks	$12,900	$1,328	$14,228
Graduate Jeweler	600 Hours/20 Weeks	$13,200	$890	$14,090
Jewelry Design	600 Hours/20 Weeks	$12,750	$570	$13,320
Metal Arts	300 Hours/10 Weeks	$6,375	$475	$6,850
Wax Techniques	300 Hours/10 Weeks	$6,525	$330	$6,855

*Tuition and fees are subject to change without notice to continuing students.
**This Tuition chart is an estimation of costs. Costs of books and supplies may vary between programs.
***Students with transferable coursework completed from other schools may contact the Office of Admissions to discuss transferability and assessment of tuition adjustments.

Fee Disclaimer

Fees shown represent the amounts currently estimated for this quarter and do not include tools, supplies and textbooks. Every effort will be made to keep fees at this level for the term.
However, given continuing budget uncertainties, circumstances may require an adjustment in these amounts during the term.

Additional Annual Academic Expenses

ePortfolio Fee	$100
Laboratory Fee	$150
Technology Fee	$120

Estimated Cost of Living (Optional)
In order to better prepare for your expenses while studying at Calstone University, we estimated the following annual expenditures approximation:

Expenditure	Cost	Basis
Housing	$12,000	1 Bedroom alone
Other	$8,000	Food, transportation, etc.
Utilities	$1,800	
Total	$21,800	

Payment Deadlines

Students must either pay tuition and applicable fees or have other financial arrangements in place 2 weeks prior to the start of each term.

Students who anticipate difficulty adhering to these deadlines should contact the bursar‘s office immediately.

Payment Due	Due Date
Payment Due for Spring 2012 Quarter	March 20
Payment Due for Summer 2012 Quarter	June 18
Payment Due for fall 2012 Quarter	September 17
Payment Due for Winter 2013 quarter	December 17

Students who are not current on their payment plan or per course basis prior to the first day of instruction may not register for courses. Additional late fees may incur.

Tuition Billing

Students with a valid e-mail address receive monthly courtesy e-mail reminders prior to payment deadlines.

Methods of Payment

Students can pay their tuition by check or Credit Cards (Visa or Master Card only).

Returned Check Policy

The returned check fee is $35.

Cash-Only Policy for Returned Check Writers

Any person who has more than two checks returned unpaid to the school is placed on a cash-only basis (i.e., cash, credit card, cashier‘s check, or money order) for all future transactions.
A letter will be mailed to the current mailing/billing address on file if this threshold is met, and no future checks will be accepted. The Office of the Bursar is not responsible for delivery of mail or the accuracy of the address on file.

Bursar Hold

After the start of a term, students who have an unpaid balance may have a hold placed on their records and course work at the sole discretion of Calstone University.
At the conclusion of a term, students who have an unpaid balance may have a hold placed on their records and course work at the sole discretion of Calstone University.

Bursar hold prevents a student from registering for any future term until the outstanding balance is paid; the hold does not remove the student from current classes.

If a student with a bursar hold has withdrawn, and then seeks readmission to Calstone University, the hold must be satisfied prior to readmission.

Once the outstanding balance is paid, the hold can be removed by contacting the bursar‘s office.
Methods of payment include all approved payment arrangements, payment plans, guaranteed financial aid, and third-party sponsorship.

Failure to settle financial obligations with Calstone University could affect registration, enrollment, financial aid, campus services, and release of Academic transcripts.

Financial Suspension

Students failing to pay tuition and applicable fees greater than $350 within 60 calendar days past the due date will be financially suspended from the program.

Financial suspension results in the loss of all Academic and student services, as the student is effectively withdrawn from Calstone University.

Students who have been financially suspended and want to be reinstated in the same term must contact the bursar and arrange for payment by the last business day of the term.

Students who have been financially suspended and do not reinstate during the same term must follow the Reinstatement Policy found in the Academic section of this catalog.

Refund Policy for Veterans Only

The refund of the unused portion of tuition, fees, and other charges for Veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hour of instruction completed by the student to the total number of instructional days or hours in the course.

CANCELLATION AND REFUND POLICY FROM A DEGREE PROGRAM

Student‘s Right to Cancel

The student has the right to cancel this Agreement, excluding any tools and services included in the Agreement, and receive a refund of 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration and application fee not to exceed two hundred fifty dollars ($250), if requested in writing. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when the student give written notice of cancellation at the address of the School shown on the top of the first page of the Enrollment Agreement. The student must give the Notice of Cancellation in-person by hand delivery. The cancellation will not be valid if made via telephone, fax or mail.

You are due a complete refund within 45 days after Calstone University receives a valid written Notice of Cancellation.

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund.

Withdrawal from Course

A student has the right to withdraw from a course of instruction at any time.
The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. If the student withdraw from the course of instruction after the period allowed for cancellation of the Agreement, which is until midnight of the first business day following the first class he/she attended, the School will remit a refund less a registration fee, if applicable, not to exceed $250.00 within thirty days following your withdrawal. The student is obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount the student paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which he/she has not received but for which he/she has paid, and the denominator of which is the total number of hours of instruction for which he/she has paid.

IF THE AMOUNT THE STUDENT HAS PAID IS MORE THAN THE AMOUNT THAT HE/SHE OWE FOR THE TIME HE/SHE ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY DAYS OF WITHDRAWAL. IF THE AMOUNT THAT HE/SHE OWES IS MORE THAN THE AMOUNT THAT HE/SHE HAS ALREADY PAID, THEN THE STUDENT WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.

Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund, therefore the Payer is the only and sole person eligible for a refund.

Hypothetical Refund Example

Assume that a student, upon enrollment in a 300 hour course, pays $6,000 for tuition, $200 for registration and $150, documented cost to school, for equipment as specified in the Enrollment Agreement and withdraws after completing 100 hours without returning the equipment he/she obtained.

The pro rata refund to the student would be $3,650 based upon the calculations stated below.
If the student returns the equipment in good condition within forty-five [45] days following his/her withdrawal, the School shall refund the charge for the equipment paid by the student.

CANCELLATION AND REFUND POLICY FROM A CERTIFICATE PROGRAM

Student's Right to Cancel

You, the student, have the right to cancel this Agreement, including any equipment or other goods and services included in the Agreement, and receive a refund of 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if requested in writing within the required time. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when the student give written notice of cancellation at the address of the School shown on the top of the first page of the Enrollment Agreement. The student must give the Notice of Cancellation in-person by hand delivery. The cancellation will not be valid if made via telephone, fax or mail.

You are due a complete refund within 45 days after Calstone University receives a valid written Notice of Cancellation.

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund.

Withdrawal from Course

A student has the right to withdraw from a course of instruction at any time. If he/she withdraw from the course of instruction after the period allowed for cancellation of the Enrollment Agreement, which is until midnight of the first business day following the first class he/she attended, the School will remit a refund less a registration fee, if applicable, not to exceed $250.00 within forty-five days following the student withdrawal. The student is obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount he/she paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which he/she has not received but for which he/she has paid, and the denominator of which is the total number of hours of instruction for which he/she has paid. If the student obtains equipment, as specified in the Enrollment Agreement as a separate charge, and return it in good condition within thirty days following the date of his/her withdrawal, the School shall refund the charge for the equipment paid by the student. If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within this thirty-day period, the School may offset against the refund the documented cost to the school for that equipment. The student shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the School has charged in the contract. In any event, the student will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list on the first page of the Enrollment agreement.

IF THE AMOUNT THE STUDENT HAS PAID IS MORE THAN THE AMOUNT THAT HE/SHE OWE FOR THE TIME HE/SHE ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY DAYS OF WITHDRAWAL. IF THE AMOUNT THAT HE/SHE OWES IS MORE THAN THE AMOUNT THAT HE/SHE HAS ALREADY PAID, THEN THE STUDENT WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.

Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund, therefore the Payer is the only and sole person eligible for a refund.

Hypothetical Refund Example

Assume that a student, upon enrollment in a 300 hour course, pays $6,000 for tuition, $200 for registration and $150, documented cost to school, for equipment as specified in the Enrollment Agreement and withdraws after completing 100 hours without returning the equipment he/she obtained.

The pro rata refund to the student would be $3,650 based upon the calculations stated below. If the student returns the equipment in good condition within thirty [30] days following his/her withdrawal, the School shall refund the charge for the equipment paid by the student.

$6,350 total paid	**Minus**	$200 registration fee (the amount the school may retain	=$6,150
$6,150	**Divided by**	300 hours in the program	=$20.50
$6,150	**Minus**	$150 (documented cost of unreturned equipment)	=$6,000 Total refundable amount
$20.50	**Multiplied by**	100 hours of instruction attended	=$2,500 Owed by the student for instruction received.
$6,000	**Minus**	$2,500	=$3,500 Total refund amount

*If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be $3,650 [$3,500 + $150].

REFUND TABLE (Based on Actual Cost of Educational Service):

Program	Refundable Amount	10%	25%	50%	60%
Certificate	$12,900	$11,610	$9,675	$6,450	$5,160

For the purpose of determining the amount a student owes for the time he/she attended, he/she shall be deemed to have withdrawn from the course when any of the following occurs:

- He/she notifies the School of his/her withdrawal or the actual date of withdrawal.
- The School terminates his/her enrollment.
- The student fails to attend classes for a three (3) week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of the student tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which he/she received benefits, in proportion to the amount of the benefits received.

Any remaining amount will be paid to the student. If there is a balance due, the student will be responsible to pay that amount.

STUDENT'S RIGHTS UNDER THE STUDENT TUITION RECOVERY FUND (STRF)

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 parts 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 the 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 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.

NOTICE OF STUDENT'S RIGHT

1. You may cancel your contract for school, without any penalty or obligations on the seventh business day following your first class session as described in the Notice of Cancellation form that will be given to you at enrollment. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in this contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

4. If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Bureau for Private Postsecondary Education:

Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798-0818 Phone: (916) 574-7720 Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

NOTICE OF CANCELLATION

_____
[Enter date of first class, date first lesson received, or date first lesson was mailed, whichever is applicable]

You may cancel this contract for school, without any penalty of obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 45 days following the school‘s receipt of your cancellation notice.
But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment‘s fair market value. The institution shall have the burden of proof to establish the equipment‘s fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.
To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

CALSTONE UNIVERSITY Registrar’s Office
2975 Wilshire Blvd # 103
Los Angeles, CA 90010

NOT LATER THAN_____
[Enter midnight of the date that is the seventh business day following the day of the first class or the day the first lesson was received; or, if the program is fifty or fewer days, midnight of the date that is one business day for every 10 days of scheduled program length, rounded up for any fractional increment thereof; or, if the lesson was sent by mail, the eighth business day following the day of mailing, whichever is applicable.]

I cancel the contract for school,

_____
(Student‘s signature) (Date)

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

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.

DISCLOSURE

Tuition Obligations

Calstone University will not allow any student to be graduated, nor be awarded any Degree, Certificate, grades, transcript or letter of recommendation until all unpaid financial accounts, current or delinquent, have been satisfied.
A leave of absence request will be accepted only for students in good financial standing.
Non-payment of tuition, housing fees and/or other charges due to Calstone University will result in being obligated for additional costs, collection agency costs and legal costs.
Calstone University reserves the right to report failure to pay amounts owed to one or more national credit bureau organizations

LIBRARY AND MEDIA CENTER

LIBRARY MISSION STATEMENT

The Calstone University Library is committed to providing quality service and an excellent collection of materials to support the mission, goals, educational, and research needs of students, staff, faculty, administration, in support of the University's diverse curriculum.

The mission of the Calstone University Library is to achieve excellence in the provision and promotion of information services to meet the teaching and learning needs of the University and continue to invest in the improvement of the library facilities.

The Calstone library, available to currently enrolled students and faculty, is located within the school's campus. The library's main mission is to provide the resources that are necessary for students and faculty to obtain the best education possible at Calstone. The library provides resources that students and faculty may need for reference and assistance for the curricula offered at Calstone. Students have check-out privileges within the circulating collection and are also able to further their research by using the online resources that are available to them.

The library contains a collection of thousands of textbooks, periodicals, e-books, articles, and other related materials that provide assistance to the students and faculty. The library's collection is building up its resources in order to support Calstone's degree programs like jewelry arts, fashion design, graphic design and business administration. Certain resources including magazines, special collection books, and other rare collections cannot be checked out. However, students are free to browse through any of the resources while they are at the library and are able to photocopy any material as long as they do not conflict with copyright issues.

In addition to the library, the Media center contains the computers, online library resources, and software necessary for completing projects and assignments. Students are encouraged to use the Media center for Calstone University academic purposes including research, writing, and reading.

The library and Media center are available for use during regular school hours.
Calstone University is continuously improving its library resources in order to better serve the needs of our students.

BOOKS AND MORE

Books

The library contains a collection of thousands of textbooks, periodicals, e-books, articles, and other related materials that provide assistance to the students and faculty. The library's collection is building up its resources in order to support Calstone's degree programs like jewelry arts, fashion design, and graphic design and business administration. Certain resources including magazines, special collection books, and other rare collections cannot be checked out. However, students are free to browse through any of the resources while they are at the library and are able to photocopy any material as long as they do not conflict with copyright issues.

Overdue Fines

Library materials kept past their due date are subject to the following fine schedule.

Books: $ .10 per day up to $5.00
Reserve Materials: $1.00 per day up to $60.00

Lost Materials

All library users are responsible for lost library materials. The replacement policy is as follows.
Books: Replacement cost of a book, plus a $10.00 processing fee.
Periodicals: $10.00, plus a $2.00 processing fee.
Reserve Textbooks: Current price of the item, plus a $10.00 processing fee.
Reserve Materials: Current price of the item, plus a $10.00 processing fee.

E-books and Internet Library

In addition to our vast collection of textbooks and articles, we also have e-book service available for Students.

What are E-Books?

E-Books are electronic versions of printed books. While E-books are NOT intended to replace our print collection, in many cases, they allow us to offer access to material we would not otherwise be able to include in our collection. Since the library has limited funds, we are not always able to maintain the most up-to-date collection of print materials. However, with E-books, we are able to provide and maintain an up-to-date collection in a wide range of subjects such as technology and computer jewelry, fashion, design, business, literature and much more.

Advantages of E-Books

E-Books can be viewed online from any PC connected to the Internet. E-Books are available at your convenience – anywhere, anytime. When you "check out" an e-book, it is available to you only for the period of time you are actively reading online, and when you log off the computer, the e-book is "returned," available for another user.

Links to other library websites

Following the current trend in technology information, we offer access to sites such as Internet Public Library (www.ipl.org) and Net Library (www.netlibray.com).

ABOUT THE LIBRARY

Hours

The library is open from 9:00 am to 5:00 pm Monday through Friday. Hours vary during breaks, holidays, and summer, watch the door for changes.

Policies and Regulations

We continue to reserve the right to ask anyone to leave the library if they are disturbing to others. Cell phone conversations must be at a minimal disturbance to others.
To provide an environment that is welcoming and conducive to study, we ask you to keep your cell phone rings and conversations at a low level briefly.
Replacement costs, including a non-refundable billing fee, may be charged for materials lost, damaged, or not returned.
Unless specifically indicated, periodicals may not be charged out of the library.
The library is not responsible for notices the borrower does not receive due to absence or change of address or personal name.
The library retains the right to revoke borrowing privileges if rules are abused or library bills are not paid.
The Calstone University library has the right to recall materials when necessary.

INTERNET

Searching the Internet

www.ask.com
One of the top two search engines

http://www.lii.org/search/file/searchtools
Links to the top search tools, all on one page.

www.bing.com
Microsoft's web search tool (formerly Live Search).

www.blinkx.com
Search millions of hours of video at once.

www.clusty.com
Clustering search engine -- includes blogs, Wikipedia, and jobs.

www.dogpile.com
This meta search engine searches multiple databases simultaneously.

SERVICES

Request Materials

Reference assistance is available most hours the library is open. Orientations and one-to-one instruction can be scheduled by any user.

Copyright Information

Calstone University offers degrees from AA, BA, Masters, and MBA, informing students with copyright regulation is essential. We offer informative websites specifically on the subject on copy rights.
www.knowyourcopyrights.org, http://www.utsystem.edu/ogc/IntellectualProperty/cprtindx.htm#top

TECHNOLOGY CENTER

Academic Computer Services

Computing services support the computing requirements of academic programs. This center is designed for students to take full advantage of the resources the Calstone University has to offer. The open-access Computer Center are equipped with the latest Macintosh computers, Windows workstations, and color printers. Calstone University courses merge studio and computer-based techniques of illustration, typography, layout, 3D imaging, interactive design, video editing, and motion graphics. Students produce original work in various forms of output, including large format color prints, DVD's, and rapid prototyping.

POLICIES AND REGULATIONS

Cell phone Policy

To provide an environment that is welcoming and conducive to study, we ask you to keep your cell phone rings and conversations brief and at a low level.
Cell phone usage is allowed only on the main floor of the Library.
We continue to reserve the right to ask anyone to leave the library if they are disturbing to others. Cell phone conversations must be at a minimal disturbance to others.

Computer Use Policy

In accordance with the Internet/Network Use Policy issued by the Calstone University President, all users are required to abide by the rules of the policy and use the system in an ethical and lawful manner. Any abuse of these policies can result in the loss of computer and library privileges and may be subject to applicable criminal and civil penalties.

When using the computers in the Calstone University, all users (students, staff, faculty) are required to abide by the rules of this policy.
Library computers are available to support and enhance the instructional goals of the library and institution. These goals include, but are not limited to, the following: Calstone University class assignments; scholarly research; teaching; lifelong learning; all other informational needs.

Computers are not to be used for games, chat rooms, or email if they do not support the instructional goals.
No loading of any personal software is allowed.
Only college equipment may be connected to campus networks.
Computer use time will be limited to accommodate all users.
Information may be saved to a disk or printed.
Application software is available but the primary use of these computers is for research.
Computer use in the classroom is reserved for library classes & instruction, workshops, or meetings with the approval of the librarian(s).

If a complaint of a violation of this policy is lodged against an individual, the individual by agreeing to this policy, grants permission for Calstone University administrators to access a log of the individual computer activities in order to evaluate the merit of the complaints for possible actions.

Calstone University retains the right to revoke any computer use privileges if these policies are abused.

STUDENT AFFAIRS

.CULTURAL RESOURCES

Calstone University is located in Los Angeles, a particularly rich, creative, and cultural environment with major art museums and fashionable communities. The campus is at short distances from one of the world's most elegant shopping avenues, world renowned art galleries, architectural titans, internationally recognized museums, and television studios, radio broadcasting stations, motion picture studios, and theme parks. Los Angeles is also the city of festivities with internationally broadcasted ceremonies such as the Oscars, Emmy Awards, and the Grammy Awards.

Cultural Communities and Establishments

Downtown Los Angeles Jewelry District
Downtown Los Angeles Fashion District
Beverly Hills
Hollywood
Bel Air
Rodeo Drive
Melrose Avenue
Santa Monica 3rd Street Promenade
Malibu Beach
Universal Studios Hollywood
Disneyland Theme Park
Six Flags Magic Mountain Amusement Park
Knott's Berry Farm Theme Park
Warner Brothers Studios
Paramount Studios

Museums and Cultural Institutions

Museum of Contemporary Art
Natural History Museum of Los Angeles
Norton Simon Museum
Los Angeles County Museum of Art
The Getty Center Museum
Petersen Automotive Museum
Hammer Museum
Heritage Square Museum
Museum of Jurassic Technology
Museum of the American West
Grammy Museum
Museum of Neon Art
Hollywood Wax Museum
J. Paul Getty Museum
Museum of Tolerance
California Science Center

Music, Dance, and Theater Venues and Events

Walt Disney Concert Hall
The Roxy Theater
Mark Taper Forum
The Orpheum Theater

Million Dollar Theater
Dorothy Chandler Pavilion
Grumman's Chinese Theater
Kodak Theater
El Capitan Theater
The House of Blues
The Honda Center
Alex Theater
Downtown Palace
Wiltern Theater
Staples Center
Nokia Center

Sports and Cultural Venues and Events

Dodgers Stadium
Inglewood Forum
USC Coliseum
Staples Center
Angeles Stadium
The Honda Center

Film Festivals

Sundance Film Festival
Pan-American Film Festival
Israfest Israel Film Festival
Waterfront Film Festival
Silver Lake Film Festival
Beverly Glen Film Festival
Hollywood Film Festival
World's Smallest Film Festival

STUDENT SERVICES

Calstone University maintains a Student Services Department to assist students by providing them with access to programs and assistance outside the classroom. Locations of nearby restaurants, libraries and hospitals along with service agencies in the area are available. Additional community resources are available upon request

CAREER DEVELOPMENT/EMPLOYMENT ASSISTANCE

Even if the final step before employment passes by the Career Center, the whole process to prepare you to your dream career is ongoing throughout your education and included in each subject or module.

This specific instruction is designed to give you that edge in successfully gaining the employment for which you are training.
Instruction may include areas such as:

- Proper Grooming for Successful Interviews,
- Resume writing,
- Successful Interviewing Techniques,
- Mock Interviews,
- Employment applications.

Instruction through Career development leads many students to eye opening approaches to job searching and ultimately, successful employment.

CALSTONE UNIVERSITY CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.

Only the employer can make that final decision. Calstone University Career Center provides direct assistance as students near their completion date and beyond graduation.
Graduating students are required to meet with their designated Placement Assistance Coordinator, submit a typed resume and perform a mock up interview with portfolio presentation

CALSTONE UNIVERSITY PROVIDES CAREER PLACEMENT ASSISTANCE TO ALL PROGRAM COMPLETERS.

Calstone University maintains a Career Center to assist completers in contacting companies in order to secure employment.
The Career Center acts as a liaison between the completer and the employment community.
Information on job search techniques is provided to soon-to-complete students and completers based on current needs of local businesses and industries.

NOTE: All completers will be considered to need placement assistance unless a signed student waiver of placement assistance, with a written explanation, is in the student file. Completers waiving placement assistance may still receive placement assistance by notifying the Placement Department that they again wish to be placed in an active, placement-seeking category. A successful career search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy. The entire staff as well as the Placement Assistance Coordinator will assist in this effort. While employment is not guaranteed, assuming cooperation on the part of the completer, the Placement Office will work diligently with each completer until he/she successfully obtains employment.

The Placement Assistance Coordinator helps completers develop and/or locate positions which best match the student‘s capabilities and experiences. The Placement Assistance Coordinator is always available to assist in future years when the completer is ready for placement or with Alumnus who contemplate a change in employment. Only completers of Calstone University School are eligible for placement assistance from Calstone University
.
In order to effectively utilize the services of the Career Center, the soon-to-be completer or completer must agree, at a minimum, to the following policies regarding placement assistance:

1. An initial meeting with the Placement Assistance Coordinator.
2. Completion and submission of the Employment Questionnaire to the Placement Assistance Coordinator.
3. Completion and submission of a typed resume to the Placement Assistance Coordinator in an acceptable format.
4. Weekly communication with the Placement Assistance Coordinator. If an appointment with an employer or with the Placement Assistance Coordinator cannot be kept, prior to the appointment, a call must be made to the Career Center and/or employer to reschedule.
5. In order to enhance the employment potential of each completer, the Career Center should be notified immediately of the results of each interview and when a job is offered and/or accepted.
6. Completers must have the legal right to accept employment in the United States (Completers who are not citizens must produce proof of eligibility to obtain employment, i.e. a Green Card, Work Permit, or letter from the INS showing a valid —A|| number.)
7. Completers must keep the Career Center advised on any changes in name (in case of marriage), address, telephone number, temporary absence from the area, and of course, employment status.
8. When meeting with the Placement Assistance Office and/or an employer, always DRESS FOR SUCCESS.
9. Completion of externship

The amount of effort put forth by the student is the most critical factor. Cooperation in the process will assure a more positive result.

Calstone University‘s primary objectives are to provide the student training and educate each student as well as assist them with employment in their chosen field. Calstone University does not offer employment as an incentive to enrollment.

HOUSING

Calstone University has no on-campus housing. However, Calstone University staff is available to assist students with finding housing, often just as the students arrive. The College offers this service to students, whether or not they live in the area or are traveling from other parts of the country.

ACADEMIC GUIDANCE

At Calstone University, we have professional counselors who are highly trained and competent in guiding and advising students. They are extremely sensitive to the problems the students may face in their pursuit of learning these vocational skills. We also have certified, experienced, and highly qualified instructors who are genuinely interested in the students' work and are particularly receptive to their needs and concerns. They are also willing and able to assist the students in matters extraneous to the classroom.

STUDENT ACTIVITIES

The industry wants people who have more than just technical skills. At Calstone University, learning doesn't just take place in the classroom. We set up a variety of activities for our students so that they can experience the whole world of jewelry design. This is a partial list of activities arranged by the Student Services Department.

COMPANY TOURS

As a Job Placement activity, we have tours to a variety of companies to see the design process firsthand. Often, these tours include the opportunity to meet with the companies' Human Resources Department and to discuss possible employment opportunities.

ALUMNI VISITS

Calstone University values the networking of Alumni and current students of our school. Calstone University will maintain contact with graduates and ask them to visit current students to give their past experience of their studies and how they are applying themselves in the real world.

SKILLS DEVELOPMENT CENTER

The Student Success Center, under the authority of the Chief Academic Officer has set mission to facilitate the academic experience and learning outcomes of the student body by offering and organizing different academic and counseling services and activities.

Free Tutoring Services

CALSTONE UNIVERSITY is convinced that is by teaching the —teachers|| that students profit from the learning outcomes of the program. Teaching gives the opportunity to students to review their knowledge and structure their skills. Therefore, students are encouraged to tutor each other.

Through the Skills Development Center, senior students willing to engage in free tutoring activities, are available to meet with students in need, to help them prepare for tests and midterms, give input and feedback on projects, and aid them on their overall comprehension of the course material.

It is strictly prohibited for CALSTONE UNIVERSITY students to teach active or former CALSTONE UNIVERSITY students, or outsiders, techniques and knowledge learned at CALSTONE UNIVERSITY without proper authorization of the CALSTONE UNIVERSITY administration.

Free Tutors contacts are posted on the CALSTONE UNIVERSITY ePortfolio website (www.pandoraportfolio.com) in the group CALSTONE UNIVERSITY Free Tutors.

Private Tutors

Students in need of Academic help can also hire a private tutor. Private tutors are professors of Calstone University. The exact amount charged is determined by the tutor and is paid directly to the tutor by the student. Private tutoring sessions are not paid for by Calstone University.

Private Tutor‘s contacts are posted on the Calstone University ePortfolio website (www.pandoraportfolio.com) in the group Calstone University Private Tutors.

Study Groups

Calstone University encourages students to form study groups in order to share knowledge and achieve Academic success.

Students may contact the Skills Development Center for help in organizing a study group.

Academic Advising

All Calstone University students have access to academic advisors.

Students should plan to meet with their advisor at least once a quarter, which ensures proper Academic planning over their course of study at Calstone University.

Calstone University invites students to seek academic advice from faculty members, Division Chairs and Department Chairs.

Some instances may require mandatory meetings with an advisor to review academic situations and formulate or review and revise as needed plans of study (please check the academic Probation Policy).

Additional Support

Additional academic assistance, including information about Time Management, Study Skills, Test Anxiety, Note Taking Skills, and other areas that have a bearing on academic success, can be obtained by contacting the Skills Development Center.

Peer Mentor Program

Peer mentoring is a voluntary program run by the Chief academic Officer in which Professors and Senior Students provide guidance and support to incoming students who are new to the Calstone University community.

A mentor can provide answers to questions about the school, particular programs, classes, and more.
If you would like to either request a mentor or become one, contact the Chief academic Officer.

STUDENT SERVICES CENTER

Orientation Services

The Student Services Center organizes the reception and the orientation of all new students at Calstone University.

In addition, and because we believe in the importance of the uniqueness of each artist that enter our community as being a guarantor of a rich economy, students are encouraged to meet with the Orientation Committee at the end of each quarter to compare their observation, awareness and self realization of their uniqueness with the ones of the Calstone University community.

In their personal orientation sections of the Calstone University ePortfolio site, students are invited to reflect on their taste and attractions, natural skills and talent and their creativity in general, while faculty members post feed backs and observations concerning student‘s forte.
Through this process, students understand their productivity, their products, the mission they carry, and the niche market they best fit in.

Guidance and Counseling

Students are encouraged to seek help and advice from the Director of Student Services.

The Office of Student Services staff can provide support and guidance for both school and non-school matters that cause stress, anxiety, or worry.

Whether it is a one-time meeting or regular check-ins, we recommend students seek out the advice and support needed to be successful.

Should students have issues or concerns with a fellow student, a staff person, or faculty member, the Office of Student Services is there to provide guidance on how to handle the matter.

For official complaints and grievances please see the Grievance Policy and the satisfactory academic Progress sections of this catalog.

In addition to one-on-one meetings, the Office of Student Services can also provide referrals and recommendations to individuals and organizations in the community who can provide additional help.

Housing Assistance

The College does not provide housing, but does provide information for housing and transportation needs.

For a list of available housing and transportation, as well as housing and transportation assistance, roommate and ride exchange, students should contact the Director of Admissions.

Student Senate

The purpose of the Student Senate is to coordinate and regulate activities and issues of concern to the Calstone University student.

The Student Senate represents the Calstone University students' voice as the official student government association on campus. The Senate meets monthly to discuss campus concerns, regulate campus activities, review or create procedures involving student organizations and activities, and respond to campus regulations that affect the student body as a whole.

Cafeteria

The Cafeteria is the social hub of Calstone University. It is a convenient place to grab a cup of coffee or a sandwich, chat with friends, and relax between classes. School announcements, updates, and important information are often posted on the bulletin boards in the Cafeteria area. The bulletin boards also provide information on school activities, campus organizations, and community events.

Campus Clubs

Students are encouraged to join an existing club or organize a new club.

To propose the creation of a new club, a student should complete a Club Proposal Form found on the Calstone University ePortofio site (www.pandoraportfolio.com section Calstone University Students) and submit it to a Student Services Representative. A listing of existing clubs can also be found on the same site.

Student Events

The Office of Student Services arranges many events for students throughout the year. Information about upcoming events is posted throughout the campus and can be obtained from the Office of Student Services.

Health Services for US Resident and Citizen Students

Although Calstone University does not assume responsibility for a student's medical fees, the College does maintain a list of qualified doctors to whom students are referred. The administration is attentive to student needs and assists the student in securing appropriate medical attention when it becomes necessary.
Medical facilities in Los Angeles are excellent, and hospitals and health centers are located within a few miles of the campus.

Health Services for International Students (Optional)

All international students are required to have Health Insurance coverage during their stay at Calstone University.

Calstone University has contracted with International Student Organization to offer the recommended COMPASS Platinum plan allowing international students to afford excellent medical facilities in the vicinity of the school.

You can enroll through www.isoa.org

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Calstone University is committed to providing a drug free environment to its students and employees.

To reach this goal, Calstone University invites each member of its community to develop awareness of the risks and consequences of drug abuse and campaign around them.

Self Respect, Self Esteem and Self Confidence

Self respect is directly linked to self esteem and leads to self confidence. It is by having the opportunity to perform, produce, achieve goals, fulfill missions and make a difference in the community that one develops self esteem and self confidence.

Because repression is not the solution to treat addiction, the community of Calstone University encourages different activities and services nurturing mental and physical health, goal and mission achievement, self realization and personal recognition that offer the opportunity to embrace life and find the path of productivity, enlightenment, self respect and self confidence.
See the section Student Services Center of this catalog.

Health Risks

A myriad of health risks are associated with drug and alcohol abuse.
Risks include but are not limited to: malnutrition, brain damage, heart disease, and pancreatitis, cirrhosis of the liver, mental illness, death, low birth-weight babies, and babies with drug addictions. Personal relationships, family dynamics, ability to work and study are also at risk.
For more information on drug use risk, consult:
www.checkyourself.com

Legal Sanctions

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, offenders will be referred to a rehabilitation/education program. However, state and/or federal law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows:

Substance Crime and Penalties Chemically treated/manufactured drugs Felony, up to 10 years in prison and $4 million Marijuana Felony, up to 20 years in prison and $4 - $10 million Selling/Providing alcohol to minors felony or Misdemeanor, discretion of the judge.

Code of Conduct

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school or as a part of any College activity is strictly prohibited.

College Disciplinary Actions

The College will impose penalties against students who violate the above Code of Conduct. Violators will be subject to disciplinary actions. The sanctions include, but are not limited to, probation, suspension or expulsion from the college or probation, suspension or termination of employment.

Persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by Calstone University.

While in suspension or probation, Calstone University will require such employee or student to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.

Awareness and Rehabilitation Programs

Following is a list of drug-free awareness programs that also provide detailed information regarding:

- Dangers of Drug and Alcohol Abuse
- Assistance with drug and Alcohol Abuse Counseling
- Penalties for the Abuse of Alcohol or Drugs
- Rehabilitation Programs

The following are local and national agencies that provide assistance to employees, students, and their families.

Drug Information Hot Lines:

National Institute on Drug Abuse
(800) 662-HELP
(800) 843-4971
www.nida.nih.gov

National Clearinghouse for Drug Information
(800) 729-6686
www.ncadi.samhsa.gov

Narcotics Anonymous
Main Office
PO Box 9999
Van Nuys, California 91409 USA
Telephone (818) 773-9999
Fax (818) 700-0700

Alcoholics Anonymous
L.A. Central Office 4311 Wilshire Blvd. #104 Los Angeles, CA 90010
Tel (323) 936-4343 Fax (323) 936-8729 email: lacoaa@aol.com
www.lacoaa.org

Focus on Recovery, Helpline
1-800-234-0420

For further information contact the Calstone University Student Service Center.

CAMPUS POLICIES AND PROCEDURES

STUDENT RIGHT

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Calstone University is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Calstone University may charge a fee for copies.

Parents or eligible students have the right to request that Calstone University correct records which they believe to be inaccurate or misleading. If Calstone University decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if Calstone University still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, Calstone University must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows Calstone University to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest; ("School officials" are Calstone University employees in administrative, supervisory, academic or support staff positions; Calstone University trustees; individuals and companies with whom Calstone University has contracted, such as attorneys, auditors, or collection agencies; and individuals assisting school officials in performing their tasks. School officials have a "legitimate educational interest" if they need to review an education record in order to fulfill their professional responsibilities.);
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena (after making a reasonable effort to notify the student in advance of compliance so that the student can take protective action, except in cases where the university is legally required not to disclose the existence of the subpoena);
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Parents of dependent students (as defined in section 152 of the Internal Revenue Service Code);
- Parents or legal guardians of students under 21 years of age (information regarding violations of university drug and alcohol policies);

Calstone University may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, Calstone University will tell parents and eligible students about directory information and allow parents and eligible

students a reasonable amount of time to request that Calstone University not disclose directory information about them.

Calstone University will notify parents and eligible students annually of their rights under FERPA through the catalog.
For additional information or technical assistance, you may contact the Family Policy Compliance Office following address:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920

Freedom of Association

Students are free to organize and participate in associations or organizations of their choosing, given that the associations or organizations are not discriminatory towards any members of the College community and are not operated in a manner which jeopardizes the academic community or the rights of others.

Freedom of association may not be forbidden because of the philosophical or political objectives of the association or organization.
Campus groups, organizations or clubs may not represent the actions
or views of the group, organization, or club as those of the College.

Recognized Campus Groups

Recognized Campus groups are those that are organized by Calstone University students for a stated purpose and have official recognition from Calstone University. Affiliation with an external organization may not disqualify a student group from official College recognition, or use of facilities; however, Calstone University reserves the right to institute provisions deemed necessary to ensure the autonomy of campus groups.

Freedom of Speech and Assembly

Students and/or campus groups may support causes in orderly and peaceful assembly, which does not infringe upon the rights of others. Student and/or campus groups shall make it known that the views expressed by the student and/or campus group are those of the

Student and/or campus group and do not represent the views of the College.
Students or campus groups may hold events on campus, but are subject to the College‘s policies and procedures for holding events. It shall also be made known that sponsorship of events or a guest speaker does not imply endorsement or approval by the College of the views expressed.

Freedom in the Classroom

While faculty members are awarded Academic Freedom in the classroom under the Academic Freedom Policy, it is also the College‘s philosophy that the primary focus of the classroom is for study and understanding of described subject matter for which the faculty member has professional responsibility and accountability.

Control of the classroom, order and direction of class, as well as the scope of the subject matter rests on the individual faculty member.

Faculty members should protect students in the classroom from disruption by students or others who may be in disagreement with the manner in which the faculty member demonstrates his or her responsibilities.

Students have the following rights in the classroom:

- The right to be informed at the beginning of each class about the nature of the course, the course expectations, evaluation standards, and the grading system used.
- The right to disagree with or take reasonable exception to information or views offered in the classroom.
- The right of protection against improper disclosure of information concerning grades, views, beliefs, or character that an instructor acquires through the student/teacher relationship.

- The right to appeal many decisions made by the institution.

Non-Discrimination Policy

Calstone University does not discriminate in admissions, advising, training, placement, employment, or in any activity on the basis of factors including but not limited to: sex, age, race, color, national origin, creed, religion, gender, age, ancestry, marital status, sexual orientation, veteran status, political affiliation, creed, religion, disability or a handicap which would not prohibit employment.

This nondiscrimination policy covers admissions, access, and treatment in College programs and activities.

Equal Protection

Calstone University has an obligation to apply its rules and policies equally to all students who are similarly situated. If in violation of any rules or policies the College will adhere to procedural fairness.

Disability Accommodations

Calstone University is committed to providing qualified students with disabilities under Section 504 of the Rehabilitation Act of 1973 an equal opportunity to achieve success.

Students who have been diagnosed with learning, emotional, and/or physical disabilities are entitled to certain accommodations in the classroom upon submission of the appropriate documentation.

Students are not required to disclose their disabilities to the school, however disability accommodations will not be automatically provided unless the student (or his/her legal guardian) requests that such provisions be arranged. Requests for disability accommodations must be made through the Admissions Office.

In order to determine if accommodations are appropriate we require that the student provide documentation prepared by an appropriate professional, such as a medical doctor, psychologist or other qualified diagnostician.

The required documentation should include:

- A diagnosis of your current disability;
- The date of the diagnosis;
- How the diagnosis was reached;
- The credentials of the professional;
- How your disability affects a major life activity;
- A clear statement of the functional limitations emanating from the disability which are known to impact academic performance.

The documentation should provide enough information for Calstone University to decide what an appropriate accommodation is.

Although an individualized education program (IEP) or Section 504 plan, if you have one, may help identify services that have been effective for you, it may not be sufficient documentation. This is because postsecondary education presents different demands than high school education, and what you need to meet these new demands may be different. Also in some cases, the nature of a disability may change.

Accommodations may include:

- A separate testing area with minimal distractions
- An extended exam period (1.5 times the normally allotted period)

Clarification on test items:

- The option of substituting a verbal exam for a written exam, or a written exam for a verbal exam
- The option of having exam questions presented in written or oral form

Supervised breaks:

Additional or alternative provisions may be arranged if the requested accommodations are appropriate and reasonable for the documented disability, do not jeopardize the student‘s learning experience, and do not provide the student with an unfair advantage over other students in the class.

In providing an academic adjustment, Calstone University is not required to lower or effect substantial modifications to essential requirements. For example, although Calstone University may be required to provide extended testing time, it is not required to change the substantive content of the test. In addition, Calstone University does not have to make modifications that would fundamentally alter the nature of a service, program or activity or would result in undue burdens. Calstone University is not required to provide personal attendants or other devices or services of a personal nature.

STUDENT RESPONSIBILITIES

It is the responsibility of every student to maintain academic integrity, respect the rights and differences of others, and assume responsibility for reading, understanding and adhering to all college policies.
Furthermore, it is the responsibility of every student to abide by local, state and federal laws.

Students shall at all time when on the school premises conduct themselves in an orderly and considerate manner and shall appear for classes in a sober and receptive condition

ID Cards

All members of the Calstone University community are issued a non-transferable ID Card.

Smoking

Calstone University provides a smoke-free environment. Smoking is permitted outside only in designated smoking areas.

Food and Drink

Students are prohibited from bringing Food and/or Drink into the following areas:

- Studios
- Classrooms
- Carpeted rooms
- Hallways

The following exceptions apply:

- Bottled water is permitted in all areas of the school
- Food and Drink are allowed in the Cafeteria

Dress Code and Grooming

Because Calstone University recognizes that your choice of clothing and your manner of grooming are your own prerogatives, the college does not publish dress codes or standards.
However, since fashion is our world, the college does request that you dress appropriately and groom properly in a professional manner to respect our community and reflects favorably on the public image that Calstone University endeavors to maintain

Use of Electronic Devices in Classrooms

While it is understood that laptops and other electronic devices may be necessary for some classroom environments, electronic devices including, but not limited to, beepers, cell phones, PDA‘s, cameras, laptops, and MP3 players are allowed in class only at the discretion of the professor.
If disruptive, these devices may be confiscated, until the end of class. If used on test days or without approval from the professor, the student may be charged with cheating.
Headphones are allowed in classes only at the discretion of the professor. Additionally, students may not use electronic devices in class for purposes which disrupt the learning environment including, but not limited to surfing the internet, chatting online, and text messaging, unless given the expressed permission by the professor.

STUDENT CONDUCT POLICIES

Jurisdiction

As members of the Calstone University community students are expected to abide by the Standards of the Student Conduct Policies while on the main campus or any offsite classroom, and during any Calstone University sponsored field trip, special event, or convention.

Types of Misconduct

Students may be disciplined for the types of misconduct set out in the section below. Discipline may be imposed whether or not such misconduct also violates the law and whether or not proceedings are, have been, or may be brought in the courts involving the same acts. Because of this, students may be involved in College disciplinary proceedings before, after, or during court proceedings.

The standards of conduct apply to students as the term —student is defined as someone who:

- is enrolled in or registered with an academic program of the College;
- has completed the immediately preceding term and is eligible for reenrollment, including the recess periods between academic terms;
- is on an approved educational leave or other approved leave status.
- for offenses committed as part of the application process, is an applicant or prospective Student;
- for offenses committed on campus and/or while participating in College-related events or activities that take place following a student’s submittal of the application through his or her official enrollment, is an applicant or prospective student,

Students may be disciplined for violations or attempted violations (including aiding, abetting, or participating in the planning of an act that would be in violation of these Policies, whether or not the individual who carries out that act is a student). Violations include the following types of misconduct:

Academic Dishonesty

All forms of academic misconduct, including, but not limited to, cheating, fabrication, plagiarism, multiple submissions or facilitating academic misconduct. A student may receive a —Fail’ in a course if found guilty of academic misconduct at the discretion of the instructor. For the purposes of the Calstone University Student Conduct Policies, the following definitions apply:

Cheating

Cheating includes, but is not limited to, the use of unauthorized materials, information, or study aids in any academic exercise; or the failure to observe the expressed procedures or instructions of an academic exercise (e.g., examination instructions regarding alternate seating or conversation during an examination).

Fabrication

Fabrication includes, but is not limited to, falsification or invention of any information or citation in an academic exercise.

Plagiarism

Plagiarism includes, but is not limited to, the use of another's words or ideas as if they were one's own, including, but not limited to, representing, either with the intent to deceive or by the omission of the true source, part of or an entire work produced by someone other than the student, obtained by purchase or otherwise, as the student's original work or representing the identifiable but altered ideas, data, or writing of another person as if those ideas, data, or writing were the student's original work.

Multiple Submissions

Multiple submissions includes, but is not limited to, the resubmission by a student of any work which has been previously submitted for credit in identical or similar form in one course to fulfill the requirements of a second course, without the informed permission/consent of the professor of the second course; or the submission by a student of any work submitted for credit in identical or similar form in one course to fulfill the requirements of a concurrent course, without the permission/consent of the professors of both courses.

Facilitating Academic Dishonesty

Facilitating academic dishonesty includes, but is not limited to, knowingly helping another student commit an act of academic misconduct (e.g., cheating, fabrication, plagiarism, multiple submissions).

Coercion for Grading or Evaluation of Coursework

Threatening personal or professional repercussions or discipline against a professor to coerce the professor to change a grade or otherwise evaluate the student‘s work by criteria not directly reflective of coursework.

Misconduct Probation

In the event that a student is put on probation for misconduct, the student will receive a written notice showing the date of action, the type of probation, the action needed for reinstatement, the deadline for reinstatement and the consequences, if not reinstated. If the student feels that the probation was given unfairly or is in error, the student should submit a petition, before the stated deadline for reinstatement. The petition form can be obtained from the Registrar.

Suspension & Misconduct Termination

A student who does not meet the requirements as explained in the Satisfactory academic Progress section of this catalog, or who violates provisions listed under Student Code of Conduct, or who fails to pay the tuition, will be placed on probation. If during the next 30 days following being placed on probation status, the student achieves a minimum cumulative grade point average of C or better when under academic probation, or maintains a cumulative attendance of 80% or better if under attendance probation, or removes the probationary violation the student will be removed from probationary status.

However, students who will be on probation for more than two terms will result in suspension or dismissal/termination.

Calstone University reserves the right to dismiss any students on the grounds of the violations outlines in SAP. In the event of termination, the student will receive a written notice from the School showing the date of action, the cause and the deadline for a petition. If the student feels that the termination was unfair or in error, the student should submit a petition, which can be obtained from the Registrar, before the stated deadline. *See Student Grievance Policy.*

OTHER FORMS OF DISHONESTY

Other forms of dishonesty, include, but not limited to, fabricating information or knowingly furnishing false information or reporting a false emergency to the College.

Falsification of College Records

Willful falsification of official records or documents, or the omission of information with the intent to deceive the College is strictly prohibited.
This includes, but is not limited to, forgery, alteration, misuse or tampering of official records, any College document, ID cards, parking permits, Financial Aid forms, Admissions forms, keys, electronic device, or identification.

Theft/Destruction/Damage of Property

Theft of, conversion of, misappropriation of, or damage to or destruction of any property of the College or property of others while on College premises or at official College functions; or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.

Computers

Theft or abuse of College computers or other College electronic resources such as computer and electronic communications facilities, systems, and services are included. Abuses include, but are not limited to, unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others or with the operation of computer or electronic communications facilities, systems, or services; or violations of copyright laws, whether by theft, unauthorized sharing or other misuse of copyrighted materials such as songs, movies, software, photos or text.

Violation of the Term and Conditions of the Calstone University ePortfolio website (available on the Internet at http://pandoraportfolio.com) will also be considered a violation of Section —Computers

Unauthorized Use of College Resources or Name

Unauthorized entry to, possession of, receipt of, or use of any College services, equipment, resources, or properties, including the College‘s name, insignia, or seal.

COLLEGE HOUSING AND PARKING

College Housing

Violation of policies, regulations, or rules governing College-owned, -operated, or -leased housing facilities or other housing facilities located on College property.

Parking

Violation of policies, regulations, or rules governing College parking services or College-owned or College–operated parking facilities.

FORMS OF MISCONDUCT

PHYSICAL ABUSE

Physical abuse includes physical assault, sexual assault, sexual misconduct, sex offenses; threats of violence; or other conduct that threatens the health or safety of any person.

Sexual assault occurs when a person knowingly causes another person to engage in a sexual act by:

1. Physical force, violence, threat, intimidation, and/or coercion;
2. Ignoring the objections of the other person;
3. Causing the other's intoxication or impairment through the use of drugs or alcohol; or
4. Taking advantage of the other person's incapacitation, state of intimidation, helplessness, or other inability to consent. Situations involving physical force, violence, threat, intimidation, and/or coercion fall under the definition of Sexual Assault.

Sexual misconduct occurs when a person, having failed to take appropriate steps to gain effective consent, engages in a sexual act with another under the unreasonable belief that effective consent had been obtained.

Sex offenses include, but are not limited to, sexual assault upon a child, incest, and consensual sexual intercourse with an individual under the age of consent (18 years of age in California).
NOTE: For the purpose of this regulation, the following apply:

- "Effective consent" referenced in the terms above means words or actions that show a voluntary agreement to engage in a mutually agreed-upon sexual activity.
- "Sexual act" referenced in the terms above includes but is not limited to sexual intercourse, sodomy, oral-genital contact, or sexual penetration with a foreign object (including a finger), the touching of a person's intimate parts (defined as genitalia, groin, breast or buttocks, or clothing covering them), or compelling a person to touch his or her own or another person's intimate parts without effective consent.
- Intoxication of the accused will not diminish his or her responsibility for any violations of this Section.

SEXUAL HARASSMENT

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. In the interest of preventing sexual harassment, the College will respond to reports of any such conduct.

STALKING

Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the College to seriously alarm, torment, or terrorize the person; and where the threat is additionally determined by the College to serve no legitimate purpose.

HARASSMENT

For the purposes of this section, harassment:

1. Is the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, or physical or mental disability, that has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person‘s participation in College programs or activities, or use of College facilities;
2. Must target a specific person or persons; and
3. Must be addressed directly to that person or persons.

NOTE: The Office of the President has issued the following guidance on interpretation and application of this section (Harassment):

—”Prior to applying this provision of policy to any student conduct, the Grievance Committee will be consulted regarding its proper interpretation and application in light of the specific circumstances.”

HAZING

Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person.

OBSTRUCTION OR DISRUPTION

Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities.

LEWD, INDECENT, OR DISORDERLY CONDUCT

Conduct including, but not limited to actions which are indecent, vulgar, obscene, profane, offensive, showing a lack of consideration for others, threatening to others, obstructive or riotous, or verbally abusive are strictly prohibited.

DISTURBING THE PEACE

Participation in a disturbance of the peace or unlawful assembly.

FAILURE TO COMPLY

Failure to identify oneself to, or comply with directions of, a College official or other public official acting in the performance of his or her duties while on College property or at official College functions, or resisting or obstructing such College or other public officials in the performance of or the attempt to perform their duties.

CONTROLLED SUBSTANCES

Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of, controlled substances, identified in Federal or State law or regulations.

ALCOHOL

Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of, alcohol which is unlawful or otherwise prohibited by, or not in compliance with, College policy or campus regulations.

DANGEROUS/DEADLY/WEAPONS OR DEVICES

The possession or use of a firearm or other dangerous weapon, incendiary device, or explosive is strictly prohibited on College owned or controlled premises or property.

VIOLATION OF DISCIPLINARY CONDITIONS

Violation of the conditions contained in the terms of a disciplinary action imposed under the Calstone University Student Conduct Policies.

UNAUTHORIZED USE OR SALE OF COLLEGE MATERIALS

Except as provided herein, no student will give, sell, or otherwise distribute to others or publish any recording made during any course presentation without the written consent of the College and the professor/presenter. This policy is applicable to any recording in any medium, including handwritten or typed notes.

Any distribution of a recording of a course presentation at Calstone University that captures the actual sounds and/or images of that course presentation, in any medium, must consider not only the rights of the professor and the College, but also those of other parties. Examples include the privacy rights of students enrolled in the course, the rights of guest lecturers, and the copyright interests in materials authored by others that are displayed or presented during the course presentation.

In addition to the consent of the College and the professor/presenter, it may be necessary to secure permission from these other parties before any recording, distribution, publication, or communication is legally permitted.

SELLING COURSE NOTES

Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the College in advance and explicitly permitted by the course instructor in

writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of the Calstone University Student Conduct Policies whether or not it was the student or someone else who prepared the notes or recordings. This policy is applicable to any recording in any medium, including handwritten or typed notes.

COPYING COURSE NOTES

Copying for any commercial purpose handouts, readers, or other course materials provided by a professor as part of an Calstone University course unless authorized by the College in advance and explicitly permitted by the course instructor and the copyright holder in writing (if the instructor is not the copyright holder).

Students currently enrolled in a course may provide a copy of their own notes or recordings to other currently enrolled students for non-commercial purposes reasonably arising from participation in the course, including individual or group study.

CONTENT OF ASSIGNMENTS

While Calstone University does allow for freedom in the classroom, assignments cannot include content which is provocative, threatening, violent, pornographic, or sexually harassing.

Assignments which are to be published, broadcast, webcast, or otherwise displayed for the public are to meet the approval of the professor and/or the administration.
Material that does not meet the approval of the professor and/or the administration will not be distributed for public display.

COPYRIGHT INFRINGEMENT AND SOFTWARE PIRACY

In commitment to academic integrity and to abiding by legal requirements, Calstone University will adhere to the provisions of the United States copyright law (Title 17, United States Code).

Members of the academic community should familiarize themselves with this law and must comply with the requirements.
All members of the community will respect the proprietary rights of owners of copyrights and refrain from actions that infringe upon those rights.

Individuals who willfully disregard copyright law place themselves at risk of civil and criminal legal action. Calstone University will strictly enforce copyright laws of the United States.

Please do not copy software from computers in labs or allow any person to copy software from you.

COMMENCEMENT TICKETS

Selling Commencement tickets.

UNLAWFUL ACTIVITIES

Organizing or carrying out unlawful activity on College properties in violation of Federal, State, or local laws.

REPEATED MISCONDUCT

Repeated misconduct will not be tolerated. A second violation of the Student Conduct Policies may result in dismissal from the institution. A third infraction will result in immediate dismissal from the institution.

TERMINATION POLICY

GROUND FOR DISCIPLINARY ACTION

Calstone University is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programs.

Calstone University has a commitment to ensure that within this general framework that all students are treated fairly and equitably.

Students who do not support the academic and ethical goals of the College for themselves and their fellow students may be subject to penalties, up to and including expulsion.

In general, Calstone University will attempt to resolve a situation without expulsion. Verbal warning, written warnings and suspension may precede this final and most serious of actions.

Where the integrity, safety or well being of Calstone University students, staff, clients, visitors and other guests are in danger, then expulsion may be applied at Calstone University‘s discretion at any point in the process.

In conjunction with this policy, Calstone University will have to ensure that students receive and are aware of its code of conduct, its academic policy, and its attendance policy.

The following outlines the conditions under which a student may be expelled with cause:

1. Unsatisfactory academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional Behavior and/or conduct that reflects unfavorably upon the school and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Failure to meet Financial Requirements.
6. Inappropriate professional clothing worn during training.
7. Failure to abide by the Rules and Regulations of the school.
8. Failure to pay tuition (or any other charges) when due.
9. Breach of school enrollment agreement.
10. Cheating.
11. Falsifying school records.
12. Carrying any potentially dangerous weapon.
13. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
14. Instigation and/or participation in rebellious activities against the school and/or its student(s).
15. Solicitation, which reflects unfavorably upon the school and/or its students.
16. Vandalism of school property.
17. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
18. Fighting (physical or verbal)
19. Verbal confrontation with any employee and or student

Where Calstone University has specific policy in these areas, they may reference them. Where no specific policy exists, Calstone University will provide sufficient detail to allow the student to comprehend the conditions that will result in expulsion.

Prior to expulsion, depending on the severity and nature of the situation, Calstone University may take intermediate steps at its discretion including:

1. Verbal warning
2. Written warning
3. Probation
4. Suspension
5. Expulsion

EXPULSION NOTIFICATION

Students who are subject to expulsion for any reason will be notified in writing, either by email with delivery and reading notification, hand delivered or by registered mail with return receipt.
Calstone University is not responsible for non-delivery by registered mail if the student has not provided a valid home address where the student currently resides.

The notification will contain a description of the basis for expulsion and the effective date.

FEES

A student who is expelled by Calstone University will be considered withdrawn from their program on the effective date of the expulsion. Calstone University will officially withdraw the student and settlement of the student‘s account will be completed under Calstone University‘s Fee Refund Policy.

RETURN OF PROPERTY

A student who is expelled is responsible for the return of any College property in his/her own possession within 10 days and will be held financially responsible for any property not returned in good condition or as outlined in the student contract. Calstone University may deduct from a student‘s fee refund any amount owing by the student with respect to such property.

EXPULSION APPEALS

Expelled students who dispute the facts of the expulsion must appeal the decision within five (5) days of the expulsion notification.

Students expulsed for academic Failure or attendance, may file an appeal through the Chief academic Officer and follow the Satisfactory academic Progress Appeal Process described in the academic Section of this catalog.

Appeals for all other reasons, may be filed through the Calstone University Grievance Policy and Procedures, and be made in writing using the school‘s appeal form, which can be obtained from the Office of the Registrar.

Students who file an appeal and are unsuccessful are considered withdrawn from Calstone University.

CALSTONE UNIVERSITY GRIEVANCE POLICY AND PROCEDURES

Faculty, staff, and students are encouraged to, first, attempt to resolve amicably any grievance they may have, directly with the party concerned and not with a third party.

In case of no resolution, they may file a grievance against any member of the Calstone University community for violation of the Student Conduct Policies (applicable to students only) or other Calstone University policies.

Student may re-appeal a decision rendered through the satisfactory academic Progress Appeal Process.

A written grievance, addressed to the Chief Operating Officer, must be received within five (5) days after the incident occurs. A Complaint Form can be obtained from the Office of the Registrar.

All complaints should state the basis for the assertion being made as well as all relevant information such as date, time, contact information, a detailed summary of events, and the resolution you are seeking, although your desired resolution is not guaranteed.

All documentation must be submitted with the report, which is to be signed and dated by the complainant.

After reception of the complaint report within five (5) days of the incident occurrence, the Chief Operating Officer will verify that the complainant has made a verbal attempt to resolve the concern with the different parties involved. If the complainant has followed the above steps, the Chief Operating Officer will call a Grievance Committee Hearing and meeting within eight (8) days of receipt of this report.
The Chief Operating Officer will chair a Grievance Committee hearing and meeting which will consist of not less than 3 members.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated immediately to all parties and confirmed in writing, either by email with delivery and reading notification, or by registered mail with return receipt.

In case of re-appeal from a decision rendered through the Satisfactory academic Progress Appeal Process, the decision of the Grievance Committee is FINAL.

For all other cases, if the decision is unacceptable to the complainant, the complainant must appeal, within five (5) days of the hearing, and send copies of all documents explaining why the decision is unacceptable.

Failure to appeal in writing within the designated 5-day time frame will void the student‘s right to appeal.

The Chief Operating Officer will chair a new Grievance Committee hearing and meeting which will consist of not less than 3 members.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be FINAL and communicated immediately to all parties and confirmed in writing, either by email with delivery and reading notification, or by registered mail with return receipt.

All complaint decision appeals will be attempted to be resolved within 30 days from the receipt date of the original complaint report.

Unresolved complaints may be directed to the:

Department of Consumer Affairs
Consumer Information Center
1625 North Market Blvd., Suite N112,
Sacramento, CA 95834

UNRESOLVED COMPLAINTS FOR VETERANS ONLY

Complaints against this school may also be handled by the San Diego VA regional office. Please utilize the toll free VA phone number at 1-888-442-4551, or write to:

Department of Veteran Affairs
C/O Educational Liaison Officer
California Center for Education Services
8810 Rio San Diego Drive
San Diego, CA 92108-1622

OFFICIAL TRANSCRIPTS AND RECORDS

TRANSCRIPTS

Official transcripts are available to students who request them from the Office of the Registrar. There is a fee per transcript. Unofficial transcripts may be requested free of charge at any time.

A transcript can only be requested by a student, previous student, graduate, or authorized parent/guardian. Parents seeking transcripts must have student authorization. Authorization for transcripts can be accommodated via a signed letter stating authorization from the student or via a signed Transcript Form available from the Office of the Registrar.

Records Retention Policy

Transcripts are maintained permanently; all other records are maintained and remain onsite for a period of five years; all records are immediately available during normal business hours for inspection and copying by the council or the Attorney General and showing all of the following:

1. The name and addresses, both local and home, of each of its students.
2. The programs of study offered by the institution
3. The names and addresses of its faculty, together with a record of the educational qualifications of each.
4. The degrees or diplomas and honorary degrees and diplomas granted, the date of granting, together with the curricula upon which the diplomas and degrees were based.

Current records also include records required by the regulations adopted by the council for students who are attending the institution, who graduated or withdrew from the institution within the preceding one year, or for whom a refund is owed.
The student records comprise a file for each student who enrolls in the institution whether or not the student completes the educational service, containing all of the following applicable information:

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

    a. Evidence of high school completion or equivalency or other documentation establishing the student's ability to do college level work.
    b. Records documenting credits earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program.
    c. Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes.
    d. All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit.

2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student.
3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid.
4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation.
5) A transcript showing all of the following:

    a. The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.
    b. The final grades or evaluations given to the student.
    c. Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit.
    d. Credit for courses earned at other institutions.
    e. Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes.
    f. Degrees and diplomas awarded the student.

6) The dissertations, theses, and other student projects submitted by graduate students if applicable.
7) A copy of documents relating to student financial aid required to be maintained by law or by a loan guarantee agency.

8) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.
9) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.
10) Copies of any official advisory notices or warnings regarding the student's progress.
11) Complaints received from the student.

Current records are maintained in either printed form and/or on computer disk, and are available for inspection.

Calstone University maintains a second digital copy set of all academic and financial records at a different location. The original records are maintained in a manner secure from damage or loss in fire resistant cabinets. All records required to maintain by the regulations are made immediately available by Calstone University for inspection and copying during normal business hours by the Council and any entity authorized to conduct investigations under Section 94339 of the Code.

If Calstone University closes, the institution and its owners will arrange for the storage and safekeeping in California of all records required to be maintained by the regulations for as long as those records must be maintained. The repository of the records will make these records immediately available for inspection and copying, at a rate not to exceed ten cents ($0.10) per page, during normal business hours by any entity authorized by law to inspect and copy records.

DISCLOSURES

Electronic data accessing and monitoring

Calstone University reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content.

Student, Staff and Faculty must be aware that the electronic mail messages sent and received using Calstone University equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by Calstone University officials at all times.

Calstone University has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws.

No student may access another student's computer, computer files, or electronic mail messages without prior authorization from either the student or an appropriate Calstone University official.
Email is used by Calstone University as an official means of communication regarding your academic progress, so you must check your email regularly. Copies of official academic information can be sent to your mailing address upon request.

Student Works Retention and Use

Calstone University reserves the right to retain student works In any form, for the purpose of demonstrating compliance with accreditation body requirements for program courses.

Calstone University reserves the right to retain original pieces of student work for inclusion in the Calstone University Collection, and to be used for educational, promotional, and exhibition purposes.

Calstone University reserves the right to use student name, address (city and state), photograph, voice, student works in any form, performance and/or other likeness for advertising, and promotional purposes without further compensation, in all media now known or hereafter discovered, worldwide, and on the Internet and World Wide Web, in perpetuity, without notice or review or approval.

Students who do not wish to have their work or likeness released, should send a formal request in writing to the Calstone University Office of the Registrar

GRADUATION REQUIREMENTS

To graduate from Calstone University, a student must satisfy requirements related to credits, grade point average, program of study, and courses. The university maintains some of these requirements in concordance with expectations of academic performance and achievements. Other requirements, such as the General Education program, although limited, have the additional purpose of identifying those elements which give coherence to an undergraduate education at the Calstone University. Through the General Education program, the major courses of study, the University provides students with both breadth and depth of study. It is the university's hope that, through these, students will gain an appreciation for the value of learning as a lifelong process.

It is the student's responsibility to ensure that all requirements for graduation are fulfilled in timely fashion. To assist students in this, the Registrar's Office provides a Degree Progress Report for each student, specifying all the university, college, and major requirements, and indicating whether the student has met the requirement and, if not, what the student must do to meet the requirement. The report sheet is available at the office or through the website. The Registrar's Office certifies completion of university requirements and clears students for graduation; undergraduate deans and chief undergraduate advisers authorize this clearance for college and major requirements. The requirements for graduation, and the rationale for curricular requirements, are as follows. Candidates for bachelor, masters, associate degrees in their respected program study must meet the following requirements:

1. Satisfy all financial obligations Calstone University
2. Must submit all forms related to graduation prior to deadline for clearance.
3. General Education requirements (Core GE)
4. Major coursework (varies by major)
5. Minor coursework (if applicable)
6. **Academic Requirements** - Overall average of "C" (2.0) or better in all college coursework (not including other colleges), a "C" average or better earned in all units taken at Calstone University, AND a "C" average or better in both major and minor (if applicable) coursework.
7. **Unit Requirements** - At least 180 quarter units of credit must be earned of which 45 quarter units must be from general education for graduation with BA degree. At least 90 quarter units of credits must be earned of which 25 quarter units must be from general education for graduation with AA degree.
8. MA and MBA degrees both require at least 45 quarter units of credit earned for graduation.
9. Satisfactory attendance as outlined in the school policy must be met.
10. A student must fulfill all the credits required for the major in their program of study. No more than 50% of the total required credits for graduation may be transferred from another institution or earned through proficiency credit.

COMMENCEMENT AND ISSUANCE OF DIPLOMA

Students who anticipate completion of academic requirements for graduation are eligible to participate in commencement ceremonies. Although attendance at commencement ceremonies is optional, students who wish to attend must indicate this on the graduation application and have that application on file in the Office of the Registrar no later than 60 days prior to commencement exercises. Students who anticipate graduating at the end of the spring or summer term attend the May ceremony; students who anticipate graduating at the end of the spring quarter attend the June ceremony.

DEADLINE FOR FILING THE APPLICATION FOR GRADUATION

Month of Anticipated Completion of Degree Requirements	Filing Deadline
June 2012	March 1, 2012 – May 1, 2012

Each student anticipating graduation is totally responsible for filing the appropriate forms by the above deadlines. A student who files the required forms but fails to complete all graduation requirements by the appropriate date will be dropped from the graduation list and must reapply for a later graduation date by completing a Change of Graduation Date form available at the Office of the Registrar.

Students who apply for June graduation are eligible to participate in the June Commencement ceremony.

Diplomas and final transcripts are not released to graduates until they have paid the graduation fee and all holds and/or indebtedness to the university have been resolved.

After completing the form, you must mail the form to: ATTN:

Graduation Evaluations, Office of Enrollment Services,
Calstone University, 2975 Wilshire Blvd #103 Los Angeles, CA 90010 or
submit it at the Enrollment Services Center.

SCHOOL GOVERNING BODY,

ADMINISTRATIVE OFFICIALS

DIRECTORS

Gerald Young U. Park	President & Chief Executive Officer
Karen K. Kim	Vice President & Chief Financial Officer
Dr. Jason Halasa	Chief Academic Officer
Dr. John R. Phalen	Dean of Academic Affairs
T.C. Kim	Director of Administration
Helen H. Yi	Director of Student Affairs

ADVISORY BOARD OF DIRECTORS

Gordon Turner	Legal Consultant
Leonard Cho	Curriculum Development
Naren Solanki	Career Development

ADMINISTRATIVE OFFICIALS

Tammy Chung	Registrar
Jennifer Hall	Career Services
Helen Kim	Librarian
Christopher Lee	Student Services

DEPARTMENT FACULTY

JEWELRY ARTS

Gerald Young Park, BA
Donald W. Kiesel Ph D
John Eyre, MBA
Lisa Bialac-Jehle, BA
James Pellitteri, AA
Carolina Cruz, BA
Won Kyung Kim, MFA
Kelly Nye, MFA
Emir Robateau
Kristina Grace Moore, BA
Angelina C Ciulik, BFA

FASHION DESIGN

Kody Pangburn, BA
Iris Lee, BA
Marissa Schlomer, BA

GRAPHIC DESIGN

Ray Seay, MFA
Venessa Sosa, BA
Scott Weber, BA

ENGLISH / IESLP

Sarah Wang, MA

GENERAL STUDIES

Joshua Nathanson
Mark Lovasz, BA
John R. Phalen Ph.D

BUSINESS/ MARKETING

Andreas Rossler, MBA
Jason Halasa, Ph.D
Angelo B. Pajimola, MA
Louise Marler, BA

COURSE DESCRIPTIONS

ART 100
Color Theory
3 Units
Prerequisite: None
An introductory course in color theory and its integration into effective design systems. An understanding of the influence, harmony and structure of colors will be examined.

ART 115
Western Art I
3 Units
Prerequisite: None
A survey of the prehistoric period through the middle ages emphasizing the art, architecture, and culture of fashion. The course will examine the social, political, and economic factors that were influential in shaping the creative arts of that time. Students will gain contextual background in the trends and arts that we are familiar with today.

ART 125
Western Art II
3 Units
Prerequisite: None
A look at the artistic eras of the Renaissance through the 20th century. This course will survey the art, architecture, and fashion and examine the cycles and development over the centuries. Movements such from Realism, Impressionism, Post-Impressionism to Surrealism will be studied.

BUS 100
Introduction Business Management
3 Units
Prerequisite: None
This course is an overview of the interactive principles and concepts in business management. Students will learn the fundamental applications of theory into practiced management by examining case studies and further defining the functions of the job. Current concerns and innovations in today's management and leadership will be explored.

BUS 300
Principles of Business Management
3 Units
Prerequisite: None
This course is an introduction into the concepts and strategies fluent in modern business management practices. Students will become familiar with the standards and procedures of the managing role where the skills to set and achieve operational goals and optimize performance are emphasized.

BUS 310
Management Science
3 Units
Prerequisite: MKG 140
Theories and practiced methods of management will be explored applying mathematical models and analysis for effective problem solving in business realities. Practical concerns of integer programming, project scheduling, inventory management and analysis of profitability and productivity will be examined. Precision in the application of mathematical formulas will be stressed.

BUS 320
Principles of Accounting I
3 Units
Prerequisite: MKG 140
An introductory course to the terminology, theory, and practice of accounting. Students will establish a framework in which the further intricacies of accounting and the concepts can be understood.

BUS 330
Introduction to Management Information Systems
3 Units
Prerequisite: None
This course provides exposure into the comprehensive and developing world of information systems and its effective utilization in service to today's business realities. An overview of various information systems and its practical use in the private and public spheres will be analyzed. Assessing, analyzing and retrieving information will be emphasized.

BUS 340
Introduction to Managerial Finance
3 Units
Prerequisite: MKG 140, BUS 320
This class overviews the principles of financial administration and the concepts of financial analysis. An understanding of capital budgeting, cost of capital, cash budgeting, working capital management, and long-term success of funds will be discussed. The basic techniques and issues involved in current day financial decision making are also explored. Students are able to read and analyze financial reports using informational systems to assess financial performance by the end of the course.

BUS 350
Managing Organizational Behavior
3 Units
Prerequisite: BUS 300
Basic theories and concepts are overviewed to give the manager an understanding of the dynamics of people behavior within organizations. The class will survey the determinant influencing behavior patterns of individuals, groups and the organizational entities.

BUS 360
Principles of Accounting II
3 Units
Prerequisite: BUS 320
This course further introduces the strategies and concepts of accounting analysis in the corporate setting. Daily business transactions are instructed to be read and analyzed from recorded journal entries and ledgers so as to effectively manage inventory and costs. Properly recording, reading and analyzing financial documents will be emphasized.

BUS 370
Advertising & Sales
3 Units
Prerequisite: MKG 130
A review in the fundamentals of advertising and strategic incorporation methods into marketing plans for business. Advertising methods, as well as the social and legal procedures and standards of regulation for advertisement will be comprehensively examined.

BUS 380
Business Law
3 Units
Prerequisite: None
The regulation of business transactions through business law is examined. A basic understanding of the corporate formations and procedures as well as the social, ethical and intellectual impact of law in business is established.

BUS 390
Marketing Communications
3 Units
Prerequisite: None
This course will provide a framework in knowledge of how to build marketing communications from a domestic and global perspective. This utility of marketing and the strategies employed to establish communication will be stressed.

BUS 400
Product Development
3 units
Prerequisite: MKG 100
This course will examine the developmental process of successfully launching a new product for the market. Students will consider targeting specific markets, formulating product ideas, assessing consumer trends, strategic designing and sale predictions. Software also aiding in the various analysis of a potentially new product will be demonstrated and applied in class led assignments.

BUS 405
Marketing Management
3 Units
Prerequisite: MKG 100, BUS 300
This course focuses on the utilization of marketing in effective management. The class examines the challenges in a fast paced culture and the necessary skills in marketing to adapt. The incorporation of marketing to achieve and strengthen business goals will be examined.

BUS 410
Sales Management
3 units
Prerequisite: MKG 220, BUS 300
Provides a framework of the procedures in which a manufactured product meets the market. Product specifications, distribution, promotion, advertising and sales personnel are considered in preparing for various market outlets.

BUS 420
Strategic Management
3 units
Prerequisite: MKG 100, BUS 340, BUS 350
This course challenges the skills and conceptual theories that have been acquired from former courses in business management. Students demonstrate a mastery of their understanding in applied case studies, and design effective organization plans. This class will emphasize the refinement of critical thinking and problem solving skills to address problems in management. Strategies utilizing resources, knowledge and executing in leadership will be emphasized.

BUS 430
Merchandising Management
3 units
Prerequisite: MKG 140, BUS 300
The management of merchandise in the aspects of open to buy, negotiation sales, budgeting, and inventory allocation will be covered. Effective methods used to increase store profit, creating a buying plan, and merchandise design will also be emphasized.

BUS 440
Entrepreneurship
3 units
Prerequisite: None
An exploration of the theories and practices that contribute to innovative and successful business ventures. Students will examine the various entrepreneurial resources available today and establish principles of competitive advantage for an emerging prospective business.

BUS 450
Global Business Management
3 units
Prerequisite: BUS 300
This course will study the challenges of effectively utilizing global management and resources to work outside of the United States. This class overviews the complexities of working in the dynamics of various intercultural, political and economic stage. Relevant topics of business systems, expectations and organizational practices of business in the global scale will be discussed.

BUS 455
Retail Management
3 units
Prerequisite: MKG 120
A study of the manager role in today's domestic and international retail climate. Decision-making, planning, structure, leadership, and executing control will be discussed along with the practical necessities of running a store. Traditional stores as well as internet developed retail strategies will be explored. An emphasis on the principles of starting and managing a retail store.

BUS 460
Human Resource Management
3 units
Prerequisite: BUS 300
This course will equip the manager in understanding the dynamics of social patterns in an organization. The classes will overview the components of structured organization and review the theories contributing to individual and organizational behavior. An understanding of job roles, career development, performance affirmation, compensation, and safety and health will be emphasized.

BUS 470
Small Business Management
3 units
Prerequisite: None
An overview of the various challenges that are facing small businesses today. This course will examine how to successfully maintain a competitive advantage and addresses the operations of management including, strategic planning, marketing, financial analysis and balancing pricing. Practical as well as theoretical methods of running a small business will be explored.

BUS 480
Brand Management
3 units
Prerequisite: BUS 300
This class will examine the conceptual and practical components of brand image making and management. Relevant issues in planning, employing, critiquing brand strategies, and tools to formulate brand images are discussed. Theories and models in the context of a domestic and global image will be also be analyzed.

BUS 490
Executive Leadership
3 units
Prerequisite: BUS 350
This class will examine and develop students to assume an effective leadership role. Challenges of leadership today will be analyzed; theory and practiced methods will be discussed. Students will participate in case studies and free writing assignments to foster experiential critical thinking skills, their ability to foster team work, manage conflict and to value innovation in their leadership.

BUS 500
Competitive Strategies
3 units
Prerequisite: None
This course will evaluate how to make strategic management decisions and effectively employ analytical tools and techniques used in the corporate world. Students learn to discern the implementations of various techniques in different organizations and platforms. Topics of global competition, innovation, competence, utilization of standards, and building organizational capabilities to sustain competitive advantaged will be covered.

BUS 501
Microeconomics of Managers
3 units
Prerequisite: None
The logics and methodologies of economic analysis for effective business decision making will be undertaken. Production, cost, supply, derived demand, elasticity, trade flows, industrial organization, government regulation, risk, monopoly, and consumer theory will be overviewed.

BUS 502
Financial Accounting
3 units
Prerequisite: None
Financial activities relevant to the corporate enterprise such as accumulation, organization, and interpretation of financial and quantitative data will be addressed. Current regulations of reporting standards with attention to business ethics and global reporting issues will be stressed.

BUS 503
Managerial Accounting
3 units
Prerequisite: BUS 502
The aim of this class is to utilize accounting information to strategically form managerial decisions in an international business context. In-depth consideration into areas of accounting analysis for both profit and non-profit organizations, as well as current day issues. Budget planning, cost analysis, internal control, and case studies will be examined.

BUS 504
Marketing Management
3 units
Prerequisite: None
This course takes on the examination of key marketing concepts that are employed for effective management. This course overviews the applications to marketing research, segmentation, product development, pricing, promotion, selecting target markets, and distribution. This course is comprised of case studies, lectures, discussions, and exercises that develop decision making skills toward strategic excellence.

BUS 505
Operations Management
3 units
Prerequisite: BUS 502
Theories of modern organization and applications for high profit and utility in operations are examined: Planning, control, interpersonal behavior, organizing, product development, process selection, facility location and design.

BUS 506
Organizational Behavior & Administration
3 units
Prerequisite: BUS 505
The functions and responsibilities of the general manager is studied within the context of corporate governance and accountability, organizational structure design, organizational boundaries, configuring and integrating resources. Human behavior in organizations, studies in organizational theories, and methodologies of administrative action will be examined.

BUS 507
Macroeconomics for Managers
3 units
Prerequisite: BUS 501
This course will look at macroeconomic and national income determination models, principles of inflation, unemployment, fiscal, and monetary policies. Topics in international trade and foreign exchange will also be addressed.

BUS 508
Legal & Ethical Environment of Business
3 units
Prerequisite: None
The working relationships of personal ethics, corporate social responsibility, and policies that regulate business decision making will be examined. An evaluation of the influencing factors that shape business decisions, corporate goals, regulating standards, and their ethical make-up will be analyzed in lectures, case studies, and hands on exercises.

BUS 509
Management Information Systems
3 units
Prerequisite: None
Management and technical computer based information systems are introduced in this class. Information systems, software, hardware, concepts in business, telecommunications, e-commerce, enterprise systems, ethics, crime, security, and computer applications are considered in this course.

BUS 510
Global Business Realities
3 units
Prerequisite: None
This course is an introduction to the global business environment addressing the cultural, economic, political, and legal systems. Advances in global trade, production, taxation, accounting, financial and payments systems are addressed. The analysis of the impact of technological advances, multinational corporations, and nation-states affecting the face of modern business practices will be examined.

BUS 520
Mortgage-Backed Securities & Markets
3 units
Prerequisite: None
This course will address the concepts of residential and commercial mortgages, mortgage-backed securities and markets. The secondary market activities including CMBSs and conduits will be a primary focus of the class along with the analysis of international developments. Lecture, assignments, and a project.

BUS 521
Real Estate Finance & Investment
3 units
Prerequisite: None
An emphasis on valuation, projections, and measurement of performance, financing, investment analysis, and REITs is undertaken in this course. ARGUS 7.0, an industry practiced real estate investment software is overviewed.

BUS 522
Advanced Topics in Real Estate Finance
3 units
Prerequisite: None
This advanced class in real estate will cover topics in areas of real estate finance including portfolio analysis, REITs, workouts, and international issues for in-depth examination.

BUS 523
Urban Land Use: Feasibility Studies
3 units
Prerequisite: This class assumes strong background or completion of other real estate classes.
Students work in collaborative teams, consulting clients regarding the highest and best use development of a site. Issues of site planning, design, cost estimation, entity choice, deal structure, land use, financing, market and economic analysis, packaging and marketing as well as communication (oral and written) are addressed in team dynamics. Teams learn to interact with working professionals to develop their proposals.

BUS 524
Advanced Real Estate Law
3 units
Prerequisite: None
This class is instructed by a practicing real estate attorney who provides an overview of legal issues in real estate for MBAs. Pertinent topics in entitlement, purchase and sale agreements, leasing agreements, contracts, and hazardous waste issues are overviewed.

BUS 530
Global Strategic Management
3 units
Prerequisite: None
The formulation and implementation of long-range corporate plans in the context of its broad and global perspective will be overviewed. Environmental assessment skills, formulating strategies, and studying global competitive issues to develop sustainable advantages is the goal of this course.

BUS 531
International Finance
3 units
Prerequisite: None
A detailed study of the theories and methodologies in global finance and investment. Corporate exposure to international currency fluctuations, risks, balance of payments, international banking, and capital banking are addressed.

BUS 532
Human Resource & Industrial Relations Systems
3 units
Prerequisite: None
This course will examine the methodologies of transnational and multinational corporations operating on the global scale and their systems of human resource and industrial relations. A comparison of developed and less developed countries in the topics of emergence, evaluation, structures, functions, and challenges of labor movements will be addressed.

BUS 533
Global Marketing
3 units
Prerequisite: None
The considerations of crossing national boundaries while negotiating, bargaining, and contracting are addressed. Factors that contribute to international marketing such as, product design, promotion, channel structure, inter-organization cooperation, and control will be analyzed. Maintenance of domestic and international markets will be stressed.

BUS 540
Corporate Finance
3 units
Prerequisite:
A comprehensive analysis of the role of financial institutions and markets in allocating capital is undertaken. The issues addressing managerial decision making in addressed in case studies and seminar presentation within the class. Theories and models of various types of financial institutions are observed.

BUS 541
Managerial Finance
3 units
Prerequisite: BUS 503
This course examines the modern theories and practices of financial management. Various topics to be reviewed are in net present value, time value of money, risk and return, capital budgeting, forecasting, capital structure, and dividend theory.

BUS 542
Entrepreneurial Finance
3 units
Prerequisite: BUS 540
This course deals with the financial management for developing firms. Topics include: forecasting fiscal needs, raising short-term funding and banking relationships, managing work capital, making investments and taking risks.

BUS 543
Investments and Portfolio Management
3 units
Prerequisite: BUS 540
An advanced analysis of equity and fixed income securities and mutual funds. The development of modern portfolio theory and passive and active portfolio management will be overviewed.

BUS 544
Corporate Accounting & Reporting
3 units
Prerequisite: BUS 502 & BUS 503
The effective use of corporate financial statements is emphasized in this course along with the study of financial reporting and disclosure issues. Objectives of financial statements, capital markets, accounting policy, accounting data, and processing human information are addressed.

BUS 550
Product Design & Innovation
Prerequisite: None
3 units
The fashion world is progressively pushing the limits of design and innovation into new limits of creativity. This course will focus on the tools and knowledge needed to bring product designs and brands to relevance with contemporary trends and technological advances. This course will stress trend spotting and also having creative coherency in the midst of a branded world.

BUS 551
Global Fashion Dynamics
3 units
Prerequisite: None
This course overviews the multi-cultural world of fashion and how each factor in design, materials, branding, and culture affects and changes the global fashion industry. Topics include the variation of price, specifications and fashion trends across the borders. The role of globalization and its impact on the fashion economy will be emphasized.

BUS 552
Management of Creativity
3 units
Prerequisite: None
The fashion world is constantly changing, cycling new trends and transforming its look. This course will focus on understanding and fostering the creative process so as to be integrated into innovative business practices to maintain relevance and edge in a changing society.

BUS 553
Advanced Retail and Sales Management
3 units
Prerequisite: None
This course will undertake an examination of the effective strategies and problem solving skills in the climate of retail and sales management. Decision making, leadership, planning, and structure in retail will be overviewed. Making policies and developing sales programs will also be covered.

BUS 560
Introduction to New Ventures
3 units
Prerequisite: None
In this course students will gain an understanding of the entire entrepreneurial process and develop the tools to deal with new ventures and entrepreneurs. Key contributing components such as the entrepreneur, creativity, an idea, and concept is examined. The feasibility analysis, business plan writing, distribution, selling and managing a new venture is overviewed.

BUS 561
Feasibility Analysis
3 units
Prerequisite: None
The techniques and processes used to create and critique new concepts and business ventures are studied within this course. From the time of concept through the steps of screening, feasibility analysis and to developing a written business plan, students gain extensive knowledge into the different components that make up the entrepreneurship process.

BUS 562
Business Plan
3 units
Prerequisite: None
This course is a culmination of BUS 561 & BUS 562. Students continue to research and refine their feasibility study and write up a business plan to launch their new venture. The end goal of this course is to prepare the student to start and run new or emerging enterprises.

BUS 563
CEO/ Founder Cases in New Venture Management
3 units
Prerequisite: None
The functional areas of entrepreneurial business development are overviewed within this course. The central topics include: the role and impact of the owner/president of the company and trans-functional systems that lead to sustainable growth. Critical issues in ethics, personal management styles and the integration of continuous strategic planning is addressed with class lectures, readings, and weekly guest speakers.

BUS 564
Management of Rapidly Growing Ventures
3 units
Prerequisite: None
This course will undertake the study of the how to make managerial decisions in the face of potential threats, risks, and fluctuations of the factors contributing to a company's success. Necessary strategic focus changes, culture and management styles will be examined. The development of entrepreneurial skills and perspectives on management and the use of control systems critical to business will be stressed.

BUS 565
Technology Feasibility for High Technology Ventures
3 units
Prerequisite: None
The necessary tools to evaluate, value and manage technology will be examined. Topics in processes of technology commercialization, data mining, assessment techniques for patent databases, and the business issues revolving around high technology bases will be addressed. Students will work using their own technology concepts or in collaborative teams.

BUS 566
Technology Commercialization
3 units
Prerequisite: None
Students will learn to recognize diverse technological opportunities in information systems to telecommunications, biotechnology, and etc. The acquisition, creation, protection and licensing of intellectual property will be addressed. The unique issues related to high technology start-ups will also be examined.

BUS 567
Investing in New Ventures
3 units
Prerequisite: None
This is a case based course where students learn to recognize and select new venture investments as entrepreneurs. The complexities of creating and investing in a new venture are examined. The integration of various skills is required as for each individual case. Class activities will include the readings, assessments, and critical examinations of business plans and proposed solutions.

BUS 568
Acquiring Your Own Business or Opportunity
3 units
Prerequisite: None
This course overviews the necessary considerations to acquire and sustain an enterprise. The issues of funding, sources and valuation methods, negotiating the transaction, and consuming the transaction are

considered. Topics in restructuring and managing the business to post-closing are also reviewed.

BUS 569
Arts/Media
3 units
Prerequisite: None
Technological advances have contributed to making the arts and entertainment industry a dynamic marketplace with rapidly emerging and changing opportunities. This course evaluates the business models within the entertainment industry and examines how they evolved and were implemented.

BUS 598
Project
3 units
Prerequisite: Advanced to Candidacy, and permission of director.
Students will take on the examination of general business mangers and make independent analysis of an operating business, industry, or the functioning sector of an organization. Students conduct case studies and field research to integrate into their final work.

BUS 599
Thesis
3 units
Prerequisite: Advanced to Candidacy, and permission of director.
Students will have to prepare, complete, and submit an acceptable thesis for the master's degree.

CMP 100
Computer Applications
3 units
Prerequisite: None
This class introduces students to the basic operation of computer hardware on both Mac and PC platforms. File management and storage, basic word processing, spreadsheet and database techniques are explored. The use of scanners, printers, external drives and other equipment will be examined. Students will also be introduced to the Internet as a research and networking tool.

ENG 100
English Composition
3 Units
Prerequisite: None
This course will be a general overview of the English language and the composition of writing. Communication through the organization, content, and mechanics of the English language will be stressed.

ENG 110
Oral Communication
3 Units
Prerequisite: None
A course in the study and delivery of effective public speaking. Students will analyze the details of written and oral communication and apply skills in class directed presentations. Students will learn to evaluate others as well as implement strategic techniques in one's own speech delivery.

ENG 300
Advanced English Composition
3 Units
Prerequisite: ENG 100
This course further develops critical thinking skills in applied writing. Methods of inductive and deductive reasoning, persuasion, analysis will be overviewed. Proper use of citation, documentation, and fluency in writing to communicate ideas will be stressed.

ESL 100
ESL Level 1
13.5 Units
Prerequisite: None
The first module of the program is designed to accommodate the learning needs of students with virtually no knowledge of the English language. The students will work on building their vocabulary base, reading, writing, grammar, listening and pronunciation skills leading to daily conversation ability. The level of the module is Beginning 1.

ESL 200
ESL Level 2
13.5 Units
Prerequisite: ESL 100
The second module of the program is designed for students for students who have completed ESL 100, or they are placed into this module based on the score achieved in the placement test. Students will continue to expand vocabulary and increase conversation practice at school setting and field. The level of the module is Beginning II.

ESL 300
ESL Level 3
13.5 Units
Prerequisite: ESL 200
The third module of the program is designed for the students who already successfully completed ESL 200, or they are placed in the module based on the score achieved in the placement test. Students will continue on reading, writing and oral skill development and begin learning idiomatic expressions. Students will also begin an exposure to American culture. The level of the module is Intermediate 1.

ESL 400
ESL Level 4
13.5 Units
Prerequisite: ESL 300
The third module of the program is designed for the students who already successfully completed ESL 300, or they are placed in the module based on the score achieved in the placement test. The class will further develop grammar skills and fluency in various usages while continuing on expanding vocabulary and improving conversational skills. The level of the module is Intermediate 2.

ESL 500
ESL Level 5
13.5 Units
Prerequisite: ESL 400
The third module of the program is designed for the students who already successfully completed ESL 400. Students begin to practice public speaking and writing in business format. The level of the module is Advanced.

FSD 100
Sewing Techniques
3 Units; 6 Studio hours
Prerequisite: None
Students are introduced to basic professional techniques in construction of garments using industrial equipment. Sewing techniques, cutting, construction and finishing are overviewed in this class.

FSD 110
Fashion & Design Sketchbook I
3 Units; 6 Studio hours
Prerequisite: None
This class introduces the student to understanding the female fashion figure as well as acquiring the techniques to effectively sketch the proportional body.

FSD 120
Introduction to Fashion Industry
3 Units; 3Lecture
Prerequisite: None
The business and creative industry that makes up the fashion world is surveyed in this course. The course will define the cycles and roles of manufactures, designers, retailers, and marketers that compose the fashion world.

FSD 130
Fashion & Design Sketchbook II
3 Units; 6 Studio hours
Prerequisite: FSD 110
In this class students will explore the rendering of different types of fabrics, patterns and embellishments in their fashion designs. Students develop their own designs by researching past and present fashion trends.

FSD 140
Pattern Drafting Fundamentals
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 100
A technical course over viewing the skills needed to execute flat pattern drafting. Students will apply drafting skills on various types of fabrics to construct sample garments.

FSD 160
Draping: Fundamentals
3 Units; 6 Studio hours
Prerequisite: None
The fundamentals of draping procedures are explored. Students learn the considerations of fabric texture and weight in garment construction. Essential tools and materials are demonstrated and applied in guided projects.

FSD 170
Pattern Drafting I
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 130
This intermediate course in flat pattern drafting will go over the challenges of translating their conceptual design, to correct pattern drafting, and then construction. Students will proceed from their study of basic drafting to apply their skills in producing garments with an emphasis on fit.

FSD 180
Fashion Costume History I
3 Units; 3Lecture
Prerequisite: None
A broad overview of the history of costume will be examined from the trends of ancient civilizations to modern day fashion. Students will analyze the cycle of reoccurring trends and design projects from historic inspiration.

FSD 200
Fashion Accents
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 130
This course will survey the different components that are necessary for garment accentuation. Students will become familiar with materials such as feathers, leather, fur, gems, metals, closures for the successful utilization of these components into their designs. Upon completion of the class the student will have background knowledge of the industry in manufacturing these components as well as the skills to integrate them into fashion design.

FSD 205
Fashion & Design Sketchbook III
3 Units; 6 Studio hours
Prerequisite: FSD 130
This advanced in sketching will allow the student to hone their skills in fashion illustration. Perfection of the fashion figure and various poses as well as accurate rendering of garment is stressed. Students will also be introduced to the rendering in color using pen, markers, color pencils, and water color.

FSD 210
Draping I: Soft Silhouettes
3 Units; 6 Studio hours
Prerequisite: FSD 160
This draping course emphasizes the form of soft silhouettes in garment construction. Dress form and the correct handling of soft fabric properties are emphasized. Students will design and execute original designs.

FSD 220
Draping II: Structured Silhouettes
3 Units; 6 Studio hours
Prerequisite: FSD 210
Students in this class will explore the construction of structured silhouettes in jacket design. Draping techniques in jacket styles will be practiced as well as the practice of tailoring to enhance a design.

FSD 230
Collection Development
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 170, FSD 150
After studying the trends and designers of the creative fashion world students will begin to shape their own unique style as a fashion designer. Student designers will start the process of developing their own collection.

FSD 240
Advanced Design Studio I
3 Units; 6 Studio hours
Prerequisite: FSD 170, FSD 160, FSD 150
This advanced level class will utilize the skills of a designing student with a focus on the construction of casual and active wear apparel. Students will learn the unique elements and fabric selections that must be considered in different apparel industry.

FSD 250
Fashion Trends
3 Units; 3Lecture
Prerequisite: None
This course will overview the influencing factors of changing fashion both in the domestic and international world. Social, political, and cultural aspects are researched to gain understanding in the underlying motions of emerging and cycled trends.

FSD 260
Digital Fashion Design I
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 150
An introduction to the tool of computer aided design with Adobe Illustrator. Students will establish techniques to conceptualize their fashion designs for industry presentation.

FSD 270
Digital Fashion Design II
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 260
An intermediate level class in digital fashion design. Students become proficient in Adobe Illustrator to creatively manipulate colors, patterns and designs to industry standards. An emphasis on the production of detailed original designs finished in digital format.

FSD 280
Model Designs I
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 240
Students will have the opportunity to have the hands on experience in preparing their collections for professional presentation. Students will consider makeup, hair, and accessories for their models as tools to enhance their collections.

FSD 290
Portfolio Preparation & Presentation
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: Minimum 75 units acquired
This course will introduce the process of executing a design portfolio while also considering the creative and necessary elements of marketability. Students will analyze the different markets of the apparel industry and prepare, develop and present their portfolios.

FSD 300
Fashion & Design Sketchbook IV
3 Units; 6 Studio hours
Prerequisite: FSD 150
This advanced level course in fashion illustration challenges designer students to master garment rendering techniques, develop their own style in sketchbook and apply these skills toward innovative designs.

FSD 310
Design Creations
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 150
This course will give the student the opportunity to creatively design for a specific customer or developing collection. Students will exercise their skill and adaptability as a designer to meet the satisfaction of their client.

FSD 320
Pattern Drafting II
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 170
Students are instructed in the technical execution of a pattern to meet industry requirements and specifications. Methods and considerations of the practical challenges in the process will be addressed in the class. Conceptual designs that are translated into precise industry standards will be emphasized.

FSD 325
Advanced Design Studio II
3 Units; 6 Studio hours
Prerequisite: FSD 170, FSD 160, FSD 150
This advanced level course overviews the use of stretch and woven fabrics with an emphasis in the creation of evening wear, swim wear, and active sportswear. Students will work toward body contouring designs in class directed projects.

FSD 330
Junior Laboratory
3 Units; 6 Studio hours
Prerequisite: FSD 300
This junior designing course instructs students to exercise their freedom of vision and limitless creativity within the guidelines of class projects. A technical mastery of skills in translating concepts to designs to the execution of construction will also be heavily emphasized.

FSD 340
Computer Pattern Drafting I
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 130
An introductory course in computer aided pattern drafting for the designing student. Students will reinforce their manual pattern drafting skills as well as learn to simplify

and accelerate their drafting production with modern day technology tools.

FSD 350
Creative Collections I
3 Units; 6 Studio hours
Prerequisite: FSD 290
These courses will overview the components of a balanced collection as students research and analyze the different fashion markets and designers. Students will develop a consciousness of their own style as they meet and discuss with experienced designers throughout the course. Students will take a look at fashion lines from all apparel industries: casual, junior, athletic, evening wear, haute couture.

FSD 360
Digital Fashion Design III
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 270
This digital design course overviews the necessary tools for sophisticated visual communication. Designers will acquire the skills to manipulate and present their projects in professional design layout.

FSD 370
Computer Pattern Drafting II
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 340
An intermediate level course in pattern drafting where skills are further developed in translating sketches to industry standard patterns.

FSD 380
Creative Collections II
3 Units; 6 Studio hours
Prerequisite: FSD 350
This advanced course will further refine designers to develop the strategies and skills required to produce their own fashion collection. Students will be challenged produce theme led projects for group critique that will emphasize their skills in technical production. Fashion from historical inspiration is adapted to modern styles in this class.

FSD 390
Embellishments I
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 405, MFT 300
A course in the overview of the manufacturing processes of leathers, furs, and feathers and the integration into fashion design. The anatomy of each component will be comprehensively examined in this course as well the study of further technical skills in the usage of different types of closures in fashion accessories.

FSD 400
Creative Collections III
3 Units; 6 Studio hours
Prerequisite: FSD 380
This advanced production course will challenge the creative design and boundaries of the designer. Technical skills are perfected as well as applied in the construction of complex fashion designs that will contribute to the student designer's collection.

FSD 405/JEA 420
Fashion Accessories
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: None
The glitz, glam, and accentuating power of the fashion accessory world is explored for the designing student. Students will examine the design and incorporation of accessories such as buttons, buckles, brooches, corsages, etc.. The enhancement of design by accessories will be applied in class instructed projects.

FSD 410
Embellishments II
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 405, MFT 300
A course utilizing the application of other design mediums to further challenge students in their creative expressions. Student designers learn to incorporate embroidery, beading, silk screening, crystal and nail head, appliqué, etc. Students examine the technical considerations of pairing different components and types of fabrics. Class led projects emphasize the transformative process of taking original designs and fabrics and incorporating creative designs through the new mediums.

FSD 420/JEA 400
Jewelry/ Fashion Project
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: Concurrent enrollment in JEA 420 or FSD 405
A collaborative class of jewelry and fashion designing students. Class projects will be assigned in which each student will have the opportunity to incorporate the skills of the other designer. Students will gain the experience and appreciation of each other's industry while working to finish complimentary pieces of design. Each student will have the opportunity to lead their original design project as well learn to accommodate the creative need of another's.

FSD 430
Digital Fashion Design IV/ Portfolio
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 360
An advanced class in which mastery of necessary computer skills as well as demonstration of skill in classroom projects is emphasized. Students will be guided in the final steps of presentation by preparing fabric and print concepts, story boards, and color presentations. Designing students will also produce a digital portfolio of their own original designs.

FSD 440
Embellishments III
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 405, MFT 300
Students will be introduced to the concepts and principles of dye and fabrics. Students will consider the different dynamic elements of fabric, color, and dye when drafting their original designs. Synthetic dyes, natural dyes, silk screening, and more will be explored.

FSD 450
Creative Laboratory I
3 Units; 6 Studio hours
Prerequisite: FSD 400
This course will challenge the designing student to expand far beyond their creative limitations. Each student will draw upon their own creative impulses with the guide of the instructor to produce innovative designs beyond current trends and popular demand. This course will intensely focus on the independent study of the student to research and utilize their own resources for the development of a collection in an apparel industry of one's choice. Supervision will be provided by instructor through all steps of the creative process.

FSD 460
Senior Laboratory
3 Units; 6 Studio hours
Prerequisite: FSD 460
Senior student designers have the opportunity to exercise their vast array of acquired skills in this last designing course. Students are guided in their projects by instructors but are challenged to independently create guided in their own inspirations. The student's fluency in fashion will be critiqued by one's demonstration of innovative design and mastery of technical execution.

FSD 470
Model Designs II
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 450
A preparatory class to introduce a collection for professional presentation. Designers examine using the creative tool of the model, makeup, hair, and accessories to further achieve the desired visual imagery in their collection. Students will utilize this course to prepare an original collection for presentation.

FSD 480
Fashion Portfolio
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: FSD 450
This course will introduce the process of executing a design portfolio while also considering the creative and necessary elements of marketability. Students will develop, create, and present a comprehensive portfolio of their designing collections in digital portfolio.

GDN 105
Fundamentals of Observational Drawing
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: None
Students will learn how to handle various drawing tools by exploring art and other Medias. The skills to translate 3-Dimensional objects to a 2-Dimensional will be developed. Sketches will develop from simple shapes to progressively more complex forms with an emphasis on skills in composition, line quality, gradient and the representation of human anatomy.

GDN 110
Fundamentals of Graphic Design
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: None
The fundamental elements and principles of design will be surveyed in this class. The student is established in the foundations of layout, composition, organization, and other elements to achieve a variety of visual effects.

GDN 120
Drawing, Proportion & Perspective
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 105
A fundamental drawing course with an emphasis on capturing objects in one, two, and three-dimensional perspectives. Students will refine their skills to render sketches from observation.

GDN 130
Form & Space
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: None
The objective of this class is and introduction to the terminology and basic tools to interact in the 3-Dimensioal world. Principles of point, line, plane, volume, density, mass, and form will be discussed. Students are immersed in the practice of creating and discussing 3-dimensional situations.

GDN 140
Visual Language
3 Credits
Prerequisite: None
The study of communication in the language of contemporary media and symbols. Students will examine the power, logic, and symbolism of images and the various strategies and interpretations that have become employed in today's visual culture.

GDN 150
Typography I
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: None
An introductory to course to the history and foundation of letterforms. Students will examine the various principles of letterforms that contribute to display placement, text type, appearance and readability. Traditional practices in hand rendering type as well as contemporary typesetting will be explored.

GDN 160
Photography I
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: None
The basic functions and techniques of photography as an art medium will be examined. Students will learn the operations of a 35 mm as well as the digital format. An emphasis on the principles of composition, lighting, framing, and depth of field will be stressed. Students will study the formal elements that contribute to effective communication in photography, reviewing themes of portraiture, documentary, and narrative.

GDN 170
Digital Illustration
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: CMP 100

Vector based illustrations are introduced in this course to digital illustration. Computer applications that aid designers to bring fluency and relevance to professional industry standards are utilized. The student will demonstrate a working command of designing in an electronic format.

GDN 180
Grid Systems
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: None
The objective of this class is to introduce a grid system to the designer to organize, layout, and effectively integrate multi-page and layer designs. Students will learn the process utilizing a grid system to develop rough drafts into comprehensive finished layouts.

GDN 200
Typography II
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 150
A continuation course from Typography I with an emphasis on understanding the hierarchal qualities. Students will develop digital type with the assistance of industry- standard software. Students will study the various elements that contribute to marketability, creative problems, and discuss potential problem solving methods for the creative process.

GDN 210
Image Manipulation
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: CMP 100
Students will master the fundamental skills to manipulate a raster image and demonstrate competence in the processes of scanning, color management, imaging, photo editing, applying filters, masks, and special effects.

GDN 215
Print Production
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: None
The objective of this course is to equip designers to successfully bring their designs into production. Topics in printing specifications, distinction between paper choice, image reproduction, trapping procedures, binding and finishing techniques will be overviewed. The discussion of various printing processes will be covered.

GDN 230
Digital Grid Systems
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: CMP 100
Student designers learn how to successfully prepare their design layouts to be published in compliance with digital standards. Topics in typesetting, pagination, color specifications, trapping procedures, image reproduction and finishing techniques will be examined.

GDN 240
Concept Design
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: None
This course will address the fundamental processes of conceptualization necessary for functioning art and various problem solving methods. Creative problem solving techniques, research methodologies, problem analysis, and idea refinement will be developed throughout class discussions and projects.

GDN 245
Career Development
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: None
This course outlines the professional practices needed for designers who desire to be fluent in the standards of today's business paced world. Behavior, self-marketing, client research, and networking will be overviewed. The development of excellent written and oral communications will also be stressed.

GDN 250
Typography III
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 200
A continuation from the skills and knowledge acquired from Typography II. This course will further examine the expressive capacities of typography and how the creative form of words can affect the communication of different meaning.

GDN 260
Design for Interactive Media
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 240
The principles of interactivity, hypermedia, and time-based media will be explored in this advanced level graphic design course. Students will learn how to make their designs relevant, interactive and versatile to the pace and edge of today's competition. An emphasis on professional organization and technical output of designs will be stressed.

GDN 270
Advanced Image Manipulation
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 210
Designers will integrate knowledge from GDN 210 and develop tools to handle images in the vector form. Varied formats for web and print graphics will be overviewed. Students will focus on creating visual statements.

GDN 285
Branding
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 240
This is an introductory course that will familiarize designers with the concept, importance, and the creation of brand identities. An in-depth study into the elements of design and concepts in branding will be conducted, and then applied into the creation of personal as well as corporate logos.

GDN 290
Digital Portfolio
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: Minimum 75 credits acquired

Students compile a professional digital portfolio of completed course work to be prepared for review by peers and instructors. Students will showcase a demonstration of their refined conceptual and technical competence in graphic design as well as their own unique styles, themes and creativity. This course will also help identify short and long term career paths as well as guide students to specific markets that they would like to be established in.

GDN 300
Typography IV
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 250
This course will focus on creating publications with a typographical orientation in format, structure, color, texture and having a relationship to subject of publication. The class will also cover topics in hierarchy, page sequence, grid sequence, and spreads.

GDN 310
Introduction to Packaging
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 330
Essential package design basics will be covered in this class. Materials, production methods, specifications, surfaces, structures, and product positions will be considered in the processes of package design. An emphasis on environmental concerns will also be raised in the class discussions.

GDN 320
Ad Design
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: MKT 210
The objectives of this course it to give designers a broad survey of marketing strategies that is employed in media advertisements. The processes involved in marketing campaigns as well as the administrative strategies are examined. At the end of the course the graphic designer is informed of marketing realities and has a defined idea of their role in media.

GDN 325
Web Page Scripting
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: None
A course that will equip graphic designers to integrate their creative aesthetics into internet marketing and practical webpage making skills. Students utilize HTML, basic scripting language, and effective web page making software.

GDN 330
Project Concept
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 260
Students will explore their talents in a specific area of interest under the guidance of a director. Designers will document their process of conceptualization, progress, and their objectives throughout the class. Students will also have the opportunity to utilize their skills in working with nearby business and community entities as a design project.

GDN 340
Package Design
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 310
Student designers analyze and remake already existing brands and product designs. Students will also develop new designs based off of existing logos, around brand identity and their practical packaging applications.

GDN 350
Photography II
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 160
This intermediate photography course will further explore the narrative, portraiture, and documentary presentations of photography. Principles of storytelling, audience, point of view and other elements will be covered. Developing a sense of style and fluency through the medium will be stressed.

GDN 360
Graphic Design History
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: None
This course takes an examination into the social, technological, historical, and other influencing factors that contribute to the development and advancement of graphic design history. Lectures will cover the contemporary arts and artists that contribute to innovative graphic design. Students will learn to conduct research and analysis of wide varied designs to incorporate and adapt into their own inspirations.

GDN 370
Advanced Graphic Design
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 270
This course will challenge student designers to the limits of their technical and creative potential. Instructors will guide designers in theme led projects to produce conventional and innovative design creations. A review of technical techniques will be covered with an emphasis on professional production.

GDN 380
Advanced Study
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 320
This advanced course in graphic design allows student designers to further refine their skills acquired in former classes.

GDN 400
Design Team I
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 320
Students will work collaboratively; communicating, developing and producing a successful project goal. Individuals are challenged to contribute their effective skills in typography, design, and knowledge in an industry experience work group.

GDN 405
Marketing Design Research
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 360
The objective of this course is to study the wide and varied fields in marketing media and the socio-economic factors that affect popular trends. Class discussions will emphasize the trends and relevancy of design to current media; literature, television, internet, movies, and etc. Marketing principles and strategies will also be analyzed.

GDN 410
Environmental Design
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 320
Students will study the design and function of various exhibition and environmental designs. Conventional and non-conventional principles of informational signs will be analyzed. Materials, processes, and industry standards will be explored.

GDN 420
Publication Design
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 230
This course will overview various design publication layouts and medias; magazines, newsletters, annual reports, etc. Industry standard procedures, specifications, and professional publishing will be emphasized.

GDN 430
Design Team II
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 400
A continuation course of Design Team I. Student designers continue to work in groups and build upon their experience and knowledge.

GDN 440
Senior Project Lab
3 Credits: 1.5 Lecture & 3 Studio hours
Prerequisite:
Calstone University Academic Director Approval
This advanced level design course requires the student to research, develop and implement a graphic design plan that will address an objective guided by the instructor. Students demonstrate professional conceptual and technical mastery. A written analysis will accompany the student's finished work.

GDN 450
Promotional Campaign
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 320
This advanced level design course will focus on designing for promotional purposes. Student designers will work from their knowledge of advertising and will produce designs and projects by guided instruction. Principles in marketing and factors to consider in making promotional designs will be discussed.

GDN 460
Corporate Identity
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 285
The objective of this course is to focus primarily on the aspect of corporate imaging. Student designers will assess, develop and refine logos. An analysis of corporate objectives and practical applications will be the basis of creating logos and other needed business communication needs.

GDN 470
Senior Design Studio
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: Calstone Universitydemic Director Approval
This advanced level design senior course gives designers the opportunity to work in the freedom of their creativity in guided independent projects. Student's wills establish timelines, objectives, conceptual outlines as well the finished work to be showcased and reviewed by peers and instructors.

GDN 475
Art and the Law
3 Credits
Prerequisite: None
This course will undertake a comprehensive overview of the current laws that affect art and its distribution. Copyright laws, trademark laws, rights of publicity, privacy, and various pertinent factors that protect and limit the realm of expression will be discussed. Legal problems of working in different establishments and corporations will also be reviewed as well establish an understanding of legal obligations in contracted agreements.

GDN 480
Design Capstone
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: None
This course will encapsulate the extensive knowledge and skills acquired from the student designer's Calstone University Academic experience. Fluency in technical and conceptual skill will be demonstrated in a showcase or visual presentation. Student designers will also be grounded in the business realties and practices of graphic art within this course. Students will practice producing and managing their creations measured against professional practices.

GDN 490
Digital Portfolio II
3 Credits: 2 Lecture & 2 Studio hours
Prerequisite: GDN 230, GDN 320
Students will research the pertinent elements that create a professional portfolio. With the guidance of an instructor, designers will go through the process of choosing representative pieces to include in the portfolio. Discussion will include the importance of presentation for marketability, variations of portfolios and the utilization of technology. Students in class will showcase their portfolio under the critique of their peers and instructors.

HST 100
US History
3 Units

This course is an overview of American History from 1930 to present day. This class will provide a historic context to the rise of the US entity as a world super power. Both domestic and foreign factors in politics and economics will be examined from the era of the Great Depression to WWII which led to the complexities contributing to America's standing in the global world.

HST 300
World Civilizations
3 Units
A examination of the development of world civilizations from the earliest known eras to 1500. Establishments of these complex civilization structures will be overviewed, including economy, bureaucratic, cultural and religious systems. The major factors that contribute to the rise and fall of known civilizations will be stressed.

JEA 100
Intro to Jewelry Design
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: None
The artistry of the jewelry design world is explored and drawn upon as students research to find sources of inspiration from cultural and global perspectives. The principles and elements of design is examined and demonstrated in class led sketches and discussions.

JEA 110
Rendering I
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: None
This course will introduce the creative and technical skills to render jewelry design in drawing. Students learn to properly illustrate the form and texture of metal and also incorporate different perspectives into their sketches.

JEA 120
Jewelry and Metal Essentials
3 Units; 1Lecture and 4 Studio hours
Prerequisite: None
This introductory course will overview the general chemical and physical properties of metal and stones for the beginning jeweler. This class will set the jeweler in knowledge of the different components of materials involved in the jewelry making process. The different means of production and factors that affect the price, aesthetics, and value of jewelry will be overviewed. The class will also explore the standardized tools and terminology involved in the jewelry industry.

JEA 130
Jewelry Design I
3 Units; 1 Lecture and 4Studio hours
Prerequisite: JEA 100
This course emphasizes the production of jewelry pieces executed from original student designs. Fundamental techniques and skills are further performed and mastered in class projects.

JEA 140
Rendering II
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 110
Students further their rendering techniques and skills emphasizing accurate expression of detail in jewelry design. Students will incorporate the use of color in the medium of marker and color pencils.

JEA 150
Gemology
3 Units; 1 Lecture and 4 Lab hours
Prerequisite: None
This foundational course in gemology will survey the different aesthetic and physical properties of major gems and precious stones. Students are introduced to the various processes of commercial production, price setting, and the identification of stones that are used in the jewelry industry. This course serves as a broad overview and introduction to the various classifications within gemology. Diamond essentials will also be introduced towards the latter half of the course. Students will learn specific aspects of diamonds with the 4 C's (cut, carat, color and clarity) being the main focus.

JEA 160
Facets of Jewelry
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: None
This course will overview the distinctive of jewelry collections ranging from costume, bridge, and fine jewelry collections. Students will examine the different functions in wear-ability and design of specific markets and learn to adapt their designs to meet the demands of a specific consumer market.

JEA 170
Jewelry Design II
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 130
This class will challenge the student to expand their creative boundaries in designing by understanding jewelry as a tool in aesthetic fashion. Students will analyze existing and established fashion trends whereby students will be challenged to design to compliment and enhance an existing collection of jewelry or fashion collection. The perception of jewelry as an artistic aesthetic in the fashion world will be emphasized.

JEA 180
Wax Carving I
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 110 & JEA 120
Designing students will learn the basic skills to properly execute their designs into a wax mold. The classes will overview the wide range of wax carving techniques available as well as have the student produce various ring styles in wax to prepare for casting. The proper understanding and handling of wax tools will be stressed.

JEA 190
Diamonds
3 Units; 1 Lectures and 4 Lab hours
Prerequisite: JEA 150
An examination of the diamond is undertaken from its physical and chemical properties, to it's relevance in cut, design, rarity, and high demand in commercial markets today. The history and emergence of diamonds, how they

are produced, and treated will also be analyzed. The surrounding socio-economic factors and ethical issues regarding diamonds and their use will be covered. A knowledgeable base is established to familiarize students with the 4 C's of diamond grading in cut, carat, color, and clarity.

JEA 200
History of Adornment
3 Units: Lecture
Prerequisite: None
This course will examine the artistic styles and functional roles of jewelry in different eras of history. This class is foundational in setting the contemporary jeweler in the rich historical context that the craft of jewelry emerges. A focus on the political and cultural factors influencing the status, symbolism, and beauty of jewelry of the time will be examined.

JEA 210
Metal Arts I
3Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 120
The art of creative metal crafting is the objective of this course. Students are instructed to manipulate metal with basic techniques in filing, sawing, piercing, soldering and forming. Effective tool and equipment use and safety requirements are outlined. Students begin to develop sketches and models for production in class led projects.

JEA 215
Advanced Rendering
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 140
This advanced course in rendering will further execute the skills acquired in Rendering I and II. Students will develop and master the skills necessary for rendering in jewelry design.

JEA 220
Casting
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 180
This course outlines the basic techniques required to cast metalworking from original designs and wax molds. Techniques such as spruing, treeing, and investing will be introduced. Class projects will direct the practice of casting by centrifugal, vacuum, and chamber methods.

JEA 230
Alternative Materials for Jewelry
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 100 & JEA 120
This course is an introduction into the alternative materials available for the jewelry-designing student. Experimental methodology as well as the proper use of non-traditional materials will be explored.

JEA 240
Metal Arts IIA
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 210
This intermediate course in metalwork will continual to stress the skills and techniques acquired in former classes. Techniques in riveting, fusing, and soldering for jewelry repair, as well as ring resizing are overviewed. Students will also learn how to use various stones and cuts and how to use different settings such as bezel, prong, and gypsy settings. Students will create jewelry pieces that apply the processes learned in class.

JEA 245
Bench Jeweler Studio
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 240
This course will allow students to practice their skills acquired in former courses. Students will learn the skills necessary to further their works with metal in order to manufacture jewelry. Students will be able to work with a variety of mounting styles and stone settings.

JEA 250
Computer Aided Jewelry Design I
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: None
This course equips the designing student with the current multimedia tools needed to produce their sketches in professional presentation. Students will create and execute technical sketches as well as manipulate color stories and material concepts into their projects.

JEA 260
Diamonds & Diamond Grading I
3 Units; 1 Lecture and 4 Lab hours
Prerequisite: JEA 150
The 4 C's: Cut, carat, color, and clarity of diamonds are in-depthly covered. Students learn how to plot and estimate the different angles in diamonds using standard gemological equipment. The effective use of equipment in lab will help students to identify properties of diamonds and the natural stones from their synthetic counterparts. The commercialized trends and fashion of diamond cuts and their demand is overviewed. Knowledge attained in this course can be effectively applied in the marketplace to buy and sell at the retail level.

JEA 265
Diamond Grading Lab
3 Units; 6 Lab hours
Prerequisite: JEA 260
This lab will teach students how to grade diamonds at an advanced level so that they would be able to discern the grade clarity, color, and cut quality factors of diamonds. Students will learn how to grade diamonds in an efficient and effective manner through the use of modern microscopes. Various methods on how to effectively verify common grading factors will also be taught in the lab

JEA 270
Computer Aided Jewelry Design II
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 250
This course utilizes computer technology instructing students to convert original designs into files ready for prototyping. Class led projects will stress the standards and processes required to take an original concept and consider the costs and weights that effect production.

JEA 280
Colored Stones Essentials
3 Units; 1 Lecture and 4 Lab hours
Prerequisite: None
This course gives you the basic fundamentals of the colored stones with an emphasis on "The Big Three": Ruby, sapphire, and emerald. While enabling you to understand the essential language concerning colored stones, this course is also designed to help you acquire practical knowledge concerning today's most popular gemstones and the factors that determine their value. The importance of color in determining value along with clarity, cut, and carat weight will be thoroughly covered to enable you in an up-to-date, effective sales presentation.

JEA 290
Metal Arts IIB
5 Units; 1 Lecture and 8 Studio hours
Prerequisite: JEA 210
The objective of this course is to perfect the student in the fundamental techniques and skills required in metalsmithing. Skills in the surface treatment of metals in etching, mixed metals and coloration are also explored and developed. An overview of advanced surface techniques in mokume gane, reticulation, and enameling are also introduced.

JEA 295
Sample Case Portfolio
1 Units; 1 Lecture
Prerequisite: JEA 240
The objective of this class is for students to display their creative works of art in a small-scale jewelry exhibition. Students examine the importance of presentation and organize their work to be critiqued by peer and designing professionals.

JEA 300
Colored Stones I
3 Units; 1.5 Lecture and 3 Lab hours
Prerequisite: JEA 280
This colored stones course takes an in depth study into the different characteristics of gems in their physical, chemical, and optical properties. Discussions of popular gems today and the shifting trends of supply and value will be discussed. The commercially importance of particular trends and their correlating value in the market is reviewed. Students will train themselves in the colored stone lab to distinguish the treatment of gems, whether they are natural or synthetic. Students will have a foundational framework of gem stones to effectively sell and buy at the retail level.

JEA 310
Metal Arts III (A)
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 290
This advanced course in metal arts stresses the mastery of skills and techniques required in proper metal manipulation. Students will further explore the creative solutions needed to bring conceptual designs into finished pieces. Creative innovation as well as perfect craftsmanship will be highly stressed and evaluated.

JEA 315
Metal Arts III (B)
3Units; 1 Lecture and 4 Studio Hours
Prerequisite: JEA 290
This advanced course in metal arts stresses the mastery of skills and techniques required in proper metal manipulation. Students will further explore the creative solutions needed to bring conceptual designs into finished pieces. Creative innovation as well as perfect craftmanship will be highly stressed and evaluated.

JEA 320
Advanced Jewelry Design
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 170
This advanced course in jewelry design will stress the mastery of technique in rendering as well as encourage the innovative design. Students will be challenged to explore their creative impulse beyond the fashion market of popular demand.

JEA 330
Wax Carving II
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 220, JEA 180
This advanced course in wax carving will provide instruction in comprehensive techniques for making wax molds. Students learn to manipulate wax into rubber molds to successfully modifying designs as mastering the procedures of spruing and casting. Wax mold making, modification, and wax finishing are stressed in the successful translating of design to mold. Various projects utilizing the soft and hard wax carving method will be demonstrated and applied in creating the ring, earring, brooch, and bracelet link in class led projects.

JEA 340
Junior Studio
3 Units; 6 Studio hours
Prerequisite: JEA 310
This course is for junior jewelers to progress their creativity and technical skills in focused class projects. Students will demonstrate their advanced skills in metal work and have the freedom to exercise their creativity. Guided instruction in developing projects will be given.

JEA 350
Colored Stones II
3 Units; 1.5Lecture and 3 Lab Hours
Prerequisite: JEA 205
A continuation course from Colored Stones I.
This colored stones course takes an in depth study into the different characteristics of gems in their physical, chemical, and optical properties. Discussions of popular gems today and the shifting trends of supply and value will be discussed. The commercially importance of particular trends and their correlating value in the market is reviewed. Students will train themselves in the colored stone lab to distinguish the treatment of gems, whether they are natural or synthetic. Students will have a foundational framework of gem stones to effectively sell and buy at the retail level.

JEA 360
Counter Sketch
3 Units; 6 Studio hours
Prerequisite: None
The objective of this class is to prepare the designing student in exercising their creative concepts and technical skills to meet the satisfaction of a demanding client. Class projects will be oriented toward designing with adaptability, precision and on demand. Techniques of how to assess a client's design and other professional practices will be overviewed and applied.

JEA 370
History of Metal Arts & Studio
6 Units; 2 Lecture & 8 Studio hours
Prerequisite: JEA 310
An appreciation of the emergence and changes of metal arts over the histories is explored in this course. Inspiration from historic trends and creative developments are drawn on for contemporary design. This advanced level course in metalsmithing will consider the function, non-functional, and creative pieces of hollowware and other metal constructions. Students will be encouraged to produce creative expressions drawn from the inspiration of discussed class ideas and self-exploration.

JEA 380
Colored Stone Grading Lab
3 units; 6 Lab hours
Prerequisite: JEA 350
This course will allow students to develop the skills necessary for accurately grading colored stones through hours of hands-on practice. Students will learn the skills and methods in grading the cut, clarity, and color quality factors of various colored stones. Students will become confident in grading a colored stone's quality factors through various techniques.

JEA 400/FSD 420
Jewelry/ Fashion Project
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: Concurrent enrollment in JEA 420 or FSD 405
A collaborative class of jewelry and fashion designing students. Class projects will be assigned in which each student will have the opportunity to incorporate the skills of the other designer. Students will gain the experience and appreciation of each other's industry while working to finish complimentary pieces of design. Each student will have the opportunity to lead their original design project as well as learning to accommodate the creative need of another's.

JEA 410
Jewelry Collections
6 Units; 2 Lecture and 8 Studio hours
Prerequisite: JEA 160
Students learn the principles and conceptual ideas that go into creating a well balanced jewelry collection and have the opportunity to design a small-scale collection of their own. Students design working towards a specific market in the jewelry trade. Developing an individual style is stressed.

JEA 420/FSD 405
Fashion Accessories
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: None
The glitz, glam, and accentuating power of the fashion accessory world is explored for the designing student. Students will examine the design and incorporation of accessories such as buttons, buckles, brooches, corsages, etc.. The enhancement of design by accessories will be applied in class instructed projects.

JEA 430
Gem Identification I
3 Units; 1 Lecture and 4Studio hours
Prerequisite: JEA 150
This gem identification course trains students to recognize and distinguish the major gems in the marketplace. Students will identify stones from different species, separating natural gems from their synthetics. The utilization of effective gemological tools used in testing is covered and practiced. The latest gem treatments used to identify properties is also introduced. Students are trained in identifying gems in labs where they gain confidence using the microscope, spectroscope, refractometer, polariscope, dichroscope, and loupe.

JEA 440
Color on Metal
3Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 310
The objective of this course further explores the multi-color palette of metal through the medium of enameling. Student designers will acquire skills to incorporate color, glass, metal, drawing and painting onto their two and three dimensional designs. Enameling techniques on etched surfaces, engraved surfaces, and enameling with wire will be demonstrated and applied. Students design projects in this course demonstrating an understanding of the color, light illusions and properties unique to enameling.

JEA 445
Metal Arts Studio
2.5 Units; 5 Studio hours
Prerequisite: JEA 440
The objective of this course is for students to display their creative works of art in a professional manner. This course is to be taken at the end of the program and the skills taught will be at a much more advanced level than skills previously learned through the Sample Case Portfolio course. Students will learn the appropriate skills necessary to professionally present their works to both the public and professionals of the jewelry industry.

JEA 450
Senior Studio
3 Units; 6 Studio hours
Prerequisite: JEA 310 and an accumulation of 160 units or more
This course is for senior students to develop a final body of work that expresses their creative ingenuity and

technical demonstration of skills acquired. Students will work to finish a balanced collection integrating a coherent theme and the display of their conceptual maturity. Student's extensive work will be exhibited along with a submittal of a thesis and documented progress at that time. Work from this course will also be a part of the student's final showcase

JEA 460
Creative Digital Design I: Jewelry
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: JEA 250
This intermediate course emphasizes proficiency in jewelry design utilizing multimedia tools. Students execute their creative ideas right on the screen and learn to modify and perfect designs with the finesse of technology. The skills to automate the process of resizing, making design adjustments and color manipulations with the aid of technology are emphasized.

JEA 465
Jewelry Design Showcase Portfolio
2.5 Units; 5 Studio hours
Prerequisite: JEA 140
The objective of this course is for students to personally design and present their works. The course will encourage students to produce individual creative expressions within their designs. Students will learn the preparation and presentation skills necessary to properly present their works in a final showcase.

JEA 470
Gem Identification II
3 Units; 1.5 Lecture and 4 Lab hours
Prerequisite: JEA 430
A continuation course from Gem Identification I. This gem identification course trains students to recognize and distinguish the major gems in the marketplace. Students will identify stones from different species, separating natural gems from their synthetics. The utilization of effective gemological tools used in testing is covered and practiced. The latest gem treatments used to identify properties is also introduced. Students are trained in identifying gems in labs where they gain confidence using the microscope, spectroscope, refractometer, polariscope, dichroscope, and loupe.

JEA 475
Gem Identification Lab
3 units; 6 Lab hours
Prerequisite: JEA 470
Students will learn the methods and skills necessary to accurately identify natural, synthetic, and imitation gemstones. Various tools such as a microscope, spectroscope and dichroscope will be used to analyze and properly identify various gemstones. Students will become adept at identifying hundreds of gemstones through both the guidance of an instructor and hands-on experience.

JEA 480
Creative Digital Design II/ Digital Portfolio
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: JEA 460
This advanced course in digital jewelry design further executes the skills acquired in former classes. Students develop and master the skills required to completing their conceptual designs into finished professional presentation. Principles of presentation and layouts will be explored. Designers will demonstrate a command of their computer fluency by creating a digital portfolio of their work to be evaluated.

JEA 485
Studio: Alternative Materials
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 310
A creative course in the incorporation of ready-made, found and/or recycled materials for sculptural, functional or wearable art. Students will experiment with rubber, glass, wood and other alternative materials in combination with the media of metal. Students are encouraged to go beyond the formal aesthetics of traditional jewelry as they engage in innovative methodologies.

JEA 490
Changes and Trends in Jewelry
3 Units; 3Lecture
Prerequisite: None
An examination of cycling trends and the market of the jewelry industry. Student designers are given a broad overview of the political, social and economic factors that contribute to predicative elements in contemporary jewelry designs. Students gain valuable awareness of the different variables contributing to the fashion climate of trends today.

JEA 495
Portfolio: Showcase
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 430 and an accumulation of 160 units
Students prepare a comprehensive display of their artistry skill and production in a final showcase. Students learn the skills, design and preparation of developing their presentation as well as create a professional portfolio.

JEA 500
Graduate Jeweler I
6 Units; 12 Studio hours
Prerequisite: JEA 460
This graduate jeweler course will direct students to find and explore their personal areas of interest. Class projects will give guidance and challenges to their conceptual and technical processes. Students are encouraged to do in-depth research as well as consider the critique of instructors and peers in their creative pursuits. Practical refinement in the technical mastery of metal manipulation and crafting is stressed. Students are expected to execute projects to professional quality.

JEA 510
Graduate Studio I
3 Units; 6 Studio hours
Prerequisite: JEA 460
This graduate studio course will focus on presenting various projects and challenges that will help designers

rethink their current positions and styles. Students are required to keep current sketchbooks and expand their current subjects of interest and techniques.

JEA 520
Wax Techniques Studio
6 Units; 2 Lecture hours and 8 Studio hours
Prerequisite: JEA 330
The graduate student will continue their technical mastery in the practice of wax carving as they execute class assignments in challenging forms and designs. Students will further explore the practices they learned in former classes and utilize wax molds and techniques to accomplish their creative endeavors.

JEA 525
Wax Showcase Portfolio
3 Units; 1 Lecture and 4 Studio hours
Prerequisite: JEA 520
This course will allow students to utilize the wax techniques and skills they have acquired to make and present their own works. Students will have the freedom to exercise their creativity in their works under the guidance of instructors. Students will be taught the appropriate skills necessary to prepare and present their works in the final showcase.

JEA 530
The Jewelry Profession
3 units; 3 Lecture hours
Prerequisite: None
This course is geared so that students learn various aspects of the jewelry business world including business practices, trends, laws and current events. Students will be able to personally learn from visiting lecturers and gain insight into business practices and secrets that will help them once they enter the jewelry industry.

JEA 540
Seminar I
3 Units; 3Lecture
Prerequisite: None
This course will address the contemporary and historical philosophy that has shaped the desire, design, and purpose of jewelry in society. Designers will focus on critical dialogue, analyzing issues from readings, discussions, and other issues pertinent to the jewelry world. The intersection of art, design, and contemporary emergences will be discussed.

JEA 550
Graduate Jeweler II
6 Units; 12 Studio hours
Prerequisite: JEA 500
The theoretical concerns of jewelry as well as the studio practices will be addressed in this class. The discipline of metal for the jeweler will be discussed as methodologies and processes are examined. Class led assignments will provide a framework in which students can explore their creative endeavors. The end objective of the course is to have students identify and pursue independently driven projects that nurture their expertise and interest in specific disciplines.

JEA 560
Graduate Studio II
3 Units; 6 Studio hours
Prerequisite: JEA 510
This studio class focuses on developing the designer to think as a creative individual. While class assignments leave room for designers to pursue their creative impulses, designers will also present their finished work to the class for critiques. Designers will learn how to integrate and consider the feedback of others, and to go through the various processes of redefining or recreating their work. Students will learn the necessary tool of investigating the motivating force of their work and others.

JEA 570
Seminar II
3 Units; 3Lecture
Prerequisite: JEA 540
This course will address the contemporary and historical philosophy that has shaped the desire, design, and purpose of jewelry in society. Designers will focus on critical dialogue, analyzing issues from readings, discussions, and other issues pertinent to the jewelry world. The intersection of art, design, and contemporary emergences will be discussed.

JEA 580
Appraisal Theory and Practice
3 units; 3 Lecture hours
Prerequisite: None
The objective of this course is for students to learn the skills and methods to properly evaluate and assess the value of different gems and jewelry. Students will learn to write and understand professional appraisals so that they will be ready for the competitive jewelry industry.

JEA 590
Graduate Studio III
3 Units; 6 Studio hours
Prerequisite: JEA 560
Student designers continue to pursue their developed area of interest and begin to conduct research, and make use of models and drawing to integrate into their presentations. Graduate students will work within deadlines and practice presenting their work in the context of a classroom critiques. Active sketchbooks are required.

JEA 600
Graduate Thesis/ Project
6 Units; 2 Lecture and 8 Studio hours
Prerequisite: Department Chair Approval
The MA student will prepare a cohesive body of work that represents their applied skills and expertise in the jewelry arts. Their student will work independently but under the guidance of an instructor to develop their thesis and focused studio work. Student work will be presented in a Graduate Exhibition whereas expectations in their thesis

investigation, unique style, and technical execution will reveal the highest level of creativity and

MAT 100
College Mathematics I
3 Units
Prerequisite: None
This course will survey basic math principles in college mathematics with an emphasis on intermediate algebraic concepts.

MAT 300
College Mathematics II
3 Units
Prerequisite: MAT 100
An introductory college level mathematics course reviewing the applications of statistics, metrics, and problem solving skills. Basic algebra concepts will also be reinforced.

MFG 100
Fundamentals of Manufacturing
3 Units
Prerequisite: None
This course provides an overview of three levels of the fashion industry whereby the process of a product from design, production, and retail is examined. The organization, structure and problems in the fashion industry are furthered discussed and explored.

MFT 300
Introduction to Manufacturing
3 Units
Prerequisite: None
An introductory course in the industry of manufacturing. The class overviews the processes which a product is prepared to meet industry standards, enter into mass production, and other specifications and that contribute to consumerability.

MKG 100
Fundamentals of Marketing
3 units
Prerequisite: None
This foundational course will introduce the basic principles and concepts of marketing and the micro and macro strategies involved. The student will consider the variables of product, pricing, promotion and distribution and examine how each component contributes to the strength and utility of the marketing plan. The importance of brand imaging will also be further discussed. Students will work collaboratively in teams to apply their skills and strategies to marketing a product.

MKG 120
Introduction to Retailing
3 units
Prerequisite: None
This course is an examination of the retail industry over viewing the operations and planning applied today. The format, structures and practical challenges of retail stores both traditional and non-traditional are discussed as well as examined in its domestic and global climate. Fluency in retail terminology and concepts are stressed and careers paths in the industry are further defined.

MKG 130
Advertising Fundamentals
3 units
Prerequisite: None
This course is a foundational overview of advertising; its history and current employment in society today. The class will examine the various methods of media that advertising has affected and develop an understanding of what trends have emerged, cycled and lasted over the years. Students will analyze ads, ad campaigns, and develop a consciousness of the persuasive tool of advertising.

MKG 140
Business Statistics
3 units
Prerequisite: None
This course establishes a foundational understanding of mathematical applications applied in business statistics. A comprehensive overview of statistics, probability, sampling, means and proportions and methods to read and produce data will be covered. Students gain practical experience in applying problem solving skills using applications available technology.

MKG 150
Selling Techniques
3 units
Prerequisites: MKG 100
Selling to various audiences, developing content, structure and setting goals in practical situations are examined. Students are also introduced to the behavioral and motivational techniques adapted in current professional selling practices.

MKG 210
Marketing Presentation
3 units
Prerequisites: MKG 100, 210, MKG 220
The processes of developing a complete merchandising plan is overviewed in this class. Students learn the necessary components of creating a customer profile, a financial and assortment plan, as well as a gross margin projection to be incorporated in their presentations. Students then create a seasonal merchandising plan that will demonstrate a proper understanding of the different variables involved.

MKG 220
Technology for Merchandise Planning & Control
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisites: None
A course in the use of computer spreadsheets to aid students in the practice of merchandise planning and control. Students will execute calculations of plan sales, stock, etc. utilizing creative spreadsheets. They also learn other skills needed to develop portfolios for presentation and practical use. Practicum in buying using the computer and fluency in data analysis will be stressed.

MKG 225
Internet Marketing
3 Units; 2 Lecture & 2 Studio hours
Prerequisite: MKG 100
The recent technological developments have opened a booming avenue for business on the interactive internet. This course will examine how to do marketing on the internet and overview the pertinent strategies and processes.

MKG 230
Consumer Behavior
3 Units
Prerequisites: None
Prerequisite: None
This course will study the sociological, psychological, and other determinants contributing to consumer behavior. Trends, cycles, and patterns will be studied.

MKG 240
Visual Merchandising
3 Units; 2 Lecture & 2 Studio hours
Prerequisites: MKG 100
An overview of the conceptual and technical skills needed in spatial planning. Students are instructed in 3-D visualization software and build a foundation in acquiring space planning and designing fundamentals.

MKG 250
Sales Promotion
3 Units
Prerequisites: MKG 200
This course will examine the different strategies of marketing that affect the dynamics of consumer behavior in buying and decision-making. At the end of this class the student is familiar with the sociological and psychological variables influencing consumer buying and able to utilize their understanding in applied sales promotions.

MKG 260
Applied Buying
3 Units
Prerequisites: MKG 200, MKG 220
This course provides a practicum in a mock buying experience for students to demonstrate their knowledge of skills acquired in merchandise planning and control. Foundational theories of retail buying are discussed as well as applied. Students are instructed in profit maximization, negotiating with vendors, purchasing terms as well as evaluating sales and profitability through computer generated reports.

MKG 270
Applied Management
3 Units
Prerequisites: MKG 220
This course will give students the opportunity to demonstrate their skills and knowledge in applied management situations. Working in collaborative teams, students execute management decisions and policies. Analyzing skills, problem solving, and practiced leadership will be stressed.

MKG 280
Visual Merchandising II
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisites: MKG 240
This course will further expand on the principles of store design and planning considering elements of store lighting, product placement, and the use of special effects. Students will learn more advanced techniques in using 3-D visualization software. Principles of design, marketing and practicality will be stressed.

MKG 290
Portfolio Preparation
3 Units; 1.5 Lecture and 3 Studio hours
Prerequisite: Accumulation of 75 units.
This course will introduce the process of executing a design portfolio while also considering the creative and necessary elements of marketability. Students will develop a portfolio to be evaluated at the end of the course. Professional practices in interviews and portfolio presentation will be overviewed.

MKG 500
Fashion Marketing and Consumer Research
3 units
Prerequisite: None
This course will review fashion marketing research concepts and effective methodologies. Students learn to further mature critical thinking and analysis skills to evaluate and utilize research information in their decision making processes.

MKG 510
Fashion Advertising and Communications
3 units
Prerequisite: None
This course will survey the influencing factors of advertising in fashion consumer behavior also examining the various strategies used in effective promotions. The communication of fashion through visually stimulating fashion symbols and statements is explored.

MKG 520
Fashion Demands and Sales Forecasting
3 units
Prerequisite: None
Students will learn to forecast and follow the life cycles of fashion trends and learn how to test and integrate new products and concepts into the market. Life cycles of pricing, advertisements, consumer purchase motivations, time series and regression analysis using computer technology will be examined.

MKG 530
Marketing Strategies with Technology
3 units
Prerequisite: None
The objective of this course is to establish a framework in the various theories and practices of marketing strategies. This course will emphasize the integration into high-technology markets and how to maintain a competitive and relevant marketing platform.

SCI 110
Introduction to Physical Science
3 Units
Prerequisite: None
A survey of the physical sciences, establishing a basic foundation in understanding the physical world through the principles of chemistry, physics, earth science and space sciences.

SCI 300
Introduction to Biological Science
3 Units
Prerequisite: None
The fundamental principles of biology are overviewed with an emphasis on molecular, cell, and organism biology. Other relevant topics to the biological sciences are also examined.

SSC 100
Principles of Microeconomics
3 Units
Prerequisite: None
This course provides an introduction to the theory and practice of contemporary microeconomics. The primary focus of this course is on how individuals and societies deal with the fundamental economic problem of scarcity. The course begins with a discussion of the methodology of economics.

SSC 300
Philosophy of Ethics
3 Units
Prerequisite: None
The emergence of business in its domestic and global context and the surrounding issues of financial ethics will be examined. Problems of corporate and individual responsibility are explored as well as the role of government regulation and its influences.

SSC 310
Introduction Sociology
3 Units
Prerequisite: None
A course surveying the principles governing and influencing society. Students are introduced to the basic sociological terms and concepts and analyze existing social concerns and trends of contemporary society.

SSC 320
Macroeconomics
3 Units
Prerequisite: None
This class introduces student to basic principles and characteristics of economic systems. Primary emphasis is on macroeconomic issues, including national income determination, monetary and fiscal policy, and current economic problems.

SSC 330
Political Economy
3 Units
Prerequisite: None
An introductory course to the theoretical and contending issues of a domestic and global political economy. The class will focus on the U.S. and international economic relationships from current and historical examination. The shaping of economics and public policy from a political perspective will be stressed.

TEX 100
Introduction to Textiles
3 Units
Prerequisite: None
An introductory course to the basic properties of textiles and how textile materials are used in the fashion industry. Students identify the characteristics of different fabrics as well as gain comprehensive terminology of the textile industry.

TEX 150
Textile Engineering
3 Unit Prerequisite:
TEX 10An intermediate class in the science of fabric and printing techniques. Students will gain hands on experience in the recognition of different types of fabrics and their unique properties