

California Arts University

ACADEMIC CATALOG

2022-2023



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All classes of instruction are held at the above address.

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Statement of Faith

All the board members, administrators, students, and faculty members of California Arts University subscribe to the following statement of faith.

We believe the Bible is the inspired Word of God and the only standard for faith, life, and academic discipline. *We believe* in the Holy Triune God, existing eternally in three persons, the Father, the Son, and the Holy Spirit. *We believe* in the creation of the universe as presented in Scripture and in the reality of heaven and hell and the existence of the devil. *We believe* God created humankind in His image and likeness, but by the disobedience of Adam, all humankind was alienated from God and lost. *We believe* that Jesus of Nazareth is the Messiah, the Son of God, born of the Virgin Mary, who died on the cross, was physically resurrected from the dead, ascended into heaven, and will one day return in His glory to reign upon the earth. *We believe* in the gospel of salvation through the cross for those that put their faith in Jesus will be saved. *We believe* that the Church is the body of Christ and that the people of God are called to mission, education, and service. We believe that Satan is real and acts as a tempter, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in eternity. We believe in last things which are the future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments. Both the saved and the lost will be resurrected—the saved unto the resurrection of life in heaven and the lost unto the resurrection of damnation in hell.

Accreditation and Approval Notice

California Arts University is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [[15935 Forest Road, Forest, VA 24551](http://15935ForestRoad.com)]; Telephone: (434) 525-9539; e-mail: info@tracs.org] having been awarded Accredited Status as a Category III institution by the TRACS Accreditation Commission on April 16, 2019. This status is effective for a period of up to five years. The TRACS Accreditation Commission at its meeting on November 4, 2019, approved the Substantive Change Proposal for California Arts University (CAU). Approval of this change means that CAU is now a Category IV institution, approved to offer doctorate degrees. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

The University has maintained a formal approval to operate as a degree-granting, accredited institution from the California Bureau for Private Postsecondary Education (BPPE). The University is approved to offer the Bachelor of Arts in Music, the Master of Arts degree in Contemporary Music Performance and the Doctor of Musical Arts. The institution is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. (CEC §94909(a)(2) and §94897(l)(1)(2))

Course of Study

BAM Degree Music Requirements: 90 credits

Course Code & Course Title (Credits)
MUCO 101 Music Theory (3)
MUCO 201 Tonal Harmony (3)
MUCO 210 Arranging I (3)
MUCO 220 Jazz Harmony I (2)
MUCO 310 Arranging II (3)
MUCO 320 Jazz Harmony II (2)
MUCO 401 Songwriting (3)
MUCO 411 Songwriting for Commercial Music (3)
MUCO 421 Orchestration (3)
MUEN 101 Ensemble I (2)
MUEN 102 Ensemble II (2)
MUEN 201 Ensemble III (2)
MUEN 202 Ensemble IV (2)
MUEN 301 Ensemble V (2)
MUEN 302 Ensemble VI (2)
MIND 401 Music Business (3)
MTEC 101 Techniques of Recording I (2)
MTEC 201 Techniques of Recording II (2)
MUCD 251 Conducting (3)
MUCH 411 Music Ministry and the Worship Arts (3)
MUET 101 Ear Training I (2)
MUET 201 Ear Training II (2)
MUHL 101 History of Western Music (3)
MUHL 201 History of Contemporary Music (3)
MUPF 110 Reading and Groove (2)
MUPF 111 Keyboard Lab (2)
MUPF 210 Vocal and Choir (2)
MUPF 310 Group Performance Workshop (2)
MUPF 311 Improvisation Concepts (2)
MUS 110 Individual Instruction I (2)
MUS 120 Individual Instruction II (2)
MUS 210 Individual Instruction III (2)
MUS 220 Individual Instruction IV (2)
MUS 310 Individual Instruction V (2)
MUS 320 Individual Instruction VI (2)
MUS 410 Individual Instruction VII (2)
MUS 420 Senior Project (3)
MUS 450 Graduation Recital and Portfolio (3)

General Education requirements (in each of the humanities/fine arts, behavioral/social sciences, and natural science/math): 30 credits

Categories	Course Code & Course Title	Units
Humanities / Fine Arts	HU 100 Worship Leading	3 credits
	FA 110 Musicianship	3 credits
	FA 210 Music Appreciation	3 credits
	FA 310 Lyric Writing	3 credits
Behavioral / Social Sciences	SS 100 Entrepreneurship	3 credits
	SS 200 The Package Deal: Contracts, Budgets and Making Money	3 credits
	BS 100 Ethics	3 credits
Natural Science / Math	NS 100 Psychology	3 credits
	NS 110 Medical Terminology	3 credits
	MA 100 Math and Computer	3 credits

Possible Program Scope and Sequence

1 st	2 nd
MUS 110 Individual Instruction I (2) MUEN 101 Ensemble I (2) MUPF 110 Reading and Groove (2) MUCO 101 Music Theory (3) FA 110 Musicianship (3)	MUS 120 Individual Instruction II (2) MUEN 102 Ensemble II (2) MUET 101 Ear Training I (2) MUCO 201 Tonal Harmony (3) HU 100 Worship Leading (3)
3 rd	4 th
MUS 210 Individual Instruction III (2) MUEN 201 Ensemble III (2) MUPF 111 Keyboard Lab (2) MUHL 101 History of Western Music (3) NS 100 Psychology (3)	MUS 220 Individual Instruction IV (2) MUEN 202 Ensemble IV (2) MUET 201 Ear Training II (2) MUCD 251 Conducting (3) BS 100 Ethics (3)
5 th	6 th
MUS 310 Individual Instruction V (2) MUEN 301 Ensemble V (2) MUPF 210 Vocal and Choir (2) MUCO 210 Arranging I (3) MA 100 Math and Computer (3)	MUS 320 Individual Instruction VI (2) MUEN 302 Ensemble VI (2) MUCO 220 Jazz Harmony I (2) MUHL 201 History of Contemporary Music (3) NS 110 Medical Terminology (3)
7 th	8 th
MUS 410 Individual Instruction VII (2) MUPF 310 Group Performance Workshop (2) MTEC 101 Techniques of Recording I (2) MUCO 310 Arranging II (3) FA 210 Music Appreciation (3)	MUPF 311 Improvisation Concepts (2) MUCO 320 Jazz Harmony II (2) MTEC 201 Techniques of Recording II (2) MUCO 401 Songwriting (3) SS 100 Entrepreneurship (3)
9 th	10 th
MUS 420 Senior Project (3) MUCO 411 Songwriting for Commercial Music (3) MIND 401 Music Business (3) SS 200 The Package Deal: Contracts, Budgets and Making Money (3)	MUS 450 Graduation Recital and Portfolio (3) MUCO 421 Orchestration (3) MUCH 411 Music Ministry and the Worship Arts (3) FA 310 Lyric Writing (3)

General Education requirements (in each of the humanities/fine arts, behavioral/social sciences, and natural science/math): 30 credits

Humanities / Fine Arts

HU 100 Worship Leading

The course provides practical guidelines that are essential for effective church worship leadership. Worship leaders guide the flow of church services, exciting and calming congregations, and preparing them for the message of the service. In this course, students explore the foundational skills and practices of effective leadership.

Continuing guidance and practice in the study of worship leading. Students learn the foundational ideas in preparing sets, delivering sets, leading other musicians and honing their presentation skills. Students study successful worship leaders to discover of what makes an effective leader, and to examine the leader's principle roles of musician, music minister, and more.

FA 110 Musicianship

An introduction to the Movable Do System, and basic solfeggio syllables in all major keys.

Students practice recognition and recall of single notes, melodic fragments, diatonic triads and diatonic intervals in all major keys. Work with basic rhythms and 4 beat conducting patterns, and melodic dictation in major key examples. Students learn to hear all triad qualities.

Work with the Movable Do System in minor keys, and solfeggio syllables in natural, melodic and harmonic minor modes. Students learn to recognize and recall single notes, melodic fragments, diatonic triads and diatonic intervals in minor modes and key centers. Work with rhythms and 2, 3 and 4 beat conducting patterns, and melodic dictation in minor key examples. Learning to hear all triad qualities in all inversions. Introduction of note groups and patterns in melodic work.

FA 210 Music Appreciation

This course is designed as an introduction to the tradition of Western, or European art music. The goal is to come to an understanding of the stylistic features that characterize different historical periods, starting with the Middle Ages, through the Renaissance, Baroque, Classical and

Romantic eras, finally arriving to the Twentieth and Twenty-first Century. Students will also be introduced to the artistic, political, social, religious and economic environments that birthed the different aesthetics of classical Western music. (Prerequisite: None) This course is designed for 3 units of theory. 45 hours.

FA 310 Lyric Writing

This course focuses on the basics of lyric writing. How to generate better ideas, find the right words to express those ideas, and organize rhythms and rhymes into compelling verses, choruses and bridges. Write vivid lyrics by mastering the elements of structure and the process of building great lyrical ideas into great songs.

Behavioral / Social Sciences

SS 100 Entrepreneurship

Introduces students to the current landscape of the world-wide industry. Core activity areas of the industry are examined; such as professional organizations, the individual's – team (managers, lawyers, accountants, agents, PR, producers), legal issues (contracts, licenses, etc.), publishing and licensing. Exploration of the basic principles of entrepreneurship, and how they can serve professional goals.

SS 200 The Package Deal: Contracts, Budgets and Making Money

This course covers package-deal contracts, license agreements, royalties, organizing writing-recording-delivery schedules. Budgeting and negotiating.

BS 100 Ethics

The course is designed for students to understand ethical principles of conduct and the basic concepts underlying these principles—such as good, evil, right, wrong, justice, value, duty, and obligation—based on the Christian worldview. Students will study and discuss the ethical works of philosophers, analyzed in terms of these concepts. (Prerequisite: None) This course is designed for 3 units of theory. 45 hours.

Natural Science / Math

NS 100 Psychology

This course will provide an introduction to the field of psychology. The focus will be on the overview of basic concepts within the field of psychology with application. The lecture and class discussion will include integration of psychology with Biblical understanding. (Prerequisite: None) This course is designed for 3 units of theory. 45 hours.

NS 110 Medical Terminology

This course will teach the basics of medical terminology and begin speaking and writing terms almost immediately. The class will focus on helping students actively build a working vocabulary of the most frequently encountered suffixes, prefixes, and word roots. Terms are introduced in the context of human anatomy and physiology to help students understand exactly what they mean, and case studies and vignettes throughout the book demonstrate how they're used in practice. (Prerequisite: None) This course is designed for 3 units of theory. 45 hours.

MA 100 Math and Computer

Topics include, but are not limited to, sets and counting, probability, statistics, finance, matrices, linear programming, exponential and logarithmic functions, systems of equations, and the analysis of functions from their graphs. Students apply computer techniques learned in class to project supervised by the instructor.

Language Proficiency Information and Instructional Language

English proficiency guides: 1) Students may submit English grade obtained at previously attended schools (High School Transcript, English Language Academy, SLEP score, or Secondary Level of English Proficiency), but it is not required. 2) If further necessary, SLEP test can be taken at CAU.

Since California Arts University is a Korean institution, main language of communication is Korean. That is why not all students need to verify their level of English proficiency. The level of proficiency for Korean, if the student is non-native speaker of Korean, may be measured by transcription of the student, which shows she/he attended a Korean speaking institution to obtain at least one academic degree. If a student does not have that experience, he or she should take Korean Language Proficiency Exam (equivalent with SAT Verbal in USA) and should pass over 60%.

Korean will be primary instructional language, since the institution only has the Korean track. Most or all of the applicants are Korean. However, we will also use English and provide the translation services for some lectures, textbooks, musical terms and instrumental names, etc. The cost for the English translation services is \$50 per hour for lectures and lessons.

* Educational program of CAU is not designed for any licensure.

Admission Application Requirements

Admission to our MACMP is open to an individual who has earned a qualifying degree from an accredited institution. An applicant is expected to carefully review admission requirements outlined above. An applicant to the MACMP program at California Arts University is required to submit a completed application, application fee, and all official transcripts from institutions listed on the application.

- Transcripts should be delivered in their official, sealed envelopes. An official transcript can also be sent electronically directly from an institution.
- An application fee of \$50 (non-refundable) must accompany each application.

Application materials submitted to the University become the property of the University and will not be returned to the applicant, irrespective of application outcome. Materials will be retained on secure file for one year from the time of application. Upon successful application, official transcripts, test scores, and acceptance letters will be kept in the Registrar's Office.

Program Requirements

Students receive the Master of Arts degree in Contemporary Music Performance (MACMP) when they fulfill the following program requirements:

- Completion of 45 credits of course work (normally in 2.5 years)
- Completion of 36 credits (80 percent of the total credits required) at California Arts University
- A minimum cumulative grade point average (GPA) of 3.0.
- Graduation recital

Total Cost for the Master of Arts in Contemporary Music Performance (MACMP):
(45 Units x \$390 = \$17,550)

Course of Study (Program Scope and Sequence)

Semester	Music Requirements		45 credits
1	MUS 501	Individual Instruction I	3 credits
	MUEN 411	Ensemble Performance	3 credits
	MUET 401	Sight Singing & Ear Training	3 credits
2	MUS 502	Individual Instruction II	3 credits
	MUEN 421	Ensemble I	3 credits
	MUCO 431	Advanced Jazz Harmony I	3 credits
3	MUS 601	Individual Instruction III	3 credits
	MUEN 422	Ensemble II	3 credits
	MUCO 432	Advanced Jazz Harmony II	3 credits
4	MUS 602	Individual Instruction IV	3 credits
	MUCO 511	Advanced Songwriting	3 credits
	MTEC 451	Studio Recording	3 credits
5	MUCD 451	Advanced Conducting	3 credits
	MTEC 452	Music Production	3 credits
	MUS 650	Graduation Recital Project	3 credits

Course Descriptions

MUS 501, 502, 601, 602 Individual Instruction I-IV
Principal instrument study.

MUEN 411 Ensemble Performance
Through ensemble performance, rhythmic technique and music style can be improved while also allowing one to accurately identify and play the desired genre.

MUEN 421, 422 Ensemble I-II
Study for repertoire and performing practice for ensemble.

MUCO 431 Advanced Jazz Harmony I
Analysis and application of major and minor key harmony; continued elaboration of subdominant minor and modal interchange; chord scale theory. Review of melodic construction and melody/harmony relationship; individual note analysis of melodies. Substitute dominant and related II_m7 chords; diminished chord patterns; modulation.

MUCO 432 Advanced Jazz Harmony II
Continuation of principles of modern chord progression: deceptive resolutions of secondary dominants; dominant seventh chords without dominant function; contiguous dominant motion. Review of melodic construction, form, and melody/harmony relationship; modal interchange; pedal point and ostinato; modal harmony and modal composition; compound chords; constant structures.

MUCO 511 Advanced Songwriting
Songwriting techniques. Students will develop a strong sense of form, melody, harmony, bass line development, and rhythm. Introduction to lyric considerations. Projects, in lead sheet format, will cover a variety of styles.

MTEC 451 Studio Recording
A study of recording and editing techniques using Digidesign Pro Tools with primary focus on applications to arranging and composing. Topics include handling of tracks, importing audio, recording of play lists, equalization, and effects as well as virtual instruments, midi recording, sequencing, trimming, fading, tempo, meter maps, time stretching, and plug-in automation, culminating in the mixing of a fully arranged song applying all of the studied techniques.

MUET 401 Sight Singing & Ear Training
Singing and aurally identifying intervals in tonal and non-tonal situations. Intended to bridge the gap between relative pitch and hearing by interval alone. Preparation for singing atonal music. Development of ear training skills through performance and dictation. Study of melodies, intervals, harmony, and solfege in Lydian, Mixo-Lydian, Dorian, and Phrygian modes, mixed modes, and harmonic and melodic minor. Continued study of rhythms, meters, conducting patterns, and notation.

MUCD 451 Advanced Conducting

Students will grow theoretical knowledge about music through the history of conducting, harmonizing, counterpoint, and musical analysis. They will also be able to demonstrate their commanding ability through improved understanding of general score and sheet music and systematic practical training.

MTEC 452 Music Production

In addition to composing, arranging, and sound design skills necessary for the music business, students will build their professional knowledge and skills in single album production through theory and practice on the overall production process.

MUS 650 Graduation Recital Project

Students register for this course to have a recital for fulfillment the degree requirement.

Doctor of Musical Arts (DMA)

Program Purpose and Objectives

Currently California Arts University offers the Doctor of Musical Arts (DMA). This is the highest degree that represents the professional expertise in a major field of musical practice along with additional areas in choral music, chamber music, conducting, and sound recording.

The purpose of the program is to:

- Train students to become professional and faithful musician with their individual artistry and performance skill.
- Equip students with the deepen understanding of the harmonic and stylistic practices associated with their chosen area of performance through coursework, applied lessons, ensembles, and master classes.
- Nurture students to master the technological skills that are essential for the contemporary performer.

Program Learning Outcomes

When students complete the DMA program, they'll have the ability to:

- Laying the foundation to each style of music in theoretical, historical, and musical approaches;
- Synthesize the skills required for performances in various music settings;
- Perform music in various musical styles;
- Apply technologies for recordings and distributing music; and
- Synthesize religious identity, vision, and intent in performances.

Admission Policies (Requirements and Procedure)

The process of admission to Doctor of Musical Arts program requires:

- A Master's degree or its equivalent
- An official transcript from the current and previous college/university
- A California Arts University Application
- A letter of recommendation
- A personal audition or a recent video recording if necessary
- Graduate diagnostic examinations for new graduate students

Audition

A personal audition may be required to all graduate applicants. A video recording may be submitted in lieu of an audition for applicants who do not live in Southern California. Auditions are administered on the CAU campus. Exception considered for unusual case.

Admission Application Requirements

Admission to our DMA is open to an individual who has earned a qualifying degree from an accredited institution. An applicant is expected to carefully review admission requirements outlined above. An applicant to the DMA program at California Arts University is required to submit a completed application, application fee, and all official transcripts from institutions listed on the application.

- Transcripts should be delivered in their official, sealed envelopes. An official transcript can also be sent electronically directly from an institution.
- An application fee of \$50 (non-refundable) must accompany each application.

Application materials submitted to the University become the property of the University and will not be returned to the applicant, irrespective of application outcome. Materials will be retained on secure file for one year from the time of application. Upon successful application, official transcripts, test scores, and acceptance letters will be kept in the Registrar's Office.

Program Requirements

Students receive the Doctor of Musical Arts (DMA) when they fulfill the following program requirements:

- Completion of 60 credits of course work (normally in 3.5 years)
- The minimum residency requirement consists of two consecutive long semesters (fall or spring) at CAU with a minimum of nine graduate hours in each term.
- A minimum cumulative grade point average (GPA) of 3.0
- Doctoral essay
- Oral qualifying exam.
- Lecture Recital
- Solo Recital (or a dissertation if required)

TOTAL COST FOR DOCTOR OF MUSICAL ARTS: (60 Units x \$690 = \$41,400)

Course of Study

DMA Degree Requirements: 60 credits

MUCO-551	Advanced sight singing and ear training	2 credits
MUCO-552	Analytical approaches to tonal music	2 credits
MUCO-553	Songwriting and arranging I	2 credits
MUCO-554	Songwriting and arranging II	2 credits
MUCO-555	Modern improvisation techniques	2 credits
MUCD-551	Chamber choir and conducting I	3 credits
MUCD-552	Chamber choir and conducting II	3 credits
MUHL-551	Music history I	2 credits
MUHL-552	Music history II	2 credits
MUHL-553	Research and writing seminar	3 credits
MUHL-554	Music appreciation and criticism	2 credits
MUPF-551	The trend of contemporary music	3 credits
MUPF-552	Science of rhythm	2 credits
MTEC-551	Music technology and production I	2 credits
MTEC-552	Music technology and production II	2 credits
MTEC-553	Computer assisted recording and editing	3 credits
MUEN-551	Ensemble I	2 credits
MUEN-552	Ensemble II	2 credits
MUS-651	Individual instruction I	2 credits
MUS-652	Individual instruction II	2 credits
MUS-653	Individual instruction III	2 credits
MUS-654	Individual instruction IV	2 credits
MUS-655	Individual instruction V	2 credits
MUS-720	Advanced major seminar	3 credits
MUS-750	DMA lecture recital	3 credits
MUS-751	DMA solo recital	3 credits

Possible Program Scope and Sequence

1 st	2 nd
MUS-651 Individual Instruction I (2) MUCO-551 Advanced Sight Singing and Ear Training (2) MUCO-552 Analytical Approaches to Tonal Music (2) MUCD-551 Chamber Choir and Conducting I (3)	MUS-652 Individual Instruction II (2) MUCO-553 Songwriting and Arranging I (2) MUHL-551 Music History I (2) MUCD-552 Chamber Choir and Conducting II (3)
3 rd	4 th
MUS-653 Individual Instruction III (2) MUCO-554 Songwriting and Arranging II (2) MUHL-552 Music History II (2) MUPF-551 The Trend of Contemporary Music (3)	MUS-654 Individual Instruction IV (2) MUHL-553 Research and Writing Seminar (3) MTEC-551 Music Technology and Production I (2) MUPF-552 Science of Rhythm (2)
5 th	6 th
MUS-750 DMA Lecture Recital (3) MUEN-551 Ensemble I (2) MTEC-552 Music Technology and Production II (2) MUCO-555 Modern Improvisation Techniques (2)	MUS-655 Individual Instruction V (2) MUEN-552 Ensemble II (2) MUHL-554 Music Appreciation and Criticism (2) MTEC-553 Computer Assisted Recording and Editing (3)
7 th	
MUS-720 Advanced Major Seminar (3) MUS-751 DMA Solo Recital (3) Oral Qualifying Exam (0) Doctoral Essay/Dissertation (0)	

Focus Areas

Focus areas of the DMA program. (An area of focus consists of 9 or fewer semester credit hours where all courses are within the same or a related field.) Students should consult their academic advisor to choose one focus area and for details.

Conducting Focus

MUCD-551	Chamber Choir and Conducting I	3 credits
MUCD-552	Chamber Choir and Conducting II	3 credits
MUS-751	DMA Solo Recital: Conducting	3 credits

Composition Focus

MUCO-553	Songwriting and Arranging I	2 credits
MUCO-554	Songwriting and Arranging II	2 credits
MUCO-552	Analytical Approaches to Tonal Music	2 credits
MUS-751	DMA Solo Recital: Composition	3 credits

Christian Contemporary Music Composition Focus

MUCO-553	Songwriting and Arranging I	2 credits
MUCO-554	Songwriting and Arranging II	2 credits
MUCO-555	Modern Improvisation Techniques	2 credits
MUS-751	DMA Solo Recital: CCM Composition	3 credits

Sound Engineering Focus

MTEC 551	Music Technology and Production I	2 credits
MTEC 552	Music Technology and Production II	2 credits
MUEN-552	Ensemble II	2 credits
MUS-751	DMA Solo Recital: Sound Engineering	3 credits

Music Business Focus

MUHL 554	Music Appreciation and Criticism	2 credits
MTEC 551	Music Technology and Production I	2 credits
MTEC 552	Music Technology and Production II	2 credits
MUS-751	DMA Solo Recital: Music Business	3 credits

Vocal Performance Focus

MUCO-551	Advanced Sight Singing and Ear Training	2 credits
MUEN-551	Ensemble I	2 credits
MUEN-552	Ensemble II	2 credits
MUS-751	DMA Solo Recital: Vocal performance	3 credits

E. Guitar Performance Focus

MUCO-551	Advanced Sight Singing and Ear Training	2 credits
MUEN-551	Ensemble I	2 credits
MUEN-552	Ensemble II	2 credits
MUS-751	DMA Solo Recital: E. Guitar performance	3 credits

Bass Guitar Performance Focus

MUCO-551	Advanced Sight Singing and Ear Training	2 credits
MUEN-551	Ensemble I	2 credits
MUEN-552	Ensemble II	2 credits
MUS-751	DMA Solo Recital: Bass Guitar performance	3 credits

Jazz Piano Performance Focus

MUCO-551	Advanced Sight Singing and Ear Training	2 credits
MUEN-551	Ensemble I	2 credits
MUEN-552	Ensemble II	2 credits
MUS-751	DMA Solo Recital: Jazz Piano	3 credits

Drum Performance Focus

MUCO-551	Advanced Sight Singing and Ear Training	2 credits
MUEN-551	Ensemble I	2 credits
MUEN-552	Ensemble II	2 credits
MUS-751	DMA Solo Recital: Drum performance	3 credits

Percussion Performance Focus

MUCO-551	Advanced Sight Singing and Ear Training	2 credits
MUEN-551	Ensemble I	2 credits
MUEN-552	Ensemble II	2 credits
MUS-751	DMA Solo Recital: Percussion performance	3 credits

Strings Performance Focus

MUCO-551	Advanced Sight Singing and Ear Training	2 credits
MUEN-551	Ensemble I	2 credits
MUEN-552	Ensemble II	2 credits
MUS-751	DMA Solo Recital: Strings performance	3 credits

Woodwinds & Brass Performance Focus

MUCO-551	Advanced Sight Singing and Ear Training	2 credits
MUEN-551	Ensemble I	2 credits
MUEN-552	Ensemble II	2 credits
MUS-751	DMA Solo Recital: Woodwinds & Brass performance	3 credits

Course Descriptions

MUCO 551 Advanced Sight Singing and Ear Training

This course takes comprehensive and integrated approaches to sight singing and ear training.

MUCO 552 Analytical Approaches to Tonal Music

Principles of modern chord progression: deceptive resolutions of secondary dominants; dominant seventh chords without dominant function; contiguous dominant motion. Review of melodic construction, form, and melody/harmony relationship; modal interchange; pedal point and ostinato; modal harmony and modal composition; compound chords; constant structures.

MUCO 553 - 554 Songwriting and Arranging I - II

Proper integration of lyrics and melody on arranged harmonies. Expansion of tonal materials used in songwriting including modulation and modality. Study of form including the transitional bridge and the primary bridge. Setting for lyrics in various styles.

MUCO 555 Modern Improvisation Techniques

To understand advanced performance techniques and characteristics of modern improvisation.

MUHL 551 Music History I

This class covers western classical music in a historical perspective from the 20th to the classical period dealing with the major styles, composers, works, and their features.

MUHL 552 Music History II

This class analyzes styles, techniques, performers and songwriters of pop, jazz, and contemporary music throughout history.

MUHL 553 Research and Writing Seminar

Introduction to music research and writing techniques.

MUHL 554 Music Appreciation and Criticism

Listening to a variety of music and critique makes it sensibly aware of the changes and unification of the various components of music. This course is intended for students to distinguish the characteristics of different types and forms of music along with different sounds and voices of musical instruments.

MUPF 551 The Trend of Contemporary Music

Research and understand the trends by era of contemporary applied music and techniques behind every musician and instrument performance.

MUPF 552 Science of Rhythm

Understand and apply advanced rhythmical characteristics of contemporary applied music to utilize them in practice.

MTEC 551 – 552 Music Technology and Production I – II

In-depth overview of recording technology and production.

MTEC 553 Computer Assisted Recording and Editing

A study of recording and editing techniques using Digi-design Pro Tools with primary focus on applications to arranging and composing. Topics include handling of tracks, importing audio, recording of play lists, equalization, and effects as well as virtual instruments, midi recording, sequencing, trimming, fading, tempo, meter maps, time stretching, and plug-in automation, culminating in the mixing of a fully arranged song applying all of the studied techniques.

MUCD 551 – 552 Chamber Choir and Conducting I – II

Integrated approaches for choir and conducting. This class covers conducting techniques, patterns, score analysis, problems of tempo, dynamics, articulation, and text.

Students will be able to experience harmonious performance with others who have different personalities based on individual skills, thereby improving the ability to integrate different musical interests and develop more mature performances.

MUEN 551 - 552 Ensemble I - II

Study for repertoire and performing practice for ensemble. Students will also give a presentation about the music including composers, background story, musical form and features of the music they play.

MUS 651 - 655 Individual Instruction I - V

Principal instrument study. Instrumentalists will learn at least four musical works from different period. Composers will compose at least 40-minute music.

MUS 720 Advanced Major Seminar

Advanced major seminar will enable DMA students to practically apply and execute performance planning and production.

MUS 750 DMA Lecture Recital

Recital for both lecture and performance making total at least 40 minutes. Half of the recital should be a lecture.

MUS 751 DMA Solo Recital

Recital for solo performance. Required to perform at least 50 minutes (Jazz musicians may perform in a group). Composers required to compose at least 50-minute music.

- Doctoral Essay/Dissertation: All DMA students must submit at least a 35-page research paper to the DMA director.
- Oral Qualifying Exam: All DMA students will sit for one-hour oral examination, which covers in greater depth the topics discussed in the research paper and other related fields.

FINANCIAL INFORMATION

Tuition and Fees

Tuition and fees, set annually by the Board of Trustees of California Arts University, are subject to change without notice.

Tuition Charges:

- Bachelor of Arts in Music (BAM):
\$345 per unit (\$4,140/semester) / Total Cost: (120 Units x \$345 = \$41,400)
- Master of Arts in Contemporary Music Performance (MACMP):
\$390 per unit (\$3,510/semester) / Total Cost: (45 Units x \$390 = \$17,550)
- Doctor of Musical Arts (DMA):
\$690 per unit (\$6,210/semester) / Total Cost: (60 Units x \$690 = \$41,400)

Total Charges for a Period of Attendance

- Bachelor of Arts in Music (BAM):

Semester/Term Registration fee	\$ 100.00
Tuition \$345.00*12 units	\$ 4,140.00
STRF	\$ 12.50
Student Activities fee	\$ 30.00
Individual Instruction Fee	\$ 700.00
Total	<u>\$ 4,982.50</u>

- Master of Arts in Contemporary Music Performance (MACMP):

Semester/Term Registration fee	\$ 100.00
Tuition \$390.00*9 units	\$ 3,510.00
STRF	\$ 10.00
Student Activities fee	\$ 30.00
Individual Instruction Fee	\$ 700.00
Total	<u>\$ 4,350.00</u>

- Doctor of Musical Arts (DMA):

Semester/Term Registration fee	\$ 100.00
Tuition \$690.00*9 units	\$ 6,210.00
STRF	\$ 17.50
Student Activities fee	\$ 30.00
Individual Instruction Fee	\$ 700.00
Total	<u>\$ 7,057.50</u>

Fees:

Application Fee (non-refundable) \$50	Enrollment Fee (non-refundable) \$100
Registration Fee (non-refundable) \$100	Student Activity & Association Fee \$30
Readmission Fee \$100	Tuition Installation Fee \$35
Add/Drop Fee \$10 per change	Return Check/Denied Credit Card Fee \$35
International Student Service Fee \$300	
I-20 Re-Issue Fee \$50	I-20 Extension Fee \$100
Shipping Fee : Domestic \$15 per course / International \$30 per course	
Express Shipping Fee – Domestic \$40 per course	
Express Shipping Fee – International \$50 per course	
Individual Instruction Fee – Music Students \$50 per hour	
Graduation Fee \$450	Student ID Card \$10
ID Card Replacement Fee \$25	Transcript/Certificate \$10 per copy
Express Mailing Fee \$20	Transcript Mailing Fee \$5
English Translation Services for lectures and lessons \$50 per hour	
Individual Instruction Fee \$700 per semester	
STRF fees (non-refundable) as \$2.50 for every \$1,000	

Estimate of Total Charges for the Entire Educational Program

NAME OF EDUCATIONAL PROGRAM:	<i>BAM</i>
<i>Estimate based on:</i>	5 years
<i>Units:</i>	120
Enrollment fee	\$100.00
Registration fee	\$1,000.00
Tuition	\$41,400 .00 \$345 per unit (\$4,140/semester)
Individual Instruction Fee	\$6,300.00 (\$700 per semester * 9 terms)
Student Association fee	\$300.00
Graduation fee	\$450.00
TOTAL	\$49,550.00
STRF Fee	\$ 125.00
<p>NOTE: Students need to consider cost of text materials, supplies, room, and board. These additional costs are vary depending on the courses they take in each semester and/or term. These are not usually paid to the school directly. Please plan accordingly. Approximate Annual Cost of Room, Board, Tuition, etc. per Student is \$21,760.</p>	

NAME OF EDUCATIONAL PROGRAM:	<i>MACMP</i>
<i>Estimate based on:</i>	2.5 years
<i>Units:</i>	45
Enrollment fee	\$100.00
Semester/Term Registration fee	\$500.00
Tuition	\$17,550 .00 \$390 per unit (\$3,510/semester)
Individual Instruction Fee	\$3,500.00 (\$700 per semester * 5 terms)
Student Association fee	\$150.00
Graduation fee	\$450.00
TOTAL	\$22,250.00
STRF Fee	\$ 52.50
<p>NOTE: Students need to consider cost of text materials, supplies, room, and board. These additional costs are vary depending on the courses they take in each semester and/or term. These are not usually paid to the school directly. Please plan accordingly. Approximate Annual Cost of Room, Board, Tuition, etc. per Student is \$21,760.</p>	

NAME OF EDUCATIONAL PROGRAM:	<i>DMA</i>
<i>Estimate based on:</i>	3.5 years
<i>Units:</i>	60
Enrollment fee	\$100.00
Semester/Term Registration fee	\$700.00
Tuition	\$41,400 .00 \$690 per unit (\$6,210/semester)
Individual Instruction Fee	\$4,900.00 (\$700 per semester * 7 terms)
Student Association fee	\$210.00
Graduation fee	\$450.00
TOTAL	\$47,760.00
STRF Fee	\$ 122.50
NOTE: Students need to consider cost of text materials, supplies, room, and board. These additional costs are vary depending on the courses they take in each semester and/or term. These are not usually paid to the school directly. Please plan accordingly. Approximate Annual Cost of Room, Board, Tuition, etc. per Student is \$21,760.	

Prior to enrollment, the institution shall provide a prospective student, either in writing or electronically, with a school catalog. The institution shall provide the school catalog to any person upon request. In addition, if the institution has student brochures, the institution shall disclose the requested brochures to any interested person upon request.

California Arts University provides a prospective student and any interested person, either in writing or electronically, with a school catalog at the main campus and school website <http://www.cauniv.edu/publications>.

"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 1747 North Market, Suite 225 Sacramento, CA 95834, www.bppe.ca.gov, Call toll-free number (888) 370-7589 or by fax (916) 574-8900."

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

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

Student Tuition Recovery Fund (STRF)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

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

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If bait has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

- * CAU does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.).

Scholarship

California Arts University offers a number of scholarships to help qualified students meet the financial requirements of attending the University. Prospect and current California Arts University students are encouraged to submit an application for the Cal Arts Scholarships. Every semester, California Arts University awards scholarships to worthy, qualified students. The total scholarship amount cannot exceed the student's total amount of tuition. The recipients will receive the credit for the amount of the scholarship toward their tuition (Detailed information on scholarship aid is available at the school office, or from the Dean of Student Affairs).

Scholarship Committee

The Scholarship Committee has the task of screening the awarding for scholarships. It is organized by these officials as followed: the President, the Dean of Academic Affairs, the Dean of Student Affairs, and the Director of Admission. Most scholarships are awarded for once per semester only. The student must reapply each academic semester and indicate a desire to maintain the scholarship. However, in the cases in which the selected recipient happens to be graduating, then he or she will not be eligible to receive it, because scholarships are not paid in cash but in tuition fees. The CAU offers scholarships for spouses/family members, pastors/missionaries, pastor/missionary's sons or daughters, and family members of the faculty and the staff. CAU also offers several scholarships to students based on need. Students who have been selected to receive multiple scholarships could only be awarded a scholarship complies with the decision of the Scholarship Committee. Many types of scholarships are available for students: (please see the Scholarship Chart for the details at our website: www.cauniv.edu)

Academic Achievement Scholarship: Students who have academic achievement out of campus or in the social community will each receive a scholarship for their next semester. If a student's GPA is not higher than 3.0 or the requirement of the Chapel attendance is not met, then the student is not eligible.

Financial Need Scholarship: Students who have financial needs are invited to obtain an application from the school office. They are to complete the application and submit it to the Student Dean. The Scholarship Committee will consider the applications for the following academic semester.

Designated Scholarship: A church or organization may choose a student to support, or they may provide a scholarship for a particular type of student which will be announced when available. Students should see the student dean to apply for a designated scholarship.

Payment Information

A student's account must be paid in full prior to re-enrollment in subsequent terms. Transcripts are withheld if a student has an outstanding obligation to the university. A down payment of 50% is due each semester to complete enrollment, with the balance due in 45 days. For winter and summer sessions, full payment of tuition and fees is due at the time of registration. It is the student's responsibility to finalize payment options before the designated payment deadline date in order to prevent the cancellation of classes for the term enrolled.

* The institution does not participate in any federal and state financial aid programs.

Right to Cancel

Students have the right to cancel enrollment and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. California Arts University reserves the right to terminate the student for unsatisfactory progress, non-payment of tuition, or failure to conform to the University's standards of conduct. Students may cancel enrollment or withdraw from the University and obtain a refund by submitting a written notice, dated and signed by the student, to California Arts University, 4100 W. Commonwealth Ave #101, Fullerton, California 92833 or by fax: 1-714-907-1511.

Loans and Responsibility

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

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

Refunds

Cancellation is effective on the date written notice of cancellation is sent. A refund will be made within 30 days after the effective date. Fees (registration, materials, STRF, and activities) are nonrefundable. The student will not get a refund after more than 60% of the instruction has been presented. For students who have completed 60% or less of the instruction period, the refund shall be on a pro rata basis. The exact amount of prorated refund will be based on the formula listed below. The following table provides the estimated amount of refund at each point of withdrawal:

Percent of Attendance	10	20	30	40	50	60	Over 60
Tuition Refund	90	80	70	60	50	40	0

For example: if a student withdraws a course after 18 hours out of 45 hours (3 credits x 15 weeks) and its tuition is \$750, the refund will be: $\$750 - \$750 \times 18/45$ credit hours = \$450.

Students may complete the withdrawal procedure by submitting a signed add/drop card to the Office of the Registrar to be eligible for a refund. NOTE: Students must follow the withdrawal procedure to be officially withdrawn from a course. Failure to do so could result in the student being charged and receiving a failing grade in the class. The student will not get a refund after more than 60% of the instruction has been presented.

Questions and Complaints

"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 1747 North Market, Suite 225 Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 574-8900."

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 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Address: 1747 North Market, Suite 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

ACADEMIC POLICIES AND PROCEDURES

Ability-to-Benefit Policy

California Arts University does not acknowledge Ability-to-Benefit policy, student's prior experiential learning, challenge exams or achievement tests.

Transfer of Credit Policy

Academic work done at accredited institutions in the US and Canada, or at schools in Korea that have recognition from the ministry of education, may be transferred into California Arts University programs if the work fits into our curriculum (i.e. there is not room for 55 credits of engineering classes in the electives and general education portions of our curriculum). California Arts University accepts transfer credits from institutions accredited by U.S. accrediting bodies, approved by the California Bureau for Private Postsecondary, or accredited by the Ministry of Education of the Republic of Korea. The University may accept credit from non-U.S. institutions for transfer provided that official transcripts demonstrate that these institutions and their courses are equivalent to our requirements. In some cases, work from an unaccredited school may be transferred. See evaluation procedures below.

A student should not merely assume that previous credits will transfer. California Arts University accepts graduate-level transfer credit. Among other considerations, California Arts University requires that previously earned credits have earned a minimum grade of "B", have been earned within the past 10 years, and that the courses meet the curriculum requirements of the degree being attempted. If the coursework meets these requirements, and is from an accredited school, transferability is likely. Credits completed at the graduate level with a grade of "B" or better at an accredited institution may be accepted up to one-fifth (20 percent) of the total credits required for the student's program.

To request transfer of credits, students must arrange for their previous schools to send official, sealed transcripts to the student. The student must not open the envelope or disturb the official seal. Bring the transcripts to the academic dean for evaluation. A student who desires to transfer credit from another postsecondary school to CAU must submit an official transcript stating the courses and grades to the admission office prior to acceptance. Students can receive a maximum of 9 credits. If the student believes that denied credits should have been approved, he or she may inform the academic dean that the student wishes to appeal the decision. In such a case, the academic dean will as two faculty members to review the decision.

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

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

It is also important to recognize that no school is required to accept credits from any other school. Credits from an unaccredited school tend to be harder to transfer. Especially before California Arts University is accredited, students should not merely assume California Arts University credits will transfer to another particular school. Instead, the student should contact the registrar of the other school to inquire whether they will take California Arts University credits. Students are invited to talk to the academic dean about the likelihood of transfer to another higher education institution.

California Arts University has no articulation agreement with any other college or university.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

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

Attendance Policy

California Arts University (CAU) places great importance upon class participation because of the nature of the material being taught, the value of in-class interaction, and the need for students to develop habits of diligence and reliability. Regular attendance is necessary to achieve satisfactory academic progress. If the student is absent he/she may be required to make up all work missed. It is the student's responsibility to check on all assignments.

The faculty members may require additional work to make up for an absence. If a student is absent from a significant portion of the course or is frequently late for class meeting, even due to extenuating circumstances, this may result in a lower grade or even a failing grade for the course.

Tardiness

Tardiness is a distraction to a good learning environment and is discouraged. Faculty may reduce final grades based on excessive tardiness.

Classroom Participation

California Arts University (CAU) places great importance upon class participation because of the nature of the material being taught, the value of in-class interaction, and the need for students to develop habits of diligence and reliability.

You should be present and punctual for all class sessions except in the case of rare extenuating circumstances. You are expected to complete your assignments before the class session, so that you are prepared to answer questions and enter into the discussion. For details of how your participation grade is computed, see the course syllabus.

When your total number of absences exceeds 20% of the number of class sessions in the semester, you may receive lower grade from the course, unless the professor specifically asks the Registrar otherwise. The 20% allowance is to provide for serious illness, serious injury, serious illness in the family, death in the family, and other unforeseen emergencies. Note that failure to enter the classroom and be seated at the beginning of class may result in your being counted absent.

In addition to the 20% policy, individual professors may impose additional attendance and participation requirements that have the potential of impacting your course grade. See your course syllabus for details. If further questions persist, discuss policies with your instructor.

It is important that you keep an accurate record of any absences from class, including dates and reasons. This information could prove essential in the event of a discrepancy and/or an appeal. You should not rely upon professors or the Administrative staff to supply tallies, warnings, or notifications.

Leave of Absence and Withdrawal

Any Students may request to take a leave of absence from enrollment in classes for up to one academic year. Requests should be made to the Registrar's Office and require academic dean's approval. A leave of absence is granted only for extenuating circumstances such as medical, job, or family issues.

A student who wishes officially withdraw from the University must submit a withdrawal request to academic dean. A student's official withdrawal date will be the date on which the withdrawal request form is submitted. A student will be unofficially withdrawn from the University if a student does not register for courses by the registration/add deadline or if a student does not return from an approved leave of absence as scheduled. The withdrawal date will be the last day of the last term attended.

Retention of Students Records

Student records are to be kept permanently. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, directory information (name, address, telephone number, dates of attendance, major field of study, awards, honors (includes Dean's List), degree(s) conferred) may not be released without a written consent of the student. Currently enrolled students may request that this information be withheld by completing a Request to Prevent Disclosure of Directory Information form, obtainable in the Registrar's office. (Exception: University officials who have a legitimate educational interest in a student's records and certain government official's action in their legitimate functions may have access to a student's file. Student educational records are subject to lawfully issued subpoenas. Under FERPA, students have the right to inspect, review, and seek to amend their educational records, subject to conditions specified by the Act.)

Record keeping: Custodian of Records

Student transcripts are to be kept permanently in a secure cabinet that only administrative staff can access. The types of documents in each student file will be general student profile, admission papers and documentation of past and current academic grades. The records will be stored and updated as regularly as possible and financial records will be put together with the student file. In order to keep the student records safe and secure, only approved administrative staff will have access to the files and must first speak to the Dean in order to obtain them.

Transcripts

Transcripts are released only upon written request of the student. Upon graduation, the student receives a copy of his/her final transcript free of charge provided all accounts at the university and in community have been settled. Additional copies are available at the rate of \$10.00 each. Copies of transcripts require three to five working days to process.

Standards for Student Achievement

Academic Progress Requirement

All students must maintain satisfactory academic progress in order to remain eligible to continue as students in the School. All students are considered to be making satisfactory progress when they begin school and during any probationary period. This includes, but is not limited to: meeting minimum standards for grades, work projects, etc.

Graduation Requirements and procedures

All students desiring to graduate must file a graduation application with the Registrar by March 1 for graduation. Students on academic probation will not be allowed to graduate. California Arts University posts degrees on transcripts and issues diplomas only when these graduation requirements have been met:

- Satisfactory completion of all degree requirements as specified in the Catalog for the student's degree program.
- A minimum cumulative GPA of 3.00.
- Payment of graduation fee and all University financial obligations.

Grade Requirements

In order to maintain academic standing as a graduate student, students must maintain at least a 3.0 grade point average (GPA) in graduate courses. Any course with a C+ or lower earned grade must be retaken until a B- or higher grade is earned. Similarly, the grade of N (no pass) is not accepted for graduate credit and those courses must be retaken until a P (pass) is earned. A GPA below 3.00 at any time during a graduate student's studies or the accumulation of more than 6 credits of N or F grades – regardless of the GPA – is considered unsatisfactory. The dean may drop the student from the University, thus terminating the student's degree program.

Grading Policy

Individual faculty members determine the grading policy for each course. Faculty members clearly state in their course syllabus the specific criteria by which the grade will be assigned, including the relative weight of assignments, papers, examinations, attendance and other assessments. Only the faculty member has the authority to change grades. The following grading system is in effect at California Arts University.

Grade	Percentage	GPA Points	Interpretation
A	93-100	4.0	Outstanding
A-	90-92	3.7	Superior
B+	87-89	3.3	Very good
B	83-86	3.0	Satisfactory
B-	80-82	2.7	Average
C+	77-79	2.3	Acceptable
C	73-76	2.0	Borderline pass
C-	70-72	1.7	Not acceptable
F	0-69	0.0	Failing
P/F	80-100/0-79	0.0	Pass/Fail (selected courses)
I		0.0	Incomplete
W		0.0	Withdrawal
AUD		0.0	Audit

Academic Probation and Dismissal

Any student who fails to maintain a minimum cumulative grade point average (GPA) of 3.00 will be placed on academic probation. Academic probation is designed to help the student to cope with academic difficulty. The academic dean will provide assistance to improve the student's academic proficiency. Any student who fails to maintain a minimum cumulative GPA of 3.00 for one academic year may be academically dismissed. A student dismissed for academic reasons may appeal to the academic dean for reinstatement. Such an appeal should be made in writing and include an account of the student's circumstances and a reasonable plan for successful completion of course work if reinstatement is granted.

Academic Achievement Recognition

To encourage academic excellence and progress, California Arts University offers honors to full time students who earn a grade point average of 3.75 or better in any one semester. These students are recognized by being placed on the Dean's List for that semester, and automatically become members of the Honor Society. At graduation, awards are presented to those students who have demonstrated outstanding scholastic achievement, leadership and service.

Honesty

Cheating is a violation of academic integrity and will not be tolerated. Examples of cheating include: copying another student's paper or test, receiving information from a student who has already taken a test, sharing information about a test, and falsifying a report. Another form of cheating is plagiarism, which involves using someone else's ideas or words without giving proper credit. If material is quoted, quotation marks and appropriate citation must be used. Paraphrased material must also be given appropriate citation. A student found cheating will receive a "0" for the assignment or test and will be reported to the Dean of Student Affairs for disciplinary action. Such discipline may include a Restorative Action Plan (as described in the Student Handbook) or dismissal, as determined by the Dean of Student Affairs. If students are aware of cheating or plagiarism, he or she should report it to the professor immediately.

Faculty Assistance

The CAU faculty is committed to helping students academically and spiritually. Professors post their office hours each quarter; students are encouraged to take advantage of these times by visiting their professors, either by phone, e-mail or in person.

Some faculty members will provide their home or cell phone numbers, and/or e-mail in their syllabus. Please use discretion when contacting the professor outside office hours. The school assigns each student a faculty member to serve as an advisor. Students are required to meet with their advisor each quarter to review their academic plan and register for courses for the upcoming quarter. We encourage students to meet with their advisor at additional times to discuss their academic, spiritual, and ministry progress.

Program Length

Students are usually expected to complete each program within the following time frame: the bachelor degree in 4 years, the master degree in 2 years, and the doctoral degree in 3 years. The maximum time frame allowed for students to complete a program is 150% of the normal program length, namely 6 years for the bachelor program, and 3 years for the master program. An extension may be granted for special circumstances.

Standards of Satisfactory Academic Progress (SAP)

Federal regulations (CFR 668.34) require that, in order to be eligible for assistance from student aid, all students (full-time, part-time, undergraduate, and graduate) must maintain satisfactory academic progress toward completion of their degree. All students who receive institutional, federal and state financial aid must meet the academic standards of California Arts University and the standards of satisfactory academic progress defined by federal regulations as follows:

- **Maximum Time Frame** – Students must complete their degree within a maximum period of 150% of the published length of the academic program. Federal regulations state that a student is ineligible when it becomes mathematically impossible to complete their program within 150% of the published program length.
- **Minimum Pace of Progression** – Students must complete 66.67% of all attempted courses. To calculate the Pace of Progression, divide the cumulative number of units successfully completed by the cumulative number of units attempted.
- **Minimum GPA** – Students must maintain a cumulative GPA of 2.00 for undergraduate and 3.00 for graduate programs at the end of each term.

Students not meeting SAP are subject to dismissal from their program of study and are ineligible to receive financial aid, except under special circumstances. When a student's progress is evaluated as prescribed and his or her academic performance is below either of the thresholds required to maintain SAP, the student's academic progress will be projected to determine if and when it would be possible for the student to reestablish SAP.

Unsatisfactory Academic Progress

An undergraduate must maintain an overall grade point average of at least 2.0 in coursework taken at California Arts University, and a graduate student at least 3.0 in course work. If a student's progress, measured at the end of each term, is determined to be unsatisfactory AND a projection indicates that it is possible to reestablish SAP by the end of the subsequent term, the school may place the student Academic Probation. The student will be advised of the performance necessary to reestablish SAP.

Incomplete

We discourage our professors from assigning an "incomplete" as a quarter grade. An "incomplete" is assigned only under extenuating circumstances and only if the student's work was satisfactory prior to the emergency situation. Incomplete grade is not used in computing the cumulative GPA for the moment. However, the professor must submit a replacement grade by the date agreed upon with the student (and no later than the end of the following quarter) or the incomplete will automatically be changed to an "F." Incomplete course is counted as attempted units in calculating the pace of progress.

STUDENT RIGHTS AND RESPONSIBILITIES

Academic Freedom

In pursuit of its mission, California Arts University strives to promote an environment of full academic freedom in which to pursue teaching, learning, and scholarly activity. All faculty members and students are expected to exercise academic freedom in a manner consistent with the professional standards of one's discipline. All instructors have the right to freedom regarding the specific material to be covered, the pedagogical methods to be employed in a course, and individual student grades, as long as the materials, methods and grades are consistent with the learning objectives and academic policies. In their academic coursework, students are entitled to full freedom of learning. Faculty engaged in scholarly activity have the freedom to choose their subject matter and methods of inquiry. Scholars are entitled to full freedom in publication and presentation of their work. Students who engage in scholarly activity under the direction of a faculty member have academic freedom subject to the supervision of the faculty member.

Academic Integrity

All members of the Cal Arts community are expected to be truthful in all their work. Failure to represent one's work truthfully undermines one's character and the integrity of our community. Students are responsible for knowing what constitutes dishonesty in academic work and what constitutes plagiarism.

- **Dishonesty** is exhibited through lying, cheating, or deceiving. Its examples include copying from the examination papers of other students and submitting as one's own work papers obtained from another person or from the Internet.
- **Plagiarism** is misrepresentation of another person's work as one's own, involving other persons' ideas, articles, books and other intellectual property without proper citation. It ranges from a failure to acknowledge one's indebtedness to another for an idea or ideas to using words or sentences from others' work without proper citation.

Any member of our community who violates the academic integrity policy will be subject to discipline. Academic integrity is under the supervision of the faculty, acting through the dean.

Facilities and Equipment Policies

California Arts University is committed to providing all students with equal access to academic courses, programs, and school activities. The University will meet the needs of the student to the extent that the student is able to perform the essential portions of the classwork and that accommodations will not impose an undue burden on the school and/or fundamentally altering the nature of the course, program, or activity at issue. Reasonable accommodations may include adaptations in the way specific course requirements are accomplished, the use of auxiliary equipment and support staff, and other modifications including testing procedures.

Facilities Policies

Scheduling Facilities, Obtaining Equipment and Supplies

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

Disability and Access

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), the University will facilitate reasonable accommodations for a student with a disability that substantially affects a major life activity. For any employee or student whose disability would make it difficult to access any part of the facilities, they should speak to the student affairs officer. All possible efforts will be made to accommodate persons with disabilities. A student whose disability would make climbing stairs difficult should meet with the student affairs staff.

Any needed supporting services for accessing equipment or materials (e.g., part of our library collection) should be arranged with the office for delivery.

Maintenance and Inspection

Operation and maintenance of California Arts University facilities is directed by the Business Manager (COO), and assisted by a professional maintenance and janitorial companies.

Description of the Facilities and of the types of Equipment and Materials that will be used for instruction

California Arts University is located in Fullerton, across from the city's municipal airport, northeast of the junction of the Santa Ana and Riverside Freeways. The campus building on Commonwealth Avenue is surrounded by residential areas and has ample parking space. Our facilities include administrative and faculty offices, a library, classrooms, a student lounge, a recording studio, and individual lesson rooms. Free WIFI internet is available in the whole range of campus for students and instructions. The Facilities and equipment of California Arts University fully comply with all federal, state and local ordinances and regulations, including requirements pertaining to fire safety, building safety, handicapped access and health. The campus is located within easy reach of public transportation.

For most of our music classes offered, we have a variety of musical instruments available for the students to use, as well as recording and sound systems. Every classroom is equipped with white boards and desks for the students and instructors to use for lessons.

List of Musical Equipment

Music Instrument and Equipment List

No	Brand/Model	Description	Qty
1.	Marshall AS50D	Guitar Amp	1
2.	Marshall JCM 2000-60W	Guitar Amp	1
3.	Kustom Solo 16	Guitar Amp	1
4.	Behringer GTX60	Guitar Amp	2
5.	Roland Cube Street	Guitar Amp	1
6.	Ovation Adamas	AE Guitar 6 String	1
7.	Ovation Elite	AE Guitar 12 String	1
8.	Takamine EG540SSC	AE Guitar 6 String	1
9.	Takamine Santa Fe	AE Guitar 6 String	1
10.	Takamine EF261S AN	AE Guitar 6 String	1
11.	Brownsoille BLG 10	A Guitar 6 String	1
12.	Taylor 150E	AE Guitar 12 String	1
13.	Applause AE-36	AE Guitar 6 String	1
14.	Yamaha Silent SLG 110S	AE Guitar 6 String	1
15.	Speed Star	Traveler E Guitar	1
16.	Dean	AE 6 String Banjo Guitar	1
17.	Suzuki QC-1	Q-Chord	1
18.	Yamaha Motif XS-7	Key Board	1
19.	Yamaha Motif ES-5	Key Board	1
20.	M-Audio Pro-88	Key Station	1
21.	Williams Allegro	Digital Piano	1
22.	Kurzweil MP-520F	Digital Piano	1
23.	Kurzweil K2600 XS	Key Board	1
24.	Proline	Key Board Chair	5
25.	Roland KC-550	Key Board Amp	2
26.	Pro Line / Ultimate	Key Board Stand	6
27.	Fender Rumble 15	Bass Guitar Amp	1
28.	Acoustic B200 MK II	Bass Guitar Amp	1
29.	Nemesis 200W	Bass Guitar Amp	1
30.	Young Chang U-131	UL Piano	1
31.	Computer	Desktop	2
32.	Computer	Laptop	2

No	Brand/Model	Description	Qty
33.	EV HAPV-30	E. Violin	1
34.	Yamaha Hipgig	A Drum Set	1
35.	Bose	Headphone	2
36.	Yamaha	Headphone	1
37.	Sennheiser		2
38.	AKG K-220M	“	4
39.	MBS	Microphone Boom Stand	6
40.	Gem Sound GMW-61	Wireless Microphone Sys	2
41.	Rokit Powered 5	Powered Studio Monitor	2
42.	Rokit Powered 8	Powered Studio Monitor	2
43.	Speaker Stand	Studio Speaker Stand	2
44.	Desk	2' X 6'	10
45.	Desk	16" X 74"	12
46.	Desk	2' X 4'	15
47.	Desk	3' X 7'	2
48.	Glass Desk	18" X 50"	1
49.	Desk	President Room	1
50.	Desk	Lobby	1
51.	Chair	White	46
52.	Chair	Wine Color	50
53.	Chair	Black	9
54.	Chair	Swivel Chair	19
55.	Chair	Arm Chair	7
56.	Sharp AR-M 550N	Digital Copy Machines	1
57.	Sam Sung CLX-3160FN	Color Laser Printer	1
58.	Sam Sung SCX-4521F	B&W Laser Printer	1
59.	Canon Pixma	Color Ink Printer	1
60.	Sony SAVA-D900	Sound System	1
61.	Sony CMT CP100	Sound System	1
62.	Kustom PA50	PA System	4
63.	Harbinger APS 12	PA System	2
64.	LG NEO PLASMA	Air Condition	1
65.	Atmosphere	Air Purifier	1
66.	Kum Young KDV D-110S	Karaoke	1
67.	Pulpit	Pulpit	1
68.	Pulpit	Pulpit	1
69.	Bookshelf	32" X 80"	26
70.	Bookshelf	27" X 77"	7

No	Brand/Model	Description	Qty
71.	Bookshelf	24" X 42"	2
72.	Bookshelf	30" X 72"	1
73.	Bookshelf	16" X 51"	1
74.	Showcases	16' X 58" X 31"	4
75.	Whirlpool	Water Purifier	1
76.	Kirkland	Refrigerator	1
77.	Emerson	Microwave Oven	1
78.	Mr. Coffee	Coffee Maker	3
79.	Office Depot	Filing Cabinets(18X51X27)	2
80.	HON	Filing Cabinets(15X53X27)	6
81.	BIF	Wood Cabinets((17X28X23)	2
82.	Pro Line	Music Stand	11
83.	Ultimate	Guitar Stand	6
84.	Sound Gear Ibanez SDGR	Bass Guitar	1
85.	Yamaha RBX-774	Bass Guitar	1
86.	White Board	4X8 Music	1
87.	White Board with Wheel	4X6 Music+Regular	2
88.	White Board	4X6 Regular	2
89.	Sharp	47" TV	1
90.	SamSung	65" TV	1
91.	LG	65" TV	2
92.	Cobe	24" TV	2
93.	Haier	19" TV	1
94.	Mackie CR1604VLG	Mixer	1
95.	Horizon 16CH 50FT	Stage Series	1
96.	Ew-100 Sennheiser	Wireless Mic System	3
97.	Oktava Mk-012-01	Recording Condenser Mic	2
98.	Trace Acoustic TA35CR	Guitar Amp	1
99.	Roland V-Drum TD-8	Ele Drum Set	1
100.	EV N/D 267	Microphone	6
101.	EV n/d 767	Microphone	1
102.	Okata MK-219	Recording Mic	1
103.	Okata MK-319	Recording Mic	1
104.	SM-58	D Microphone	6
105.	Anchor BWK-II	Mini Mixer	1
106.	AKG C414B ULS	Recording Mic	1
107.	SP-S Heavy Duty	Speaker Stand	6
108.	Boss Tower Amp	Amp System with Bass	2

Recording Room System

109. Otari Electronic Co MTR-100 Tape Recorder
110. Otari Electronic Co MTR-20 Tape Recorder
111. Otari Electronic Co CB-120 Auto Locator X2
112. Otari Electronic Co CB-140 Remote Control Unit
113. Roland DEP-1 Digital Effects Processor
114. YAMAHA SPX -900 Professional Multi Effect Processor
115. Lexicon LXP-15
116. Eventide H3000S Ultra Harmonizer
117. Dolby Laboratories Dolby Model 363
118. Orban Stereo Spatial Enhancer Model 222A
119. Amcron/Crown Self Analyzing Amplifier PSA-2
120. Orban Stereo Synthesizer Model 245F
121. Alesis Midiverb III 16 bit Simultaneous Multi Effects Processor
122. Furman RP-8 Power Conditioner Capacity 1800 Watt
123. T.C Electronic TC 1144 Bass Preamplifier
124. T.C Electronic 1128 Programmable 28 Band EQ
125. T.C Electronic T.C 2290 Dynamic Digital Delay + Effects Control Processor
126. BBE Sonic Maximizer 422A
127. APHEX Aural Exciter Type III
128. Teac AD-400 Compact Disk Player Reverse Cassette Deck
129. Taijin Pro-2000
130. Aphex 107 2CH Thermionic Mic Preamplifier
131. Aphex 108 2CH Automatic Compressor
132. Behringer GEQ -3102 Ultra Graph Pro 31 Band Graphic EQ
133. BBE 462 Sonic Maximizer BBE Process
134. Tascam DA-30 Digital Recording
135. TEAC AD-500 Compact Disc Player
136. Crown XLS 402 Power Amp
137. Sam Sung 47" Monitor
138. XL Size Recording Desk
139. KORG D1600 MK II Digital Recording Studio
140. Boss Super Chorus CH-1 2ea
141. Apple MAC-PRO Computer

Music Instrument and Materials List

No.	Brand/ Model	Description	Qty
1.	Yamaha YPG-235	Keyboard with Kit	2
2.	Williams Legato	Digital Piano/ 88 key	2
3.	Williams Allegro	Digital Piano/ 88 key	1.
4.	Yamaha	Piano(Acoustic)	1
5.	Story & Clark	Piano(Acoustic)	1
6.	Croma Auto Harp	37 String Custom Made	1
7.	Pearl Forum Series	Drum Full Set	1
8.	Fender Starcaster	Elect Guitar	1
9.	Washburn	6 string Banjo Guitar	1
10.	Takamine EG523SC-12	12 String Acoustic-Elect Guitar	1
11.	Dean EABC	Acoustic-Elect Bass Guitar	1
12.	Fender California Series	Acoustic-Elect Guitar	1
13.	Tagima TW29NS	Acoustic-Elect Guitar	1
14.	Yamaha FX01C TBS	Acoustic-Elect Guitar	1
15.	Yamaha APX500	Acoustic-Elect Guitar	1
16.	Mitchell MD-100	Acoustic Guitar	2
17.	Applause AE4411GVV450	Acoustic-Elect Guitar Elite	4

The institution have sufficient facilities and necessary equipment to support the achievement of the educational objectives of all of the courses and educational programs in which students are enrolled.

(1) The equipment used for instruction or provided to the student are comparable in model type or features to equipment generally used in occupations or job titles at the time the instruction is offered.

(2) The institution establishes that the equipment used for instruction or provided to a student is not obsolete and is sufficient for instructional purposes to reasonably assure that a student acquires the necessary level of education, training, skill, and experience to obtain employment in the field of training and to perform the tasks associated with the occupation or job title to which the educational program was represented to lead.

The institution's facilities, including heating and cooling, ventilation, lighting, classrooms, laboratories, and campus environs are well-maintained. The institution maintains all valid permits required by any public agencies relating to the health and safety of the institution's facilities and equipment on file, and such permits are available to the Bureau upon request.

Information regarding Library / Learning Resources

California Arts University's library has a small collection of books and other learning resources in counseling and related disciplines. A professional librarian is available to assist students to access course reserves and other resources in our library as well as resources of other libraries. Our librarian also offers individual and group instruction that helps our students develop information competence skills.

LIBRARY HOURS OF OPERATION

Monday through Friday 9:00 a.m. - 9:00 p.m.

LIBRARY LOCATION & Collection

The California Arts University library is located on the main floor. Library hours are during weekdays are 9AM to 9PM. Times are posted outside of the Library entrance. The California Arts University library contains a wide variety of resource materials for student use in addition to computer stations with Wi-Fi Internet access, and study tables. The library contains in excess of 10,000 volumes in addition to online resources. Students may use textbooks, dictionaries, encyclopedias newspapers, and periodicals to research topics inside and outside of class and stay abreast of current events and industry trends. We have a professional librarian who is available to assist you with learning resources and data search. In addition, we also provide quiet places to study in our on-campus library.

ONLINE PUBLIC ACCESS CATALOG

The California Arts University Library uses the Library World Automated System for its online public access catalog (OPAC). The following inserts show how the screen will appear on the computer.

Click on the "CAU Library" menu at the California Arts University website. This will take you to the Library webpage.

Click on the "LIBRARY" menu at the California Arts University website. This will take you to the Library Online Catalog.

Choose the Library on the California Arts University homepage (www.cauniv.edu). You may search the books by author, title, or subject. Borrower ID and password are not required to search the library catalog of in-house materials.

California Arts University Library web page can be accessed outside the library through:

<http://opac.libraryworld.com/opac/signin?libraryname=CAU%20LIBRARY>

Student Rights under FERPA

California Arts University fully complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which affords students certain rights with respect to their education records, including:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- The right to request an amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before the University's disclosure of personally identifiable information from the education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the FERPA. Complaints can be directed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920; Phone: 1-800-USA-LEARN (1-800-872-5327)

Students should submit requests for review or amendment of their education records to the academic dean. Should the University decide not to amend the record as requested, the student has a right to request a hearing.

Our academic and administrative personnel have access to education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. Officials have a legitimate educational interest if they need to review an education record in order to fulfill their professional responsibilities for California Arts University.

Student Conduct

All students are required to behave in a manner that is suitable for professional study and practice. This standard of conduct is intended to maintain a safe, productive environment for learning and working for the whole Cal Arts community. The following list illustrates the types of activities that are prohibited and may subject an individual or group to disciplinary action as determined by the academic dean.

- Knowingly furnishing false information to the school and altering school documents and records (e.g., application, CV/resume).

- Obstruction or disruption of teaching and learning, administration, and other school activities.
- Disorderly, indecent, or obscene conduct or expression toward faculty, classmates, staff members, and administrators.
- Conduct that threatens the health, safety, or welfare of any person, including threats of violence toward others.
- Unauthorized entry into or use of the school's facilities or services
- Illegal or unauthorized possession, use, sale, or distribution of narcotics, drugs, or other controlled substances defined as such by local, state, or federal law
- Unauthorized use, possession, or storage of any guns, weapons, or other unreasonably dangerous instruments.

Policy Prohibiting Discrimination and Harassment

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

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

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

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex.

In accordance with state and federal law, sexual harassment occurs when (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academics or participation in a California Arts University program or activity, or (2) submission to or rejection of such conduct by an individual is used as the basis for a decision affecting such individual's employment, academics, or participation in a California Arts University program or activity.

ADMINISTRATION AND FACULTY

Board of Trustees

Mr. Min Hwan Kim, Chair
Businessman

Dr. Sae Kwang Chung
President, California Arts University

Ms. Young Ji Kang
Registered Nurse

Dr. Samuel Kim
Retired Professor

Ms. Betty Kim
School Administrator

Administration

Dr. Sae Kwang Chung
President

Dr. Seonghyang Kim
Academic Dean

Dr. Hyung Jung Hwang
DMA Director

Dr. Yumi Kim
MA Director / Student Dean

Dr. Seonghyang Kim
BA Director

Joel Chung
Business Manager

Joshua S. Chung
Dean of Assessment and Planning

David Cho
Registrar / Admissions Director

Youngsook Park
Regional Advisor

Full-Time Faculty

Dr. Hyun Jung Hwang
Ph.D., University of California, Los Angeles
MA, University of California, Los Angeles
MM, Seoul National University
BA, Seoul National University

Dr. Yumi Kim
DCM, World Mission University
MM, University of Southern California
BM, Berklee College of Music

Dr. Seonghyang Kim
DMA, University of Kansas
MM, State University of New York, Binghamton
BM, Kyungnam University

Part-Time Faculty

Dr. Mikyung Lim
DMA, University of North Texas
MM, Dankook University
BM, Keimyung University

Dr. Hojun Lee
Ph.D., University of California, Los Angeles
MM, Western Michigan University
BA, Keimyung University

Dr. Tae Yeon Lim
DMA, University of Southern California
MM, Manhattan School of Music
BM, Kyung-Hee University

Dr. Don Lee
DMA, Piano, University of Southern California
MM, New England Conservatory of Music
BM, Kyungwon University

Dr. Kyung Soo Moon
DMA, The University of Texas at Austin
MM, Pusan National University
BFA, Pusan National University

Dr. Sae Kwang Chung
DMA, California Arts University (Present)
DCM, Enoch University
Th.D., Faith Theological Seminary and Christian College
MA, California Arts University
Th.M., Columbia Theological Seminary in Canada
M.Div., Chong Shin University in USA
BM, Chong Shin University in USA

Chris Lee
MM, University of Southern California
BM, Berklee College of Music

Youngjin Choi
M.F.A., University of Missouri Kansas City
BM, Keimyung University

Hyun Kim
M.F.A., California Institute of the Arts
BM, Dankook University

Young-Kwan Lee
MA, World Mission University
BM, Berklee College of Music

Francisco Ruiz
BM, Berklee College of Music

Teaching Assistant

Kyung Chul Kwak
DMA, California Arts University (Present)
MA, Academy of Art University
BM, Chung-Ang University

Ji Myun Kim
DMA, California Arts University (Present)
MA, California Arts University
BA, Pyeongtaek University

Minkyu Choi
DMA, California Arts University (Present)
MA, California Arts University
ME, Kyungpook National University
BSE, Kyungpook National University

Jenny E. Kim
DMA, California Arts University (Present)
MA, California Arts University
BHE, Inha University

ACADEMIC CALENDAR

The academic calendar consists of 15-week terms in fall and spring. In winter and summer 3-week intensive classes are offered. The specific beginning and ending dates defining the time period covered by the catalog are as follows:

2021 – 2022 Academic Year

	Fall 2021	Winter 2022	Spring 2022	Summer 2022
Length	15 weeks	3 weeks	15 weeks	3 weeks
Registration	Aug 9 - 13	Dec 6 - Dec 10	Jan 17 - Jan 21	Jul 4 - 8
Classes Begin	Aug 23	Dec 20	Jan 31	Jul 18
Drop Deadline	Sep 3	Dec 21	Feb 11	Jul 19
Add Deadline	Sep 3	Dec 21	Feb 11	Jul 19
Withdrawal	Sep 24	Dec 24	Mar 4	Jul 22
Final Week	Nov 29 - Dec 3	Jan 7	May 9 - 13	Aug 5
Classes End	Dec 3	Jan 7	May 13	Aug 5
Grading Due	Dec 17	Jan 21	May 27	Aug 19
Grading Correction Due	Dec 24	Jan 28	Jun 3	Aug 26

Holidays (observed) are New Year’s Day, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

2022 – 2023 Academic Year

	Fall 2022	Winter 2023	Spring 2023	Summer 2023
Length	15 weeks	3 weeks	15 weeks	3 weeks
Registration	Aug 1 - 5	Dec 5 - Dec 9	Jan 16 - Jan 20	Jul 3 - 7
Classes Begin	Aug 15	Dec 19	Jan 30	Jul 17
Drop Deadline	Aug 26	Dec 20	Feb 10	Jul 18
Add Deadline	Aug 26	Dec 20	Feb 10	Jul 18
Withdrawal	Sep 16	Dec 23	Mar 3	Jul 21
Final Week	Nov 21 - 25	Jan 6	May 8 - 12	Aug 4
Classes End	Nov 25	Jan 6	May 12	Aug 4
Grading Due	Dec 9	Jan 20	May 26	Aug 18
Grading Correction Due	Dec 16	Jan 27	Jun 2	Aug 25

Holidays (observed) are New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

STUDENT SERVICES

Student Financial Aid

California Arts University does not participate in federal or state student financial aid programs. However, the university has limited scholarship funds available for full-time students who require financial assistance. Students are encouraged to discuss their financial needs with the dean of students.

Campus Employment

California Arts University has on campus job opportunities for a limited number of students. Students will be hired as part-time employees of the university after an application and interview process is completed. Under normal circumstances, students will be awarded 8 to 12 hours per week. Students are eligible for on-campus employment after fulfilling the following requirements:

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

Technology Information

California Arts University is committed to promoting an environment of learning that encourages students to use modern technology to enhance their experience. Wireless internet can be accessed throughout the campus. Students are encouraged to use a laptop/notebook computer that complies with the minimum system requirements. Students will be oriented to the IT use policies during student orientation.

Library Services

The mission of the California Arts University library is to provide the learning and research materials to students such that they are able to effectively attend to their extra classroom study and related coursework assignments. To further achieve our institutional mission, the university has developed a learning resources program to facilitate and enhance student learning by providing tutorial, research, and other forms of academic support. All students are invited to a library resources tour and are encouraged to request assistance in developing learning and

resource finding skills.

The library is open from Monday through Friday, at 9:00 am to 9:00 pm. The library will assist you with any reference request made by a student. A reference librarian is available on Monday thru Thursday, from 1:00 am to 6:00 pm. Students may also utilize the card catalogue for a comprehensive listing of all the holdings available at the California Arts University library.

Most of the circulating materials may be checked out for two weeks and can be renewed for another two weeks unless requested by another student. Bound periodical volumes may circulate for three days. But unbound periodical issues and reference materials do not circulate outside the library. Students may access any of the library computers during any of the above hours of operation.

Student Housing Services

California Arts University does not have any dormitory facilities under our control. It is the responsibility of students to find appropriate housing. While California Arts University does not maintain dormitory facilities and has no responsibility to find or assist a student in finding housing, information on housing is available in the Admissions office. Costs are vary for students as some live alone and others share housing with friends or relatives. Living modestly, one should expect to pay between \$1,500 and \$2,400 for living expenses including rent. CAU will assist the students in locating housing and other problems that attends a student in settling down in order to focus on studying. Questions concerning any of housing services may be addressed to the Dean/Director of Student Affairs.

Academic and Personal Counseling

It is the desire of the faculty, administrators and staff at California Arts University to provide students with continual individualized academic and personal counseling as the needs occur. Staff members of the Academic and Administrative Divisions are instructed to make themselves accessible to the students for their counseling needs, such as class selection, scheduling, personal problems, and other matters that are deemed important to the students and counseling sought.

Student Health and Safety

First aid service is provided for minor injuries that occur on campus. The Student Code Conduct outlines the safety rules and regulations of the institution.

Scholarships

Scholarship is being planned to students based on needs and academic achievements. These

scholarships are hoped to be available each semester through the help of generous donors. These scholarships are renewable every semester and cover the full or partial tuition.

Student Organization

California Arts University provides assistance to student leaders to form their own student government and clubs so as to participate in extracurricular activities. The Dean of Students serves as the advisor to the student government.

Orientation

During the first week of instruction, entering students will attend an orientation covering academic policies, scholastic regulations, student rights, library usage and guidelines, code of conduct, and the student support services available to them.

Assimilation Counseling

California Arts University's one of target populations is newly immigrated persons with limited English proficiency. Students will be encountering not only linguistic barriers but cultural barriers. One of the services provided is assistance in the main-streaming process, including American customs and etiquette. This type of student support service is popular because immigrants have had little opportunity to learn systematically about American customs and etiquettes so that may be well received by their American friends.

Career and Job Placement Counseling

Upon graduation, California Art University will make sure that its graduates will have job opportunities in the United States. All of the Professors, Staff, Faculty and Administration will use their resources and network available to help students find positions at Churches and commercial musical fields where they can utilize the skills learned at our university. No guarantee of job is offered. School will do their best in assisting our students.

Standard Occupational Classification Codes

In regard to future occupation and salary/wage, the degree programs of California Arts University prepare the students to be Musicians, Singers, and Related Workers: Music Directors, Composers, Singers, Musicians, Miscellaneous Entertainers and Performers, and Related Workers.

The Standard Occupational Classification Codes according to the Department of Labor are as the following:

- 27-2040 Musicians, Singers, and Related Workers (Master and Doctor)
 - 27-2041 Music Directors and Composers (Master and Doctor)
 - 27-2042 Musicians and Singers (Master and Doctor)

Notice of Student Rights

Students at California Arts University are entitled to and have the following rights:

- 1) The right to receive quality educational programs instructed by competent and qualified faculty;
- 2) The right to receive professional, prompt and friendly services from the university's administrative personnel and faculty concerning academic, financial, personal or any other matters that may require consultation by the students
- 3) The right to receive informed factual and prompt responses to all questions they are related to the university and its educational programs;
- 4) 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;
- 5) The right to inspect and review his or her records during normal business hours and seek correction of errors in records through the established administrative procedures;
- 6) The right to participate in all the student activities, school sponsored meetings and seminars, and other co-curricular activities;
- 7) The right to call for a hearing in accordance with the procedures established for this purpose if student is subject to the university's disciplinary action; and
- 8) The right to contact or write to federal or state regulatory agencies to register complaints and seek remedial action.

Grievance Resolution and Appeals Procedures

All members of the University's administration, faculty, and staff are dedicated to providing its students the highest quality graduate educational programs. They strive to guide and assist students in completing their graduation requirement as expeditiously and successfully as possible. However, if problems may arise, necessitating disciplinary action will be taken.

Students who are disciplined as a result of a serious violation of the Student Code of Conduct shall have the right to appeal to the Grievance Committee which is composed of administrators, faculty and academic counselors. It is the aim of this committee to resolve all complaints, grade disputes, and other problems in a manner that is most fair to all parties involved. When submitting a formal appeal to the Grievance Committee, students are advised to assemble and present the following list:

- 1) The nature of the problem or dispute;
- 2) The date of the alleged problem or dispute occurred;
- 3) The name of the individuals involved in the dispute;
- 4) A brief statement concerning the ruling sought from the Grievance Committee and copies of all relevant supportive documents.

Students have the right to appeal to the state regulatory agency in the event the complaint or

dispute cannot be resolved to the satisfaction of the complaint.

As clearly stated in the “Notice of Student Right”

Students have the right to call or write:

Bureau for Private Postsecondary Education

Physical Address; 1747 North Market, Suite 225 Sacramento, CA 95834

Mailing Address: P.O. Box 980818 W. Sacramento, CA 95798-0818

Phone Number: (916) 574-8900; Toll Free: (888) 370-7589; Fax No. (916) 263-1897

<http://www.bppe.ca.gov/>

International Students

California Arts University is authorized under federal law to enroll non-immigrant international students by the issuance of SEVIS I-20 Form as certification of eligibility for admission.

International students must follow the following procedure:

- Download an application for their particular degree program.
- Send in an application and all required documents and financial payment.
- Be approved for their degree program.
- Receive an I-20.
- Receive an F-1 visa to attend as a non-immigrant international student.
- Arrive approximately within 30 days of when the semester begins.
(It is mandatory that you make an appointment and visit the Academic Dean and SEVIS officer)
- Receive counseling regarding their studies in the United States, and an updated I-20, indicating their registration and attendance.
- Update any information changes:
 - New address
 - Spouse or children information
 - New child
 - Legal employment needs
 - CPT, OPT, or OCE
 - Change of employment
 - Unemployment
 - Marital status
 - Traveling in and out of the U.S.A.
 - Transferring out of CAU
 - Change of status

CAU is authorized by the U.S. Government to issue the I-20 form for visa from foreign countries. Once the international applicant is accepted, CAU will send various documents including the I-20 form. The new student including transfer student is required to pay for the I-20 initial processing

fee before CAU processes I-20.

International students must enroll as full time students, meaning that an undergraduate student must take at least 12 units per semester and a graduate student 9 units.

Those who have an E Visa, R visa and H visa, and their spouses are allowed to study at CAU. Students studying under an E, R and H visa must carefully watch when their nonimmigrant visas expire, and allow 3-4 months for a change of status application to process and final decision rendered.

CAU does not provide visa services or vouch for students and their spouses who want to study and need to change their visa status to F-1. Students and spouses must utilize the services of an attorney to change their status. Students must recognize that the application of a change of status does not guarantee approval of the change of status. CAU is not responsible for SEVIS's final decision.

CAU reserves the right to suspend or terminate any student whose attendance, academic or financial standing, or personal behavior is not corrected and does not comply with established standards and regulations. Students who have been suspended or terminated can be reinstated only upon approval of the Academic Dean and SEVIS Officer.

Please direct other questions relating to international students to the SEVIS officer.