



Faculty Handbook

2021-2022

California Trinity School of Business

Institutional Information	4
History and Approvals	4
Vision Statement	4
Mission Statement	4
Objectives	4
Organization Chart	5
General Policies	6
Academic Freedom & Freedom of Expression Policy	6
Statement of Non-discrimination	6
Drug-Free Policy	6
Sexual Harassment Policy	7
Definition of Sexual Harassment	7
Enforcement Policy	7
Sexual Assault on Campus	8
Intellectual Property Policy	8
Faculty Policy	11
Employment Policy	11
A. General Regulations:	11
Types of Faculty	11
Criteria and Standards for Selection of Faculty	11
Faculty Compensation and Course Loads	12
Duties and Responsibilities	12
Selection Process & Contract Procedures	12
Length of Contract	13
Curriculum Development	13
Policy on Curriculum Change	13
Procedure for Curriculum Change	13
Voluntary Resignation	13
Salary Policy for Faculty	14
Disciplinary Actions	14

Suspension and Termination Policy	14
Letter of Warning	14
Suspension and Termination	15
Suspension Pending Investigation	15
Mediation	15
Grievance Resolution Procedures	15
Issues Not Subject to Grievance Procedures	16
Employment/Promotion Dispute	16
Responsibilities and Procedures of the Grievance Resolution and Sexual Harassment Prevention Committee	16
Appeal Process	16
Termination Dispute	16
Academic Policies	18
Registration and Enrollment	18
Disclosure: Enrollment Agreement	18
Class Location	18
Satisfactory Academic Progress (SAP)	18
Unsatisfactory Academic Progress	19
Re-Establishing SAP	19
Academic Probation Policy	19
Add and Drop Policy	19
Attendance Policy (Classroom)	20
Excusable Absences	20
Tardiness	20
Excessive Absence	20
Grading Policy	20
Violation of Academic Honesty	22
Academic Probation Policy	22
Privacy of Student Records	23
Code of Conduct and Disciplinary Policies	23
Disciplinary Policies	24

Grievance Resolution and Appeal Procedure	24
School Safety Policies	27
Safety Policy Implementation procedure	27

Institutional Information

History and Approvals

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

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

Vision Statement

California Trinity School of Business is committed to being the premier academic institution among the regional business schools by providing dedicated educational excellences and prepares students to become leaders to whom we can entrust the future of business and society. Believing our education offerings are based on collaboration, integrity, respect, community, and leadership, CTSB's mission and core values are articulated in our programs and school culture.

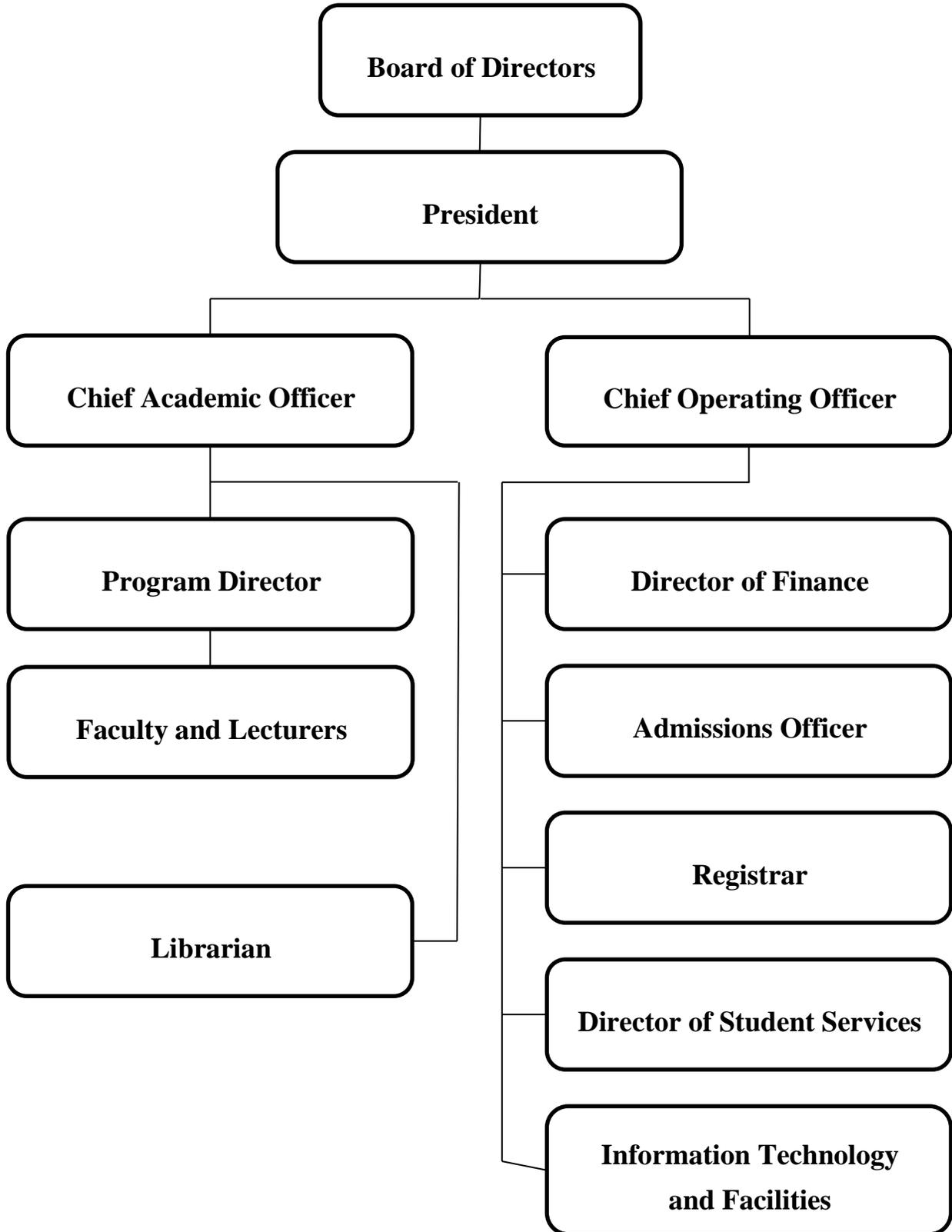
Mission Statement

The mission of California Trinity School of Business is to prepare its graduates to take on leadership roles in their respective fields and be a significant contribution to society through its quality academic programs, faculty and resources.

Objectives

- To provide a learning environment that will help students acquire the necessary knowledge, competency and practical experience that they can apply in their respective fields;
- To train students to think critically and to support decisions using analytics tools and innovative approaches;
- To equip students with the necessary interpersonal and communication skills to become effective managers, team leaders and team members;
- To develop students into future leaders with strong professional and ethical standards and social responsibility.

Organization Chart



General Policies

Academic Freedom & Freedom of Expression Policy

California Trinity School of Business is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses our belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions.

Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.

CTSB's faculty have the right to express their informed opinions which relate, directly or indirectly, to their professional activities, whether these opinions are expressed in the classroom, elsewhere on campus or at school-related functions. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others.

Employment by the CTSB does not in any way restrict or limit the First Amendment rights enjoyed by faculty as members of their communities. Faculty members are free to speak and write publicly on any issue, as long as they do not indicate they are speaking for the institution.

Protecting academic freedom is the responsibility of the school community. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, the CTSB protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate.

Statement of Non-discrimination

It is policy of CTSB that applicants for admission shall not be discriminated against the basis of race, color, ethnicity, national origin, religion, gender, age and physical handicap. CTSB's admission policy, therefore, is in compliance with the following federal statutes prohibiting such discrimination; Title IV of the Civil Rights Act of 1964 (as amended); Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975 and the Americans with Disabilities Act.

Drug-Free Policy

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

It is the policy of the Board of Trustees that the learning environment be free of addictive substances. Specifically, all members of the school community, which includes administrators,

faculty, staff, students and guests, will abstain from the consumption or use of alcohol, narcotics, and/or misuse of prescription drugs while on school property and on any field trips or projects sponsored by the school.

The specific rules and guidelines are:

1. All employees and students are forbidden to use, possess, transfer or sell illegal drugs or alcoholic beverages on school premises or during any such time while on school-sponsored field trips or projects.
2. If an employee or student is taking a prescription or non-prescription drug that may affect job performance and/or safety, the administrator, or any person in charge, may make transportation available for the employee or student to his/her home or the home of a relative.
3. Any off duty employee or student who is arrested for possession, use, under the influence of or selling illegal drugs will be suspended pending the outcome of the judicial proceedings. The employee or student will be discharged or dis-enrolled if subsequently convicted of a drug-related crime.
4. Illegal use and/or possession of drugs are subject to criminal legal sanctions under local, state and federal law. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the administration for referral to agencies providing assistance with alcohol- or drug-related problems.

Sexual Harassment Policy

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

Definition of Sexual Harassment

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

Enforcement Policy

CTSB policy on sexual harassment is guided by the applicable federal and state laws and regulations that prohibit such conduct. The School has established a committee designated Grievance Resolution and Sexual Harassment Prevention Committee headed by the President. This committee is entrusted with the task of coordinating all matters involving sexual harassment complaints lodged against a faculty or administrator by students, faculty or staff.

The Board of Trustees shall appoint four committee members from the affected groups, two from each equally divided by gender (see above) to the Committee, which will be headed by the President.

When alleged sexual harassment is brought to the attention of the School administration, the President, the chief coordinator in this matter, shall make an investigation and present his findings to the Committee. The Committee shall review and deliberate on the complaint and render a judgment based on the evidence presented (see Committee guidelines). The Committee is empowered to render a final decision. However, if the alleged victim of sexual harassment is dissatisfied with the decision rendered by this Committee, he/she may appeal to the Board of Trustees. The decision of the Board of Trustees is final. Should the alleged victim of sexual harassment take legal action against the School, this Committee is empowered to recommend the appropriate defense action.

Sexual Assault on Campus

In compliance with the guidelines established by the California Bureau for Private Postsecondary and Vocational Education, CTSB has set forth the following sexual assault prevention, reporting and emergency aid procedures:

1. Sexual assault on campus shall include but not be limited to rape, forced oral copulation, forced sodomy, rape by foreign object, sexual battery, or threat of sexual assault.
2. When sexual assault is committed on campus, the victim or witness to the crime shall immediately report to the President (or his/her designee) should such crime take place during the working hours. If the sexual crime occurs other than during working hours, the crime shall be reported to the Los Angeles Police Department with the consent of the victim.
3. The President shall provide the following support to the victim/s:
 - (a) Seek (if requested) emergency medical services for support of the victim;
 - (b) Seek transport for the victim to the appropriate medical service facility for providing necessary medical services with the consent of the victim;
 - (c) Attempt to ascertain the facts in the case for reporting to the Grievance Resolution and Sexual Harassment Prevention Committee;
 - (d) Seek (if requested) names, addresses, and phone numbers of post-trauma counseling services that are available to the victim; and
 - (e) Provide the victim information concerning options: criminal prosecution, civil prosecution and availability of counseling regarding academic difficulties that may arise because of the sexual assault/harassment and its impact on the victim.

Intellectual Property Policy

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

Scope and Applicability

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

Policy Statement

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

B. Creation of Intellectual Property

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

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

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

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

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

C. Use of Intellectual Property

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

2. It is the responsibility of all members of the CTSB community to comply with all copyright laws.

Definitions

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

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

3. Copyright, as defined by the U.S. Copyright Office is: A form of protection provided by the laws of the United States for “original works of authorship”, including literary, dramatic, musical, architeCTSBral, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and

audiovisual creations. “Copyright” literally means the right to copy but has come to mean that body of exclusive rights granted by law to copyright owners for protection of their work.

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

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

- a) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- b) the nature of the copyrighted work;
- c) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- d) the effect of the use upon the potential market for or value of the copyrighted work.

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

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

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

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

Policy Process

1. CTSB will make reasonable efforts to inform employees and students about copyright and fair use so that they can comply with all pertinent laws.

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

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

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

5. Any employee or student who knowingly violates copyright laws or this policy is responsible for his or her actions.
6. The school or an employee may initiate discussion of a specific contract for the creation of intellectual property.

Faculty Policy

Employment Policy

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

A. General Regulations:

- All applicants are reviewed by the School's Administrative Department.
- All teaching positions require an average grade of above B (3.0) or equivalent.
- Graduated from an accredited College or University.
- Each application submitted must have Curriculum Vitae, official transcript, and related documents.

Types of Faculty

A. Main Positions

1. Adjunct Professor:

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

2. (Full) Professor:

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

Criteria and Standards for Selection of Faculty

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

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

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

All prospective faculty members are required to submit the following:

- (a) Resume/Curriculum vitae
- (b) Proof of degree/s attained (transcripts, diplomas)
- (c) Certificates of professional licensure (if applicable)
- (c) Samples of course syllabi (if applicable)
- (e) Synopsis of publication or any research work done (if applicable)
- (f) Completed the California Trinity School of Business employment application

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

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

Faculty Compensation and Course Loads

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

Duties and Responsibilities

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

Selection Process & Contract Procedures

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

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

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

Length of Contract

Position Length of Contract:

Adjunct Professor - Every quarter (unlimited renewals)

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

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

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

Curriculum Development

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

Policy on Curriculum Change

All proposed curriculum changes that may materially impact the School's existing core curriculum shall be reviewed by the Academic Dean and Board.

Upon approval by the Board, the curriculum may be revised to ensure that the School's preparation of its graduates meets or exceeds the standards set by the State of California.

Procedure for Curriculum Change

Proposals for curriculum changes may originate from the faculty, administration, Student Association, or from outside the School. All proposals shall be abstracted by the proponent/s, pointing out suggested costs/benefits, and submitted to the Academic Dean.

These proposals then go through the following process:

- (a) Review by the Academic Dean for curricular potential;
- (b) Review by the Board to evaluate fiscal viability and manpower needs for execution of the proposed change/s; and
- (c) Recommendation by the Board for final approval.

Voluntary Resignation

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

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

Salary Policy for Faculty

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

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

Disciplinary Actions

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

1. Seriousness of the offense;
2. Extenuating circumstances, if any;
3. Employee's past work record, including annual evaluation/s (TSF204);

4. Possible impact on the mission, purpose and objectives of the School; and
5. Impact on the reputation of the School and morale of other employees.

Suspension and Termination Policy

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

Letter of Warning

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

- (a) Being consistently late without an acceptable excuse;
- (b) Repeated absences without prior authorization or notification to the appropriate superior;
- (c) Failure to carry out assigned duties and responsibilities;
- (d) Leaving the workplace without sufficient reason; and/or
- (e) Willful failure to observe the employee code of ethics and safety rules.

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

Suspension and Termination

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

- (a) Refusal to follow a direct written or verbal instructions without justifiable or acceptable reason;
- (b) Possession, use, transfer and/or sale of controlled substances banned by federal and state law enforcement agencies;
- (c) Willful destruction, misuse or theft of School properties;
- (d) Willful falsification of any School records, including student grades;
- (e) Possession, use, transfer and/or sale of firearms/explosives on School premises;
- (f) Sexual harassment; and/or
- (g) Any actions that can be considered a serious conflict of interest with the School's mission, purpose and objectives.

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

Suspension Pending Investigation

When the offense is serious, warranting an immediate discharge, the offending employee will be suspended immediately while the case is investigated. This employee shall receive the result of the final action by registered mail within fourteen calendar days. If the employee's offense warrants termination, he/she will be notified and will not be paid for the period during which he/she was suspended. If the employee is not discharged but is given disciplinary suspension, the time used for investigation will be counted as part of the disciplinary time off, for a period of up to thirty days. Any additional administrative time off that was required to complete the

investigation in excess of thirty days will not be paid. If an employee is not terminated nor finally suspended, he/she will be reinstated and paid for the period of his/her suspension during the period of investigation.

Mediation

The Grievance Resolution and Sexual Harassment Prevention Committee shall serve as the arbiter or mediator when an appeal of a decision is submitted to the School by the sanctioned employee. The decision rendered by the Grievance Resolution and Sexual Harassment Prevention Committee shall be final. Faculty may appeal to the Board of Trustees for a hearing. The Board of Trustees shall hold a hearing within thirty calendar days from the date the appeal is delivered to the President. The decision of the Board is final.

Grievance Resolution Procedures

CTSB aims to resolve all complaints and disputes related to employment and promotion of faculty, administrators and staff, or student complaints in a manner that is most fair and just to all parties involved. For this purpose, the School has established the Grievance Resolution and Sexual Harassment Prevention Committee composed of faculty, administrators, staff and student representatives.

Issues Not Subject to Grievance Procedures

- (a) There shall be no grievance procedure for falsification of information provided in the application form, supporting documents, or resume which played a vital role in the student's admission or employee's hiring;
- (b) There shall be no grievance procedure for employee termination due to financial exigency; and
- (c) There shall be no grievance procedure for expulsion/termination of any employee or student convicted of a felony while employed/enrolled.

Employment/Promotion Dispute

If a dispute arises regarding employment or promotion other than for items (a), (b), or (c) stated above, the affected individual has the right to appeal to the Grievance Resolution and Sexual Harassment Prevention Committee for a hearing. A formal appeal to the committee must be made in writing within ten working days from the date of the incident, and a formal appeal also submitted to his/her immediate supervisor.

When submitting a formal appeal to the Grievance Resolution and Sexual Harassment Prevention Committee, individuals are advised to prepare the following information and supportive documents:

- (a) Nature of the problem or dispute;
- (b) The date/s the alleged problem or dispute occurred;
- (c) The name of the individuals involved in the dispute;
- (d) Copies of all relevant supportive documents; and
- (e) A brief statement concerning the ruling sought from the Committee.

Responsibilities and Procedures of the Grievance Resolution and Sexual Harassment Prevention Committee

- (a) Within five working days of the receipt of a written grievance, the Grievance Resolution and Sexual Harassment Prevention Committee shall notify the complainant of its receipt of the Grievance;
- (b) A committee hearing shall be set up within ten working days of the receipt of the written grievance to determine the merits of the complaint; and
- (c) Within five working days after the hearing, the committee shall give a written decision to the complainant.

Appeal Process

If the ruling rendered by the Grievance Resolution and Sexual Harassment Prevention Committee is not satisfactory to the complainant, faculty and administrators shall have the right to make a formal appeal to the Board of Trustees within ten working days from the date of ruling delivered by the Grievance Resolution and Sexual Harassment Prevention Committee. The Board of Trustees must render a final decision on this appeal within thirty working days from the date it was received.

Termination Dispute

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

Academic Policies

Registration and Enrollment

Students are required to register for classes each quarter during the announced registration period and to pay a Registration Fee, tuition and related fees. Students must register for the required minimum number of quarter units, as applicable for their course within the announced registration period. A late registration fee will be assessed for registrations made beyond the registration period. No late registrations will be accepted beyond the Add-Drop period.

Credit Hour Definition

California Trinity School of Business awards academic units based on quarter credit hours. One unit of credit for each 50-minute class session per week. For each credit in the graduate program, students are expected to complete a minimum of two hours of academic work (study, preparation, etc.) outside of class each week. The policy on academic credits is based on those generally accepted in degree-granting institutions of higher education. A quarter at CTSB typically consists of 10 weeks excluding final exam week. Students at CTSB are advised to limit their job and social commitments in order to give their coursework adequate attention.

Class Location

All graduate classes are held six days a week, Monday through Saturday, on the campus premises of California Trinity School of Business at 2333 Beverly Blvd., Los Angeles, CA 90057.

Satisfactory Academic Progress (SAP)

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

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

- Maximum Time Frame – students must complete their degree within a maximum period of 150% of the published length of the academic program.
- Minimum Pace of Progression – students must complete 66.67% or two-thirds (2/3) of all attempted courses. To calculate the Pace of Progression, divide the cumulative number of credits successfully completed by the cumulative number of credits attempted.
- Minimum GPA – students must maintain a cumulative GPA of 3.0 for the MBA program at the end of each term.

Unsatisfactory Academic Progress

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

Re-Establishing SAP

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

The student may reestablish satisfactory academic progress at any time if s/he successfully completes a term/s with a cumulative GPA at or above 3.0 and/or an attendance rate of 80% or higher. The student who reestablishes satisfactory academic progress is advised that they no longer need to be on an academic plan.

Academic Probation Policy

Any student whose cumulative grade point average falls below 3.0 (B) on a 4.0 scale, or whose attendance rate for the previous 2 quarters all fall below 80% will be placed on academic probation. No record of this status will be placed on the student's permanent record. Probation begins with the quarter following notification. A student who receives a Notice of Academic Probation is required to consult with the Chief Academic Officer and submit a plan for improving his/her grade point average. During this period, the Chief Academic Officer will closely monitor the student's academic activities and/or attendance to determine the cause of unsatisfactory academic performance and recommend remedial measures. Academic probation may be removed when a student improves his/her grade point average to 3.0 or higher, or, if probation is due to attendance, improves attendance rate. A student will be dismissed or terminated from the program, if, at the end of two quarters on probation, the student has not improved his/her academic performance or, if probation is due to attendance, has not attended at least 80% of the classes.

Add and Drop Policy

Students may add or drop a course by submitting a completed "Drop/Add" form to the Registrar's Office. Courses may be added or dropped during the first week of the quarter without penalty. (No entry will be made on the student's permanent record until after the tenth day of the quarter.) To drop a course during the 2nd and 3rd week of the course, students must submit a petition stating the reason/s for the late add/drop request to the CAO and/or DSO for approval.

Dropping a course will not be permitted during the last three weeks of instruction except under the following conditions:

1. Serious illness or accident resulting in considerable loss of class time

2. Serious financial difficulty or other personal problems of grave nature which require withdrawal from an overburdening academic load
3. Verified emotional disturbances requiring professional attention
4. Other pertinent reasons and mitigating circumstances that were clearly beyond the control of the student, such as a natural disaster or major misfortune in the family.

Attendance Policy (Classroom)

Students are required to attend at least 80% of the scheduled class meetings to be eligible to take the final examination, unless an acceptable reason is given and approved by the faculty in charge of the course. If a student misses a final examination due to an unforeseen circumstance, a make-up examination may be arranged, subject to the prepayment of make-up examination fee.

Excusable Absences

Absence may be excused for childbirth, documented illness, injury, death in the family, or other emergency situations. Students should call the Student Services as soon as possible on the first day of absence and give an estimate of the duration of the absence.

Tardiness

Two incidences of tardiness (over 30 minutes) are the equivalent of one absence.

Excessive Absence

Excessive absence is defined as absence in excess of 30% of scheduled classroom hours in academic courses

To receive credit for the course, all work missed due to absence or tardiness must be made up to the satisfaction of the instructor. Instructors will normally arrange for make-up examinations in case of excused absences. Instructors are not required to provide make-ups for exams missed due to unexcused absence or lateness, unless the reason for absence or lateness is acceptable; otherwise, a failing grade may be assigned.

Grading Policy

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

Letter Grade	Description	Percentage	Grade Point	Academic Standing
A	Excellent	95.00 - 100.00	4.0	
A-	Superior	90.00 - 94.99	3.7	
B+	Very Good	87.00 - 89.99	3.3	
B	Good	83.00 - 86.99	3.0	Satisfactory grade for graduate-level programs
B-	Satisfactory	80.00 - 82.99	2.7	
C+	Satisfactory	77.00 - 79.99	2.3	
C	Average	73.00 - 76.99	2.0	Students on the 52 unit curriculum must earn a minimum C as a passing grade
C-	Below Average	70.00 - 72.99	1.7	
D+	Below Average	67.00 - 69.99	1.3	
D	Below Average	63.00 - 66.99	1.0	Students on the 68 unit previous curriculum may earn a minimum D as a passing grade
D-	Minimal	60.00 - 62.99	0.7	
F	Failure	0.00 - 59.99	0.0	
P	Pass with Credit		0.0*	
I	Incomplete		0.0**	
TC	Transfer Credit		0.0 "P"	
W	Withdrawal		0.0	
AUD	Audit		0.0	
R	Repeated Course		0.0	

- **Pass/No Pass (P/NP)**

A student who satisfactorily completes a "P/NP" course will receive a "P" (pass) grade. Credit will be granted. However, no grade points are assigned and it is not computed in the GPA. "P" grades are equivalent to a "C" grade or higher. A grade of "NP" (no pass) will be assigned when the requirement for credit in the course has not been satisfied with a level of "C" or higher. "NP" grades are given for "C-" and below. No credit is granted, no grade points are assigned and the "NP" is not computed in the GPA.

- **Incomplete Grades (I)**

A student receiving an “I” grade must contact the course instructor or Chief Academic Officer and make up the necessary requirements within two quarters or it will be converted into “F” grade.

- **Transfer Credit (TC)**

TC denotes a credit earned through a “Transfer of Credit” from another institution which may be applied toward the minimum course requirements for undergraduate and master’s degrees. No letter grade is given and TC grades are not included in the calculation for GPA.

- **Withdrawal (W)**

Students may withdraw from courses during 1-2 weeks of the quarter without affecting their grade point average. After this period, courses may be dropped only for compelling reasons. If the request for dropping a course/s is/are approved, a “W” grade will be awarded. Students who do not officially withdraw from a course will automatically receive a grade of an “F”.

- **Audit Courses (AUD)**

Students who wish to audit a class may do so if they have previously taken and passed a course at CTSB. Audited and other non-credit courses are not included in fulfilling the requirements for SAP. Auditing courses require obtaining permission from both the Admin Office and the course instructor.

- **Repetition of Course ®**

A student, in order to raise his/her grade point average, may repeat only those courses in which a grade of C-, D+, D, D-, or F was given. Students who repeat a course more than once must obtain the prior approval of the Chief Academic Officer.

Student’s Right to Cancel

The student has a right to cancel the enrollment agreement or withdraw from the institution and obtain a refund. Such cancellation should be in writing to the President at CTSB 2333 Beverly Blvd, Los Angeles, CA 90057. A Full Refund may be obtained by withdrawing within 10 days of the beginning of an enrollment agreement, or before the student’s first meeting with a CTSB faculty person to plan and begin their studies for their educational program, whichever is later.

Make-up and Exam Policies

Make-up assignments for missed classes, quizzes, exams, re-tests, or other special arrangements are made only by the instructor and only at the instructor’s discretion. Only the original or specified substitute instructor may administer a makeup exam or re-test. If makeup exams or re-tests are approved, special fees will have been assigned.

If a student takes a final exam and fails the exam, the student’s instructor may recommend that a re-test be given. The instructor must indicate in writing (on an Examination Request Form) to the Chief Academic Officer. The re-test, if approved by the Chief Academic Officer, shall be

scheduled in agreement with, and at the convenience of the instructor. The exam must be completed before the end of the fourth week of the next quarter.

Violation of Academic Honesty

All students at CTSB are expected to adhere to the highest standards of academic honesty in the performance of all academic work. Students will be subject to disciplinary action for committing any form of academic dishonesty, including but not limited to, cheating, plagiarism and the use of materials prepared by another.

Violators will be subject to severe disciplinary action, subject to academic probation, suspension, or dismissal. The use of commercially prepared term or research papers, in whole or in part, for completion of any course requirements, will be considered the most serious offense, and will include criminal penalties by the State of California for the sale or distribution of such materials.

Academic Probation Policy

Any student whose cumulative grade point average falls below 3.0 (B) on a 4.0 scale will be placed on academic probation. No record of this status will be placed on the student's permanent record. Probation begins with the quarter following notification. A student on academic probation may not be allowed to take a full course load. A student who receives a Notice of Academic Probation is required to schedule monthly conferences with the Chief Academic Officer and submit a plan for improving his/her grade point average. During this period, the Chief Academic Officer will closely monitor the probationer's academic activities to determine the cause of unsatisfactory academic performance and recommend remedial measures. Academic probation may be removed when a student improves his/her grade point average to 3.0 or higher.

Privacy of Student Records

In order to minimize the risk of improper disclosure of students' records, access to students' records are strictly controlled and regulated. Student's transcript of academic performance contains only information concerning academic status and performance. Information concerning disciplinary action or counseling files shall not be available to unauthorized persons.

Code of Conduct and Disciplinary Policies

CTSB Students are expected to conduct themselves in an ethical manner and to abide by the regulations of CTSB. A student who violates CTSB regulations and the following student code of conduct may require CTSB to impose such penalties as deemed appropriate from verbal warning to dismissal. Any such disciplinary action will follow the established due process. Students will be informed in writing of the nature of the charges against them and will be given a fair opportunity to refute them.

The following is the School's Student Code of Conduct.

- (a) Cheating is defined as and includes the unauthorized use of study aids, examination files, other related materials, and receiving unauthorized assistance during any academic exercise;
- (b) Fabrication is the falsification or invention of any information in an academic exercise;

- (c) Facilitating academic dishonesty is intentionally helping or attempting to help another student to commit an act of academic dishonesty;
- (d) Plagiarism is intentionally or knowingly representing the words, ideas, or work of another as the one's own in any academic exercise.

Student Behavior

The school will take appropriate action against any disruptive student behavior. "Disruptive behavior" is defined as:

- (a) Preventing other students from learning;
- (b) Preventing the teacher from teaching;
- (c) Hurting, offending or threatening teachers, students or staff.

The Chief Academic Officer or Admissions Director has the authority to expel a student at any time if their behavior disrupts class instruction. Disruptive behaviors which are not allowed at school may include, but are not limited to, showing disrespect or being impolite to teachers, students or staff. These can be in any of the following forms:

- Bothering other students, teachers and staff physically or verbally
- Not cooperating in class
- Not allowing other students to participate in class
- Not bringing the textbook and materials to class
- Sleeping in class
- Placing another person in fear of imminent physical or bodily harm
- Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety or causes physical harm to any persons on campus
- "Harassment" – any actions, threats, gestures and/or words directed toward another person which have the purpose or which tend to incite a breach of peace, create a hostile environment, or cause emotional distress to that person because of humiliating, degrading, intimidating, insulting, coercive, ridiculing or alarming nature of the conduct. It frequently, but not always involves a pattern of conduct.
- Repeatedly speaking one's native language during class.
- Being violent or any form of violence, threats, or sexual harassment may result in expulsion from the program immediately.
- Having or showing sexually explicit or violent images in any form in class.

The behaviors above are not acceptable and may be dealt with in the following manner:

1. A verbal notice from the Professor or Administrative Official
2. A written Student Warning notice or discussion with an Administrative Official
3. Expulsion and loss of I-20 status if the disruptive behavior is found to be continuing

Disciplinary Policies

Students are obligated to comply with the course requirements as set by the instructor. If an instructor discovers any acts of academic dishonesty committed by a student, the instructor must notify the Chief Academic Officer in writing. The student will then be required to see the Chief Academic Officer for counseling. In case the student continues his/her dishonest conduct, a hearing will be convened with the student, the instructor will report the incident to the Chief Academic Officer and President. A recommendation in writing with the reasons supporting the action will be provided to the student. A decision to expel, suspend, or give a less severe disciplinary action to the student will be made by the Chief Academic Officer, and students have the right to appeal.

Grievance Resolution and Appeal Procedure

CTSB places great emphasis on putting the educational experience of its students as the first priority of its administration, faculty, and staff. CTSB seeks to continuously improve the educational experience of its students, including the quality of academics, learning resources, and Student Services. Students have the opportunity to provide feedback at the end of each quarter through surveys and questionnaires. In addition, students have the opportunity to file a complaint or grievance, or otherwise, dispute or appeal a decision made by the school by personally filing a Student Complaint Form or undergoing an interview, and following a formal procedure. It is recommended that the student first resolve the issue with the parties involved prior to filing a formal complaint. Complaints can either be for academic or non-academic reasons.

Academic complaints

Academic complaints concern faculty, students, or to report any violations of the following policies described in this catalog:

- Academic Policies such as grades, tardiness, attendance, SAP, academic probation, academic dishonesty, among others.
- Student Code of Conduct and Student Behavior
- Drug and Alcohol Policy
- Sexual Harassment Policy
- Disciplinary Policies

The Chief Academic Officer investigates, resolves and decides on all academic complaints.

Non-academic complaints

Non-academic complaints concerning staff or administrative-related issues, application of policies or procedures, Student Services, or school facilities. The Chief Operating Officer investigates, resolves and decides on all non-academic complaints.

Right to Dispute or Appeal

For the purpose of fairness and objectivity, a student who is a recipient of a decision from a previously filed complaint, or who is the recipient of a disciplinary action or administrative order for violation of any of the following policies listed below has the right to file a dispute or an appeal:

- Student Code of Conduct Violation
- Disruptive Student Behavior
- Academic Dishonesty
- Drug, Tobacco and Alcohol Policy Violation
- Sexual Harassment Policy Violation

The Board of Directors will review and decide on complaints previously decided on by either the Chief Academic Officer or the Chief Operating Officer. The Chief Academic Officer will review and decide on disputes and appeals to disciplinary actions initiated by the school against the student, and, if necessary, elevate the case to the Board of Directors.

Complaint, Dispute and Appeal Procedure

The Student Complaint Form and filing procedure requires the following information which can either be completed by the student or obtained through a personal interview.

1. Documentation in writing of the nature of the complaint, dispute or appeal. For complaints include dates, time, location, and names of parties involved.
2. A brief statement on the ruling sought.
3. If applicable, a statement of a witness.
4. Submit any information, evidence or documents to support the complaint, dispute or appeal.

Complaints, disputes and appeals will be reviewed and investigated by the respective school officials, and a response along with a decision will be given based on the following time-frame.

Type of complaint	Deciding Authority	Timing for a Decision
Academic complaint	Chief Academic Officer	14 business days
Non-Academic complaint	Chief Operating Officer	14 business days
Dispute and Appeal to disciplinary actions, administrator orders imposed on student	Chief Academic Officer	14 business days
Dispute and Appeal to decision for previously filed complaint academic/non-academic	Board of Directors	30 calendar days

Depending on the type of the academic complaint, a conference may be conducted to hear all parties involved prior to a decision. Every effort will be made to resolve all complaints, disputes and appeals taking into consideration the best interest of both the student and the school.

A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary Education by calling Toll Free (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Website www.bppe.ca.gov.

Mailing Address:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Licensing Fax: (916) 263-1894

Enforcement/STRF/Closed Schools Fax: (916) 263-1896

Physical Address:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

School's Safety Policies

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

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

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

Safety Policy Implementation procedure

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