



# 2024 - 2025 CATALOG

Effective August 2024

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## WELCOME TO CALIFORNIA COLLEGE OF ASU

We welcome and invite you to explore California College of ASU. It has been our sole mission for over 70 years to educate and refine the talents of those who are passionate about obtaining a top-notch education, and securing a successful career in their chosen field of study.

Our philosophy and approach is to blend a creative, personal enriching, and technical curriculum to ensure each student upon graduating is well equipped with the knowledge and confidence necessary in pursuing their dreams. We offer a variety of unique degree programs designed to promote a collaborative and family-like set of values with a true hands-on learning environment, which encourages our students to create long-lasting friendships among their peers and faculty members.

Inclusion is a core value of our institution, and we believe that diversity makes for a stronger educational community, enriching our students' experiences and broadening their perspectives. We strive to cultivate an inclusive environment that welcomes people of all backgrounds, identities, and abilities. Within this atmosphere, we believe it promotes mutual respect, understanding, and elevates voices that are often marginalized or underrepresented.

Through our curriculum and many events, we seek to empower our students through leadership training which advocates for diversity and inclusion in the film and entertainment industry.

Artistry is another key aspect of our school, and we believe that filmmaking is a form of artistic expression that requires creativity, imagination, and vision. We encourage and educate our students to hone their artistic skills and develop their own distinctive voices as filmmakers. Our faculty members are accomplished professionals in the film and entertainment industry who share their expertise and experience with students in order to provide a rich learning environment that stimulates their creativity and inspires them to push boundaries and explore new ideas.

In today's fast-paced world, adaptability is an essential quality that allows an individual the flexibility to quickly learn new skills and manage the road to success. We encourage this trait in our students in order for them to respond effectively to changing situations and quickly adjust to new circumstances with ease. Ultimately, it is this trait that allows individuals to thrive in today's constantly changing environment.

At California College of ASU, you'll build confidence, knowledge, and technical proficiency under the guidance of a faculty who also share your love for film, television, and the digital arts. We are always seeking creative new additions to our family, so please, accept our invitation to come visit and tour our campus. It might just be the open door and first step to fulfilling your dreams and sharing your creative passion.

We look forward to meeting you personally, and wish you all the best in your academic pursuits!

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# ABOUT CALIFORNIA COLLEGE OF ASU

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## OUR MISSION

California College of ASU educates students in the art and science of communications and the diverse media of contemporary storytelling within an exploration of the liberal arts. Our rigorous course of study and practice prepares graduates to be analytical thinkers and effective communicators who are creative, knowledgeable, and responsible contributors to advancing a curious, thoughtful, and compassionate global community.

## OUR PHILOSOPHY

For over seven decades, California College of ASU (previously operating as Columbia College Hollywood) has promoted creativity, innovation, and growth through instruction, collaboration, and a common love of the creative media arts. The campus educational environment is purposefully designed to encourage each student to take the risks necessary to develop a unique artistic vision and voice. Program curricula are designed to erase boundaries between education and the professional world through exposure to hands-on project-based learning that reflect real world creative industries. Students work in teams to learn all aspects of the creative process and are mentored by a faculty of industry professionals.

All degree programs are supported by a general education program of liberal arts and sciences that focus on the core competencies, knowledge, and skills to best prepare students to become free-thinking, entrepreneurial storytellers, filmmakers, content creators, and artists. The campus also provides ample opportunities for professional access and continued learning through industry relationships to help build a foundation for creative and professional success.

## OUR VALUES

California College of ASU supports its mission through its values, which provide touchpoints for all policies, decisions, and activities. California College of ASU is...

- Caring
- Inspiring
- Continuously Improving
- Collaborative
- Student-Centered

## OUR CORE TENETS

- Artistry
- Collaboration
- Leadership
- Adaptability
- Inclusion

## OUR HISTORY

California College of ASU was originally established in 1952 as the Los Angeles branch campus of Columbia College in Chicago. The curriculum was designed to focus on the burgeoning Hollywood entertainment industry and featured a faculty made up of working film, television, and radio professionals. In 1962, California College of ASU separated from the Chicago institution to operate as an independent private nonprofit college, Columbia College Hollywood.

Throughout the 60s and 70s, the college grew along with the film and television industries, moving first to a larger campus in central Hollywood, and then to a new campus in the historic, former world headquarters of Panavision, a foremost designer and manufacturer of fine cameras and lenses for the film and television industries.

In 2018, Columbia College Hollywood expanded its program offerings when it acquired the former Tribeca Flashpoint College, a private creative media institution located in Chicago, Illinois and established its branch campus known as Flashpoint Chicago, a Campus of Columbia College Hollywood. Due to insurmountable challenges presented by the COVID-19 pandemic, the college made the difficult decision to close the Flashpoint Chicago campus as of August 2022.

Recently, Columbia College Hollywood partnered with ASU to form the new California College of ASU, housed by its California campuses in Downtown Los Angeles.

## CAMPUS LOCATIONS

In August 2022, California College of ASU started offering instruction at the historic Herald Examiner Building (California Center Broadway) in the South Park area of Downtown Los Angeles. This location provides a myriad of creative opportunities for California College of ASU storytellers and artists, with easy access to many important L.A. landmarks, museums, theaters, and cultural districts, including the Fashion District, the Arts District, and Little Tokyo.

Originally designed by Julia Morgan for William Randolph Hearst, the Herald Examiner Building is a five-story, 100,000

square foot architectural icon, with soaring ceiling heights, operable leaded windows, and sawtooth skylights, that was recently renovated to serve as a vibrant educational community. The new campus shares space with students and faculty from other prestigious institutions, including Arizona State University's Herberger Institute for Design and the Arts, the Walter Cronkite School of Journalism and Mass Communication, and the Thunderbird School of Global Management and allows the California College of ASU community to explore collaboration opportunities with students and faculty from ASU's Sidney Poitier New American Film School. This shared campus strategy is on the cutting edge of higher education as colleges and universities employ new ways to improve services and broaden the quality of experience for students, faculty, and staff.

In addition to the Broadway campus, California College of ASU has permitted use of the ASU California Center Grand (previously known as the FIDM building). The ASU California Center Grand is a 200,000 sq. ft., five-floor building near the business, clothing and textile sectors of the city. Located half a mile from the Broadway campus (approximately a 10-minute walk), the ASU California Center Grand features study spaces designed to inspire creativity, the largest fashion library on the West Coast, state-of-the-industry classrooms, and the world-class FIDM Museum & Galleries, which houses the Study Collection dating back to the 18th century. It is currently home to ASU FIDM, ASU's fashion program, and supports the Herberger Institute for the Design and the Arts creative community.

## **ACCREDITATION AND AUTHORIZATIONS**

California College of ASU is accredited by the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC).

For more information, please contact WSCUC at:

WASC Senior College and University Commission 985 Atlantic Avenue, Suite 100  
Alameda, CA 94501  
(501) 748-9001  
wscuc.org

## **COMMITMENT TO DIVERSITY**

With an institution-wide commitment to diversity, California College of ASU fosters an academic environment for students, staff, and faculty where differences in experiences, expertise, ideas, and opinions are welcomed and where all perspectives and identities are treated with dignity, fairness, caring, and equality without bias due to religion, national origin, age, sex, marital status, sexual orientation, gender identity, height, weight, veteran status, or disability.

## **NON-DISCRIMINATION POLICY**

California College of ASU operates in full compliance with Title VI of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Title IX of the Education Amendments of 1972.

California College of ASU administers all education-related programs and activities, including, but not limited to, admissions, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, housing, employment, research, recreation, and other extracurricular activities without regard to the student or applicant's race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, or other characteristic protected by federal or state law.

All employment-related decisions at the college, including, but not limited to, decisions relating to recruitment, hiring, promotion, transfers, benefits, and any other terms and conditions of employment, are made without regard to the employee's or applicant's race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, medical condition, covered veteran status, genetic information, or other characteristic protected by federal or state law.

## **PROGRAM AND POLICY CHANGES**

California College of ASU reserves the right to modify curricula, combine or cancel classes, and change equipment, as needed. Each degree program's learning outcomes are assessed every 3 years to identify opportunities for continuous improvement within our established curricula. Every 5 years, a degree program undergoes a program review process to determine curriculum updates and revisions and to ensure the programs offered are of relevance and quality. The college regularly upgrades its equipment, software, and educational materials to stay current with rapidly changing technology and reserves the right to make changes to its facilities, equipment, software, and other materials at any time to provide students with the most up-to-date educational experience practicable.



# ADMISSIONS

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## ADMISSIONS POLICY

California College of ASU welcomes applications for admission from all individuals who seek undergraduate liberal arts degree programs focused on the creative arts. The college seeks to admit a culturally, economically, and educationally diverse body of motivated students who will benefit from its project-based curriculum, small class sizes, hands-on learning environment, and the supportive mentorship of its faculty of industry professionals.

Admission decisions are based on an academic assessment of a prospective student's ability to succeed at the college and in a chosen career field. Applications are reviewed and considered individually when determining acceptance. While prior academic achievement is an important factor when considering an application, the college also considers a student's ability to successfully undertake a curriculum that combines the technical, practical, artistic, and philosophical aspects of contemporary storytelling and creative media with an academic foundation in the liberal arts. California College of ASU does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, marital status, veteran status, or disability in admissions and/or all other institutional policies.

## APPLICATION DEADLINES

Prospective students are encouraged to apply early to ensure space is available. Applications are accepted until two (2) weeks before the start of classes.

## APPLICATION REQUIREMENTS

Prospective students may apply to California College of ASU by completing and submitting the Common Application<sup>®</sup> available online at [apply.commonapp.org](http://apply.commonapp.org).

To be considered for admission to California College of ASU, a prospective student must:

- Complete and submit an application online via the Common Application<sup>®</sup> at [apply.commonapp.org](http://apply.commonapp.org)
- Pay a one-time, non-refundable application fee of \$50 or applicable fee waiver
- Provide proof of high school graduation or equivalent
- Provide official high school transcripts and official college transcripts from all prior institutions
- Show a minimum of a 2.5 unweighted cumulative GPA in 'A-G' courses and less than 2 deficiencies (not in both math and science) or above on a 4.0 scale on either an official high school transcript or official college transcript from a prior institution

## ALTERNATIVE REVIEW REQUIREMENTS

Students in the Alternative Review Criteria must meet a minimum of a 2.0 unweighted cumulative GPA in the A-G courses. Students in the Individual Review Criteria will be asked to submit an essay about their academic background and why they are interested in the college. The essay should be no more than 500 words and be in their own words. In addition to the essay, students applying to the cinema program will be asked to provide a portfolio of their creative work.

OPTIONAL: Prospective students have the option of supporting their applications with the following additional materials:

- A portfolio of original creative work
- ACT, SAT, or Wonderlic test scores
- Letters of Recommendation from appropriate character references, such as a school administrator or teacher, counselor, entertainment professional, employer, or former employer (see *Letters of Recommendation* below)

Any materials and supporting documentation submitted during the application process will not be returned to the applicant. All admitted students are required to review, complete, and sign an Enrollment Agreement prior to enrollment.

INDIVIDUAL REVIEW: Students who do not immediately meet admission criteria will be individually reviewed by an admission committee. Students placed in individual review are expected to submit an essay. Optional letters of recommendation must be from an appropriate character reference, such as an administrator, high school teacher, counselor, entertainment professional, employer, or former employer. Letters of recommendation must be submitted directly to California College of ASU by the recommender online using the California College of ASU Letter of Recommendation Form or by email to [admissions@columbiacollege.edu](mailto:admissions@columbiacollege.edu). Recommenders may also submit letters of recommendation by standard mail to:

California College of ASU  
Attention: Admissions  
1111 South Broadway, Suite 100  
Mail Code 3531  
Los Angeles, CA 90015  
U.S.A.

## **ADMISSION CRITERIA**

### *First-year students:*

Minimum of a 2.5 unweighted cumulative GPA in the 'A-G' courses.

Applicants who do not meet this cumulative GPA may be considered for admission through an individual review process.

### *Transfer students, applicants with:*

1-12 transferable credits: will need to meet the first-year student admission criteria.

13-23 transferable credits: will need to meet the first-year student admission criteria and a 2.5 cumulative transfer GPA.

24-59 transferable credits: minimum of a 2.5 cumulative transfer GPA

Applicants with an Associate's Degree or 60 or more transfer credits: minimum of a 2.0 cumulative transfer GPA

## **PROOF OF GRADUATION**

California College of ASU requires all prospective students to provide proof of graduation documentation prior to acceptance.

The following are acceptable forms of proof of graduation documentation:

- Official high school transcripts showing proof of high school graduation
- Official GED, HISET, or TASC Certificate of Completion transcripts
- Evidence of a homeschool diploma or a homeschool certificate of completion that is considered the equivalent of a high school diploma in the applicant's home state

## **PROOF OF GRADUATION SUBMISSION POLICY**

All official transcripts and other proof of graduation documents from U.S. educational institutions must be sent to California College of ASU directly from the issuing institution of origin. California College of ASU accepts official transcripts directly from issuing institutions located in the United States electronically and by standard mail. Copies of transcripts or equivalency documentation made by the applicant and/or transcripts sent directly from the applicant will not be accepted. Proof of graduation documents from educational institutions in countries other than the United States that are issued in English or a language other than English must be evaluated course-by-course prior to submission by a credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES). All proof of graduation documents issued in a language other than English must also be translated by a certified English-language translation service prior to submission.

### **Electronic Submission**

Proof of graduation in the form of official transcripts from issuing educational institutions of origin may be sent directly to California College of ASU electronically via one of the following:

- The Parchment Secure Transcript System at [parchment.com](http://parchment.com)
- The Common Application® at [commonapp.org](http://commonapp.org)
- A transcript site formally linked to the issuing institution of origin
- An email address formally linked to the issuing institution of origin
  - Emailed transcripts must be signed by an official of the issuing institution and sent electronically to: California College of ASU Admissions, [admissions@columbiacollege.edu](mailto:admissions@columbiacollege.edu)

Official transcripts from California community and state colleges may be sent electronically from eTranscript California at [etranscriptca.org](http://etranscriptca.org).

Transcripts and proof of graduation documents may be electronically submitted or sent via email directly to [admissions@columbiacollege.edu](mailto:admissions@columbiacollege.edu).

### **Standard Mail Submission**

All official transcripts and other proof of graduation documents may be sent by standard mail in a sealed envelope directly from an issuing educational institution of origin located in the U.S. to California College of ASU at this address:

California College of ASU  
Attention: Admissions  
1111 South Broadway, Suite 100  
Mail Code 3531  
Los Angeles, CA 90015

### **GED Transcript Submission**

Official GED Certificate of Completion transcripts must be sent directly from the GED testing center to California College of ASU by standard mail in a sealed envelope or electronically via the GED website at [ged.com](http://ged.com). Applicants may also order official GED transcripts from the Department of Education in the state from which the GED Certificate of Completion was received.

### Homeschool Proof of Graduation Submission

A prospective student who was homeschooled in a state where state law requires a secondary school completion credential for homeschooling other than a high school diploma or its recognized equivalent must provide an official completion credential. An applicant who was homeschooled in a state where state law does not require a secondary school completion credential for homeschooling other than a high school diploma or its recognized equivalent may submit a transcript, or the equivalent, signed by the applicant's parent or guardian. The homeschool transcript must list the secondary school courses completed by the applicant and include a statement that the applicant successfully completed a secondary school education in a homeschool setting.

### APPLICATION FEE

A one-time, non-refundable \$50.00 application fee must be submitted with each application. The application fee is waived for a prospective student who:

- Receives or is eligible to receive an ACT or SAT fee waiver
- Is eligible to receive a NACAC fee waiver
- Completes the California College of ASU waiver requirements
- Is a veteran or is currently on active duty
- Is a member of the National Guard or Armed Forces Reserves

The Common Application® offers a fee waiver intended for a U.S. college applicant whose financial circumstances would pose a major barrier to applying to college. To receive a Common Application® waiver, an applicant must qualify for at least one of the following indicators of economic need:

- The applicant has received or is eligible to receive an ACT or SAT testing fee waiver. SAT and ACT fee waivers are requested through the applicant's guidance counselor. See the SAT or ACT websites for eligibility information
- The applicant is enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch (FRPL) program
- The applicant's annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service
- The applicant is enrolled in a federal, state, or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound)
- The applicant receives public assistance from federal, state, and other assistance programs
- The applicant lives in federally subsidized public housing, a foster home, or is homeless
- The applicant is a ward of the state or an orphan

The acceptance of waivers, including those submitted through the Common Application®, are subject to the review and approval of the admissions department. The applicant may be required to provide a supporting statement from a school official, college access counselor, financial aid officer, or community leader.

### STANDARDIZED TEST SCORES

Prospective students are not required to submit SAT or ACT scores for admission. However, California College of ASU awards college academic credit for Advanced Placement (AP) exam scores of 3 or better, select International Baccalaureate (IB) Higher Level (HL) or Diploma Programme (DP) individual subject exam scores of 4 or better, and College Level Examination Program (CLEP) exam scores of 50 or better. At the time of the AP exam, applicants may designate the college code as an automatic recipient of the official score report. An applicant who has already taken the AP exam may go to [apcentral.collegeboard.org](https://apcentral.collegeboard.org) to request that scores be sent to the college.

STANDARDIZED EXAM	WEBSITE	SCHOOL CODE
Advanced Placement (AP)	<a href="https://apcentral.collegeboard.org">apcentral.collegeboard.org</a>	California College of ASU 1247
College Level Examination Program (CLEP)	<a href="https://clep.collegeboard.org">clep.collegeboard.org</a>	California College of ASU 1247
ACT Exam	<a href="https://act.org">act.org</a>	California College of ASU 5553
SAT Exam	<a href="https://studentscores.collegeboard.org">studentscores.collegeboard.org</a>	California College of ASU 1247
International Baccalaureate (IB)	<a href="https://candidates.ibo.org">candidates.ibo.org</a>	n/a

To be eligible for college academic credit or a proficiency exam waiver, official secondary exam scores and transcripts must arrive directly from the issuing organization in a sealed envelope and must be approved prior to New Student Orientation. Copies made and/or sent by the applicant will not be accepted. See the *Transfer Credit Policy > Exam Credit* section of this Catalog for more information.

### INTERNATIONAL STUDENT ADMISSIONS

California College of ASU welcomes prospective international students to apply for admission. On behalf of the United States Department of Homeland Security, the Designated School Official (DSO) will assist an international applicant who is in compliance with all United States Department of Homeland Security (DHS) and United States Citizenship and Immigration Services (USCIS) regulations to obtain a required nonimmigrant F-1 student visa and will confirm the international applicant's status with inquiring agencies.

### INTERNATIONAL APPLICATION REQUIREMENTS

To be considered for admission to California College of ASU, a prospective international student must:

- Complete and submit an application for admission online via the Common Application® at [apply.commonapp.org](http://apply.commonapp.org)
- Pay a one-time, non-refundable application fee of \$50.00
- Provide proof of high school graduation or equivalent (see *International Proof of Graduation* below)
- Provide official high school transcripts and official transcripts from any prior institutions (See *International Transcript and Credential Submission Policy* below)
- Show a minimum grade point average of 2.5 or above on a 4.0 scale (or equivalent) on either an official high school transcript or official college transcript from a prior institution (See *International Proof of Graduation* below)
- Provide a copy of the applicant's government-issued passport
- If the applicant's native language is not English, submit TOEFL, IELTS, iTEP, or Duolingo English Test scores (See *English Proficiency Requirements* below)
- Submit documented evidence of financial support (See *International Student Financial Support Affidavit* below)
- Submit the I-20 Processing Fee of \$125.00 and advance payment of applicable tuition and fees for one term

### **ENGLISH LANGUAGE PROFICIENCY REQUIREMENT**

The English language is the medium of instruction at California College of ASU, and no language other than English is used for instruction. All applicants contemplating enrollment at California College of ASU are expected to be proficient in English, both spoken and written, at the level of a graduate of an American high school.

The college does not offer English Language services of any kind. English translators are not provided. An international applicant whose native language is not English must adequately demonstrate English competency as a part of the application process by taking the TOEFL exam administered by the Educational Testing Service, the IELTS exam administered by the International English Language Testing System, the iTEP exam administered by iTEP International, or the Duolingo English Test administered by Duolingo at [englishtest.duolingo.com](http://englishtest.duolingo.com).

Minimum English proficiency test scores required for admission are:

- TOEFL Online Test score = 80 or higher
- IELTS overall band score = 6.5 or higher
- iTEP exam score = 4.5 or higher
- Duolingo English Test minimum score = 105

TOEFL and Duolingo English Test scores may be requested online following the completion of the test. IELTS scores cannot be requested online. To order official IELTS scores, international applicants must contact the IELTS test center to request that official test results be sent directly to California College of ASU. Copies made by the applicant will not be accepted.

California College of ASU  
 Attention: Admissions  
 1111 South Broadway, Suite 100  
 Mail Code 3531  
 Los Angeles, CA 90015  
 U.S.A.

The following applicants may qualify for an exemption to the English Proficiency requirement:

- Applicants from countries where English is the only official language — Applicants who have completed two consecutive years of full-time high school or one year of college or university (non-ESL) study in the U.S. or other country where English is the only official language. This exemption is granted only based on the review of official transcripts.
- Applicants with test-based exemptions — These exemptions are based on submitted official score reports, including an AP English Language and Composition score of 4 or higher or an IB score of 4 or higher on the English Language and Literature exam

### **INTERNATIONAL PROOF OF GRADUATION**

California College of ASU requires all international applicants to provide proof of high school graduation prior to acceptance. Proof of high school graduation must be submitted in the form of an official transcript or certificate of completion. All diplomas and proof of graduation documents issued in languages other than English must also be translated by a certified English-language translation service and submitted according to the *International Transcript and Credential Submission Policy* below.

#### **WORK-IN-PROGRESS TRANSCRIPTS PRIOR TO GRADUATION**

An international high school student who is applying for admission prior to graduation may submit the following:

- If issued in English, sealed, official work-in-progress records sent directly from the issuing institution to California College of ASU
- If issued in a language other than English, official work-in-progress records translated by a certified English-language translation service and sent directly from the English-language translation service to California College of ASU

#### **PROOF OF GRADUATION TRANSCRIPTS AFTER GRADUATION**

After high school graduation, all final transcripts, grade records, diplomas, and proof of graduation documents from

educational institutions in countries other than the United States that are issued in English or a language other than English must be submitted according to the *International Transcript and Credential Submission Policy* below.

### **INTERNATIONAL TRANSCRIPT AND CREDENTIAL SUBMISSION POLICY**

Prospective students applying for admission and/or requesting transfer credit to California College of ASU from educational institutions in countries other than the United States, including English-speaking countries, must obtain translation of all documents issued in languages other than English by a certified English-language translation service.

Certified English translation services are not free and must be completed prior to submission at the student's expense. All transcript and translations must be sent from the approved evaluation service directly to:

California College of ASU  
Attention: Admissions  
1111 South Broadway, Suite 100  
Mail Code 3531  
Los Angeles, CA 90015  
U.S.A.

All documents submitted for admission or evaluation for transfer credit become property of the college and will not be returned.

### **INTERNATIONAL STUDENT APPLICATION FEE**

A one-time, non-refundable \$50.00 application fee must be submitted in U.S. funds with each application. The application fee is waived for a prospective international student who completes the California College of ASU waiver requirements. International student applicants are not eligible for fee waivers based on economic hardship.

### **INTERNATIONAL STUDENT I-20 ISSUANCE**

To receive an I-20, an international applicant must submit their officially issued passport photo page and make an I-20 Processing Fee of \$125.00. After meeting all entrance and financial requirements, an I-20 immigration form will be issued to the applicant. The applicant must take the I-20 form to the U.S. Embassy or Consulate in the applicant's country of residence to apply for an F-1 student visa in order to enter the United States.

### **FINANCIAL SPONSOR AFFIDAVIT**

An international applicant must submit a statement of financial support called a Sponsor Affidavit Form. The Sponsor Affidavit Form shows that the applicant is fully financially supported and able to pay school fees and living expenses for a complete academic year with funds from outside the United States.

### **INTERNATIONAL STUDENT PROOF OF FUNDING**

International applicants must submit bank statements in English or translated into English that provide proof of funding. Statements from multiple accounts are acceptable. Statements must show the following:

- Financial institution's name and the account holder's name
- Account balance
- Statement date within the past 6 months (older statements will not be accepted)
- Type of currency
- Total balance that meets or exceeds the minimum amount required by the college to cover the cost of attendance

### **INTERNATIONAL STUDENT FINANCIAL AID FUNDS**

All international applicants must secure any private scholarship or student aid funds before leaving the country of origin. Financial aid is not available from either the U.S. government or the government of any state in the United States. International students may be eligible for California College of ASU scholarships.

### **INTERNATIONAL STUDENT ENROLLMENT REQUIREMENTS**

Once admitted to California College of ASU, an international student must enroll as a fulltime student with (12) credit hours or more per term and remain enrolled for two (2) consecutive terms before taking a term off.

### **INTERNATIONAL STUDENT OFF-CAMPUS EMPLOYMENT POLICY**

International students may not be employed off-campus without written approval by the United States Citizenship and Immigration Services (USCIS), and clearance from their Designated Official (DSO).

### **CALIFORNIA COLLEGE OF ASU DSO**

International students who are unsure about a policy, wish to change a course of study, travel outside of the United States, or accept employment should contact the California College of ASU Designated School Official (DSO).

Angelica Garcia  
Enrollment Processor/DSO

California College of ASU  
1111 South Broadway, Suite 100

Mail Code 3531  
Los Angeles, CA 90015  
U.S.A.

Phone: 1+(818) 401-1285  
agarc515@californiacollege.asu.edu

## **VA EDUCATIONAL BENEFITS ADMISSIONS**

California College of ASU is dedicated to helping veterans of U.S. military services and their families achieve their educational goals. The college has been approved for the training of veterans and eligible persons under the provisions of the Montgomery GI Bill® (MGIB) (Title 38, United States Code) and approved by the applicable state approving agency for Veterans Education to offer VA Educational Benefit programs on campus and online.

Veterans applying for VA education benefits for the first time must:

1. Complete and submit VA Form 22-1990.
2. If discharged, also submit a copy of DD Form-214.
3. If applying as a spouse or dependent of a veteran, complete and submit VA Form 22-5490.
4. Submit a copy of the VA Certificate of Eligibility (COE) to the VA certifying official.

Veterans who have received VA education benefits at a prior institution must:

1. Complete and submit VA Form 22-1995 (Request for Change of Program or Place of Training).
2. If applying as a spouse or dependent of a veteran, complete and submit VA Form 22-5495.
3. Submit a copy of the VA Certificate of Eligibility (COE) to the VA certifying official.

The VA Certifying Official will inform the VA that the student is enrolled in a California College of ASU degree program, the total number of credit hours the student is registered for, and the amount of tuition and fees charged to the student. Full-time status is 12 or more credit hours per term and part-time status is 8 to 11 credit hours per term. Students receiving veteran's benefits must have all prior education and training evaluated upon enrollment. Transfer credits will be awarded, where applicable. The student and the Department of Veterans Affairs will be notified.

### **California College of ASU VA Certifying Official:**

Ashley Mendoza  
Business Office & Payroll Manager

California College of ASU  
1111 South Broadway, Suite 100  
Mail Code 3531  
Los Angeles, CA 90015 U.S.A.

Phone: 1+(818) 345-8414  
amendo96@californiacollege.asu.edu

## **VA BENEFITS CHAPTERS AND PROGRAMS**

California College of ASU is approved by the applicable state approving agency for Veterans Education to offer VA Educational Benefit programs.

<b>Chapter</b>	<b>VA Benefit Program</b>	<b>Description</b>
30	Montgomery GI Bill®	Up to 36 months of benefits
31	Vocational Rehabilitation	Must have a minimum 10% disability rating
32	Veteran's Education Assistance Program	Benefits dependent on contribution to VEAP
33	Post-9/11 GI Bill®	Up to 36 months of benefits
35	Dependents' Educational Assistance	Up to 36 months of benefits for dependents
1606	Montgomery GI Bill®-SR	Up to 36 months of benefits, if eligible
1607	Reserve Educational Assistance Program	Up to 36 months of benefits

Military veterans interested in Veterans Educational Benefits, including information regarding eligibility, application requirements, enrollment verifications, and information on how to obtain a VA Certificate of Eligibility (COE), should contact the Department of Veteran's Affairs website at [benefits.va.gov/gibill](http://benefits.va.gov/gibill) or call 888-GIBILL1 (888-442-4551). Veterans can also compare GI Bill® benefits by using the GI Bill® Comparison Tool available online at [www.benefits.va.gov/gibill/comparison](http://www.benefits.va.gov/gibill/comparison).

Students using Vocational Rehabilitation and Employment benefits (CH31) or Post-9/11 G.I. Bill® (CH33) will be allowed to enroll in and attend courses and access campus facilities while the college awaits payment for tuition and fees from the VA. While awaiting receipt of funds from the VA, the college will not impose any penalty, charge late fees, or require an eligible student to borrow additional funds to cover tuition or fees. This waiting period begins on the date the student provides appropriate documentation and continues until funds are received from the VA, up to 90 days after the School



Certifying Official has certified the student's enrollment for tuition and fees.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at <https://www.benefits.va.gov/gibill>.

### **SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VA BENEFITS**

Eligible students must maintain the minimum standards of Satisfactory Academic Progress (SAP) required for all students enrolled at California College of ASU. See the *Satisfactory Academic Progress (SAP)* section of this catalog for all applicable eligibility requirements to maintain eligibility for Veterans Educational Benefits.

### **ADMISSIONS REVIEW PROCESS**

California College of ASU has standardized admission criteria and rolling admission review. Students are reviewed for admission after all required academic records have been received. If students do not meet posted admission criteria they will be individually reviewed by an admission committee and additional documents may be requested before a decision is rendered.

#### **Denial Appeal Process**

An applicant who is denied admission to California College of ASU may appeal the decision by submitting a letter of appeal to the Chief Academic Officer by email to [appeals@columbiacollege.edu](mailto:appeals@columbiacollege.edu). The written appeal must indicate the applicant's request to be re-considered for admission and describe how the applicant plans to succeed academically and contribute meaningfully to the California College of ASU community. If an appeal is denied, the applicant must wait one (1) year before submitting a new application for admission. Permission to apply after one (1) year comes with no guarantee that the applicant will be accepted for admission.

#### **RE-ADMISSION POLICY**

A student who has withdrawn from California College of ASU for one (1) year or more must re-apply for admission to the college. The \$50.00 application fee is waived for re-admitted applicants. All supporting documents including official transcripts from all colleges attended since leaving California College of ASU must be submitted with the new application.

### **DOCUMENT INTEGRITY POLICY**

An applicant who forges or otherwise alters an official academic document or other documents required for application to California College of ASU will be denied admission. Any forged or altered academic document, foreign or domestic, submitted by an applicant will be retained as property of California College of ASU and will not be returned to the applicant. If the college becomes aware that a currently enrolled or attending student has forged or altered official academic documents or other documents used to admit the student, the student will be permanently dismissed from the college. If any forged or altered academic document was used to gain transfer credit, the student will be dismissed from the college, and any transfer credit previously awarded by California College of ASU based on the forged credential will be removed from the student's record.

### **ARTICULATION AGREEMENTS AND TRANSFER GUIDES**

Articulation agreements and transfer guides between institutions help transfer students make a smooth transition from one college to another. Although California College of ASU may have entered into an articulation or transfer agreement with an institution, the final responsibility to obtain the required documents for successful transfer rests with the student and there is no guarantee that transfer credit will be awarded. A full list of California College of ASU articulation agreements can be found online at [californiacollege.asu.edu](http://californiacollege.asu.edu). The status of an articulation agreement is subject to change without notice.

Students seeking to transfer academic credits or degrees earned at California College of ASU to another institution should ask the institution for verification of the institution's transfer credit policies. Prospective students from these institutions who wish to transfer credits to a program of study at California College of ASU should contact the Admissions Department for more information.

# TRANSFER CREDIT POLICY

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## **TRANSFER CREDIT EVALUATION CRITERIA**

Courses successfully completed at a prior postsecondary educational institution will be evaluated for transfer of credit if the institution meets the following criteria:

- Regional or national accreditation
- Recognized by the U.S. Department of Education
- Defines a credit hour by the standard set by the U.S. Department of Education

Courses successfully completed at eligible institutions will be evaluated for transfer of credit if the course(s) meet the following criteria:

- Course(s) to be transferred earn 3-4 credit hours and require 40+ contact hours per term
- Course(s) to be transferred have a final posted grade of C or better

No transfer credits will be evaluated or awarded for:

- Courses with a final posted grade of P (Pass) or S (Satisfactory)\*
- Preparatory or remedial (below college level) English, composition, and reading courses
- Preparatory or remedial (below college level) Mathematics courses
- Courses completed at a non-accredited institution
- Courses with a posted grade of IP (In Progress)

*\*This does not include courses completed with a C letter grade or better through Arizona State University and listed as P (Pass) or F (Fail) on California College of ASU transcripts.*

A student who completes a course previously submitted with a posted grade of IP (In Progress) may submit a request for transfer credit re-evaluation along with an official transcript showing a final posted grade of C or better in the course to complete the transfer credit process. The request must be submitted to the Registrar for credit re-evaluation. In addition, the student must provide supporting documentation as requested by the credentialed evaluators, including but not limited to course descriptions, course syllabus, institutional catalogs, or course projects. There is no guarantee that transfer credit will be approved or awarded for courses eligible for evaluation. Transfer credits may not be approved for courses requiring up-to-date knowledge of trends, technology, software, and/or hardware.

## **DEFINITION OF A CREDIT HOUR**

A credit hour is defined by California College of ASU and the U.S. Department of Education as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates one credit equals one hour of direct faculty instruction and a minimum of two hours of out-of-class student work per week for 15 weeks. Generally, one credit is granted for 45 combined hours of student work.

Alternately, if the time is completely occupied with either the seminar, studio, field, clinical or laboratory work, or internships, service learning, directed study or intensive semester (e.g., Summer, online, or courses offered in shorter form), a minimum of 45 hours of student work is expected for each unit of credit. A course offered in fewer than 15 weeks shall contain the same total hours (contact hours, preparation time, content, and requirements) as the same course offered in the standard 15-week semester.

## **PRIOR DECLARATION OF PROGRAM AND EMPHASIS**

Bachelor of Fine Arts in Cinema students must choose to focus their studies in a particular area of personal and academic interest called an emphasis. Each area of emphasis requires certain courses and electives in addition to the core courses required for the degree program. A student requesting transfer credit to the BFA Cinema program must choose an emphasis prior to transfer credit evaluation to ensure accuracy of the applicable transferred course(s) to course requirements for the program and emphasis.

## **DOCUMENTS REQUIRED FOR CREDIT EVALUATION**

A student requesting transfer credits must submit official transcripts from all previous colleges and institutions prior to the student's start date. Additional documents may be required to complete the transfer credit evaluation process.

### **Regionally Accredited Institution Credits**

A student who requests transfer credit from a regionally accredited institution must submit the following documentation:

- Official transcripts received directly from the prior institution showing course(s) to be transferred posted a final grade of C or better, earned 3-4 credit hours, and required 40+ contact hours per term
- Additional course and/or institutional materials as requested by the credentialed evaluator

### **Nationally Accredited Institution Credits**

A student who requests transfer credit from a nationally accredited institution must submit the following documentation:



- Official transcripts received directly from the prior institution showing course(s) to be transferred posted a final grade of C or better, earned 3-4 credit hours, and required 40+ contact hours per term
- Official syllabi for the course(s) to be transferred, including course description, contact hours, and course learning outcomes
- Additional materials as requested by the credentialed evaluator, including but not limited to:
  - The prior institution's course catalog listing the course(s) to be transferred
  - Documentation of the prior institution's grading scale or system

### **TRANSCRIPT SUBMISSION POLICY FOR TRANSFER CREDIT**

A student requesting transfer credits must submit official transcripts from all previous colleges and institutions prior to the student's start date. Official college transcripts submitted with the student's application for admission may be used in the transfer credit review process. Transcripts submitted for evaluation of transfer credit after the student's start date are subject to appeal.

*\*Due to our affiliation with Arizona State University, we will accept unofficial transcripts issued by ASU officials for incoming and current California College of ASU students who have taken courses at ASU.*

### **ELECTRONIC TRANSCRIPT SUBMISSION**

Official transcripts from issuing educational institutions of origin may be sent directly to California College of ASU electronically via one of the following:

- The Parchment Secure Transcript System at [parchment.com](http://parchment.com)
- The Common Application® at [commonapp.org](http://commonapp.org)
- A transcript site formally linked to the issuing institution of origin
- An email address formally linked to the issuing institution of origin

Emailed transcripts must be signed by an official of the issuing institution. Official transcripts from California community and state colleges may be sent electronically from eTranscripts California at [etranscriptca.org](http://etranscriptca.org).

### **STANDARD MAIL TRANSCRIPT SUBMISSION**

All official transcripts and other proof of graduation documents may be sent by standard mail in a sealed envelope directly to the college from the issuing educational institution of origin in the United States or from a credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES).

California College of ASU  
 Attention: Admissions  
 1111 South Broadway, Suite 100  
 Mail Code 3531  
 Los Angeles, CA 90015  
 U.S.A.

### **INTERNATIONAL AND FOREIGN LANGUAGE TRANSCRIPT POLICY**

California College of ASU does not accept transcripts sent directly from educational institutions in countries other than the U.S. Transcripts and records from educational institutions in countries other than the U.S., including English-speaking countries, and/or issued in a language other than English must be translated by a certified English-language translation service and evaluated to establish course-by-course equivalency with U.S. high school, college, and/or university standards and to determine how an international student's transcripts, degrees, credentials, and course credits compare with U.S. standards. Transcript and credential translations and evaluations must be performed by a credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES). Credential evaluations and certified English translation services are not free and must be completed prior to submission at the student's expense. After evaluation and translation, international transcripts may be delivered electronically or by standard mail directly to California College of ASU from the credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES).

### **REQUEST FOR ADDITIONAL DOCUMENTATION**

The college may require the student to submit additional documentation, including:

- The prior institution's course catalog listing the course(s) to be transferred
- Documentation of the prior institution's grading scale or system
- Course syllabi for all requested course(s)

### **TRANSFER CREDIT EVALUATION PROCESS**

All requests for transfer of credit are rigorously evaluated in a tiered evaluation process. The transfer credit evaluation process is generally completed in 10-15 business days and no longer than 60 days.

### **TIERED TRANSFER CREDIT EVALUATION PROCESS**

Step 1) The Admissions team delivers the student's complete, organized admissions folder to the Registrar. The complete folder must contain official transcripts from all colleges and universities previously attended to the Registrar and must

indicate the student's enrolled program and declared emphasis. If syllabi and/or course descriptions for course(s) to be transferred have been submitted during the admissions process, they must also be included in the student's folder.

Step 2) The Registrar adds the Transfer Credit Evaluation Form for the student's enrolled program and declared emphasis (if applicable) and the General Education program to the folder and delivers the folder to the Department Chair of the respective department/program.

Step 3) The Department Chair assigns the appropriate credentialed academic evaluator for the student's enrolled program and declared emphasis (if applicable) to evaluate proposed transfer courses according to program and emphasis course requirements. A credentialed academic evaluator is defined as a department chair or full-time faculty possessing a master's degree or higher in the area of study being evaluated. Full-time faculty or department chairs with documented alternative credentials are deemed qualified to review transcripts in the programmatic area of their expertise. All general education courses are evaluated by the General Education department chair or full-time General Education faculty possessing a master's degree or higher in the area of study being evaluated.

All credentialed academic evaluators will receive federal compliance training and internal policy and procedure training on how to complete transcript evaluations. Some transcript evaluations may need to be performed by two credentialed academic evaluators, depending on the area of expertise.

Step 4) The credentialed academic evaluator conducts a thorough evaluation and review of the courses to be transferred to determine transferability to the student's degree program and emphasis (if applicable) and/or general education requirements. To determine if curricula and learning outcomes for a transferred course are commensurate with those of a corresponding California College of ASU course, credentialed academic evaluators may request additional documentation from the student, including but not limited to official course syllabi, course catalogs, course descriptions, and course learning outcomes. When the transfer course evaluation is completed, the credentialed academic evaluator adds the completed Transfer Credit Evaluation Form to the student's file and delivers the file to the Registrar.

Step 5) The Registrar conducts a secondary evaluation to ensure institution and course eligibility based on criteria set forth in the Transfer Credit Policy. The Registrar refers all questions regarding the academic evaluation to the Chief Academic Officer.

Step 6) The Chief Academic Officer makes the final determination to accept or deny transfer of credit. If deemed necessary, the Chief Academic Officer will assign an additional credentialed academic evaluator to conduct a secondary transfer credit evaluation.

Step 7) If approved, the Registrar enters the approved transferable credits into the student's academic record with a Transfer Credit grade of TR, scans the student's official transcripts and completed transfer credit evaluation forms into the student's file in the Student Information System, and returns the hard copy forms and transcripts to the physical file.

Step 8) At the completion of the evaluation, the Registrar will notify the student of the results within 2-5 business days.

### **EXAM CREDIT**

The college awards college academic credit for secondary exams that represent 1) studies validated by a national or state exam and 2) evidence of in-depth study at the college level in a specific number of subjects.

A summary of individual subject exams can be accessed at the following links:

- Advanced Placement (AP): [apscore.collegeboard.org](https://apscore.collegeboard.org)
- International Baccalaureate (IB): [ibo.org](https://ibo.org)
- College-Level Examination Program (CLEP): [clep.collegeboard.org](https://clep.collegeboard.org)

### **EXAM CREDIT RESTRICTIONS**

A student may not receive credit for both a secondary exam and a college course taken before high school graduation covering the same subject matter, nor for two different secondary exams covering the same subject matter. Official secondary exam scores and transcripts must arrive directly from the issuing organization in a sealed envelope and must be approved prior to New Student Orientation in order to qualify for college academic credit. Copies made and/or sent by the applicant will not be accepted. No credit is given for projected scores, partial scores or subscores, such as AP Calculus AB subscore.

### **REPORTING EXAM SCORES**

Official secondary exam scores and transcripts must arrive directly from the issuing organization in a sealed envelope and must be approved prior to New Student Orientation to qualify for college academic credit or proficiency exam waiver. Copies made and/or sent by the applicant will not be accepted.

### **ADVANCED PLACEMENT (AP) EXAM CREDIT**

The college awards college academic credit for AP examinations with a score of 3 or better. Exams must be completed, and scores submitted for evaluation before an accepted student's start date. Official AP scores must arrive directly from the College Board in a sealed envelope and must be approved prior to the applicant's start date to qualify for college academic credit. Copies made and/or sent by the applicant will not be accepted. At the time of the AP exam, an applicant

may designate California College of ASU AP Code 1247 as an automatic recipient of the official score report. An applicant who has already taken an AP exam may go to the College Board website at [apcentral.collegeboard.org](https://apcentral.collegeboard.org) to request that scores be sent to California College of ASU using AP code 1247. College Board will send the official score report directly to California College of ASU.

### **INTERNATIONAL BACCALAUREATE (IB) EXAM CREDIT**

California College of ASU awards college academic credit for select International Baccalaureate (IB) Higher Level (HL) and Diploma Programme (DP) scores of 4 or better. Exams must be completed, and scores submitted for evaluation before an accepted student's start date. Official IB transcripts must arrive directly from the International Baccalaureate Organization in a sealed envelope and must be approved prior to New Student Orientation in order to qualify for college academic credit. Copies made and/or sent by the applicant will not be accepted. Official IB transcripts may be ordered using the institution's online system at [ibo.org](https://ibo.org).

### **COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) EXAM CREDIT**

The College-Level Examination Program (CLEP) is a national program of credit by examination to obtain recognition of college-level achievement. California College of ASU awards transfer credits for or equivalent coursework based on CLEP examinations earning a minimum score of 50 and as recommended by the American Council on Education (ACE) for the respective course requirements.

Official CLEP score reports must arrive directly from College Board in a sealed envelope and must be approved prior to New Student Orientation to be evaluated for this transfer credit award. Copies made and/or sent by the applicant will not be accepted. Official CLEP score reports may be ordered via the institution's online system at [clep.collegeboard.org](https://clep.collegeboard.org) using California College of ASU recipient code 1247.

### **NON-TRADITIONAL SOURCES OF TRANSFER CREDIT**

Transfer credits earned through non-traditional academic sources, including but not limited to independent study, workshops, academic field experiences, or internships, may be considered for credit if documented on an official transcript from a regionally accredited institution. The college does not evaluate or accept credits based on professional or work experience.

### **TRANSFER CREDIT AND SAP**

All students are required to maintain minimum standards of Satisfactory Academic Progress (SAP). The college evaluates all students for Satisfactory Academic Progress (SAP) by three standards: Cumulative Grade Point Average (CGPA), Incremental Completion Rate (ICR), and Maximum Time Frame (MTF). For SAP purposes, the transferred course grade of TR has no grade point value and does not affect the student's CGPA. The transferred course does, however, earn three (3) semester credit hours toward the total credit hours required for the student's degree program. Therefore, when the student's ICR is calculated, the transferred credits are considered both attempted and earned. See the Satisfactory Academic Progress section of this catalog for more information.

### **TRANSFER CREDIT LIMITS**

A student's transfer credits may not exceed 75% of the total credits required for a California College of ASU degree program. A student enrolled in an on-ground degree program may transfer online course credits totaling no more than 49% of the program's required credits.

- A student enrolled in a BFA program requiring 124 semester credits may transfer in no more than 93 credits including no more than 60 online credits.
- A student enrolled in a BA program requiring 120 semester credits may transfer in no more than 90 credits including no more than 58 online credits.
- A student enrolled in an AFA program requiring 62 semester credits may transfer in no more than 46 credits including no more than 30 online credits.

### **TRANSFER CREDIT APPEALS**

A student wishing to appeal a transfer credit evaluation must submit an appeal in writing indicating the course(s) the student wishes to transfer and reasons the student believes the course(s) is eligible for transfer credit to California College of ASU. The student must deliver the written appeal along with all applicable official course syllabi from the previous institution in PDF file format by email to [appeals@columbiacollege.edu](mailto:appeals@columbiacollege.edu).

### **CHANGE OF PROGRAM TRANSFER CREDIT RE-EVALUATIONS**

A student who changes enrollment to a different degree program and/or emphasis must request a transfer credit re-evaluation for the new program and/or emphasis requirements. The student must complete the request through the Student Helpdesk.

### **TRANSFER CREDIT REMOVAL REQUESTS**

A student who wishes to have transfer credits removed from their student record must send a written appeal in PDF file format to [appeals@columbiacollege.edu](mailto:appeals@columbiacollege.edu). The written request must indicate the transferred course(s) the student wishes to remove and the reason for the appeal. The removal of transfer credit must be approved by the Chief Academic Officer.

### **TRANSFER OF CREDIT TO OTHER INSTITUTIONS**

Each institution has its own policies governing the transfer and acceptance of academic credits from other institutions. In addition, each institution has its own policies governing the acceptance of degrees and/or diplomas from other institutions.

California College of ASU does not guarantee that credit hours or degrees completed at California College of ASU will be accepted by or transferable to any other institution. The transferability of and acceptance of credits earned at California College of ASU is at the complete discretion of the institution to which a student may seek to transfer. If the credits earned at California College of ASU are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all coursework at that institution. A student seeking to transfer academic credits or degrees earned at California College of ASU to another institution should contact the institution to determine if credits earned at California College of ASU will transfer.

# TUITION AND FEES

## TUITION RATES

The cost of California College of ASU tuition is calculated per credit hour based on enrollment. To maintain full-time status, students must enroll in a minimum of 12 credit hours per term. Students who wish to complete a bachelor's degree in four (4) years must enroll in 15 credit hours per term. To qualify for most federal financial aid programs, a student must enroll in a minimum of six (6) credit hours per term. Enrolling in less than 15 credit hours per academic term, transferring credits, enrolling part-time, failing to complete all program requirements on time, and/or breaks in continuous enrollment will impact a student's estimated completion date.

## REQUIRED FEES

California College of ASU assesses a \$47 or \$93 per semester Undergraduate Fee applicable to all active students (amount is based on the number of credits enrolled). Fees are charged for the costs associated with various administrative services provided to students including enrolling in courses each semester, processing enrollment, collecting tuition payments, maintaining student records, and providing access to academic resources.

## TUITION COST PER CREDIT HOUR

The rate for a domestic student taking a degree program with California College of ASU is \$1,042 per credit hour. Students enrolling in more than 12 credits will receive a discounted tuition rate that is fixed at \$12,500 per semester (\$17,715 for international students).

Tuition Cost Per Credit Hour	Credit Hours Per Semester	Tuition Cost Per Semester
<b>BFA Cinema   AFA Cinema (Domestic)</b>		
	Part-time, 9 credit hours	\$9,378
	Full-time, 12 credit hours (or more)	\$12,500
<b>BFA Cinema   AFA Cinema (International*)</b>		
	Full-time, 12 credit hours (or more)	\$17,715
<b>BFA Graphic Design + Interactive Media   BFA Visual Effects (Online)</b>		
	Part-time, 9 credit hours	\$7,452
\$828	Full-time, 12 credit hours	\$9,936
	Full-time, 15 credit hours	\$12,420
	Full-time, 16 credit hours	\$13,248
<b>BA Liberal Arts (Domestic &amp; International)</b>		
	Part-time, 9 credit hours	\$9,378
	Full-time, 12 credit hours (or more)	\$12,500

\*Note: Due to visa restrictions, international students can only enroll Full Time at 12 or more credits.

## TUITION PAYMENTS AND DEADLINES

Tuition and related fees for each term, including the net balance of any approved and expected financial aid disbursements, are due and payable on or before 15 days prior to the start of the term. Payments may be made by personal check, cashier's check, money order, major credit card, ACH bank transfer, or wire transfer.

A student who is not a recipient of student financial aid must pay tuition for the term in full or enroll in a Tuition Payment Plan on or before 45 days prior to the start of the term. Students are encouraged to contact the Business Office and/or the Financial Aid departments for assistance with meeting the tuition payment deadline. Any student who fails to make a tuition payment on time may be placed on a registration hold until payment is submitted. If payment is not received, a student may be administratively dismissed from the program due to non-payment. To receive an I-20, a newly enrolled international student must make an advance payment of tuition and fees for one term.

## FINANCIAL AID DEADLINE

A student who is paying tuition with student financial aid must complete all financial aid application and document submission requirements and pay the balance not covered by financial aid disbursements in full or enroll in a Tuition Payment Plan on or before 15 days prior to the start of the term. A student who fails to meet the financial aid deadline on or before 15 days prior to the start of the term will be at risk of enrollment cancellation or administrative dismissal.

## TUITION PAYMENT PLAN

Enrollment in the Tuition Payment Plan allows students to pay tuition and fees in monthly installments by specified due dates. Students must enroll with the Business Office on or before 45 days prior to the start of the term. All students are encouraged to enroll in a Tuition Payment Plan using auto-debit as the form of payment. Tuition payments received after any specified payment due date will include a \$50 late fee. A student who has not made a tuition payment by the start of

the term will be at risk of enrollment cancellation or administrative dismissal. A student who fails to make payment by any specified due date is subject to being placed on registration hold for a future term and/or administratively dismissed from their academic program.

### **ESTIMATED COST OF ATTENDANCE**

The estimated cost of attendance at the college varies depending on course load, degree program, and housing type. The estimates below include both direct costs (billed to a student) and indirect costs (estimated room, board, and additional expenses). The estimated cost of attendance serves as the ceiling on the amount of financial aid an eligible student may receive. Per-year estimates assume full-time attendance in 15 semester credit hours for two consecutive semesters.

The Financial Aid department will consider requests for budget adjustments for actual and documented expenses above the estimated cost for books and supplies, transportation costs, required health insurance, and medical/dental expenses incurred during the academic year and not covered by insurance.

Students should submit requests for a revised budget evaluation in writing, accompanied by documentation such as bills and insurance statements. Costs for child or dependent care may be considered with adequate documentation provided by the student. Student loan borrowers may request a revised budget evaluation to include actual or average origination fees. Expenses outside of these categories are considered discretionary, and allowances for them will not be made. For example, the Financial Aid department will not make allowances for costs associated with owning or maintaining an automobile. The total estimated cost of attendance excludes allowances for actual institutional charges.

#### **BFA CINEMA | AFA CINEMA (Domestic - Assumes 12 credits or more and living off campus)**

<b>Component</b>	<b>Description</b>	<b>Per Semester</b>	<b>Per Academic Year</b>
Tuition	Cost for Education	\$12, 500	\$25, 000
Undergrad Fee	College Fee	\$93	\$186
Books & Supplies	Electronics, Materials	\$531	\$1, 062
Food	Food & Household Supplies	\$3, 676.50	\$7, 353
Housing	Rent & Utilities	\$7, 366.50	\$14, 733
Transportation	Travel to/from Class	\$981	\$1, 962
Personal/Misc.	Clothing, Personal Care, Etc.	\$2, 484	\$4, 968
<b>Total Estimated Cost of Attendance</b>		<b>\$27, 632</b>	<b>\$55, 264</b>

#### **BFA CINEMA | AFA CINEMA (International - Assumes 12 credits or more and living off campus)**

<b>Component</b>	<b>Description</b>	<b>Per Semester</b>	<b>Per Academic Year</b>
Tuition	Cost for Education	\$17, 757	\$35, 430
Undergrad Fee	College Fee	\$93	\$186
I-20 Processing Fee	One Time Fee for Visa	—	\$125
Books & Supplies	Electronics, Materials	\$531	\$1, 062
Food	Food & Household Supplies	\$3, 676.50	\$7, 353
Housing	Rent & Utilities	\$7, 366.50	\$14, 733
Transportation	Travel to/from Class	\$981	\$1, 962
Personal/Misc.	Clothing, Personal Care, Etc.	\$2, 484	\$4, 968
<b>Total Estimated Cost of Attendance</b>		<b>\$32, 847</b>	<b>\$65, 819</b>

#### **BA LIBERAL ARTS (Assumes 12 credits or more and living off campus)**

<b>Component</b>	<b>Description</b>	<b>Per Semester</b>	<b>Per Academic Year</b>
Tuition	Cost for Education	\$12, 500	\$25, 000
Undergrad Fee	College Fee	\$93	\$186
Books & Supplies	Electronics, Materials	\$531	\$1, 062
Food	Food & Household Supplies	\$3, 676.50	\$7, 353
Housing	Rent & Utilities	\$7, 366.50	\$14, 733
Transportation	Travel to/from Class	\$981	\$1, 962
Personal/Misc.	Clothing, Personal Care, Etc.	\$2, 484	\$4, 968
<b>Total Estimated Cost of Attendance</b>		<b>\$27, 632</b>	<b>\$55, 264</b>



**BFA GRAPHIC DESIGN + INTERACTIVE MEDIA | BFA VISUAL EFFECTS (Online)**

Component	Description	Per 16-credit term	Per Academic Year
Tuition	Full-time, 16 credit hours @ \$828 per credit	\$13,248	\$26,496
Accident Insurance	Per-term Premium	\$75	\$150
Course Supplies/Materials	Electronics, Software, Course Materials	\$576	\$1,152
Housing	Rent & Utilities	\$6,026	\$12,051
Food	Food & Household supplies	\$2,867	\$5,733
Transportation	Transportation to/from Classes and Work	\$468	\$936
Personal	Miscellaneous Personal Expenses	\$1,962	\$3,924
<b>Total Estimated Cost of Attendance</b>		<b>\$25,221</b>	<b>\$50,442</b>

**FEE SCHEDULE**

The following fees are charged directly to student accounts and are non-refundable.

Fee Type	Payable	Amount
Application Fee (non-refundable)	one time	\$50
I-20 Processing Fee (international students only)	one time	\$125
U-PASS Transit Program	each term	\$160
Tuition Late Payment Fee	each occurrence	\$50
NSF Returned Check Fee/Returned ACH Deposit Fee	each occurrence	\$25
Library Late Return Fee	per item	\$5

**PRODUCTION EQUIPMENT FEES**

Fee Type	Payable	Amount
Late cancellation (less than 48 hours before scheduled pick up time)	per 50 items*	\$50
Late for pickup (beyond 30 minute grace period <b>without</b> advance notice/ approval), NO gear given	per 50 items*	\$25
Late for return (beyond 30 minute grace period <b>without</b> advance notice/ approval), per 24 hour period	per 50 items*	\$50
Missing item returned late (up to 3 days, then replacement)	per item, per day	\$5
Restocking fee (leaving gear behind at pickup, intentionally) max. \$100	per item	\$10
Gear returned dirty or packed incorrectly	per item	\$5
Gear returned dirty or packed incorrectly	per kit	\$20
Administrative restocking fee in conjunction with replacing damaged or lost gear	per item	\$10

\*The fee is per instance based on the defined activity. For each 50 items returned late, the stated fee is applied.

**U-PASS (UNIVERSAL COLLEGE STUDENT TRANSIT PASS)**

U-Pass is a transit program offered by Los Angeles Metro in which full-time students at participating institutions have the Rail, Metro Rapid, Express buses, and local buses. The fee for California College of ASU students enrolled full-time in a semester-system degree program is \$160 per semester.

**HOUSING**

California College of ASU does not offer on-campus housing. Students seeking off-campus housing will be referred to Arizona State University, which is able to provide a limited amount of off-campus housing at Broadway Palace located at 1026 S. Broadway, just two blocks from the college's Broadway campus. All billing for these units is managed separately by Arizona State University. Students seeking more information can visit <https://housing.asu.edu/housing-communities/residential-colleges/broadway-palace> or contact their admissions counselor.

Students seeking additional off-campus housing options may be referred to Kapi Residences, an off-campus student housing company, to provide off-campus apartment units near the Downtown Los Angeles campus. Kapi Residences properties are safe, fully furnished, conveniently located student living/learning environments. Monthly rental rates include all utilities, kitchen utensils, large and small appliances, high-speed internet, and WiFi. Rental rates vary depending on the apartment property, type of unit chosen, and number of roommates who share one apartment. Students wishing to apply for student housing may visit <http://kapiresidences.com/ccasu>. Students may also contact the Kapi Residences team by email at [losangeles@kapiresidences.com](mailto:losangeles@kapiresidences.com) or by phone at (844) 809-6667.

The college does not offer shuttle services to or from campus.

**CLERY ACT HOUSING DISCLOSURE**

California College of ASU does not own, operate, or control any campus or non-campus student housing and as a result, apartment properties for student housing are not "non-campus" properties for the purposes of Clery Act crime statistics reporting. No college residential life staff are located at any apartment property, each apartment property sets its own housing policies, and California College of ASU does not provide security for any apartment property. Each apartment property is solely responsible for providing security. California College of ASU has no direct control over any apartment property.



# REFUND POLICY

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California College of ASU uniformly applies the following refund policies to all students enrolled in all academic programs on campus and online and reserves the right to modify these policies to remain in compliance with any changes in applicable laws, regulations, and standards of accreditation. If a student's home state requires a state-specific refund policy, California College of ASU will apply provisions of the state-specific refund policy or the college's institutional policy that are most financially beneficial to the student.

## STUDENT'S RIGHT TO CANCEL

A newly matriculated student has the right to cancel enrollment in a program of instruction at California College of ASU and receive an enrollment cancellation refund at any time prior to 5:00 p.m. PST on the seventh (7th) calendar day of the student's first term of attendance.

To cancel an enrollment agreement, a newly matriculated student must submit a written notice of enrollment cancellation to the Registrar in person, by electronic mail, or by standard mail prior to 5:00 p.m. PST on the seventh (7th) calendar day of the student's first term of attendance. The date of enrollment cancellation is defined as the date of receipt of the written notice. If the written notice of enrollment cancellation is sent by mail, properly addressed and with the correct postage, enrollment cancellation is effective on the date postmarked. It is the student's responsibility to ensure the enrollment cancellation process is completed to qualify for an enrollment cancellation refund. After the enrollment cancellation deadline in a student's first term attendance, no cancellations are allowed.

## WITHDRAWAL REFUNDS

### Withdrawal from All Registered Courses

A student who officially withdraws or is administratively dismissed from all registered courses may qualify for a pro rata refund as determined by the date of withdrawal or dismissal. A student who submits drop/withdrawal requests for all registered courses and officially withdraws from the term prior to 5:00 pm PST on the published *Drop without a 'W' deadline* for the term is entitled to a full 100% refund of tuition paid for that term or payment period.

To qualify for a full 100% tuition refund, the student must submit a written drop/withdrawal request to the Office of Academic Affairs in person, by electronic mail, or by standard mail and officially drop all registered courses prior to 5:00 pm PST on the published *Drop without a 'W'* for the term. Drop/withdrawal request forms are available in the Registrar's Office.

A student who officially withdraws or is administratively dismissed from all registered courses after the published *Drop without a 'W'* deadline and prior to completing less than 60% of the scheduled hours in that academic term or payment period is entitled to a pro-rata refund of tuition paid for that term based on the last date of recorded attendance.

- A student who officially withdraws, is administratively dismissed, or cancels enrollment from all registered courses prior to 5:00 pm PST on the published *Drop without a 'W'* deadline for the term qualifies for a full 100% refund of tuition paid for that term.
- A student who officially withdraws or is administratively dismissed from all registered courses after the published *Drop without a 'W'* deadline and prior to completing 60% or more of the scheduled hours in the term qualifies for a pro-rata refund of tuition paid for that term.

If a student officially withdraws or is administratively dismissed from all registered courses in an academic term and withdrawal or dismissal from any registered course occurs after completing 60% or more of the scheduled hours in the term, tuition is considered fully earned by the college, and there is no refund.

### Withdrawal from an Individual Course

The deadline to drop an individual course and receive a tuition refund for the course is 5:00 pm on the published *Drop without a 'W'* deadline.

- A student who submits a drop/withdrawal request for an individual course prior to 5:00 pm PST on the published *Drop without a 'W'* deadline is entitled to a full 100% tuition refund for the course.
- If a student submits a drop/withdrawal request or stops attending an individual course after the published *Drop without a 'W'* deadline, there is no refund.

### **Involuntary Administrative Dismissals**

A student may be administratively dismissed from all registered courses for reasons including, but not limited to, failure to maintain Satisfactory Academic Progress (SAP), failure to abide by the rules and regulations of the college, accumulation of unexcused absences in all registered courses in excess of the maximum set forth by the college, and/or failure to meet financial obligations to the college.

If a student is administratively dismissed from all registered courses, eligibility for a tuition refund is determined by the date of administrative dismissal or the last date of recorded attendance, whichever is later.

- If a student is administratively dismissed from all registered courses prior to 5:00 pm PST on the published *Drop without a 'W'* deadline for the term, the student is entitled to a full 100% refund of tuition paid for the term.
- If a student is administratively dismissed from all registered courses after the published *Drop without a 'W'* deadline and prior to completing 60% of the scheduled hours in the term, the student qualifies for a pro-rata refund of all tuition paid for that term.
- If a student is administratively dismissed from all registered courses after completing 60% or more of the scheduled hours in the term, the student qualifies for no tuition refund.
- If a student is administratively dismissed from an individual course or courses after the published *Drop without a 'W'* deadline but remains enrolled in other registered courses, the student receives no tuition refund as there is no pro-rata refund for withdrawal from individual courses.

### **HOW REFUNDS ARE CALCULATED**

For the purposes of determining a tuition refund, the date of withdrawal shall be deemed the last date of recorded attendance, the date of enrollment cancellation, or the date of official withdrawal or dismissal, whichever is later. Full 100% tuition refunds are calculated for enrollment cancellations and official withdrawals and dismissals from all registered courses prior to 5:00 pm PST on the published *Drop Without a 'W'* deadline only. Pro rata tuition refunds are calculated only for official withdrawal or administrative dismissal from all registered courses after the published *Drop Without a 'W'* deadline and prior to completing 60% or the scheduled hours in the term. A student who withdraws from any registered course after completing 60% or more of the scheduled hours in the term receives no tuition refund.

A student will be deemed withdrawn or dismissed from the college and all registered courses when any of the following occurs:

- A newly matriculated student submits a written notice of enrollment cancellation to the Office of Academic Affairs in person, by electronic mail, or by standard mail prior to 5:00 pm PST on the published *Drop Without a 'W'* deadline in the first term of enrollment.
- A returning student submits a written notice of withdrawal to the Office of Academic Affairs in person, by electronic mail, or by standard mail prior to 5:00 pm PST on the *Withdraw with a 'W'* deadline.
- A student is administratively dismissed from the college for reasons including, but not limited to, failure to maintain Satisfactory Academic Progress (SAP), failure to abide by the rules and regulations of the college, violation of the college's Attendance Policy, including accumulation of unexcused absences in excess of the maximum set forth by the college, and/or failure to meet financial obligations to the college.
- A student fails to return from a Standard Period of Non-Enrollment or leave of absence.

Upon withdrawal or dismissal from all registered courses prior to completing 60% of the scheduled hours in any enrolled term, the total refund amount is calculated as the daily charge for the term (the total tuition charged for the enrolled term divided by the number of days in the term) multiplied by the number of days in the term that the student attended or was scheduled to attend prior to the date of withdrawal or dismissal.

Deductions from that amount include administrative fees and replacement costs for college-owned equipment not returned in good condition. Tuition is considered fully earned by the college when a student has completed 60% or more of the scheduled hours in an academic term or period of enrollment.

A student account with an outstanding debt for 120 calendar days or longer will be sent to an outside collection agency. Collection costs including attorney's fees, court costs, agency commissions, and other assessments incurred to collect the unpaid account balance will be added to the student account balance. Banking fees such as, but not limited to, returned check fees or wire transfer fees are added to the student's liability in all cases.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received. Any remaining amount shall be paid to the student. A student who has received federal student financial aid funds is entitled to a refund of monies not paid from federal student financial aid program funds. All refunds will be paid within 45 calendar days of the last date of recorded attendance.

## 2024-2025 REFUND CALENDAR

Date	Deadline/Date Description	Refund Due
<b>FALL 2024 – Classes begin Thursday, August 22, 2024</b>		
August 28	New Students Only: Last day to cancel enrollment	100% less \$250
August 28	Last day to drop ALL COURSES for a full refund	100%
August 28	Last day to drop an individual course for a refund	100%
November 1	Last Day to withdraw from ALL COURSES for a pro-rata refund	Pro-rata
<b>SPRING 2025 – Classes begin Monday, January 13, 2025</b>		
January 20	New Students Only: Last day to cancel enrollment	100% less \$250
January 20	Last day to drop ALL COURSES for a full refund	100%
January 20	Last day to drop an individual course for a refund	100%
March 31	Last Day to withdraw from ALL COURSES for a pro-rata refund	Pro-rata
<b>SUMMER 2025 – CCASU Classes begin Friday, May 16, 2025</b>		
May 23	New Students Only: Last day to cancel enrollment	100% less \$250
May 23	Last day to drop ALL COURSES for a full refund	100%
May 23	Last day to drop an individual course for a refund	100%
July 15	Last Day to withdraw from ALL COURSES for a pro-rata refund	Pro-rata

### RETURN OF TITLE IV FUNDS

The law specifies how the college must determine the amount of Title IV program assistance that has been earned if a student withdraws or is dismissed from school. The Financial Aid Department will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws or is dismissed from a program.

This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees.

It is highly recommended that the student meet with a Financial Aid Officer prior to withdrawing to gain an understanding of the implications of withdrawal. The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by comparing the total number of days completed in the term before the student withdrew or was dismissed to the total number of days in the term. Once the unearned portion of the return of funds has been calculated, the Financial Aid Department will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew or was dismissed. Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS
4. Federal Pell Grant
5. Federal Supplemental Opportunity Grant

A recipient of federal student aid who officially withdraws or is administratively dismissed from the college will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full.

### POST-WITHDRAWAL DISBURSEMENTS

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student (or parent in the case of a PLUS loan) will be asked for permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution or disburse the excess loan funds directly to the student.

The college has 30 days from the determined date of withdrawal or dismissal to offer the post-withdrawal disbursement of a loan to the student (or the parent, in the case of a PLUS loan). The student (or parent) has 14 days from the date the college sent the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, the college will make payment as soon as possible, but no later than 180 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student (or parent) does not respond to the post withdrawal disbursement notification.

# FINANCIAL AID & SCHOLARSHIPS

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## **ELIGIBILITY FOR FINANCIAL AID**

The Financial Aid Department is committed to providing assistance to students seeking help financing a California College of ASU education. Financial Aid Officers are available to help students and parents choose from and apply for a wide range of programs for grants, loans, and scholarships. Financial Aid offered at California College of ASU is subject to change in accordance with institutional, state, and federal student aid regulations.

To be eligible for most federal and state financial aid programs, a student must be enrolled at least half-time in a degree program and must be a U.S. citizen or national or a U.S. permanent resident or other eligible non-citizen. A student who owes a refund on a prior grant or is in default on any prior student loan is not eligible for federal or state financial aid programs. Eligible non-citizen students can get detailed information on non-citizen requirements and required documentation from the Financial Aid Department or from the U.S. Department of Education Federal Student Aid website at [studentaid.gov](http://studentaid.gov). Following enrollment, recipients of federal financial aid, state financial aid, and/or Veterans Educational Benefits can remain continuously eligible by maintaining minimum standards of Satisfactory Academic Progress (SAP) required of all California College of ASU students. A student who fails to meet minimum standards of SAP as described in the *Satisfactory Academic Progress* (SAP) section of this catalog risks loss of federal, state, and/or institutional financial aid and dismissal from the college.

## **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**

Students and parents of dependent students who wish to apply for financial aid, including loans and grants, should begin the application process early by completing and submitting the Free Application for Federal Student Aid (FAFSA) online at [studentaid.gov](http://studentaid.gov) using the California College of ASU school code 014697.

## **VERIFICATION**

Verification is the process by which a school confirms the accuracy of data entered on a FAFSA by a student and/or parent. Applicants to be verified are selected by the Department of Education Centralized Processing System (CPS). Not every student will be required to complete this process; however, if selected to complete verification, the necessary steps must be taken in order for a student's financial aid package to be finalized. California College of ASU also reserves the right to select any application for verification it believes may contain inaccurate or conflicting information. If selected, the student will be notified via email and informed about documents required to complete verification. Because the initial contact attempts will be sent via email, it is critical that all student email addresses provided to the Financial Aid Department are accurate and current. It is the responsibility of the applicant to ensure all requested verification documents are submitted in a timely manner and with the appropriate signatures. A Financial Aid Officer is available to answer questions about the verification process and required documents.

## **REPORTING FINANCIAL CHANGES**

All students must notify the Financial Aid Department in writing if there is an increase or decrease in the household number, number of family members attending college, or other changes to information reported on the FAFSA. Students should also notify the Financial Aid Department if they receive scholarships or awards from outside sources.

## **TYPES OF FINANCIAL AID**

### **GRANTS**

Grants are a form of financial aid often called gift aid because they do not require repayment. Grants are generally need-based. In addition to the federal grant programs below, students may research and apply for grant funds from outside private or nonprofit organizations.

### **FEDERAL PELL GRANTS**

The Federal Pell Grant is awarded to undergraduate students who have exceptional financial need and who have not earned a bachelor's degree. Unlike a loan, the Pell Grant does not have to be repaid. The amount an individual student may receive is determined by factors including factual information provided on the FAFSA. A student may receive the Federal Pell Grant for no more than 150% of the average program length. At California College of ASU, a BFA or BA student may receive a Federal Pell Grant for 12 academic terms or the equivalent (roughly six years). See the website [studentaid.gov](http://studentaid.gov) for more information.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded as a supplement to other sources of financial aid to undergraduate students who have exceptional financial need and who have not earned a bachelor's degree. Students receiving Federal Pell Grants receive priority in FSEOG awards. The FSEOG does not have to be repaid.

### **LOANS**

Loans are a form of financial aid that require repayment upon separation from the school. Loans can be need-based or non need-based, and interest rates vary depending on the type of loan. Below are the loan types offered by California

College of ASU.

### **DIRECT LOANS**

California College of ASU participates in the U.S. Department of Education William D. Ford Federal Direct Loan program. Unlike grants, Federal Direct Loans must be repaid.

To be eligible to receive Direct and Direct PLUS Loans, the student must be enrolled at least half-time, complete a Master Promissory Note (MPN), and the student or parent borrower must meet the basic eligibility requirements for Federal Student Aid funds. The amount a student qualifies for depends on the grade level of current enrollment. California College of ASU students may apply for Direct Subsidized and Direct Unsubsidized Loans, and parents of dependent students may apply for Direct PLUS Loans. Both Direct Subsidized and Unsubsidized Loan limits are set according to the student's college grade level. Unsubsidized Loan limits also take the student's dependency status into consideration. Generally, independent students will be allowed to borrow more Unsubsidized Loan funds than dependent students. Students can learn more about the Federal Direct Loan program from a Financial Aid Officer or on the Federal Direct Loan webpage at [studentaid.gov](http://studentaid.gov).

### **DIRECT SUBSIDIZED LOANS**

Direct Subsidized Loans are need-based student loans made available to eligible undergraduate students to help cover the cost of tuition.

- There is no interest charged and no payment due during a 6-month grace period after the student graduates, withdraws, or drops below half-time enrollment status.
- The amount a student qualifies for depends on the enrolled grade level.
- There is no prepayment penalty.

### **DIRECT UNSUBSIDIZED LOANS**

Direct Unsubsidized Loans are non need-based student loans made available to eligible students to help cover the cost of tuition. Loan amounts are determined based on the student's current enrolled grade level, dependency status, the cost of attendance, and the amount of other financial aid received.

- Interest is charged to the student on disbursed loan amounts during all periods, including the 6-month payment grace period after the student graduates, withdraws, or drops below half-time enrollment status.
- Unpaid interest will accrue and will be added to the principal amount of the loan.
- The student may make full or interest-only payments while in school and during grace and deferment periods.
- Repayment of the loan principal begins 6 months after the student graduates, withdraws, or drops below half-time enrollment status.
- There is no prepayment penalty.

### **DIRECT PARENT PLUS LOANS**

Direct PLUS Loans are non need-based loans for eligible parents of dependent undergraduate students to cover remaining costs not covered by other financial aid funds. Direct PLUS Loans are credit-based. A parent borrower with an adverse credit history may be prohibited from obtaining a Direct Parent PLUS Loan unless additional criteria are met, or arrangements are made for a co-signer.

- The maximum amount a parent borrower can request is the total cost of attendance less other aid received.
- Interest is charged to the borrower beginning on the date the loan is disbursed and accrues during all periods, including during the student's enrollment.
- The loan enters repayment 60 days after the loan is fully disbursed unless deferment is requested by the borrower.
- There is no prepayment penalty.

### **PRIVATE STUDENT LOANS**

Private loans are designed to fill the gap after exploring federal student aid options. Unlike federal student loans, private loans are not sponsored or guaranteed by government agencies and may or may not require completion of a federal form to qualify. Private loan eligibility and credit score requirements, interest rates, and terms vary from lender to lender. Lenders may offer private loans to help cover up to 100% of the cost of attendance, less other financial aid received.

### **FEDERAL WORK STUDY (FWS)**

The Federal Work Study program is a need-based financial aid program through which students can earn money by working on-campus or at an off-campus agency. Funding is limited and jobs are awarded to students based on need. To be paid through Federal Work Study funds, a student must have completed and filed a FAFSA with the Financial Aid Department.

### **FINANCIAL AID COUNSELING**

#### **FINANCIAL LITERACY**

Most students come to college with limited experience living on a budget or managing their time and money wisely while on campus and after graduation. The day-to-day demands and costs of attending college can cause some students to get into financial trouble by racking up credit card debts on top of their student loans. California College of ASU is committed to providing students with the financial literacy and tools they need to achieve their educational and post-graduation goals. Please contact the Financial Aid Department to schedule an in-person counseling session and learn how understanding

the basics of financial literacy can benefit you.

### **ENTRANCE COUNSELING**

Prior to the first disbursement of funds, all Direct Loan borrowers must complete an entrance interview with a Financial Aid Officer and attend an online Direct Loan entrance counseling session. Entrance counseling can be completed at <http://studentaid.gov>.

During the entrance interview, the following information will be discussed: loan limits; loan repayment and consolidation; obligation to repay the loan with all accrued interest and deducted fees; maximum repayment period; repayment schedule; minimum monthly payment; grace period; obligation to inform the lender within ten days about any changes in the borrower's name, address, telephone number, graduation date, withdrawal from the college, or enrollment for less than half-time; postponement of the loan payments (deferment); postponement of the loan payments (forbearance); and failure to repay the loan (default) and its consequences.

### **EXIT COUNSELING**

All student loan borrowers are required to complete exit counseling online at [studentloans.gov](http://studentloans.gov) regarding their student loans. Students must complete exit counseling when they graduate, drop below half-time enrollment, or are withdrawn/dismissed from the college. Exit counseling provides information regarding the rights and responsibilities of the student borrower. It is important that students who have borrowed student loan funds know what to do if there are problems with making student loan payments and what will happen if payments are not made.

Specific elements that will be included in the exit counseling are as follows:

- The terms and conditions of the loan
- An example of actual monthly payments
- Available repayment plans
- Deferment and forbearance options
- Loan forgiveness and cancellation provisions
- The ability to accelerate repayment without a prepayment penalty
- The pros and cons of consolidation, such as the impact on minimum monthly payments, loan terms, and loan benefits (e.g., the loss of the grace period and forgiveness options)
- The consequences of default, including ruined credit, litigation, referral to collection agency, wage garnishment, offset of income tax refunds, deduction of collection charges of up to 25% from payments, nonrenewal of professional licenses, and the loss of deferment and forbearance options
- Availability of tax benefits, such as the student loan interest deduction

The following information will be collected during exit counseling: name, address, Social Security number, references, driver's license number and state, expected permanent address, and name and address of next of kin. Understanding the payment options, interest rates, and other terms of student loans will allow students to maintain their loans in good standing for future credit purposes. Student borrowers can complete required exit counseling at <http://studentaid.gov>.

### **VETERANS EDUCATIONAL AID**

California College of ASU is approved by the applicable state approving agency for Veterans Education to offer VA Educational Benefit programs.

#### **VETERANS BENEFITS CHAPTERS & PROGRAMS**

<b>Chapter</b>	<b>Program</b>	<b>Description</b>
30	Montgomery GI Bill®	Up to 36 months of benefits
31	Vocational Rehabilitation	Must have a minimum 10% disability rating
32	Veteran's Education Assistance Program	Benefits dependent on contribution to VEAP
33	Post-9/11 GI Bill®	Up to 36 months of benefits
35	Dependents' Educational Assistance	Up to 36 months of benefits for dependents
1606	Montgomery GI Bill®-SR	Up to 36 months of benefits, if eligible
1607	Reserve Educational Assistance Program	Up to 36 months of benefits

#### **California College of ASU VA Certifying Official:**

Ashley Mendoza

California College of ASU  
1111 South Broadway, Suite 100  
Mail Code 3531  
Los Angeles, CA 90015 U.S.A.

Phone: 1+(818) 345-8414  
[amendo96@californiacollege.asu.edu](mailto:amendo96@californiacollege.asu.edu)

Veterans interested in Veterans Educational Benefits should contact the Department of Veteran's Affairs website at [benefits.va.gov/gibill](http://benefits.va.gov/gibill) or call 888-GIBILL1 (888-442-4551) for information regarding eligibility, application for benefits, enrollment verifications, and information on how to obtain a VA Certificate of Eligibility. Veterans can compare GI Bill® benefits by using the GI Bill® Comparison Tool available at [www.benefits.va.gov/gibill/comparison](http://www.benefits.va.gov/gibill/comparison).

Students using Vocational Rehabilitation and Employment benefits (CH31) or Post-9/11 G.I. Bill® (CH33) will be allowed to enroll in and attend courses and access campus facilities while the college awaits payment for tuition and fees from the VA.

While awaiting receipt of funds from the VA, California College of ASU will not impose any penalty, charge late fees, or require an eligible student to borrow additional funds to cover tuition or fees. This waiting period begins on the date the student provides appropriate documentation and continues until funds are received from the VA, up to 90 days after the School Certifying Official has certified the student's enrollment for tuition and fees.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at <https://www.benefits.va.gov/gibill>.

## **SCHOLARSHIPS & GRANTS**

California College of ASU is committed to cultivating, inspiring, and empowering students with a wide variety of need- and merit-based scholarships and grants. Unlike student loans, these scholarships and grants do not have to be repaid and are awarded exclusively to enrolled California College of ASU students.

Each scholarship or grant has specific eligibility requirements, application instructions, and submission deadlines. Once awarded, some scholarships can be renewed annually, if qualifications are met. Students are encouraged to apply for all scholarships for which they may be eligible, as some scholarships can be combined up to the total tuition and institutional charges per academic year.

All institutional grants and scholarships are non-transferable and carry no redeemable cash value. The scholarship portfolio is reviewed annually by the college, and offerings are subject to change. Final scholarship awards are at the sole discretion of the college. In the event that a student delays their original start date, all institutional scholarship and grant awards may be forfeited.

### **STUDENT ACHIEVEMENT SCHOLARSHIP**

The Student Achievement Scholarship is a merit-based scholarship for first year students in the 2024-25 academic year. It is designed to recognize deserving individuals that are focused on pursuing an education with California College of ASU. The scholarship is available to students currently enrolled in any of our degree programs and who meet all eligibility requirements.

#### **AWARD VALUE**

The Student Achievement Scholarship can be awarded up to \$48,000 for a bachelor's degree program at California College of ASU.

#### **MINIMUM ELIGIBILITY REQUIREMENTS**

In order to be eligible for consideration, those applying for a Student Achievement Scholarship should:

- Submit a high school transcript providing evidence of GPA.
- Be enrolled Full Time in 12 or more credits.
- Have successfully completed the first 30 days of the term of scheduled disbursement.
- Maintain a 3.0 cumulative GPA for each subsequent semester for continued eligibility.

#### **AWARD NOTIFICATION**

- Recipients will be notified by their assigned Financial Aid Officer provided eligibility requirements above are met.
- Award notification will include the Academic Year for which the student is eligible.

#### **PROVISIONS**

- Funds will first be applied toward tuition & fees of a California College degree program.
- Future scholarship consideration is forfeited if a student withdraws or is dismissed.
- Eligibility beyond the first academic year is based on a 3.0 CGPA while a student is enrolled at CCASU. Notification will be given by the Financial Aid department at the time of awarding.

### **STUDENT SUCCESS SCHOLARSHIP**

The Student Success Scholarship is a need-based scholarship designed to aid deserving individuals that are focused on pursuing an education with California College of ASU. The scholarship is available to students currently enrolled in any of California College's degree programs and who meet all eligibility requirements.

#### **AWARD VALUE**

The Student Success Scholarship can be awarded up to the eligible student's unmet need (less other available financial



resources) as determined by the institution.

### **MINIMUM ELIGIBILITY REQUIREMENTS**

In order to be eligible for consideration, those applying for a Student Success Scholarship should:

- For initial eligibility, a minimum cumulative high school GPA of 3.0 or greater with more than 2 A-G or equivalent deficiencies.
- Have completed a Free Application for Federal Student Aid (FAFSA) and reviewed their Estimated Award Letter with a Financial Aid Officer.
- Have completed the Financial Aid process and demonstrated need as determined by the Financial Aid department.
- Be enrolled Full Time in 12 or more credits.
- Have successfully completed the first 30 days of the term of scheduled disbursement.
- For continued eligibility beyond the 1st semester at CCASU, maintain a 3.0 GPA.

### **AWARD NOTIFICATION**

- Recipients will be notified by their assigned Financial Aid Officer (via Award Letter in student portal) provided eligibility requirements above are met.
- Award notification will include the Academic Year for which the student is eligible.

### **PROVISIONS**

- Funds may be used only toward the tuition & fees of a California College of ASU degree.
- Funds can only be applied to tuition balances and cannot be used for living expenses.
- Future scholarship consideration is forfeit if a student withdraws or is dismissed.
- Remaining tuition balances that exceed \$1,000 each semester will require good faith cash payments (as determined by the Business Office) to be considered for future eligibility.
- If unmet need is offset by other fund sources, the scholarship amount may be reduced.
- Must be in good financial standing with no prior balance owed.
- The scholarship is nontransferable and has no redeemable cash value.

### **ALTERNATIVE PELL INSTITUTIONAL GRANT**

The Alternative Pell Institutional Grant is a need-based scholarship designed to aid deserving individuals that are focused on pursuing an education with California College of ASU. The grant is available to students enrolled in California College's Liberal Arts degree programs and who meet all eligibility requirements.

### **AWARD VALUE**

The Alternative Pell Institutional Grant will be awarded to students eligible to receive a Pell award as determined by the Financial Aid Department, not to exceed the annual Pell limit as defined by the U.S. Department of Education.

### **MINIMUM ELIGIBILITY REQUIREMENTS**

In order to be eligible for the Alternative Pell Institutional Grant students should:

- Have completed a Free Application for Federal Student Aid (FAFSA)
- Have completed the Financial Aid process and reviewed their Estimated Award Letter with a Financial Aid Officer.
- Have successfully completed the first 30 days of the term of scheduled disbursement.
- For continued eligibility beyond the 2024-25 award year, students are required to complete the FAFSA applications for each subsequent award year and remain eligible for a Pell award as defined by the U.S. Department of Education.

### **AWARD NOTIFICATION**

- Recipients will be notified by their assigned Financial Aid Officer (via Award Letter in student portal) provided eligibility requirements above are met.
- Award notification will include the Academic Year for which the student is eligible.
- Award amount may adjust based on number of credits taken in semester.
- All federal requirements for federal Pell Grant participation apply to recipients of this award.

### **PROVISIONS**

- Grant payments will only be applied to semesters that students are actively attending (not eligible if taking LOA).
- Grant is only applicable for non-Title IV approved degree programs.

### **GOLDEN STATE INSTITUTIONAL GRANT**

The Golden State Institutional Grant is a need-based scholarship designed to aid deserving individuals that are focused on pursuing an education with California College of ASU. The grant is available to students enrolled in a CCASU degree program and who meet all eligibility requirements.

### **AWARD VALUE**



The Golden State Institutional Grant will be awarded to students eligible to receive a Cal Grant A or Cal Grant B award as determined by the Financial Aid Department.

#### **MINIMUM ELIGIBILITY REQUIREMENTS**

- Have completed a Free Application for Federal Student Aid (FAFSA) prior to May 2, 2024.
- Must be a U.S. Citizen, Eligible Non-Citizen.
- California Residency for at least one year prior to semester start.
- Not in Default on Title IV Student Loan.
- Enrolled at Least Half-Time.
- May not exceed Income and Asset ceilings for award year packaged.
- Must have financial need per institutional analysis.
- Cal Grant A recipients must have a min 3.0 CGPA (Cal Grant B recipients 2.0 CGPA)
- Have successfully completed the first 30 days of the term of scheduled disbursement.
- For continued eligibility beyond the 2024-25 award year, students are required to complete the FAFSA applications for each subsequent award year and remain eligible for a Cal Grant award as defined by the Financial Aid Department.

#### **AWARD NOTIFICATION**

- Recipients will be notified by their assigned Financial Aid Officer (via Award Letter in student portal) provided eligibility requirements above are met.
- Award notification will include the Academic Year for which the student is eligible.
- Award amount may adjust based on number of credits taken in semester.
- All requirements for federal Pell Grant participation apply to recipients of this award.

#### **PROVISIONS**

- Grant payments will only be applied to semesters that students are actively attending (not eligible if taking LOA).
- The Golden State Institutional Grant cannot be combined with institutional scholarships, except for the Student Success Scholarship.

#### **OUTSIDE SCHOLARSHIPS**

The Financial Aid department provides assistance to students searching for outside scholarships. For more information and a list of national scholarship resources, students may contact the Financial Aid Office or visit the Scholarships webpage at <https://californiacollege.asu.edu/admissions/financial-aid/types/scholarships>. Information on how to search for outside scholarships is also available on the Federal Student Aid website at [studentaid.gov](http://studentaid.gov).

# REGISTRATION & ENROLLMENT

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## ENROLLMENT CONFIRMATION

All new students accepted for admission are required to confirm their enrollment online at [https://columbiacollege.edu/onlineforms-2/enrollment\\_form/](https://columbiacollege.edu/onlineforms-2/enrollment_form/).

If confirmation is not received by the enrollment confirmation due date, the student must defer enrollment to the following term. *Please see the Deferred Enrollment section of this catalog for more information.*

## STUDENT'S RIGHT TO CANCEL

A newly matriculated student has the right to cancel enrollment in a program of instruction at California College of ASU and receive an enrollment cancellation refund at any time prior to 5:00 p.m. PST on the seventh (7th) calendar day of the student's first term of attendance.

To cancel an enrollment agreement, a newly matriculated student must submit a written notice of enrollment cancellation to the Registrar in person, by electronic mail, or by standard mail prior to 5:00 p.m. PST on the seventh (7th) calendar day of the student's first term of attendance. The date of enrollment cancellation is defined as the date of receipt of the written notice. If the written notice of enrollment cancellation is sent by mail, properly addressed and with the correct postage, enrollment cancellation is effective on the date postmarked. It is the student's responsibility to ensure the enrollment cancellation process is completed to qualify for an enrollment cancellation refund. After the enrollment cancellation deadline in a student's first term attendance, no cancellations are allowed.

## ENROLLMENT REQUIREMENTS

### FINANCIAL AID RECIPIENTS

Students who are recipients of financial aid may be required to enroll in a minimum number of credit hours per term for certain fund sources, and to meet the deadlines and procedures established by the Financial Aid Department. To receive Federal Loans, the Federal Direct Loan program requires a student to enroll in a minimum of six (6) credit hours per term. Students enrolling less than 12 credits per term may receive a prorated amount of aid for their Federal Pell Grant. All institutional scholarships require enrollment in 12 credits or more to be eligible in any given semester.

Financial aid will not be disbursed until a student has been enrolled for sufficient credit hours, and institutional funding will not be increased to adjust for any shortfall in the aid award due to failure to enroll in a sufficient number of credit hours.

### INTERNATIONAL STUDENTS

Once admitted to California College of ASU, an international student must:

- Enroll as a full-time student
- Enroll in 12 credit hours or more per term
- Remain enrolled for two (2) consecutive terms before taking a term off

### PROOF OF HIGH SCHOOL GRADUATION FROM ACCEPTED STUDENTS

All new students must submit satisfactory proof of high school graduation in the form of official high school transcripts prior to the *Drop Without a 'W'* deadline in the first term of enrollment. A newly enrolled student who does not submit official high school transcripts by the *Drop Without a 'W'* deadline in the first term of enrollment will be administratively dismissed from the college. A student who is administratively dismissed for failing to submit proof of graduation may submit a written appeal by email to [appeals@columbiacollege.edu](mailto:appeals@columbiacollege.edu).

### NEW STUDENT ORIENTATION

Students enrolling at California College of ASU for the first time are required to attend New Student Orientation prior to the first week of classes. New Student Orientation helps ease the academic and social transition into college and provides an introduction to student services, staff, advisors, institutional policies, campus procedures, student responsibilities, and important dates and deadlines.

### ONLINE STUDENT ORIENTATION

Students enrolled in an online degree program and on-campus students who opt to take a course or courses online must successfully complete the online student orientation on the LMS platform prior to the start of the term.

### DECLARATION OF EMPHASIS/TRACK

Bachelor of Fine Arts in Cinema and Bachelor of Arts in Liberal Arts students must choose to focus their studies in a particular area of personal and academic interest called an emphasis or track. Each area of interest requires certain courses and electives in addition to the core courses required for the degree program. To earn a BFA in Cinema or BA in Liberal Arts, a student must take all required courses and a designated number of electives within the student's chosen emphasis/track. Students are required to choose an intended emphasis/track during New Student Orientation and may choose only one area of emphasis/track per degree program.

### **MATHEMATICS PROFICIENCY ASSESSMENT**

A new student who is proficient in college-level mathematics may take the Math Proficiency Assessment Exam online prior to their second (2nd) term of enrollment. A student who passes the Math Proficiency Assessment Exam is not required to take the required L-MATH101 General Mathematics course. The student is, however, required to choose another physical or life science course that builds on the core competencies of mathematics, including quantitative reasoning, to fulfill applicable credit hour requirements.

### **CONTINUING STUDENT REGISTRATION**

As a courtesy, returning students who are in good standing will be registered for courses during the Registration Period at the beginning of each term. Elective preferences must be submitted to the Registrar via the Elective Choice form. Students may request schedule adjustments to take a course on a different day and time or to increase or decrease their pre-scheduled course load.

### **CONCURRENT ENROLLMENT POLICY**

Students who have joined California College of ASU's community follow a curriculum path that is unique to this institution and develop relationships with faculty and fellow students that are crucial to the learning experience and long-term success of our graduates in the media industries.

A current student who wishes to complete a required course concurrently at another institution must receive prior approval from the Office of Academic Affairs by submitting a clearly written rationale for their request in PDF file format, addressed to [appeals@columbiacollege.edu](mailto:appeals@columbiacollege.edu). The rationale is evaluated holistically, taking the student's degree progress and best interests into account. Criteria may include equivalency of learning outcomes, financial need, supplemental educational value, extenuating conflict due to California College of ASU class scheduling, and temporary changes in student's circumstances.

If a student begins a required course at another institution without prior approval from the Chief Academic Officer and the Registrar, no transfer of credits for that course will be granted. A student who is denied transfer credit for not seeking prior approval for concurrent enrollment may submit a written appeal in PDF file format along with all supporting documentation to the Chief Academic Officer by email at [appeals@columbiacollege.edu](mailto:appeals@columbiacollege.edu).

Approval for concurrent enrollment leading to transfer credit will not be approved for students who have already transferred in 75% of the total credits required for a California College of ASU degree program. Any transfer credits must be completed before the start of a student's final term at the college. See the *Transfer Credit Policy* section of this catalog for more information.

### **DEFERRED ENROLLMENT**

Upon acceptance, a student may request to defer enrollment by submitting the Deferred Enrollment Request Form to the Admissions Department for consideration. Deferments may only be granted once within an academic year. The deferment request must indicate the term into which the student was originally accepted, the student's preferred future entry term, and the reason for the deferment, such as travel, work, and/or educational objectives. Students who request additional deferments may be required to reapply.

### **AUDITING COURSES**

Current students and graduates of California College of ASU may request to audit a course on a space-available basis with the approval of both the instructor of the course and the Chief Academic Officer. Audit students are expected to meet all academic requirements of the course. Audited courses are not awarded credit and do not apply toward a California College of ASU degree.

# ACADEMIC CALENDAR

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## FALL 2024

Wednesday, August 14.....	New Student Orientation
Thursday, August 22.....	Classes start
Thursday, August 29*.....	Last day to drop a course without receiving a grade of 'W'
Monday, September 2.....	Labor Day   Campus Closed
Monday, October 7 – Wednesday, October 9.....	Fall Break
Friday, November 1.....	Last day to withdraw with a grade of 'W'
Monday, November 4.....	Registration begins for Spring 2025 courses
Monday, November 11.....	Veteran's Day   Campus Closed
Wednesday, November 27.....	No classes
Thursday, November 28 – Friday, November 29.....	Thanksgiving Break   Campus Closed
Monday, December 2.....	Last day to make section/credit changes for Spring 2025 courses
Saturday, December 7.....	Last day of regular classes
Monday, December 9 – Saturday, December 14.....	Final exams
Monday, Dec 16, 2024 – Friday, Jan 3, 2025.....	Winter Break

## SPRING 2025

Wednesday, January 8.....	New Student Orientation
Monday, January 13.....	Classes start
Monday, January 20.....	Martin Luther King Jr. Day   Campus Closed
Monday, January 27*.....	Last day to drop a course without receiving a grade of 'W'
Monday, March 3 - Monday, March 10.....	Spring Break   Classes Excused, Campus Open
Monday, March 31.....	Last day to withdraw with a grade of 'W'
Monday, March 31.....	Registration begins for Summer 2025 courses
Saturday, April 26.....	Last day to make section/credit changes for Summer 2025 courses
Saturday, April 26.....	Last day of regular classes
Monday, April 28 - Saturday, May 10.....	Final exams
Monday, May 12.....	Commencement Ceremony

## SUMMER 2025

Thursday, May 8 - Friday, May 10.....	New Student Orientation
Friday, May 16.....	Classes start
Thursday, May 22*.....	Last day to drop a course without receiving a grade of 'W'
Tuesday, May 27.....	Memorial Day   Campus Closed
Thursday, June 5.....	Last day to withdraw with a grade of 'W'
Thursday, June 19.....	Juneteenth   Campus Closed
Thursday, July 3.....	Independence Day Observance   Campus Closed
Friday, July 4.....	Independence Day   Campus Closed
Thursday, July 10.....	Registration begins for Fall 2025 courses
Saturday, August 9.....	Last day of CCASU Summer classes
Saturday, August 9.....	Last day to make section/credit changes for Fall 2025

## FALL 2025

Wednesday, August 13.....	New Student Orientation
Thursday, August 21.....	Classes start
Thursday, August 28*.....	Last day to drop a course without receiving a grade of 'W'
Monday, September 1.....	Labor Day   Campus Closed
Monday, October 6 – Wednesday, October 8.....	Fall Break
Saturday, November 1.....	Last day to withdraw with a grade of 'W'
Monday, November 3.....	Registration begins for Spring 2026 courses
Tuesday, November 11.....	Veteran's Day   Campus Closed
Wednesday, November 26.....	No classes
Thursday, November 27 – Friday, November 28.....	Thanksgiving Break   Campus Closed
Saturday, November 29.....	Last day to make section/credit changes for Spring 2026 courses
Saturday, December 6.....	Last day of regular classes
Monday, December 8 – Saturday, December 13.....	Final exams
Monday, Dec. 15, 2024 – Monday, Jan 5, 2026.....	Winter Break

\*See the Drop/Withdrawal Policy section of this catalog for more information.

# DEGREE PROGRAMS

California College of ASU offers liberal arts degree programs focused on the art and science of communications and the diverse media of contemporary storytelling on the Los Angeles campuses and online.

ON-CAMPUS DEGREE PROGRAMS	Average Length	Credits Required
Bachelor of Arts in Liberal Arts	4 years	120
Bachelor of Fine Arts in Cinema	4 years	124
Associate of Fine Arts in Cinema	2 years	62
ONLINE DEGREE PROGRAMS	Average Length	Credits Required
Bachelor of Fine Arts in Graphic Design + Interactive Media Online	4 years	124
Bachelor of Fine Arts in Visual Effects Online	4 years	124

## AREAS OF EMPHASIS/TRACKS

Bachelor of Arts Fine Arts in Cinema and Bachelor of Liberal Arts students must choose to focus their studies in a particular area of personal and academic interest called an emphasis/track. Each area of emphasis/track requires certain courses and electives in addition to the core courses required for the degree program. To earn a BFA Cinema or BA Liberal Arts degree, a student must take all required courses and a designated number of electives within the student's chosen emphasis. Students are required to choose an intended emphasis during New Student Orientation and may choose only one area of emphasis per BFA program.

## GENERAL EDUCATION CURRICULUM

To earn a California College of ASU degree, students are required to successfully complete a minimum number of General Education credit hours in the following areas:

GENERAL EDUCATION REQUIREMENTS			
Area of Study	Course Code	BFA	AFA
Written and Oral Communication	L-HUMA	9-12 credit hours	9 credit hours
Humanities	L-HUMA	16-19 credit hours	6 credit hours
Art History and Criticism	L-ARTH		
Fine Arts	L-ARTS		
Cinema and Media Studies	L-CMST		
General Humanities	L-HUMA		
Literature Studies	L-LITR		
Music History and Criticism	L-MCST		
Theater History and Criticism	L-THST		
Mathematics	L-MATH	3 credit hours	3 credit hours
Social and Behavioral Sciences	L-SOCS and L-BHVS	6-9 credit hours	3 credit hours
Physical and Life Sciences	L-PSCI and L-LSCI	3-6 credit hours	3 credit hours
General Education Elective (Upper Level)	GENELEUL	3 credit hours	N/A
<b>Total GE Credit Hours Required</b>		<b>40</b>	<b>24</b>

General education requirements may vary for degree programs and program versions that are no longer enrolling new students. Please refer to specific program requirements in this catalog for more information.

## GENERAL EDUCATION AREAS OF STUDY

The General Education curriculum is comprised of five traditional liberal arts and sciences categories: Written and Oral Communication, Humanities, Mathematics, Social and Behavioral Sciences, and Physical and Life Sciences. The required number credits in each category varies by degree program and level and may be found within the program-specific requirements.

### WRITTEN AND ORAL COMMUNICATION

Course work in Written and Oral Communication primarily focuses on the development and application of writing, speaking, group process, and interpersonal communication skills.

### HUMANITIES & FINE ARTS

Course work in the Humanities focuses on the interpretation of texts and other cultural objects, development of ideas and values, appreciation of cultural and artistic achievements, and evaluation of human experience. Courses in General Humanities, Art History and Criticism, Cinema and Media Studies, Fine Arts, Literature, Music History and Criticism, and

Theater History and Criticism normally satisfy requirements in this area. Certain courses in philosophy, political science, and intellectual history emphasizing the development of cultural thought processes may also satisfy humanities requirements.

### **MATHEMATICS**

Course work in the Mathematics area of study develops quantitative and analytical skills in the fields of mathematics and advanced logic. The area does not include courses in which mathematics is merely an applied component (such as finance and accounting), nor does it include mathematics foundation courses below the level of college algebra.

### **SOCIAL AND BEHAVIORAL SCIENCES**

Course work in Social and Behavioral Sciences promotes understanding of human behavior as well as the structure and dynamics of social systems. Emphasis is on the discovery of patterns in social processes and institutions, both past and present. Courses in anthropology, sociology, economics, ethnic and gender studies, geography, political science, psychology, and certain communications courses focusing on mass media and society typically satisfy these requirements.

### **PHYSICAL AND LIFE SCIENCES**

Course work in Physical and Life Sciences provides students with an understanding of nature and knowledge of the methods, tools, and technology used to study the physical world. Courses in astronomy, biology, chemistry, physics, anatomy, physiology, geology, and environmental science typically satisfy requirements in this area. Courses in geography which emphasize the earth's physical characteristics, weather, and climate are included in the Physical and Life Sciences category, along with specialized course work in the social sciences such as physical anthropology, archaeological field methods, and psychology courses which focus on human physiological processes. Courses that emphasize how technology advances scientific knowledge by making and using tools to enhance materials culture are also included, such as courses that emphasize technology theory and design and computer science courses that focus on hardware or software engineering. Courses which focus primarily on the social and environmental conflicts which arise over the uses of technology generally satisfy requirements in the Humanities or Social and Behavioral Sciences areas of study.

### **ONLINE COURSES**

Students enrolled in on-ground programs may have the opportunity to take certain courses in an online format to create schedule flexibility and/or facilitate the completion of their programs of study. Not every course is offered in every format every term. Students who are registered for an online course at California College of ASU can access the Learning Management System (LMS) at <https://cch.instructure.com>.

For questions about the online education experience at California College of ASU, please contact IT Support at [itsupport@columbiacollege.edu](mailto:itsupport@columbiacollege.edu). Simple Student Portal password resets can also be completed through <https://pwreset.columbiacollege.edu/>.

### **ONLINE CREDITS AND COURSE LIMITS**

A student enrolled in an on-ground degree program may earn online course credits totaling no more than 49% of the program's required credits. This online course transfer limitation also applies to transfer credits.

- A student enrolled in an on-ground BA program requiring 120 semester credits may earn and/or transfer in no more than 58 online credits.
- A student enrolled in an on-ground BFA program requiring 124 semester credits may earn and/or transfer in no more than 60 online credits.
- A student enrolled in an AFA program requiring 62 semester credits may earn and/or transfer in no more than 30 credits.

### **First-Term Students**

Newly enrolled students who are not enrolled in a fully online program and wish to take all first term courses in an online format must submit a request to the Academic Department prior to course registration for approval. A student who is approved to take all courses online in their first term of enrollment must take courses on-ground in the 2nd term of enrollment.

### **Conditionally Admitted Students**

Students who are conditionally admitted to on-ground programs must take all courses on-ground in the first term of enrollment.

### **Continuing Students**

Continuing students in on-ground programs may not take all of their courses online for more than one (1) consecutive term. Appeals to this policy may be submitted to the Academic Department prior to course registration.

### **International Students**

International students enrolled in on-ground programs may enroll in one (1) online course per term. However, if an international student has only one course to complete during the last term of enrollment, the course must be completed on ground.

**ONLINE ORIENTATION**

Students enrolled in online degree programs and students enrolled in on-ground degree programs who opt to take a course or courses online must successfully complete an online orientation prior to the start of the term.

# PROGRAM COURSE REQUIREMENTS

## BACHELOR OF ARTS IN LIBERAL ARTS

The BA in Liberal Arts provides students with a core of artistry, collaboration, adaptability, inclusion and leadership courses paired with career-focused courses in the creative industries offered through ASU. The student-centered program develops the skills needed by future creative leaders to thrive in their career of choice.

Each student further customizes the degree program by choosing an emphasis track that focuses advanced studies on an area of personal interest. Emphasis choices are film and media studies, fashion studies, and digital media studies. A broad foundation of liberal arts and sciences exposes students to the wider world of thought and ideas that enables critical thinking, creative problem-solving, and the ability to communicate ideas and opinions effectively.

The program culminates in a capstone project in which each student is given the opportunity to practice all of the skills gained throughout their degree program in the focused, professional context of their chosen emphasis.

### BA Liberal Arts Program Learning Outcomes

Upon successfully completing the BA in Liberal Arts, students will be able to:

1. Develop the ability to apply concepts, theories, and practices across a broad perspective of disciplines including the arts and humanities.
2. Identify, analyze, and evaluate the pressing leadership challenges of our day to develop a clear set of transferable skills contributing to their chosen field or society.
3. Reflect, understand, and appreciate the need for inclusion within the cultural, historical, and social context, and be able to relate them to individual experiences.
4. Develop the ability to value differing perspectives, unique viewpoints, processes, and modalities of expression through collaboration with faculty and fellow students.
5. Articulate a strong sense of self, with clarity of voice and purpose, contextualized within the social and global community and their individual liberal studies plan.
6. Foster a sense of social responsibility, commitment to life-long learning, and custodianship that derives from service and attracts employers seeking collaborative team members.

### FILM AND MEDIA STUDIES TRACK

Film and media studies explore the many ways in which film and media shape our understanding of social and cultural life by analyzing media including film and television, video games, social media and streaming services.

Students build a comprehensive understanding of media and entertainment technologies through historical, theoretical and analytical lenses.

2024-2025 BA LIBERAL ARTS FILM AND MEDIA STUDIES TRACK COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
<b>Liberal Arts Core</b>			
B-LIBST100	Introduction to Liberal Arts		3
CCAX052	Introduction to California College		1
PENDING	Artistry		3
PENDING	(DIT) Do it Together: The Power of Collaboration in Effective Creation		3
PENDING	Leadership		3
PENDING	Art of the Pitch		3
PENDING	Adaptability: Shift Happens		3
PENDING	Inclusive Practices in Education		3
<b>Written and Oral Communication Requirements</b>			
ENG101	First Year Composition		3
ENG102	First Year Composition		3
COM100	Introduction to Human Communication		3
<b>Humanities Requirements</b>			
PMG240	Introduction to Project Management		3
OGL360	Assessment of Leadership Effectiveness		3



ENG336	Women, Film and Culture	3
Choose 2	Scientific Thinking in Natural Sciences (SCIT)	8
Choose 1	Quantitative Reasoning (QTRS)	3
<b>Mathematics Requirement</b>		
MAT142	College Mathematics	3
<b>Social and Behavioral Sciences Requirement</b>		
Choose 1	Social and Behavioral Science (SOBE)	3
<b>Professional Development</b>		
	Work and Career Development #1	1
	Work and Career Development #2	1
	Work and Career Development #3	1
<b>General Education Elective Requirement</b>		
	Artificial Intelligence Elective	3
	Upper Division Elective #1	3
<b>Film and Media Studies Requirements</b>		
FMS100	Introduction to Film and Media Studies	3
THF160	Introduction to Storytelling	3
CGF110	Resilient American Futures	3
FMS200	Film & Media History	3
FMP201	The Creative Process	3
Choose 1:	THF101 Acting Intro	
- OR -	THP194 Understanding Acting	3
FMS209	Screenwriting Fundamentals	3
FMS300	Television Studies	3
FMS351	Emerging Digital Media	3
FMS380	Race and Gender in U.S. Media	3
Choose 1:	Upper Division Visual Storytelling	
- OR -	Upper Division Film Spark	3
FMP300	Welcome to Hollywood	3
Choose 1:	FMS302 US Media Industries	
- OR -	FMS362 Media Genres	3
FMS494	Topics	3
<b>Film and Media Studies Electives</b>		
	Upper Division Film and Media Studies Elective #1	3
	Upper Division Film and Media Studies Elective #2	3
	Upper Division Film and Media Studies Elective #3	3
<b>Senior Capstone</b>		
	Upper Division Capstone	3
<b>Total Credit Hours</b>		<b>120</b>

### FASHION STUDIES TRACK

The BA in Liberal Arts with an emphasis in fashion studies enables students to work across many segments of the fashion industry. It combines history, business practices and hands-on studio experience to prepare students for a variety of roles in this global industry.

Gaining proficiency in illustration skills and fluency with materials, traditional techniques and digital technologies, students are prepared for interdisciplinary collaborations through coursework across marketing and merchandising, wearable technology, sustainability, management and leadership, international experience and fashion and culture.

**2024-2025 BA LIBERAL ARTS FASHION STUDIES TRACK COURSE REQUIREMENTS**

<b>Code</b>	<b>Course Name</b>	<b>Prerequisites</b>	<b>Credits</b>
<b>Liberal Arts Core</b>			
B-LIBST100	Introduction to Liberal Arts		3
CCAX052	Introduction to California College		1
PENDING	Artistry		3
PENDING	(DIT) Do it Together: The Power of Collaboration in Effective Creation		3
PENDING	Leadership		3
PENDING	Art of the Pitch		3
PENDING	Adaptability: Shift Happens		3
PENDING	Inclusive Practices in Education		3
<b>Written and Oral Communication Requirements</b>			
ENG101	First Year Composition		3
ENG102	First Year Composition		3
TGM478	Cross-Cultural Communication & Negotiation		3
<b>Humanities Requirements</b>			
PMG240	Introduction to Project Management		3
OGL360	Assessment of Leadership Effectiveness		3
ENG216	Persuasive Writing on Public Issues		3
CGF110	Resilient American Futures		3
MCO425	Digital Media Literacy I		3
MCO426	Digital Media Literacy II		3
	Upper Division Art History Course (ARS300 Recommended)		3
<i>Choose 1</i>	Scientific Thinking in Natural Sciences (SCIT)		4
<b>Mathematics Requirement</b>			
MAT142	College Mathematics		3
<b>Physical and Life Sciences Requirement</b>			
BIO100	The Living World		4
<b>Professional Development</b>			
	Work and Career Development #1		1
	Work and Career Development #2		1
	Work and Career Development #3		1
<b>General Education Elective Requirement</b>			
	Artificial Intelligence Elective		3
	Upper Division Elective #1		3
	Upper Division Elective #2		3
<b>Fashion Studies Requirements</b>			
FSH125	Survey of the Fashion Industry		3
FSH135	Foundations in Fashion Design		3
<i>Choose 1:</i>	FSH108 Digital Literacy for the Arts		
- OR -	ART108 Digital Literacy for the Arts		3
<i>Choose 1:</i>	FSH175 Merchandising Essentials		
- OR -	FSH280 Fashion Merchandising		3
<i>Choose 1:</i>	Upper Division Visual Storytelling		
- OR -	Upper Division Film Spark		3
FSH200	Textiles Survey		3
- AND -	FSH201 Lab		1

FSH204	Social Aspects of Fashion	3
Choose 1:	FSH206 Fashion Design I	
- OR -	FSH294 Fundamentals of Fashion Design	3
FSH300	Global Fashion Industry	3
FSH396	Professional Practices for Fashion	1
FSH435	Contemporary Fashion	3
Choose 1:	FSH484 Internship	
- OR -	Upper Division Fashion Studies Elective #3	3
<b>Fashion Studies Electives</b>		
	Upper Division Fashion Studies Elective #1	3
	Upper Division Fashion Studies Elective #2	3
<b>Senior Capstone</b>		
FSH397	Fashion Capstone Development	1
	Upper Division Capstone	3
<b>Total Credit Hours</b>		<b>120</b>

### DIGITAL MEDIA STUDIES TRACK

In a world dominated by technology and information, digital media literacy prepares you to become a digital media leader. Students learn how digital media works and explore its impact on our daily lives. This degree also teaches you how to identify misinformation, create digital content and be an effective professional communicator.

2024-2025 BA LIBERAL ARTS DIGITAL MEDIA STUDIES TRACK COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
<b>Liberal Arts Core</b>			
B-LIBST100	Introduction to Liberal Arts		3
CCAX052	Introduction to California College		1
PENDING	Artistry		3
PENDING	(DIT) Do it Together: The Power of Collaboration in Effective Creation		3
PENDING	Leadership		3
PENDING	Art of the Pitch		3
PENDING	Adaptability: Shift Happens		3
PENDING	Inclusive Practices in Education		3
<b>Written and Oral Communication Requirements</b>			
ENG101	First Year Composition		3
ENG102	First Year Composition		3
COM100	Introduction to Human Communication		3
COM263	Elements of Intercultural Communication		3
COM319	Persuasion and Social Influence		3
<b>Humanities Requirements</b>			
PMG240	Introduction to Project Management		3
OGL200	Introduction to Organizational Leadership		3
OGL360	Assessment of Leadership Effectiveness		3
Choose 1	Scientific Thinking in Natural Sciences (SCIT)		4
AME111	Introduction to Digital Culture		3
<b>Mathematics Requirement</b>			
MAT142	College Mathematics		3
<b>Physical and Life Sciences Requirement</b>			
BIO100	The Living World		4

<b>Social and Behavioral Sciences Requirement</b>		
<i>Choose 1</i>	Social and Behavioral Science (SOBE)	3
<b>Professional Development</b>		
	Work and Career Development #1	1
	Work and Career Development #2	1
	Work and Career Development #3	1
<b>General Education Elective Requirement</b>		
	Artificial Intelligence Elective	3
	Upper Division Elective #1	3
	Upper Division Elective #2	3
	Upper Division Elective #3	3
<b>Digital Media Studies Requirements</b>		
THF160	Introduction to Storytelling	3
CGF110	Resilient American Futures	3
MCO120	Media and Society	3
<i>Choose 1:</i>	Upper Division Visual Storytelling	
	- OR - Upper Division Film Spark	3
MCO302	Media Research Methods	3
MCO307	The Digital Audience	3
MCO335	Social Media Foundations	3
MCO366	Mass Communication Ethics	3
MCO425	Digital Media Literacy I	3
MCO426	Digital Media Literacy II	3
MCO427	Misinformation and Society	3
MCO428	Digital Media and Freedom of Expression	3
<b>Digital Media Studies Electives</b>		
	Upper Division Digital Media Studies Elective #1	3
<b>Senior Capstone</b>		
	Upper Division Capstone	3
<b>Total Credit Hours</b>		<b>120</b>

## **BACHELOR OF FINE ARTS IN CINEMA**

### ON-GROUND ONLY

The BFA in Cinema offers the experience of taking on the entire filmmaking process with a cross-disciplinary program that immerses students in the technical, theoretical, creative, and business aspects of visual storytelling. Actors, cinematographers, directors, editors, producers, and screenwriters work collaboratively to acquire career-ready, working knowledge of the tools, techniques, and professional workflow used in film development, production, and post production.

Each student further customizes the degree program by choosing an emphasis that focuses advanced studies on an area of personal interest. Emphasis choices are Acting, Cinematography, Directing, Editing, Producing, and Screenwriting. A broad foundation of liberal arts and sciences exposes students to the wider world of thought and ideas that enables critical thinking, creative problem-solving, and the ability to communicate ideas and opinions effectively.

The program culminates in a two-term Thesis Workshop in which each student produces an industry-ready senior thesis project that showcases the student's unique talents, abilities, voice, and vision.

### **BFA Cinema Program Learning Outcomes**

Upon successfully completing the BFA in Cinema, students will be able to:

1. Implement storytelling form and technique in the cinematic arts, from writing and development through production and post production.
2. Make use of the tools and techniques of professional cinema production.
3. Evaluate works of cinema with regard to cultural influences and historical precedents.
4. Apply knowledge of business practices, legal standards, and protocols specific to entertainment industries.
5. Justify plans and decisions as the result of research, consensus building, and critical thinking.

## ACTING EMPHASIS

Acting is the expressive on-camera component to narrative filmmaking. Courses required for the Acting emphasis can build the needed tools for the actor and increase the sensibility for those in other emphases or co-emphases to work in partnership with the interpreters of what is on the page. The college's Acting emphasis is an eclectic curriculum, declining to adhere to one didactic theory of performance. It provides the fundamental bases of movement, voice, and character development. Acting emphasis students learn to interpret the intent of the line, event of the scene, and objective of the piece. Students move into the challenges of this interpretation when the camera is capturing the performance. Through the Core Curriculum, in addition to taking the emphasis required courses and electives, the Acting graduate will have learned how acting interacts with the other key elements of narrative filmmaking and have acquired the ability to be the total storyteller, working both in front and behind the camera. Acting emphasis students are encouraged to appear as actors in at least two student projects during each term.

2024-2025 BFA CINEMA ACTING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
<b>Cinema Core</b>			
C-FILM101	Production Fundamentals	None	3
C-FILM105	Visual Storytelling	None	3
C-ACTG110	Acting I	None	3
C-CINE110	Cinematography I	C-FILM101 or C-FILM101S or FILM101, C-FILM105 or FILM105	4
C-DRTG110	Directing I	C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCRN110	3
C-EDIT110	Editing Fundamentals	None	3
C-SCRN110	Screenwriting I	None	3
C-SNDX110	Sound Theory & Practice	None	3
C-FILM135	Business Entertainment Industry	C-FILM101 or C-FILM101S or FILM101	3
C-PROD210	Producing I	C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCRN110	3
C-FILM290	Production I: Short Film	C-PROD210 or PROD210, Dept Approval	3
<i>Choose 1:</i>	X-INTNXXX Internship	Dept Approval	3
	- OR - Professional Practices Elective		
<b>Written and Oral Communication Requirements</b>			
L-HUMA101	Composition I: College English	None	3
L-HUMA105	Fundamentals of Oral Communication	L-HUMA101 or HUMA101	3
L-HUMA201	Composition II: Reading, Writing, Thinking	L-HUMA105 or HUMA105	3
<b>Humanities &amp; Fine Arts Requirements</b>			
L-ARTH101	Visual Culture	None	3
L-CMST205	History of Motion Pictures	L-HUMA101 or HUMA101	4
L-CMST305	Script Analysis	L-CMST205 or CMST210	3
L-HUMA310	Critical Studies: Art, Media, Culture	L-HUMA201 or HUMA201	3
<b>Mathematics Requirement</b>			
L-MATH101	General Math	None	3
<b>Physical and Life Sciences Requirement</b>			
L-PSCI1XX or L-LSCI1XX	Physical or Life Science (100 Level)	L-MATH101 or MATH101	3
<b>Social and Behavioral Sciences Requirements</b>			
L-SOCS1XX or L-BHVS1XX	Social or Behavioral Science (100 level)	None	3
L-SOCSXXX or L-BHVSXXX	Social or Behavioral Science (200+ level)	one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100)	3
<b>General Education (Upper Level) Elective Requirement</b>			
GENEDELE	General Education Elective (300+ level)		3
<b>General Education Capstone Seminar Requirement</b>			
L-HUMA490	Seminar in Humanities	L-HUMA310 or HUMA310	3

Acting Requirements			
C-ACTG315	Character Development	C-ACTG110 or ACTG110	3
C-ACTG320	Acting Foundations & Theory	C-ACTG110 or ACTG110	3
C-ACTG385	Advanced Scene Study for Camera	C-ACTG315 or ACTG330	3
C-ACTG390	Original Scenes and Material	C-ACTG315 or ACTG330	3
Cinema Electives			
CINELE1	Cinema Elective #1		3
CINELE2	Cinema Elective #2		3
CINELE3	Cinema Elective #3		3
CINELE4	Cinema Elective #4		3
Open Electives			
OPENELE1	Open Elective #1		3
OPENELE2	Open Elective #2		3
OPENELE3	Open Elective #3		3
Senior Thesis			
C-FILM450	Thesis Workshop I	All Emphasis Course Requirements Completed	6
C-FILM451	Creative Professional Development I		1
C-FILM470	Thesis Workshop II	C-FILM450 or FILM450	6
C-FILM471	Creative Professional Development II	C-FILM451 or FILM451	1
<b>Total Credit Hours</b>			<b>124</b>

### CINEMATOGRAPHY EMPHASIS

Cinematography is the art and craft of using the camera and lighting to create a visual mood. The cinematographer, also called a DP or Director of Photography, is the director's primary collaborator in the process of bringing a screen story to life. The cinematographer's job is to create images that tell the story using lighting and camera movement. Students who choose the Cinematography emphasis work closely with aspiring directing, writing, and producing students to create the short films, documentaries, TV commercials, and music videos required for coursework. Using real-world techniques and methods in hands-on classes, students learn the vocabulary of professional cinematography, acquire practical, technical skills and techniques, and are introduced to practical management skills necessary to work in the role of Director of Photography. The curriculum includes immersive courses in camera movement and filming on location to prepare students for careers in the camera department. During Senior Thesis courses, a Cinematography emphasis student produces and refines a reel of originally produced work to use as a professional portfolio.

2024-2025 BFA CINEMA CINEMATOGRAPHY EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
Cinema Core			
C-FILM101	Production Fundamentals	None	3
C-FILM105	Visual Storytelling	None	3
C-ACTG110	Acting I	None	3
C-CINE110	Cinematography I	C-FILM101 or FILM101, C-FILM105 or FILM105	4
C-DRTG110	Directing I	C-FILM101 or FILM101, C-SCRN110 or SCR110	3
C-EDIT110	Editing Fundamentals	None	3
C-SCRN110	Screenwriting I	None	3
C-SNDX110	Sound Theory & Practice	None	3
C-FILM135	Business Entertainment Industry	C-FILM101 or FILM101	3
C-PROD210	Producing I	C-FILM101 or FILM101, C-SCRN110 or SCR110	3
C-FILM290	Production I: Short Film	C-PROD210 or PROD210, Dept Approval	3
Choose 1:	X-INTNXXX Internship	Dept Approval	3
	- OR - Professional Practices Elective		

<b>Written and Oral Communication Requirements</b>			
L-HUMA101	Composition I: College English	None	3
L-HUMA105	Fundamentals of Oral Communication	L-HUMA101 or HUMA101	3
L-HUMA201	Composition II: Reading, Writing, Thinking	L-HUMA105 or HUMA105	3
<b>Humanities &amp; Fine Arts Requirements</b>			
L-ARTH101	Visual Culture	None	3
L-CMST205	History of Motion Pictures	L-HUMA101 or HUMA101	4
L-CMST305	Script Analysis	L-CMST205 or CMST210	3
L-HUMA310	Critical Studies: Art, Media, Culture	L-HUMA201 or HUMA201	3
<b>Mathematics Requirement</b>			
L-MATH101	General Math	None	3
<b>Physical and Life Sciences Requirement</b>			
L-PSCI1XX or L-LSCI1XX	Physical or Life Science (100 level)	L-MATH101 or MATH101	3
<b>Social and Behavioral Sciences Requirements</b>			
L-SOCS1XX or L-BHVS1XX	Social or Behavioral Science (100 Level)	None	3
L-SOCSXXX or L-BHVSXXX	Social or Behavioral Science (200+ level)	one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100)	3
<b>General Education (Upper Level) Elective Requirement</b>			
GENEDELE	General Education Elective (300+ level)		3
<b>General Education Capstone Seminar Requirement</b>			
L-HUMA490	Seminar in Humanities	L-HUMA310 or HUMA310	3
<b>Cinematography Requirements</b>			
C-CINE320	Cinematography II	C-CINE110 or CINE110	3
C-CINE340	Cinematography on Location	C-CINE320 or CINE320	3
C-CINE380	Cinematography III	C-CINE320 or CINE320	3
C-CINE390	The Moving Camera	C-CINE320 or CINE320	3
<b>Cinema Electives</b>			
CINELE1	Cinema Elective #1		3
CINELE2	Cinema Elective #2		3
CINELE3	Cinema Elective #3		3
CINELE4	Cinema Elective #4		3
<b>Open Electives</b>			
OPENELE1	Open Elective #1		3
OPENELE2	Open Elective #2		3
OPENELE3	Open Elective #3		3
<b>Senior Thesis</b>			
C-FILM450	Thesis Workshop I	All Emphasis Course Requirements Completed	6
C-FILM451	Creative Professional Development I		1
C-FILM470	Thesis Workshop II	C-FILM450 or FILM450	6
C-FILM471	Creative Professional Development II	C-FILM451 or FILM451	1
<b>Total Credit Hours</b>			<b>124</b>

### **DIRECTING EMPHASIS**

Directing is the art of bringing a script to life with a personal vision. A director must be able to lead a cast and crew to achieve that unique vision. When coupled with the core curriculum of the BFA Cinema program, the Directing emphasis requirements provide a thorough foundation in the art of directing for the screen. Students acquire key skills in script analysis and advanced techniques for directing actors, and practice guiding crews from script development to pre-production through production and post production. Using professional equipment and industry-standard tools and techniques in practical, hands-on classes, Directing emphasis students interpret text, explore film and television genres, and ultimately discover a unique and personal path to a creative career as a visual storyteller. During Senior Thesis courses, each Directing emphasis student produces and refines a reel of originally produced work to use as a professional portfolio.

**2024-2025 BFA CINEMA DIRECTING EMPHASIS COURSE REQUIREMENTS**

<b>Code</b>	<b>Course Name</b>	<b>Prerequisites</b>	<b>Credits</b>
<b>Cinema Core</b>			
C-FILM101	Production Fundamentals	None	3
C-FILM105	Visual Storytelling	None	3
C-ACTG110	Acting I	None	3
C-CINE110	Cinematography I	C-FILM101 or C-FILM101S or FILM101, C-FILM105 or FILM105	4
C-DRTG110	Directing I	C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCR110	3
C-EDIT110	Editing Fundamentals	None	3
C-SCRN110	Screenwriting I	None	3
C-SNDX110	Sound Theory & Practice	None	3
C-FILM135	Business Entertainment Industry	C-FILM101 or C-FILM101S or FILM101	3
C-PROD210	Producing I	C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCR110	3
C-FILM290	Production I: Short Film	C-PROD210 or PROD210, Dept Approval	3
Choose 1:	X-INTNXXX Internship	Dept Approval	3
	- OR - Professional Practices Elective		
<b>Written and Oral Communication Requirements</b>			
L-HUMA101	Composition I: College English	None	3
L-HUMA105	Fundamentals of Oral Communication	L-HUMA101 or HUMA101	3
L-HUMA201	Composition II: Reading, Writing, Thinking	L-HUMA105 or HUMA105	3
<b>Humanities &amp; Fine Arts Requirements</b>			
L-ARTH101	Visual Culture	None	3
L-CMST205	History of Motion Pictures	L-HUMA101 or HUMA101	4
L-CMST305	Script Analysis	L-CMST205 or CMST210	3
L-HUMA310	Critical Studies: Art, Media, Culture	L-HUMA201 or HUMA201	3
<b>Mathematics Requirement</b>			
L-MATH101	General Math	None	3
<b>Physical and Life Sciences Requirement</b>			
L-PSCI1XX or L-LSCI1XX	Physical or Life Science (100 level)	L-MATH101 or MATH101	3
<b>Social and Behavioral Sciences Requirements</b>			
L-SOCS1XX or L-BHVS1XX	Social or Behavioral Science (100 level)	None	3
L-SOCSXXX or L-BHVSXXX	Social or Behavioral Science (200+ level)	one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100)	3
<b>General Education (Upper Level) Elective Requirement</b>			
GENEDELE	General Education Elective (300+ level)		3
<b>General Education Capstone Seminar Requirement</b>			
L-HUMA490	Seminar in Humanities	L-HUMA310 or HUMA310	3
<b>Directing Requirements</b>			
C-DRTG320	Directing II: Casting Through Rehearsals	C-DRTG110 or DRTG110	3
C-DRTG335	The Director in Pre-Production	C-DRTG110 or DRTG110	3
C-DRTG340	Directing Actors: Advanced Techniques	C-DRTG320 or DRTG320	3
C-DRTG360	The Director in Production and Post Production	C-DRTG335 or DRTG330	3
<b>Cinema Electives</b>			
CINELE1	Cinema Elective #1		3
CINELE2	Cinema Elective #2		3
CINELE3	Cinema Elective #3		3
CINELE4	Cinema Elective #4		3



Open Electives			
OPENELE1	Open Elective #1		3
OPENELE2	Open Elective #2		3
OPENELE3	Open Elective #3		3
Senior Thesis			
C-FILM450	Thesis Workshop I	All Emphasis Course Requirements Completed	6
C-FILM451	Creative Professional Development I		1
C-FILM470	Thesis Workshop II	C-FILM450 or FILM450	6
C-FILM471	Creative Professional Development II	C-FILM451 or FILM451	1
<b>Total Credit Hours</b>			<b>124</b>

### EDITING EMPHASIS

Film editing is the art and craft of preparing existing motion and sound footage for finalized publication and distribution. It requires creativity and continuously developing expertise utilizing specialized computer hardware, software, and on- set tools to assemble layers of images and sound in meaningful ways that communicate a compelling narrative and create the feeling of a story. Editors collaborate closely with other key creative personnel, including the director and cinematographer. The work of editing is widely considered the final rewriting of a film. As such, it is an essential part of the storytelling process of creating a film or television program. The Editing emphasis focuses on all of the key components of the post production process, including editing, visual effects editing, sound design, and sound editing. California College of ASU graduates with an Editing emphasis are prepared for a wide variety of careers upon graduation. To help them gain entry into the industry, all Editing emphasis students graduate prepared with a professional level portfolio of their work.

2024-2025 BFA CINEMA EDITING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
Cinema Core			
C-FILM101	Production Fundamentals	None	3
C-FILM105	Visual Storytelling	None	3
C-ACTG110	Acting I	C-FILM101 or C-FILM101S or FILM101	3
C-CINE110	Cinematography I	C-FILM101 or C-FILM101S or FILM101, C-FILM105 or FILM105	4
C-DRTG110	Directing I	C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCR110	3
C-EDIT110	Editing Fundamentals	None	3
C-SCRN110	Screenwriting I	None	3
C-SNDX110	Sound Theory & Practice	None	3
C-FILM135	Business Entertainment Industry	C-FILM101 or C-FILM101S or FILM101	3
C-PROD210	Producing I	C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCR110	3
C-FILM290	Production I: Short Film	C-PROD210 or PROD210, Dept Approval	3
Choose 1:	X-INTNXXX Internship - OR - Professional Practices Elective	Dept Approval	3
Written and Oral Communication Requirements			
L-HUMA101	Composition I: College English	None	3
L-HUMA105	Fundamentals of Oral Communication	L-HUMA101 or HUMA101	3
L-HUMA201	Composition II: Reading, Writing, Thinking	L-HUMA105 or HUMA105	3
Humanities Requirements			
L-ARTH101	Visual Culture	None	3
L-CMST205	History of Motion Pictures	L-HUMA101 or HUMA101	4
L-CMST305	Script Analysis	L-CMST205 or CMST210	3
L-HUMA310	Critical Studies: Art, Media, Culture	L-HUMA201 or HUMA201	3
Mathematics Requirement			
L-MATH101	General Math	None	3

<b>Physical and Life Sciences Requirement</b>			
L-PSCI1XX or L-LSCI1XX	Physical or Life Science (100 level)	L-MATH101 or MATH101	3
<b>Social and Behavioral Sciences Requirements</b>			
L-SOCS1XX or L-BHVS1XX	Social or Behavioral Science (100 level)	None	3
L-SOCSXXX or L-BHVSXXX	Social or Behavioral Science (200+ level)	one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100)	3
<b>General Education (Upper Level) Elective Requirement</b>			
GENEDELE	General Education Elective (300+ level)		3
<b>General Education Capstone Seminar Requirement</b>			
L-HUMA490	Seminar in Humanities	L-HUMA310 or HUMA310	3
<b>Editing Requirements</b>			
C-EDIT330	Intermediate Editing	C-EDIT110 or EDIT110	3
C-EDIT340	Sound Design for Editors	C-EDIT110 or EDIT110, C-SNDX110 or SNDX110	3
C-EDIT350	Advanced Editing	C-EDIT330 or EDIT330	3
C-EDIT370	Color Grading & Workflow	C-EDIT110 or EDIT110, C-CINE110 or CINE110	3
<b>Cinema Electives</b>			
CINELE1	Cinema Elective #1		3
CINELE2	Cinema Elective #2		3
CINELE3	Cinema Elective #3		3
CINELE4	Cinema Elective #4		3
<b>Open Electives</b>			
OPENELE1	Open Elective #1		3
OPENELE2	Open Elective #2		3
OPENELE3	Open Elective #3		3
<b>Senior Thesis</b>			
C-FILM450	Thesis Workshop I	All Emphasis Course Requirements Completed	6
C-FILM451	Creative Professional Development I		1
C-FILM470	Thesis Workshop II	C-FILM450 or FILM450	6
C-FILM471	Creative Professional Development II	C-FILM451 or FILM451	1
<b>Total Credit Hours</b>			<b>124</b>

## PRODUCING EMPHASIS

Producing is both a key component of filmmaking and essential to the intertwined discipline of project development. In the motion picture and television industries, some become producers via working up through the ranks of production or development jobs, while others use their entrepreneurial spirit and savvy to leapfrog to selling projects to studios, networks, and investors. The Producing emphasis offers students the skills to oversee and run a professional film or television production, and imbues them with information about the entertainment industry. Students acquire and practice skills to pitch, sell, and shepherd projects that will come to fruition on the multitude of entertainment and distribution platforms. They gain practical experience developing and producing other California College of ASU student projects, utilizing all industry requirements and standards for professional film and television production. As with all other BFA Cinema emphases, Producing students also are able to gain professional experience through the college's internship program.

<b>2024-2025 BFA CINEMA PRODUCING EMPHASIS COURSE REQUIREMENTS</b>			
<b>Code</b>	<b>Course Name</b>	<b>Prerequisites</b>	<b>Credits</b>
<b>Cinema Core</b>			
C-FILM101	Production Fundamentals	None	3
C-FILM105	Visual Storytelling	None	3
C-ACTG110	Acting I	None	3
C-CINE110	Cinematography I	C-FILM101 or FILM101, C-FILM105 or FILM105	4
C-DRTG110	Directing I	C-FILM101 or FILM101, C-SCRN110 or SCRN110	3

C-EDIT110	Editing Fundamentals	None	3
C-SCRN110	Screenwriting I	None	3
C-SNDX110	Sound Theory & Practice	None	3
C-FILM135	Business Entertainment Industry	C-FILM101 or C-FILM101S or FILM101	3
C-PROD210	Producing I	C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCR110	3
C-FILM290	Production I: Short Film	C-PROD210 or PROD210, Dept Approval	3
	Choose 1: X-INTNXXX	Internship Dept Approval	3
	- OR -	Professional Practices Elective	
<b>Written and Oral Communication Requirements</b>			
L-HUMA101	Composition I: College English	None	3
L-HUMA105	Fundamentals of Oral Communication	L-HUMA101 or HUMA101	3
L-HUMA201	Composition II: Reading, Writing, Thinking	L-HUMA105 or HUMA105	3
<b>Humanities &amp; Fine Arts Requirements</b>			
L-ARTH101	Visual Culture	None	3
L-CMST205	History of Motion Pictures	L-HUMA101 or HUMA101	4
L-CMST305	Script Analysis	L-CMST205 or CMST210	3
L-HUMA310	Critical Studies: Art, Media, Culture	L-HUMA201 or HUMA201	3
<b>Mathematics Requirement</b>			
L-MATH101	General Math	None	3
<b>Physical and Life Sciences Requirement</b>			
L-PSCI1XX or L-LSCI1XX	Physical or Life Science (100 level)	L-MATH101 or MATH101	3
<b>Social and Behavioral Sciences Requirements</b>			
L-SOCS1XX or L-BHVS1XX	Social or Behavioral Science (100 level)	None	3
L-SOCSXXX or L-BHVSXXX	Social or Behavioral Science (200+ level)	one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100)	3
<b>General Education (Upper Level) Elective Requirement</b>			
GENEDELE	General Education Elective (300+ level)		3
<b>General Education Capstone Seminar Requirement</b>			
L-HUMA490	Seminar in Humanities	L-HUMA310 or HUMA310	3
<b>Producing Requirements</b>			
C-PROD325	Entertainment Law	C-FILM135 or FILM130	3
C-PROD335	The Producer in Development & Pre- Production	C-PROD210 or PROD210	3
C-PROD350	Producing the Feature Film	C-PROD210 or PROD210, C-FILM135 or FILM130	3
C-PROD360	The Producer in Production & Post Production	C-PROD335 or PROD320	3
<b>Cinema Electives</b>			
CINELE1	Cinema Elective #1		3
CINELE2	Cinema Elective #2		3
CINELE3	Cinema Elective #3		3
CINELE4	Cinema Elective #4		3
<b>Open Electives</b>			
OPENELE1	Open Elective #1		3
OPENELE2	Open Elective #2		3
OPENELE3	Open Elective #3		3
<b>Senior Thesis</b>			
C-FILM450	Thesis Workshop I	All Emphasis Course Requirements Completed	6
C-FILM451	Creative Professional Development I		1
C-FILM470	Thesis Workshop II	C-FILM450 or FILM450	6

C-FILM471	Creative Professional Development II	C-FILM451 or FILM451	1
<b>Total Credit Hours</b>			<b>124</b>

### SCREENWRITING EMPHASIS

The screenplay is a blueprint that guides a motion picture production. A screenwriter takes on the challenging task of providing textual foundation for visual and aural media. The Screenwriting emphasis is a forum for students to explore their creativity while gaining essential skills to develop and write professional screenplays. Coursework focuses on developing characters and fine-tuning story elements while embracing a realistic understanding of the entertainment industry. The Screenwriting emphasis provides an overview of industry practices such as finding an agent, pitching ideas, submitting spec scripts, and navigating business deals.

2024-2025 BFA CINEMA SCREENWRITING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
<b>Cinema Core</b>			
C-FILM101	Production Fundamentals	None	3
C-FILM105	Visual Storytelling	None	3
C-ACTG110	Acting I	None	3
C-CINE110	Cinematography I	C-FILM101 or FILM101, C-FILM105 or FILM105	4
C-DRTG110	Directing I	C-FILM101 or FILM101, C-SCRN110 or SCRN110	3
C-EDIT110	Editing Fundamentals	None	3
C-SCRN110	Screenwriting I	None	3
C-SNDX110	Sound Theory & Practice	None	3
C-FILM135	Business Entertainment Industry	C-FILM101 or FILM101	3
C-PROD210	Producing I	C-FILM101 or FILM101, C-SCRN110 or SCRN110	3
C-FILM290	Production I: Short Film	C-PROD210 or PROD210, Dept Approval	3
Choose 1:	X-INTNXXX Internship - OR - Professional Practices Elective	Dept Approval	3
<b>Written and Oral Communication Requirements</b>			
L-HUMA101	Composition I: College English	None	3
L-HUMA105	Fundamentals of Oral Communication	L-HUMA101 or HUMA101	3
L-HUMA201	Composition II: Reading, Writing, Thinking	L-HUMA105 or HUMA105	3
<b>Humanities &amp; Fine Arts Requirements</b>			
L-ARTH101	Visual Culture	None	3
L-CMST205	History of Motion Pictures	L-HUMA101 or HUMA101	4
L-CMST305	Script Analysis	L-CMST205 or CMST210	3
L-HUMA310	Critical Studies: Art, Media, Culture	L-HUMA201 or HUMA201	3
<b>Mathematics Requirement</b>			
L-MATH101	General Math	None	3
<b>Physical and Life Sciences Requirement</b>			
L-PSCI1XX or L-LSCI1XX	Physical or Life Science (100 level)	L-MATH101 or MATH101	3
<b>Social and Behavioral Sciences Requirements</b>			
L-SOCS1XX or L-BHVS1XX	Social or Behavioral Science (100 level)	None	3
L-SOCSXXX or L-BHVSXXX	Social or Behavioral Science (200+ level)	one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100)	3
<b>General Education (Upper Level) Elective Requirement</b>			
GENEDELE	General Education Elective (300+ level)		3
<b>General Education Capstone Seminar Requirement</b>			
L-HUMA490	Seminar in Humanities	L-HUMA310 or HUMA310	3
<b>Screenwriting Requirements</b>			
C-SCRN310	Screenwriting II: Structure & Story Building	C-SCRN110 or SCRN110	3

C-SCRN320	Adaptation	C-SCRN110 or SCR110	3
Choose 1:	C-SCRN371   Television Writing Symposium I	C-SCRN310 or SCR110	3
	C-SCRN381   Feature Film Writing Symposium I		
Choose 1:	C-SCRN372   Television Writing Symposium II	C-SCRN371	3
	C-SCRN382   Feature Film Writing Symposium II	C-SCRN381	
<b>Cinema Electives</b>			
CINELE1	Cinema Elective #1		3
CINELE2	Cinema Elective #2		3
CINELE3	Cinema Elective #3		3
CINELE4	Cinema Elective #4		3
<b>Open Electives</b>			
OPENELE1	Open Elective #1		3
OPENELE2	Open Elective #2		3
OPENELE3	Open Elective #3		3
<b>Senior Thesis</b>			
C-FILM450	Thesis Workshop I	All Emphasis Course Requirements Completed	6
C-FILM451	Creative Professional Development I		1
C-FILM470	Thesis Workshop II	C-FILM450 or FILM450	6
C-FILM471	Creative Professional Development II	C-FILM451 or FILM451	1
<b>Total Credit Hours</b>			<b>124</b>

## BACHELOR OF FINE ARTS IN GRAPHIC DESIGN + INTERACTIVE MEDIA

### ONLINE

The BFA in Graphic Design + Interactive Media combines design and aesthetics studies with real-world, practical experiences with the professional tools, technology, processes, creative skills, and collaborative workflow used in designing for both digital and print media. Students take original ideas from concept to finished production in project-based courses that explore brand identity, user experience (UX), user interface (UI), collateral design, advertising, responsive web design, experiential design, motion graphics, and virtual reality. A broad foundation of liberal arts and sciences gives students intellectual exposure to the wider world of thought and ideas that enable critical thinking, creative problem-solving, and the ability to communicate original designs, ideas, and opinions effectively.

The program culminates with each student developing a cohesive, industry-ready professional portfolio showcasing the student's unique talents and ability to communicate via multiple channels of media.

### BFA Graphic Design + Interactive Media Program Learning Outcomes

Upon successfully completing the BFA in Graphic Design + Interactive Media, students will be able to:

1. Implement design principles in all aspects of visual communication and design, from concept to final product.
2. Utilize hardware and software tools and techniques of professional visual communication and design.
3. Evaluate products of visual communication and design with regard to cultural influences and historical precedents.
4. Apply knowledge of professional practices specific to visual communication and design industries.
5. Exercise communication skills necessary to function in interdisciplinary teams and organizational structures.

2024 - 2025 BFA GDIM COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
<b>GDIM Core</b>			
G-ARTD101	Color Theory & Practice	None	3
G-ARTD111	2D Image Manipulation	None	3
G-ARTD116	Vector Graphics	None	3
G-GDIM102	Design Process	G-ARTD116 or ARTD116	3
G-GRPH204	Typography I	G-ARTD116 or ARTD116	3
G-IMED305	UX Foundations	G-ARTD116 or ARTD116	3
G-GRPH206	Graphic Design I	G-GDIM102 or GDIM102	3
G-MRKT101	Introduction to Digital Marketing	G-GDIM102 or GDIM102	3
G-IMED150	Web Development I	G-IMED305 or IMED305	3

G-GRPH208	Graphic Design II	G-GRPH206 or GRPH206	3
G-GDIM230	Design Team I	G-GRPH206 or GRPH206	4
G-GDIM190	Professional Practices in Marketing & Design	G-ARTD116 or ARTD116	3
V-ANIM219	Motion Design I	G-ARTD111 or ARTD111	3
G-IMED251	Web Development II	G-IMED150 or IMED150	3
G-GRPH302	Graphic Design III	G-GRPH208 or GRPH208	3
G-GRPH420	Emerging and Experimental Design Trends	Dept Approval	3
G-GDIM330	Design Team II	G-GDIM230 or GDIM230	4
G-GRPH402	Graphic Design IV	G-GRPH302 or GRPH302	3
<b>Written and Oral Communication Requirements</b>			
L-HUMA101	Composition I: College English	None	3
L-HUMA105	Fundamentals of Oral Communication	L-HUMA101 or HUMA101	3
L-HUMA201	Composition II: Reading, Writing, Thinking	L-HUMA105 or HUMA105	3
<b>Humanities &amp; Fine Arts Requirements</b>			
L-ARTH101	Visual Culture	None	3
L-ARTS110	Observational and Perspective Drawing	None	3
L-HUMA310	Critical Studies: Art, Media, Culture	L-HUMA201 or HUMA201	3
L-ARTH331	Art History: Design	one L-ARTH or ARTH (100)	3
<b>Mathematics Requirement</b>			
L-MATH101	General Math	None	3
<b>Physical and Life Sciences Requirement</b>			
L-PSCI1XX or L-LSCI1XX	Physical or Life Science (100 level)	L-MATH101 or MATH101	3
<b>Social and Behavioral Sciences Requirements</b>			
L-SOCS1XX or L-BHVS1XX	Social or Behavioral Science (100 level)	None	3
L-SOCSXXX or L-BHVSXXX	Social or Behavioral Science (200+ level)	one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100)	3
<b>General Education (Upper Level) Elective Requirement</b>			
GENEDELE	General Education Elective (300+ level)		3
<b>General Education Capstone Seminar Requirement</b>			
L-HUMA490	Seminar in Humanities	L-HUMA310 or HUMA310	3
<b>GDIM Electives</b>			
GDIM ELECTIVE	GDIM Elective #1		3
GDIM ELECTIVE	GDIM Elective #2		3
<b>Open Electives</b>			
OPENELE1	Open Elective #1		3
OPENELE2	Open Elective #2		3
OPENELE3	Open Elective #3		3
OPENELE4	Open Elective #4		3
<b>Senior Thesis</b>			
G-GDIM350	GDIM Portfolio Development I	Dept Approval	4
G-GDIM450	GDIM Portfolio Development II	G-GDIM350	4
G-GDIM475	GDIM Capstone	Dept Approval	3
<b>Total Credit Hours</b>			<b>124</b>

## BACHELOR OF FINE ARTS IN VISUAL EFFECTS

### ONLINE

Visual effects and digital art have become an essential part of all modern forms of entertainment and commercial media. The BFA in Visual Effects provides an immersive experience with the tools, processes, creative skills, and collaborative workflow used to create and produce professional quality 3D models, animations, simulated effects, and composites for film, television, animation, video games, and interactive media.

Using industry-standard software and professional equipment in project-based courses that reflect the real world of the visual effects production pipeline, BFA VFX students prepare to meet the ever-evolving demands of a broad spectrum of industries and distribution platforms. A foundation of liberal arts and sciences offers intellectual exposure to the wider world of thought and ideas that enable critical thinking, creative problem-solving, and the ability to communicate ideas, images, and opinions effectively.

### BFA Visual Effects Program Learning Outcomes

Upon successfully completing the BFA in Visual Effects, students will be able to:

1. Implement design principles in all stages of visual effects and animation production.
2. Utilize hardware and software tools and techniques of professional visual effects and animation industries.
3. Evaluate works of visual effects and animation with regard to cultural influences and historical precedents.
4. Apply knowledge of professional practices specific to visual effects and animation industries.
5. Exercise problem solving and communication skills necessary to function in interdisciplinary teams and organizational structures.

2024 - 2025 BFA VISUAL EFFECTS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
<b>VFX Core</b>			
G-ARTD101	Color Theory & Practice	None	3
G-ARTD111	2D Image Manipulation	None	3
G-ARTD116	Vector Graphics	None	3
G-ARTD201	Figure Drawing	L-ARTS110 or ARTS110	3
C-FILM105	Visual Storytelling	None	3
V-MODL213	3D Modeling I	G-ARTD111 or ARTD111	3
V-ANIM213	3D Animation I	V-MODL213 or MODL213	3
V-ANIM219	Motion Design I	G-ARTD111 or ARTD111	3
V-ANIM201	Storyboarding for VFX & Animation	G-ARTD111 or ARTD111	3
V-MODL253	Texturing I	V-MODL213 or MODL213	3
V-CMPX214	Compositing I	G-ARTD111 or ARTD111	3
V-CMPX333	Lighting & Rendering I	V-MODL213 or MODL213	3
V-MODL313	3D Modeling II	V-MODL213 or MODL213	3
V-ANIM313	3D Animation II	V-ANIM213 or ANIM213	3
V-VFXX300	Industry Professional Practices in Visual Effects	G-ARTD116 or ARTD116	3
V-VFXX230	Production Studio I	Dept Approval	4
V-MODL338	Real Time Assets I	V-MODL313 or MODL313	3
V-VFXX330	Production Studio II	V-VFXX230 or VFXX230	4
<b>Written and Oral Communication Requirements</b>			
L-HUMA101	Composition I: College English	None	3
L-HUMA105	Fundamentals of Oral Communication	L-HUMA101 or HUMA101	3
L-HUMA201	Composition II: Reading, Writing, Thinking	L-HUMA105 or HUMA105	3
<b>Humanities &amp; Fine Arts Requirements</b>			
L-ARTH1XX	Art History Elective (100 level)	None	3
L-ARTS110	Observational and Perspective Drawing	None	3
L-CMST217	Motion Picture History: Visual Effects	L-HUMA101 or HUMA101	3
L-HUMA310	Critical Studies: Art, Media, Culture	L-HUMA201 or HUMA201	3
<b>Mathematics Requirement</b>			
L-MATH101	General Math	None	3
<b>Physical and Life Sciences Requirement</b>			
L-LSCI121	Introduction to Anatomy	L-MATH101 or MATH101	3
<b>Social and Behavioral Sciences Requirements</b>			
L-SOCS1XX or L-BHVS1XX	Social or Behavioral Science (100 level)	None	3

L-SOCSXXX or L-BHVSXXX	Social or Behavioral Science (200+ level)	one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100)	3
<b>General Education (Upper Level) Elective Requirement</b>			
GENEDELE	General Education Elective (300+ level)		3
<b>General Education Capstone Seminar Requirement</b>			
L-HUMA490	Seminar in Humanities	L-HUMA310 or HUMA310	3
<b>VFX Electives</b>			
VFX ELECTIVE	Visual Effects Elective #1		3
VFX ELECTIVE	Visual Effects Elective #2		3
<b>Open Electives</b>			
OPENELE1	Open Elective #1		3
OPENELE2	Open Elective #2		3
OPENELE3	Open Elective #3		3
OPENELE4	Open Elective #4		3
<b>Senior Thesis</b>			
V-VFXX350	VFX Portfolio Development I	Dept Approval	4
V-VFXX450	VFX Portfolio Development II	V-VFXX350 or VFXX350	4
V-VFXX498	VFX Capstone	Department Approval	3
<b>Total Credit Hours</b>			<b>124</b>

## ASSOCIATE OF FINE ARTS IN CINEMA

### ON-GROUND ONLY

The AFA in Cinema provides hands-on, practical experience with the basic technical, creative, and business elements involved in creating visual content for the film and television industries. A broad liberal arts foundation exposes students to the wider world of thought and ideas that enables critical thinking, creative problem-solving, and the ability to communicate ideas and opinions effectively.

### AFA Cinema Program Learning Outcomes

Upon successfully completing the AFA in Cinema, students will be able to:

1. Apply technical and formal elements of storytelling in cinematic arts.
2. Make use of foundational tools and techniques of professional cinema production.
3. Analyze works of cinema with regard to creative merits and cultural dimensions.
4. Assess the practical needs of a given cinema project from development through post production.
5. Model established norms and practices for collaboration and communication in professional settings.

<b>2024-2025 AFA CINEMA COURSE REQUIREMENTS</b>			
Code	Course Name	Prerequisites	Credits
<b>AFA Cinema Core</b>			
C-FILM101	Production Fundamentals	None	3
C-FILM105	Visual Storytelling	None	3
C-ACTG110	Acting I	None	3
C-CINE110	Cinematography I	C-FILM101 or FILM101, C-FILM105 or FILM105	4
C-DRTG110	Directing I	C-FILM101 or FILM101, C-SCRN110 or SCR110	3
C-EDIT110	Editing Fundamentals	None	3
C-SCRN110	Screenwriting I	None	3
C-SNDX110	Sound Theory & Practice	None	3
C-FILM135	Business Entertainment Industry	C-FILM101 or FILM101	3
C-PROD210	Producing I	C-FILM101 or FILM101, C-SCRN110 or SCR110	3
C-FILM290	Production I: Short Film	C-PROD210 or PROD210, Dept Approval	3
<b>Written and Oral Communication Requirements</b>			
L-HUMA101	Composition I: College English	None	3
L-HUMA105	Fundamentals of Oral Communication	L-HUMA101 or HUMA101	3



L-HUMA201	Composition II: Reading, Writing, Thinking	L-HUMA105 or HUMA105	3
<b>Humanities &amp; Fine Arts Requirements</b>			
L-ARTH101	Visual Culture	None	3
L-CMST205	History of Motion Pictures	L-HUMA101 or HUMA101	4
<b>Mathematics Requirement</b>			
L-MATH101	General Math	None	3
<b>Physical and Life Sciences Requirement</b>			
L-PSCI1XX or L-LSCI1XX	Physical or Life Science (100 Level)	L-MATH101 or MATH101	3
<b>Social and Behavioral Sciences Requirement</b>			
L-SOCS1XX or L-BHVS1XX	Social or Behavioral Science (100 Level)	None	3
<b>Open Electives</b>			
OPENELE1	Open Elective		3
<b>Total Credit Hours</b>			<b>62</b>

# ACADEMIC POLICIES

## AVERAGE LENGTH OF DEGREE PROGRAM

Students can expect to earn a bachelor's degree in four (4) years by successfully completing 15-16 credit hours per term for two (2) terms each academic year. Students can expect to complete an associate degree program in two (2) years by successfully completing 15-16 credit hours per term for two (2) terms each academic year. A student who attends year-round including summer term or successfully completes more than 16 credit hours per term may graduate with a degree in a shorter length of time. Successful completion of the minimum credit hours required for a bachelor's or associate degree program does not guarantee a degree. A student must successfully complete all courses and electives required for the student's degree program, all required general education courses, and the required number of elective courses in order to graduate with a degree.

## FULL-TIME VS PART-TIME STUDY

Students enrolled in twelve (12) or more credit hours per term are considered full-time. All international students must take at least twelve (12) credit hours of study per term to be considered full-time.

## BA CLASS STANDING BY CREDIT HOUR

CLASS STANDING	2024-2025 SEMESTER SYSTEM	
	BA LIBERAL ARTS	
Freshman	0 - 31 credits	
Sophomore	32 - 62 credits	
Junior	63 - 93 credits	
Senior	94+ credits	
Required to Graduate	120	

## BFA CLASS STANDING BY CREDIT HOUR

CLASS STANDING	2024-2025 SEMESTER SYSTEM		
	BFA CINEMA	BFA GDIM	BFA VFX
Freshman	0 – 31 credits	0 – 29 credits	
Sophomore	32 – 62 credits	30 – 60 credits	30 – 59 credits
Junior	63 – 92 credits	60 – 91 credits	
Senior	93+ credits	92+ credits	
Required to Graduate	124	124	

## CLASS SIZE

For optimal learning, class size is limited according to course type. The maximum class size is 35 students. The typical lecture/discussion class size is 18 students or less. Production based courses typically enroll 12 students or less.

## CONTACT/CREDIT HOUR POLICY

### DEFINITION OF A CREDIT HOUR

A credit hour is defined by California College of ASU and the U.S. Department of Education as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates one credit equals one hour of direct faculty instruction and a minimum of two hours of out-of-class student work per week for 15 weeks. Generally, one credit is granted for 45 combined hours of student work.

Alternately, if the time is completely occupied with either the seminar, studio, field, clinical or laboratory work, or internships, service learning, directed study or intensive semester (e.g. summer, online, or courses offered in shorter form), a minimum of 45 hours of student work is expected for each unit of credit. A course offered in fewer than 15 weeks shall contain the same total hours (contact hours, preparation time, content, and requirements) as the same course offered in the standard 15-week semester.

## CONTACT HOURS & OUT-OF-CLASS STUDENT WORK PER COURSE

A typical 3-credit-hour course at California College of ASU meets for one 3-hour/180-minute class period each week for 15 weeks for a total of 45 contact hours/2700 contact minutes over the semester. Each course also requires 6 hours/360 minutes of out-of-class student work per week for a total of 90 hours/5,400 minutes of out of class student work over the semester. Total semester contact and out-of-class hours for each course is 135 hours or 8,100 minutes.

## CLASS SESSION SCHEDULE

A typical three (3) credit course is scheduled to meet once per week for a 3-hour class session or twice per week for two 90-minute class sessions. Class sessions may be scheduled Monday through Saturday in the morning, afternoon, or evening. The campus is closed on Sundays. Hours may be adjusted during summer term or to accommodate special events.

A typical three (3) semester-credit course is scheduled to meet twice per week for two 75-minute class sessions or once per week for a 3-hour class session. Class sessions are scheduled Monday through Friday from 7:00 a.m. to 6:00 p.m. The campus is closed on Sundays. Hours may be adjusted during summer term or to accommodate special events.

## COURSE CODES

Course codes are alphanumeric with a letter prefix indicating the area of study and the number indicating the level.

Area of Study	Course Code
<i>Courses Run through ASU</i>	A-
Acting	L-ACTG
Animation	V-ANIM
Art, General/Fine Arts	L-ARTS
Art History & Criticism	L-ARTH
Behavioral Sciences	L-BHVS
Cinema and Media Studies	L-CMST
Cinematography	C-CINE
Communication, Written & Oral	L-HUMA
Compositing	V-CMPX
Design Arts	G-ART
Digital Marketing	G-MRKT
Digital Modeling	V-MODL
Directing	C-DRTG
Editing	C-EDIT
Film	C-FILM
Graphic Design	G-GRPH
Graphic Design (GDIM)	G-GDIM
Humanities	L-HUMA
Interactive Media	G-IMED
Internships	X-INTN
Liberal Arts	B-LIBST
Life Sciences	L-LSCI
Literature Studies	L-LITR
Mathematics	L-MATH
Music History & Criticism	L-MCST
New Media	C-NEWM
Physical Sciences	L-PSCI
Producing	C-PROD
Professional Development	C-PROF
Screenwriting	C-SCRN
Social Sciences	L-SOCS
Sound	C-SNDX
Television	C-TELE
Theater History & Criticism	L-THST
Visual Effects	V-VFXX

Course Number	Division Level
100 – 299	Lower division undergraduate courses
300 – 599	Upper division undergraduate courses

## **ATTENDANCE POLICY**

Regular class attendance is mandatory and integral to success at California College of ASU. Students enrolled in on-campus or synchronous remote courses are expected to be present at the start of each class session and remain through the entire class period. A student absent for a class session is responsible for making up missed coursework. Class attendance policies and tracking procedures are determined by each instructor and are included in the course syllabus distributed at the beginning of each term. Students can track their attendance for their classes in the student portal at <https://cchonline.columbiacollege.edu/>.

At the discretion of the instructor(s), absences due to family emergencies, bereavement, or observance of a religious holiday may be excused. Absences will be excused for a student who volunteers in an official capacity as an emergency worker, including as a volunteer firefighter, emergency medical technician, ambulance attendant, or other first responder. Absences due to medical issues, military service, or legal obligations must be supported by formal documentation and submitted to the instructor upon return to the next class session.

There are conditions under which students will be administratively withdrawn due to non-attendance:

- A student who fails to attend a registered course before the term's published Drop without a 'W' deadline will be administratively withdrawn from the course.
- A student who is absent from all registered courses without notice before the current term's published Drop without a 'W' deadline will be administratively dropped from all courses and administratively dismissed from the college. If applicable, the cost of tuition will be adjusted.
- A student who is unable to attend all courses before the current term's published Drop without a 'W' deadline must notify the college in writing before the Drop without a 'W' deadline to remain enrolled.

A student who withdraws from an individual course after the published Drop without a 'W' deadline will be charged applicable tuition and fees.

## **ASYNCHRONOUS ONLINE COURSE ATTENDANCE POLICY**

In an asynchronous online course, attendance is recorded twice a week and is based on student participation in the course. Each week, participation in an online course is defined by one of the following actions taken by the student for the current attendance marking period:

- Posting to a discussion board (i.e., initial post, responding to peers or instructor)
- Submitting an assignment online to the assignment link within the LMS
- Completing an online test or quiz within the LMS
- Participating in a Live Lecture

Attendance for online courses will be marked twice per week. Students enrolled in a California College of ASU online course will only be marked present if they participate in one or more of the above activities between the following timeframes:

- Session 1 - Participation Monday through Wednesday at 11:59 pm PST
- Session 2 - Participation Thursday through Sunday at 11:59 pm PST

Late work from a previous attendance marking period will not count as attendance for a current marking period. A student who is marked absent for a class session is responsible to meet the deadlines within the course. Students can track the attendance for their classes in the student portal at <https://cchonline.columbiacollege.edu/>.

At the discretion of the instructor(s), absences due to family emergencies, bereavement, or observance of a religious holiday may be excused. Absences will be excused for a student who volunteers in an official capacity as an emergency worker, including as a volunteer firefighter, emergency medical technician, ambulance attendant, or other first responder. Absences due to medical issues, military service, or legal obligations must be supported by formal documentation and submitted to the instructor upon return to the next class session.

There are conditions under which students will be administratively withdrawn due to non-attendance:

- A student who fails to attend a registered course before the term's published Drop without a 'W' deadline will be administratively dropped from the course.
- A student who is absent from all registered courses without notice before the current term's published Drop without a 'W' deadline will be withdrawn from all courses and administratively dismissed from the college. If applicable, the cost of tuition will be adjusted according to the date of withdrawal.
- A student who is unable to attend all courses before the current term's published Drop without a 'W' deadline must notify the college in writing before the Drop without a 'W' deadline to remain enrolled.

A student who withdraws from a course after the term's published Drop without a 'W' deadline will be charged applicable tuition and fees.

## **GRADING POLICY**

Grading is an instructor's assessment of the student's learning in both quantitative and qualitative respects. The instructor's grading criteria and methods of evaluation are provided in the course syllabus which outline the expectations for achievement. As part of the grading method, all student work is evaluated based on the academic standards, progress

and rate of growth, course participation, and individual capability. Some internship courses and other special courses are graded on a Pass/Fail scale which is determined prior to the start of the term by the Chief Academic Officer.

### GRADE CHANGE POLICY

Grades that are submitted to the Registrar become a part of a student's permanent scholastic record. A grade change shall occur in cases of clerical error, administrative error, or where the instructor re-evaluates the student's performance and discovers an error in the original evaluation. A grade change request may be initiated by the student affected or by the instructor. All grade changes are at the discretion of the instructor and the Chief Academic Officer.

### GRADE APPEAL

A student has the right to formally appeal the final grade in a course. Appeals are limited to situations in which the student believes the grade was prejudicially, capriciously, or arbitrarily assigned. A grade change appeal must first be submitted to the instructor of the course in writing. If the instructor determines that there is a valid basis for the change, the instructor will submit a Change of Grade form to the Registrar. If the instructor determines that there is not a valid basis for the change and denies the student's request, the instructor's decision is final. If a student wishes to appeal the instructor's decision, the student may appeal in writing to the Chief Academic Officer.

Students wishing to appeal grades received through ASU or other partner institutions will need to follow the corresponding guidelines as outlined in their respective catalogs.

### INCOMPLETE POLICY

The grade of Incomplete (INC) is exceptional and given only to a student whose completed coursework has been qualitatively satisfactory but who has been unable to complete all course requirements due to unforeseen circumstances. The student must request a grade of Incomplete (INC) before the end of the semester.

The instructor retains the right to make the final decision to grant or deny a student's request for an Incomplete (INC) grade. It is the responsibility of the student to complete and submit the remaining coursework by the assigned deadline. The instructor must then submit a grade change no later than the Drop without a 'W' deadline of the following semester, converting the Incomplete (INC) to a letter grade. If the student does not meet the assigned deadline, the student will fail the course and the Incomplete (INC) grade will be automatically converted to a final grade of F.

### GRADE SCALE

GRADE CRITERIA	Letter Grade	% Grade	Grade Points	CGPA	INCLUDED IN SAP:	
					ICR	
					Earned	Attempted
Performs at the highest level and demonstrates full, uncompromised commitment and effort	A	92.5-100	4.00	Yes	Yes	Yes
	A-	90-92.49	3.75	Yes	Yes	Yes
Performs at a high level and demonstrates consistent and effective achievement in meeting course requirements	B+	87.5-89.99	3.50	Yes	Yes	Yes
	B	82.5-87.49	3.25	Yes	Yes	Yes
	B-	80-82.49	3.00	Yes	Yes	Yes
Meets the basic requirements of the course	C+	77.5-79.99	2.75	Yes	Yes	Yes
	C	72.5-77.49	2.50	Yes	Yes	Yes
	C-	70-72.49	2.25	Yes	Yes	Yes
Meets minimum standards and performs at a level sub-par to basic requirements	D+	67.5-69.99	2.00	Yes	Yes	Yes
	D	62.5-67.49	1.75	Yes	Yes	Yes
	D-	60-62.49	1.50	Yes	Yes	Yes
Fails to meet minimum course requirements	F	< 60	0	Yes	No	Yes
Withdrawal	W	N/A	N/A	No	No	Yes
Administrative Withdrawal	AW	N/A	N/A	No	No	Yes
Excused Withdrawal (COVID-19)	COVID-19	N/A	N/A	No	No	No
Transfer credits	TR	N/A	N/A	No	Yes	Yes
Completes or fails a Pass/Fail course	P/F	N/A	N/A	No	Yes	Yes
Incomplete - Requires additional time to successfully complete course requirements	INC	N/A	N/A	No	No	Yes
Completes an audited course	AU	N/A	N/A	No	No	No

## **DROP/WITHDRAWAL POLICY**

To remove a course from their current schedule, a student may submit a drop/withdrawal request for the course. The timing of when the request is submitted will determine whether the removed course is considered a drop or a withdrawal and the related tuition and financial aid adjustments.

### **DROP WITHOUT A 'W' DEADLINE**

A drop/withdrawal request submitted prior to 5:00 pm PST on the published *Drop Without a 'W'* deadline is considered a drop. A drop removes the course from the student's current schedule with no record of enrollment in the course on the student's official transcript. There is no financial penalty for dropping a course or courses prior to the *Drop Without a 'W'* deadline.

Any schedule adjustments after this date require approval from the Financial Aid Office, an Academic Advisor, a staff or faculty representative, and the Chief Academic Officer (CAO) using the Post Add/Drop Schedule Adjustment Form.

*Note: The published Drop Without a 'W' deadline may vary for Summer Intensive courses and/or courses taken through ASU or other partner institutions. Students are advised to check the Academic Calendar for Drop Without a 'W' deadlines.*

### **WITHDRAWAL WITH A 'W' DEADLINE**

A drop/withdrawal request made after the published *Drop Without a 'W'* deadline but prior to 5:00 pm PST on the published *Withdraw with a 'W'* deadline will be considered a withdrawal. A withdrawal will remove the course from the student's current schedule, and a grade of 'W' will be recorded on the student's official transcript. The grade of 'W' has no impact on a student's GPA, but the course is included in the maximum allowable time frame (MTF) and incremental completion rate (ICR) as credit hours attempted.

Requests submitted after the published *Withdraw with a 'W'* deadline will be denied, and the student will receive a letter grade for the course. A student in danger of failing a course must submit a drop/withdrawal request and withdraw from the course prior to 5:00 pm PST on the published *Withdraw with a 'W'* deadline to avoid failure.

International students must obtain approval from the DSO before withdrawing from a course in order to avoid violating legal status.

There is no tuition refund for withdrawing from an individual course after the *Drop Without a 'W'* deadline. Please see the *Refund Policy* section of this catalog for more information.

### **REPEATING COURSES**

Every student must fulfill all course requirements for their degree program in order to graduate. To continue in their degree program, a student who drops, withdraws from, or fails a required course must make a second attempt to pass the course in a subsequent term. Upon re-enrolling in a course, the student must pay the full per-credit-hour tuition for the course in full prior to the start date of the term.

When a student fails a required course on the first attempt but passes the course on the second attempt, the passing grade replaces the F and is calculated into the student's CGPA. A second failure of any course, or its equivalent, automatically results in academic dismissal. In the event of extenuating circumstances, a student who fails a course on the second attempt may petition their program chair to retake the course for a third and final attempt before dismissal from the school. Granting a third attempt in rare cases is entirely up to the discretion of the student's program chair.

Students must successfully complete all required prerequisite courses for an upper level course before being allowed to enroll in the upper level course. A student who registers for an upper level course but is found to have failed a prerequisite course in a prior term will be dropped from the upper level course. All attempts are included in the credit hours attempted for the purpose of calculating the incremental completion rate (ICR). Grades of withdrawal (W) and Fail (F) are included in the maximum allowable time frame (MTF) and incremental completion rate (ICR) as credit hours attempted. Withdrawing from and re-taking required core program courses can impede a student's progress through a degree program because many core courses are prerequisite to the next required course.

Students may not repeat a course for credit once they have passed the class with a 'C' or better.

## **ACT-OF-GOD DISRUPTION POLICY**

In the event the college campus must close due to an Act of God (when the safety, health, or well-being of staff, faculty and students are at risk due to circumstances beyond the college's control), the following policy will take effect. The college will continue to sustain teaching and learning provided there is power, access to the internet, and the faculty and students have access to the Canvas LMS safely. On-ground courses will be conducted online, when possible, on the same day and time as the regularly scheduled class meetings. Online courses will continue as usual. If an on-ground class moves to an online platform, attendance policies remain in effect. Students must log-in and be present for their classes or present documentation to receive an excused absence. In the event online delivery is not possible due to the disruptive conditions stated above, the college may choose to modify its attendance and academic policies. In this case, faculty may assess course learning outcomes (CLOs) based on completed assignments, so students continue timely

progress towards completion of their degrees. The college is not legally liable for damages or loss of personal property or failure or interruption of services nor will the college refund tuition, fees, charges, or any other payments made to the college due to the suspension of operations as a result of any Act of God.

### **EXCUSED WITHDRAWAL POLICY (COVID-19)**

Due to the Coronavirus Pandemic, a student who withdrew from a course during the Spring 2020 term (April 6 through June 20, 2020), after the published Drop Without a 'W' deadline and prior to Week 9 of the term, received a grade of 'COVID-19' for the course. In order to qualify as an excused withdrawal, the withdrawal must have occurred in Week 2 through Week 9 of the Spring 2020 term. The 'COVID-19' grade does not impact the student's Satisfactory Academic Progress (SAP) calculation or grade point average and is not calculated in attempted credit hours. The 'COVID-19' grade appears on the student's academic transcript. An explanation of the 'COVID-19' grade appears on the transcript for transfer college evaluations.

### **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

All students must maintain Satisfactory Academic Progress (SAP) in order to remain in good academic standing. SAP is evaluated after the end of each term, regardless of whether a student uses Title IV funds for the term. To maintain SAP, a student must be able to:

- Maintain a minimum Cumulative Grade Point Average (CGPA)
- Achieve the minimum Incremental Completion Rate (ICR)
- Complete all requirements of the enrolled degree program within the allowed Maximum Time Frame (MTF)

Failure to meet these minimum SAP requirements will result in the student being placed on Academic/Financial Aid Probation status for one (1) term or, in some cases, immediate Academic Dismissal.

### **CUMULATIVE GRADE POINT AVERAGE (CGPA)**

The Cumulative Grade Point Average (CGPA) takes into account all courses taken during the student's entire career at California College of ASU. A semesterly Grade Point Average (GPA) is determined by multiplying the grade points received in each course by the number of credit hours assigned to that course, then averaging the grade points of all courses completed during the term. All students must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 at the end of each term to meet the minimum standard of Satisfactory Academic Progress (SAP). Grades of Pass (P), Withdrawal (W), Pass Test Out (TO), and Transferred Credits (TC) from a prior institution are not factored into a student's CGPA. If a student fails a required course, the 'F' grade is calculated into the student's CGPA, and the course must be repeated. When the student passes the course on the second attempt, the passing grade replaces the F and is calculated into the student's CGPA.

### **INCREMENTAL COMPLETION RATE (ICR)**

Incremental Completion Rate (ICR) is a measurement of a student's rate of successful completion through the requirements of the degree program. To maintain the minimum ICR required to meet the requirements of Satisfactory Academic Progress (SAP), a student must successfully complete 66.67% of all credit hours attempted without attempting more than 150% of the total credit hours required to complete the degree program.

### **MAXIMUM TIME FRAME (MTF)**

A student may not attempt more than 150% of the credit hours in a degree program. Anything in excess of 150% of the credit hours will result in Academic/Financial Aid Dismissal.

### **SAP EVALUATION**

At the end of each term, after grades have been posted, the Office of Academic Affairs evaluates academic progress to verify that each student has met the minimum standards of Satisfactory Academic Progress (SAP):

- CGPA of 2.0 or higher
- ICR of 66.67% or higher

### **SAP NOTIFICATION**

Students who fail to meet the minimum standards of any of the criteria for SAP will be notified by the college by mail or email three(3) to four (4) weeks prior to the beginning of the following semester.

### **ACADEMIC PROBATION**

A student who fails to meet the minimum criteria for SAP will be placed on Academic Probation status for one (1) term. The student must meet with their Academic Advisor and complete an Academic Success Plan and an Academic Probation Sign-Off form. These documents will include concrete goals the student must meet during the Academic Probation term in order to meet minimum standards of SAP by the end of the term. The student's academic progress will be monitored throughout the term. Failure to meet minimum requirements of SAP at the end of the Academic Probation term will result in administrative dismissal.

### **FINANCIAL AID WARNING PERIOD**

If the student is a recipient of Title IV financial aid, the Academic Probation term serves as the Financial Aid Warning period, and the student remains eligible to receive Title IV funding. Failure to meet minimum requirements of SAP by the evaluation point at the end of the Academic/Financial Aid Probation term will result in suspension of Title IV financial aid



eligibility and administrative dismissal.

### **ACADEMIC DISMISSAL NOTIFICATION**

At the end of the Academic Probation term, a student who fails to meet the minimum standards of SAP will be notified by the college by mail or email within five (5) business days of the end of the Academic Probation term. If, at any time, it becomes mathematically impossible for a student to meet minimum standards of SAP, the student will be administratively dismissed from the college. Students should make sure to contact their financial aid counselor upon receiving a notice of dismissal.

### **ACADEMIC DISMISSAL APPEAL PROCESS**

A student who is dismissed for failing to meet attendance requirements or for failing to meet academic standards must wait one (1) term before appealing for readmission. As readmission to California College of ASU is never guaranteed, it is recommended that the student attend another college or university during that time to demonstrate strong academic progress prior to being considered for readmission. Credits earned at the other institution should be transferable and applicable to the student's degree pathway at California College of ASU. The student's transcript from the other institution must indicate a minimum 2.5 GPA in order for the appeal to be considered.

### **WRITTEN APPEAL FOR READMISSION REQUIREMENTS**

To appeal for readmission, the student must submit a written appeal that includes the following:

- Mitigating circumstances that the student believes contributed to the failure to meet attendance requirements and/or academic standards leading to the academic dismissal.
- An explanation of how the mitigating circumstances have been remedied to ensure the student will be able to meet attendance requirements and/or minimum academic standards if readmitted.
- Supporting documentation of the mitigating circumstances.
- Any indication of strong academic performance at institutions attended in the interim period since the dismissal, including transcripts that indicate a minimum 2.5 GPA.
- A description of the student's plan for academic success at California College of ASU, if readmitted.
- A nonrefundable fee of \$50.

The written appeal for readmission and all supporting documentation must be submitted in PDF file format via email to [appeals@columbiacollege.edu](mailto:appeals@columbiacollege.edu). Appeals for readmission are considered each term by the Retention Committee.

Please note: After being reinstated on appeal, if the student receives a second dismissal for any reason, including non-attendance, failing to meet academic standards, or for financial reasons, the student is permanently dismissed from the college. All 2nd dismissals are final, meaning there is no opportunity for an additional appeal, re-entry, or reinstatement.

### **TAKING A LEAVE OF ABSENCE**

Students in good academic standing who have completed at least two (2) terms are eligible to take one leave of absence per academic year. Students considering taking a term off should be aware that some required courses may be offered on a rotating basis (i.e., Fall term only, every other year).

Any student who plans to take a leave of absence should schedule an academic plan review with their academic advisor to consider how taking a term off may affect the timely completion of program requirements, in addition to reviewing possible effects on individual program funding with their financial aid counselor. A leave of absence request must be submitted through the Student Helpdesk before the first day of classes and no later than the Drop without a 'W' deadline of the term the student is planning to be away from the college. The student must return for the following term by the specific date indicated on the leave of absence approval form. A student who fails to return to the college by the date indicated on the approval form will be administratively withdrawn from the college.

A student in good standing who experiences certain life situations or hardships may request an emergency leave in the middle of a term. A student considering an emergency leave is encouraged to meet with their academic advisor for guidance before filing a request to fully understand how the emergency time off may affect the timely completion of program requirements. An emergency leave request must be submitted to the Academic Operations Manager accompanied by documentation of the student's reason for the leave. The Academic Operations Manager must approve the emergency leave request.

Acceptable reasons for requesting an emergency leave are:

- Death of an immediate family member
- Student illness requiring hospitalization (including mental health issues)
- Illness of an immediate family member where the student is the primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce
- Previously undocumented disabilities
- Natural Disaster
- Financial hardship such as foreclosure, eviction, or lay-offs
- Documentation from a Professional Counselor



- A lengthy student illness documented by the student's physician
- Military deployment
- Military permanent change of station
- Pregnancy

### **LEAVE OF ABSENCE LIMITS**

Students are required to enroll in a minimum of two (2) terms per calendar year. Terms include Fall semester, Spring semester, and the Summer term. Leaves of absence cannot take place on two consecutive terms. Students will not be granted a leave of absence for the coming term if they are not enrolled in the current term. A student who is on a leave of absence for the current term or has earned zero credits for the current term due to failure or withdrawal will be required to enroll in the next consecutive term.

Students cannot remain unenrolled for 180+ consecutive days. Any leaves of this length will result in administrative dismissal or withdrawal from the college.

### **INTERNSHIPS**

An internship creates a bridge between college and the professional arena, allowing students to earn college credit while gaining work experience relevant to their field of study. For each one (1) semester internship, a student earns three (3) semester credit hours for fulfilling a minimum of 132 hours during the term of enrollment, combining internship hours and related academic tasks, including the submission of regular journal entries. Weekly assignments and feedback are provided by the instructor, and evaluations are performed by the internship provider.

To receive course credit for an internship, the student must complete required paperwork and register for the course before the term begins. If a student begins an internship without registering, course credit will not be applied retroactively. To receive a passing grade for the Internship course, the student must complete the minimum applied hours within the term of enrollment. At the discretion of the Chief Academic Officer, an advanced BFA student who fulfills the eligibility criteria may receive course credit for up to three (3) internships during a degree program. California College of ASU will not approve an internship that requires a student intern to report directly to a current faculty or staff member of the college. Students enrolled in an internship should contact their financial aid counselor to review potential eligibility requirements.

### **TUTORING**

In order to maximize each student's learning potential and help every graduate realize success in their chosen professional field, the Director of Learning Resources provides all students with the supplemental instruction and support they require to take full advantage of the educational opportunities California College of ASU has to offer. Tutoring and learning assistance across the disciplines is provided in small group settings or on an individual basis. The goal of each tutoring session is to help students meet academic challenges in an environment that provides them with confidence in their ability to think critically and work collaboratively.

### **PEER TUTORING**

California College of ASU offers free peer tutoring for students who request it. Students who need extra help with coursework will be matched with a qualified student tutor. There is no charge for peer tutoring. Requesting peer tutoring is a common, easy, and free way to get help with course assignments, test prep, and projects. To request a tutor, please contact the Director of Learning Resources. Students who are willing to become peer tutors can contact the Director of Learning Resources for more information.

### **LEARNING RESOURCES**

The Director of Learning Resources supports the information and research needs of students, faculty, and staff by providing print and electronic media libraries focused on the school's programs. Current Learning Resource Center hours are listed on Canvas and the LRC website.

### **REASONABLE ACCOMMODATION FOR ACCESSIBILITY NEEDS**

California College of ASU is committed to responding to all eligible student requests for reasonable accommodations that can be provided without undue hardship to the college. Please see the Accessibility Support Services section of this catalog for more information.

### **ACADEMIC INTEGRITY POLICY**

California College of ASU students are responsible for knowing and following all policies and procedures of the institution and all rules for each course in which they are enrolled. Rules for a course are found in the course syllabi.

California College of ASU expects all students to fulfill assignments and complete tests independently and honestly. The institution will penalize any student found guilty of cheating, plagiarizing, or any other form of dishonesty. All members of the faculty, administration, and student body are expected to uphold academic honesty in their work.

## **CHEATING**

Cheating, plagiarism and knowingly furnishing false information are defined by established academic standards in widespread use. Cheating refers to the use of unauthorized assistance in completing coursework. Unauthorized assistance may include the use of the printed material, computer files, equipment, or personal notes of another student or individual. This also includes the use of ANY computer programs or applications including, but not limited to, ChatGPT and Midjourney, or any other application that assists or completes any portion of student academic or creative work without explicit instructor authorization and oversight.

Cheating on exams and assignments, plagiarism, and knowingly furnishing false information are unacceptable behaviors on the part of a student. Fraud on tests, papers, production work, or any aspect of college life is taken very seriously.

Examples of cheating include: using written or produced assignments from one course for academic credit in another course unless expressly allowed; collaborating with another student on an assigned project unless expressly allowed; handing in work written or produced by another student as your own; writing or producing work for another student to use as their own; submitting exams or other assignments that contain answers or materials knowingly taken from the work of another student; consulting texts, notes, or other materials while taking an exam, unless expressly allowed; using crib sheets; signing another student's name on an attendance or crew roster; and knowingly and falsely stating that another student was present in a class or on a crew.

## **PLAGIARISM**

Plagiarism is presenting the words or ideas of another person as one's own, including the use of direct or paraphrased material without proper documentation or attribution.

All students are expected to honestly attribute and correctly cite sources included in course assignments. Information and instructions regarding citing sources is available at the campus library.

## **DISHONESTY**

Other forms of dishonesty may include falsely claiming to have done work, misrepresenting reasons for not completing assignments or taking examinations as scheduled and submitting the same work in more than one course.

An instructor who discovers any student cheating, plagiarizing, or committing other forms of dishonesty will report such action in writing to the appropriate department chair. The report will be entered into the student's official record for possible disciplinary action.

Minimum consequences for a first offense include a failing grade for the assignment or test, and a mandatory academic integrity workshop; a second offense results in a period of academic probation, one week suspension and failure of the assignment or course; and in extreme or repeated cases, expulsion.

## **GRADUATION & COMMENCEMENT**

California College of ASU schedules a commencement ceremony once per year, at the end of the spring term. Students are identified as eligible candidates to apply for graduation during their last year of enrollment at the college.

### **GRADUATION REQUIREMENTS**

During the last term of enrollment, a student identified as eligible to graduate must:

- Complete an Exit Interview with Career Development.
- Pay all financial obligations to the college in full by the end of the student's last term or as advised by the Business Office.
- Complete the designated program of study including all applicable core requirements, general education credit requirements, program requirements, and emphasis electives, if applicable.
- In accordance with the standards of Satisfactory Academic Progress (SAP), achieve a Cumulative Grade Point Average (CGPA) of 2.0 or higher.
- Return all property, including any and all equipment and library materials belonging to the college by the communicated deadline.

### **ACADEMIC HONORS**

#### **DEAN'S LIST**

Students with a per-term GPA of 3.5 or higher and who successfully complete all courses and at least 12 credit hours within the term are placed on the Dean's List for that term. At the end of each term, students who have met the requirements will have Dean's List recorded on their transcripts.

Only courses with a standard grade scale (A, B, C, D, F) will be considered. No pass (P) or no pass (NP) grades will be calculated.

#### **DEGREE WITH HONORS**

Students who have earned a CGPA 4.0 at the completion of a bachelor's degree program will receive the baccalaureate degree summa cum laude. Students who have earned a CGPA of 3.75 to 3.99 will receive the degree magna cum laude. Students who have earned a CGPA of 3.5 to 3.74 will receive the degree cum laude. These honors are noted on the

student's transcript and diploma.

### **VALEDICTORIAN**

The valedictorian is traditionally a student who started California College of ASU as a non-transfer freshman, achieved the highest CGPA in the graduating class, and is able to attend the ceremony in order to deliver the traditional valedictorian's speech. However, at the discretion of the Chief Academic Officer, a valedictorian may be named based on other qualifications.

### **REGISTRAR**

The Registrar's Office is responsible for academic and classroom scheduling, transcript requests, enrollment verifications, grade recording, academic records maintenance, transfer credit evaluation processes, conferral of degrees, course evaluations, name, address, and phone number updates, and the ordering of diplomas. For inquiries related to these areas, please contact the Office of the Registrar at registrar@columbiacollege.edu.

### **RETENTION OF STUDENT RECORDS**

California College of ASU retains digital copies of complete academic files and transcripts in perpetuity. International students are advised to keep I-20s in perpetuity.

### **TRANSCRIPT REQUESTS**

A student's official college transcript details the student's courses, grades, program, degree, per-term grade point average (GPA), and cumulative grade point average (CGPA). The transcript also shows the amount of transfer credit accepted by the college.

2020-2023 graduates, current students, and former students of California College of ASU, Columbia College Hollywood and Flashpoint Chicago may order official copies of transcripts online via Parchment.com. Transcript requests are processed within 24-48 hours after a request has been submitted. The minimum fee for a transcript is \$6.00 USD. Additional fees may be charged for a different mode and/or speed of delivery.

California College of ASU may not release original documents that were a part of the student's application for admission. If a student needs to obtain a transcript from another postsecondary institution or from a high school, the student must contact that institution for an original copy.

### **REPLACEMENT OR DUPLICATE DIPLOMAS**

In the event that a diploma is lost, stolen or damaged, California College of ASU graduates may request a replacement diploma online via Parchment.com. There is a processing fee. Diplomas will not be released to students with outstanding financial obligations to California College of ASU.

### **ENROLLMENT VERIFICATION**

Letters certifying enrollment, CGPA, and other student information are available online through Parchment.com There is a processing fee. Please contact the Office of the Registrar at registrar@columbiacollege.edu for further details.

# STUDENT AFFAIRS

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The Office of the Dean of Students provides programs and services that support the growth of California College of ASU students and enhance their intellectual, social, cultural, and professional development by providing opportunities to experience and explore educational interests beyond the classroom. Student Services cover four main areas: Student Life, Career Development, Health & Wellness, and Accessibility Support Services.

## STUDENT SERVICES

Student Services cultivates an innovative, resilient, diverse, healthy, and engaged student community with co-curricular programming that is inclusive, socially just, and transformative. Student Services works every day to ensure student academic success and prepare students for active engagement in the world around them.

### FIRST YEAR EXPERIENCE PROGRAMMING

The First Year Experience begins with Orientation and continues throughout a student's entire first year of college through a variety of workshops and a FYE course. All freshman and first year students with questions regarding first year initiatives may contact Student Services.

Stacey Freeman  
Dean of Students, ASU  
stacey.freeman@asu.edu

### ADDITIONAL STUDENT INTEREST GROUPS

California College of ASU believes that students are more successful when they commit themselves to academic excellence and professional development, both in and outside of the classroom. Students who participate in student interest groups and organizations acquire critical networking skills and enhanced learning experiences while discovering new interests and strengths.

For more information regarding student interest groups, please contact Student Services.

Angela Leavitt  
Program Manager, Student Activities, ASU  
angelaleavitt@asu.edu

## HEALTH AND WELLNESS

One of the key initiatives for Student Affairs is to promote positive mental health and wellness in the student body as a whole by actively encouraging and supporting all students to learn and grow academically, socially, and emotionally with the goal of creating a vibrant academic community in which every student feels a sense of belonging and value.

### STUDENT TELEHEALTH WELLNESS PROGRAMS

California College of ASU students have access to mental health resources through partnerships with ASU and a third party student wellness program.

### ASU Open Call Open Chat

For same day connection to emotional health and well-being support, 24/7/365 at no cost, contact ASU Open Call Open Chat by visiting [eoss.asu.edu/counseling](http://eoss.asu.edu/counseling).

### Care Solace

Care Solace is a complementary and confidential care coordination service that quickly connects students with mental health and substance abuse treatment options matched to their needs, regardless of circumstance. Students may contact Care Solace anytime, online or by phone, in any language.

- Call Care Solace at (888) 515-0595 anytime 24/7/365.
- Visit [www.caresolace.com/ccasustudents](http://www.caresolace.com/ccasustudents) to schedule a phone, text, or video call with a Care Coordinator.

### STUDENT ACCIDENT INSURANCE

California College of ASU automatically provides student accident insurance for all students to cover the cost of medical treatment for accidental injuries that occur on campus, on a field trip, or on approved film shoots (subject to limitations and conditions). Student accident insurance, however, does not cover treatment outside of these instances, such as for injuries that occur on a student's personal time off campus.

### SUPPLEMENTAL STUDENT HEALTH INSURANCE

All students are encouraged to maintain supplemental health insurance while enrolled. Students may obtain information on affordable insurance options by emailing [insurance@asu.edu](mailto:insurance@asu.edu) and identifying themselves as California College students.

## **CAREER DEVELOPMENT**

Career Development is responsible for overseeing all career-related interactions with students, planning and programming career development and career readiness events both on and off campus, and developing industry connections for student internships. Career Development plays an integral role in providing networking opportunities for all California College of ASU students and alumni.

The Career Development staff builds relationships with key industry employers, unions, and professional organizations. They attend industry networking events in order to build student internship pipelines and source entry-level employment positions for graduates. The Career Development staff also networks with industry professionals who participate in student mentorships, campus workshops, speaking engagements, site visits, and other career-building opportunities for students and alumni. Career Development services, programs, and opportunities provided to students and alumni include the following:

### **INTERNSHIPS**

An internship creates a bridge between college and the professional arena, allowing students to earn college credit while gaining work experience relevant to their field of study. Career Development actively builds internship pipelines with partner organizations within the creative and entertainment industries, including studios, production facilities, theaters, casting offices, and agencies. The goal is to have students gain valuable work and mentorship experiences that build upon competency-based learning outcomes achieved in the classroom and apply practical concepts in professional settings.

### **ENTRY-LEVEL CAREER ASSISTANCE**

Career Development is committed to providing an individualized approach to career readiness. Career Development staff work with all California College of ASU students from enrollment through graduation and beyond and assist with entry level in-field job opportunities related to their programs of study.

### **CAREER READINESS SKILLS**

Career Development provides opportunities specifically geared to help students and graduates transition from school to the workplace. Students may request Individualized career counseling, attend skills-based workshops, participate in career-related site visits, and network with guest speakers. Career readiness services and event topics include resume writing, portfolio development, professionalism on social media, and developing networking skills.

### **ALUMNI SERVICES**

The Career Development Department additionally introduces alumni to networking opportunities and assists graduates with post-graduation job searches. Alumni in good standing may also audit select California College of ASU courses. Requests for course audits must be submitted to the Office of Academic Affairs for approval and to determine space availability.

Students who are seeking industry-related career assistance should contact Career Development.

Ricky Randle  
Director of Career Development  
ricky.randle@californiacollege.asu.edu

## **ACCESSIBILITY SUPPORT SERVICES**

ASU's Educational Outreach and Student Services (EOSS) is committed to responding to all eligible student requests for reasonable accommodations that can be provided without undue hardship to the college.

### **REQUEST FOR REASONABLE ACCOMMODATIONS**

If a student makes a disability or accessibility need known to the college, requests accommodations, and provides official documentation to support the need for accommodations, the Student Accessibility and Inclusive Learning Services team will determine reasonable modifications or accommodations. All students are personally financially responsible for outside medical visits, fees, and processes associated with obtaining proper documentation. California College of ASU cannot assist prospective or current students to obtain outside documentation.

The student must, once approved, request accommodations in each instance that they are needed. For example, the student must provide a purchased copy of a text in order to have it converted to an alternative format. The college is not responsible for arranging accommodations without some form of initiation from the student.

To request disability services or accommodations for accessibility needs, complete a New Student Registration Form at [eoss.asu.edu/accessibility](http://eoss.asu.edu/accessibility). Once registration has been completed, students will meet with an assigned Accessibility Consultant (DAC). Ongoing requests and/or changes to accommodations are managed through the ASU Connect portal. Students can contact the Student Accessibility and Inclusive Learning Office with questions prior to meeting with their assigned DAC by calling (480) 965 - 1234 or emailing [student.accessibility@asu.edu](mailto:student.accessibility@asu.edu).

The college also encourages any persons with questions about the college's compliance with disability laws to contact the office listed above, or an assigned DAC (if applicable). More information about federal disability laws can be found on the website for the U.S. Department of Education, Office for Civil Rights at [www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html). Any person who believes that they have suffered discrimination or harassment (including peer harassment) based upon an actual or perceived disability while at the college or while participating in any of the college's programs or activities should follow the 504/ADA Grievance Procedure below.

### **504/ADA GRIEVANCE PROCEDURE**

California College of ASU is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, subjected to discrimination in connection with or denied the benefits of any college program or activity due to the individual's actual or perceived disability (including peer harassment).

The college has adopted this internal Section 504/ADA Grievance Procedure to provide for the prompt and equitable resolution of complaints alleging violations of Section 504 of the Rehabilitation Act of 1973 (Section 504), Title III of the Americans with Disabilities Act (Title III) and other relevant disability laws. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance and Title III prohibits discrimination on the basis of disability by private entities that provide places of public accommodation.

This Section 504/ADA Grievance Procedure constitutes the college's formal grievance procedure for Section 504/ADA complaints. The college does not have an informal grievance procedure for Section 504/ADA complaints and mediation is not available.

For more information reach out to [DRC@asu.edu](mailto:DRC@asu.edu).

### **HOW TO FILE A SECTION 504/ADA COMPLAINT**

Complaints of disability discrimination may be submitted by students, employees and third parties, regardless of whether the complainant has requested accommodations from the college. Complaints should be submitted by calling (480) 965 - 1234, emailing [DRC@asu.edu](mailto:DRC@asu.edu), or by completing an official form at [eoss-forms.asu.edu/form/submitting-grievance](http://eoss-forms.asu.edu/form/submitting-grievance).

Complaints should contain the name and contact information of the person filing the complaint, as well as a brief description of the nature of the complaint. The college recommends that complaints be submitted as soon as the complainant becomes aware of the discrimination. While there is no time limit on reporting complaints of discrimination, the college's ability to respond fully may be severely limited by the passage of time.

### **INVESTIGATION OF A SECTION 504/ADA COMPLAINT**

Upon receipt of the complaint, the college will conduct a prompt, thorough, and impartial investigation of the complaint. The college will provide a similar and timely opportunity for both the complainant and respondent (if applicable) to identify witnesses and provide evidence relevant to the complaint.

### **NOTICE OF OUTCOME**

Upon completion of the investigation, the college will provide the complainant and respondent (if applicable) with written notice of the results of the investigation, including whether the discrimination occurred, a description of the resolution, any sanctions imposed that are directly related to the complaint, the rationale for the determination, and any remedial actions taken, if applicable. The results of the investigation shall be final. If it is determined that the discrimination occurred, the college will take steps to prevent recurrence and to correct its discriminatory effects on the complainant and others, if appropriate.

### **TIMEFRAME FOR THE 504/ADA GRIEVANCE PROCEDURE**

The college will make its best efforts to complete the 504/ADA Grievance Procedure within sixty (60) days of receipt of the complaint. However, because the length of investigations may vary due to the complexity and unique factors of each case, the timeframe may be extended for good cause to ensure that the 504/ADA Grievance Procedure is prompt, but also adequate, fair, and impartial.

### **STANDARD OF EVIDENCE**

The preponderance of the evidence standard (more likely than not) will be used for investigating and making findings.

### **RETALIATION**

Retaliation against any complainant under this 504/ADA Grievance Procedure or against any person who assists a complainant in the pursuit of a complaint under this Grievance Procedure is prohibited.

### **CONFIDENTIALITY**

The college will keep all complaints and investigations private to the extent possible, and information will be disclosed only on a need-to-know basis. It is the expectation of the college that all individuals involved will also maintain confidentiality and share information only on a need-to-know basis. However, individuals are not restricted from discussing and sharing

information related to complaints made by or against them with others who may support or assist them in with the 504/ADA Grievance Procedure. The right of a person to a prompt and equitable resolution of the complaint submitted hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of a 504/ADA complaint with the responsible federal agency, the U.S. Department of Education, Office for Civil Rights (OCR). The OCR can be reached at:

U.S. Department of Education  
Office for Civil Rights  
400 Maryland Avenue SW  
Washington, D.C. 20202  
Phone: (202) 245-8300  
Fax: (202) 245-8301  
TDD: (877) 521-2172  
Email: [ocrdc@ed.gov](mailto:ocrdc@ed.gov)



# INSTITUTIONAL POLICIES

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The following policies are institution-wide and apply to all students enrolled at California College of ASU.

## **ACADEMIC FREEDOM POLICY**

California College of ASU is committed to protecting the right to academic freedom, including the right to speak and create, to question and dissent, to participate in debate on and off campus, and to invite others to do the same, all without fear of restraint or penalty.

Academic freedom creates a culture of active discussion and debate, one where its members open themselves to the views of others, even when those views are provocative or unfamiliar. Academic freedom permits the expression of views that even the majority of the community may find misguided, ignorant, or offensive. The appropriate response to such statements in an academic setting is not to censor or punish, but to challenge, criticize, and persuade.

Academic freedom gives both students and faculty the right to study and do research on the topics they choose and to draw what conclusions they find consistent with their studies, though it does not prevent others from judging whether their work is valuable and their conclusions sound. Academic freedom means that the political, religious, or philosophical beliefs of politicians, administrators, and members of the public cannot be imposed on students or faculty.

Academic freedom protects a faculty member's authority to assign grades to students, so long as the grades are not capricious or unjustly punitive. More broadly, academic freedom encompasses both the individual and institutional right to maintain academic standards.

Academic freedom is not unbounded. Academic freedom does not guarantee the right to defame or threaten, to deface or harass, or to incite violence or infringe on privacy. Academic freedom does not give students or faculty the right to ignore or violate college policies, though it does give faculty and students the right to express criticism of policies they believe are unfair. Academic freedom entails academic responsibility. There is no right to plagiarize or otherwise engage in academic misconduct. Academic freedom does not protect students or faculty from disciplinary action, but it does require that they receive fair treatment and due process.

## **PROGRAM REVIEW POLICY**

California College of ASU conducts a systematic, cyclical program review and assessment process incorporating institutional data and evaluation of student learning outcomes to ensure student success. Each degree program's learning outcomes are assessed each term to identify opportunities for continuous improvement within the established curriculums. Every five years, a degree program undergoes a program review process to determine curriculum revisions and to ensure the programs offered are updated to ensure quality, integrity, effectiveness, currency in the fields of study, viability, sustainability, and alignment with the mission of the college.

The college regularly upgrades its equipment, software, and educational materials to stay current with rapidly changing technology and reserves the right to make changes to its facilities, equipment, software, and other materials at any time to provide students with the most up-to-date educational experience practicable.

## **SCHEDULE AND CURRICULUM CHANGES**

California College of ASU reserves the right to cancel, reschedule or combine courses, change instructors or class size, adjust course fees, and alter curricula. The college also reserves the right to deny any student permission to enter or continue a course of study.

## **STUDENT WORK POLICY**

Prior to orientation, new students are required to review and sign the Student Work Policy. This agreement is distributed along with the Enrollment Agreement and outlines ownership of materials created during the entire period of enrollment at California College of ASU. Student Work refers to media (films, videos, graphic designs, illustrations, music, sound effects, fine art, poetry and prose, screenplays, etc.) produced by California College of ASU students in fulfillment of class assignments, as projects for academic credit, or as extra- or co-curricular projects created using college equipment, facilities, or other resources. The primary purpose of all Student Work is to facilitate learning and practical experience relating to the curriculum and learning outcomes.

Student Work will be owned by the student(s), subject to a non-exclusive royalty-free license to use the Student Work for California College of ASU's educational, promotional, and public relations purposes. If the work is otherwise contracted via a specific film festival or other distribution license, only after that license expires would California College of ASU employ its educational, promotional, or public relations use. The signed copy of the Student Work Policy is stored in the student's record. A sample copy is available for student review in the Admissions Department.

## **STUDENT CODE OF CONDUCT**

California College of ASU has established the following Student Code of Conduct to maintain an educational environment



reflective of the standards of a professional workplace.

Students are expected to abide by this code as well as all local, state, and federal laws, both on campus and at school-sponsored activities off-campus.

- Behave in a professional and appropriate manner at all times.
- Be respectful and courteous to faculty, staff, and classmates.
- Abide by all California College of ASU institutional and campus policies.
- Attend all classes.
- Come prepared with all required supplies and equipment.
- Complete and turn in coursework, projects, and assignments on time.
- Refrain from using cell phones and other electronic equipment while in class, other than for coursework.
- Leave classrooms, work areas, studios, restrooms, and other campus facilities neat and clean.
- Do not use or distribute illegal software.
- Be fully present with undivided attention in remote, synchronous classes.

#### **A. Jurisdiction and Authority**

1. Under California law, the California College of ASU is responsible for the control and supervision of the college and its properties and activities. California College of ASU is authorized to enact rules, policies, and procedures for the governance of the college and the maintenance of public order upon all property under its jurisdiction. California College of ASU has promulgated this Student Code of Conduct in order to meet its responsibilities under California law. Enforcement of this Student Code of Conduct is subject to applicable law, including constitutional protections for speech, association and the press.
2. California College of ASU or their designee are authorized to enforce the Student Code of Conduct. California College of ASU or their designee are also authorized to limit the application of this policy with respect to college property leased by the college to third parties, as set forth below.
3. Actions taken under the Student Code of Conduct are administrative and not criminal in nature. Therefore, a student can be found responsible under the Student Code of Conduct even if the underlying conduct would not constitute a criminal offense, and even if a prosecutor has determined not to prosecute as a criminal matter or the student has been found not guilty in a criminal proceeding.
4. For purposes of interpreting words and phrases not otherwise defined in the Student Code of Conduct, every day and common usages and understanding shall apply, and external sources may be consulted for guidance.
5. Students may be accountable to both civil and criminal authorities and to the college for acts of misconduct that constitute violations of the Student Code of Conduct. At the discretion of college officials or designees, disciplinary action at the college may proceed before, during, or after other proceedings. Sanctions may be imposed for acts of misconduct that occur on college property or at any college-sponsored activity. With respect to student organizations, and their members, college jurisdiction extends to premises used or controlled by the organizations on or off campus.
6. Students are responsible for informing their guests about all applicable institutional and campus rules and regulations. Students are responsible for supervising their guests and may be held accountable for the actions of their guests.

#### **B. Philosophy**

1. The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the college community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at California College of ASU.
2. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the college community.
3. California College of ASU may respond to violations of these standards with appropriate interventions including disciplinary sanctions.

#### **C. Scope**

1. The adoption of the Student Code of Conduct does not prohibit California College of ASU from adopting or maintaining additional rules to govern the conduct of students. Allegations of misconduct brought under the Student Code of Conduct may be combined with allegations arising under other college rules.
2. The college may adopt policies and procedures for reviewing allegations of academic dishonesty.
3. The Student Code of Conduct applies to individual students and to student organizations.

4. Students and student organizations are also subject to the following rules:
  - a. Rules adopted by California College of ASU to govern the control of vehicles and other modes of transportation on college property
  - b. Rules relating to student classroom conduct, academic dishonesty, and academic eligibility, performance and evaluation
  - c. Rules governing student housing
  - d. Rules governing the maintenance of public order
  - e. Rules governing the use of college communication and computing resources, and
  - f. Such other rules as may be adopted by California College of ASU in furtherance of college and educational goals.

**D. Student Organizations**

1. Student organizations may be charged with violations of the Student Code of Conduct to the same extent as students.
2. Student organizations, as well as their members and other students, may also be held collectively and/or individually responsible for violations including but not limited to misconduct that occurs: (a) on college property; (b) on premises used or controlled by the organization; (c) at college-sponsored activities; or (d) in violation of college hazing policies.
3. The officers or leaders of a student organization may be held collectively and/or individually responsible when such violations are committed by persons associated with the organization who have received consent or encouragement from the organization's officers or leaders or if those officers or leaders knew or should have known that such violations were being or would be committed.
4. The officers or leaders of a student organization may be directed to take action designed to prevent or end such violations by the organization or by any persons associated with the organization. Failure to comply with a directive may be considered a violation of the Student Code of Conduct, both by the officers or leaders of the organization and by the organization.

**E. Definitions**

1. "Advisor" means an individual selected by the student to advise him/her. The advisor may be a faculty or staff member, student, attorney, or other representative of the student.
2. "Complainant" means any individual who initiates the referral procedures set forth in the Student Code of Conduct Procedures.
3. "Consent" in the context of sexual activity means informed and freely given words or actions that indicate a willingness to participate in mutually agreed upon sexual activity.
  - a. Consent may not be inferred from: 1) silence, passivity or lack of resistance, 2) a current or previous dating or sexual relationship, 3) acceptance or provision of gifts, meals, drinks, or other items or 4) previous consent to sexual activity.
  - b. Consent may be withdrawn during sexual activity. Consent to one form of consensual sexual activity does not imply consent to any other form of sexual activity.
  - c. Consent may not be obtained through physical force, violence, duress, intimidation, coercion, or an express or implied threat of injury.
  - d. Consent may never be given by a person who is: incapacitated (by drugs, alcohol or otherwise), unconscious, asleep, or otherwise physically or mentally unable to make informed, rational judgments. The use of alcohol or drugs does not diminish one's responsibility to obtain consent and does not excuse conduct that violates this Student Code of Conduct.
  - e. Consent cannot be given by someone who, by virtue of age, circumstances or other factors, is deemed by law to be incapable of giving consent.
4. "Controlled substance" means a drug or substance whose use, possession, or distribution is controlled under state or federal law.
5. "Day" means college business day, not including Saturday, Sunday, any officially recognized college employee holiday, or any day the college is closed.
6. "Dangerous Instrument" means anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.
7. "Dean" means the dean of the college or their designee.
8. "Dean of Students" means the administrative officer responsible for administration of student conduct bearing this

or similar title and includes his/her/their designee.

9. "Distribution" means sale, exchange, transfer, delivery, or gift.
10. "Educational Response or Intervention": The dean of students may require a student to complete an educational program at the student's expense, write a paper or letter of apology, engage in community service, or assign other educational responses to address the student's conduct.
11. "Endanger" means to bring into danger or peril.
12. "Explosive" refers to dynamite, nitroglycerin, black powder, or other explosive material or bomb including plastic explosives; any breakable container that contains a flammable liquid with a flash point of 150°F or less and has a wick or similar device capable of being ignited.
13. "Fabrication" means falsification or creation of false data or information.
14. "Fireworks" refers to any fireworks, firecrackers, sparklers, rockets, and any propellant-activated device whose intended purpose is primarily for illumination.
15. "Gambling" shall have the same meaning as defined by California law.
16. "Hazing" means either (a) any intentional, knowing or reckless act committed by a student, whether individually, or in concert with other persons, against another person, in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with a college that contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation; or (b) any act otherwise defined as hazing under applicable law. Hazing includes, but is not limited to, paddling in any form, physical or psychological shocks, late work sessions that interfere with scholastic activities, advocating or promoting alcohol or substance abuse, tests of endurance, submission of members or prospective members to potentially dangerous or hazardous circumstances or activities which have a foreseeable potential for resulting in personal injury, or any activity which by its nature may have a potential to cause mental distress, panic, human degradation, or embarrassment.
17. "Illegal drug" means any drug whose manufacturing, use, possession, or distribution is prohibited or restricted by state or federal law.
18. "Personal Safety Devices:" the college will maintain and publish a list of permitted personal safety devices to include personal alarms, chemical repellents and other devices designed to protect personal safety from physical attacks by other people. The college will also publish the process by which an individual may seek to have a device added to the list of permitted devices.
19. "Sexual misconduct" means one or more of the following:
  - a. Sexual violence and other on-consensual sexual contact – actual or attempted physical sexual acts perpetrated against a person by force or without consent; or
  - a. Sexual harassment – unwelcome conduct of a sexual nature that is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive environment; or
  - b. Other unwanted or non-consensual sexual conduct including but not limited to indecent exposure, sexual exploitation or voyeurism, or non-consensual photographing or audio-recording or video-recording of another in a state of full or partial undress or while engaged in sexual activities, or publishing or disseminating such materials.
20. "Smoking" means the burning of, inhaling from, exhaling the smoke from, the possession of a lighted cigar, cigarette, pipe, hookah, water pipes or any other matter or substance that contains tobacco or any other matter that can be smoked, or inhaling or exhaling of smoke or vapor from an electronic smoking device. "Electronic smoking device" means a device that simulates smoke through inhalation of vapor or aerosol from the device, including e-cigarettes, e-cigars, e-pipes, and vape pens.
21. "Stalking" means engaging in a course of conduct that is directed toward another person if that conduct would cause a reasonable person to suffer substantial emotional distress or to fear for the person's safety or the safety of that person's immediate family member or close acquaintance, and that person in fact fears for his/her safety or the safety of that person's immediate family member or close acquaintance.
22. "Student" for purposes of this Student Code of Conduct means any person who is currently admitted or registered or who participates in a college function, such as orientation, in anticipation of enrollment, or who was enrolled in a previous term or who is or was registered for a future term, including a faculty member or other employee so admitted, registered, or enrolled.
23. "Student organization" means an organization or group which has been registered or has received recognition

according to college policies and procedures or is affiliated with a college.

24. "Title IX" means Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 et seq.
25. "Title IX Coordinator" means the individual designated by the college to oversee compliance with the nondiscrimination and anti- harassment provisions of the Student Code of Conduct.
26. "College community" means all college students, employees, and guests.
27. "College property" means all resources, including but not limited to real and personal property, money, and intellectual property owned, operated, leased to, contracted by, controlled, or in the possession of the college. The college dean may limit the definition of "college property" for purposes of this policy to exclude certain property owned by the college and leased to a third party. Any such limitation will be in writing, such as a lease, other agreement or college policy. If property is excluded from the definition of "college property" pursuant to such limitation, it will be treated as off- campus property under this policy.
28. "College-sponsored activity" means any activity on or off campus authorized, supervised, or controlled by a college.
29. "Weapon" refers to any object or substance designed to (or which could be reasonably expected to) inflict a wound, cause injury, incapacitate, or cause death, including, without limitation, all firearms (loaded and unloaded, simulated and real), devices designed to expel a projectile (such as bb guns, air guns, pellet guns, and potato guns), swords, knives with blades of 5 inches or longer, martial arts weapons, bows and arrows, and chemicals such as tear gas, but personal safety devices as defined above are not included in the definition of "weapon."

#### **F. Prohibited Conduct**

1. All forms of student academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, and plagiarism.
2. Endangering, threatening, or causing physical harm to any member of the college community or to oneself, causing reasonable apprehension of such harm or engaging in conduct or communications that a reasonable person would interpret as a serious expression of intent to harm.
3. Violating the terms of any disciplinary sanction imposed for an earlier violation of the Student Code of Conduct or college rules.
4. Violation of, or attempt to violate, other rules that may be adopted by the college.
5. Impersonation of another, using another person's identity, or furnishing materially false information, including manufacturing or possession of false identification.
6. Initiating, causing, or contributing to any false report, warning, or threat of fire, explosion, or other emergency.
7. Failure to comply with the directions of college officials or agents, including law enforcement or security officers, acting in the good faith performance of their duties. This section is not intended to prohibit the lawful assertion of an individual's Fifth Amendment right against self- incrimination.
8. Forgery, falsification, fabrication, unauthorized alteration, or misuse of campus documents, records, or identification, including, but not limited to, electronic software and records.
9. Unauthorized presence in or unauthorized use of college property, resources, or facilities.
10. Unauthorized access to, disclosure of, or use of any college document, record, or identification, including but not limited to electronic software, data, and records.
11. Interfering with or disrupting college or college-sponsored activities, including but not limited to classroom related activities, studying, teaching, research, intellectual or creative endeavor, administration, service or the provision of communication, computing or emergency services.
12. Misrepresenting oneself or an organization as an agent of the college.
13. Possession of property the student knows or has reason to believe may be stolen or misappropriated.
14. Misuse, theft, misappropriation, destruction, damage, tampering with, or unauthorized use, access, or reproduction of property, data, records, equipment or services belonging to the college or belonging to another person or entity.

15. Violation of college rules or applicable laws governing alcohol, including consumption, distribution, unauthorized sale, or possession of alcoholic beverages.
16. Unauthorized use, sale, possession, or distribution of any controlled substance or illegal drug or possession of drug paraphernalia that would violate the law.
17. Off-campus conduct that a reasonable person would believe may present a risk or danger to the health, safety or security of the board or university community or to the safety or security of the board or college property.
18. Gambling as prohibited by applicable law, college policy, or associated with any college event.
19. Engaging in, supporting, promoting, or sponsoring hazing or violating college rules governing hazing.
20. Stalking or engaging in repeated or significant behavior toward another individual, whether in person, in writing, or through electronic means, after having been asked to stop, or doing so to such a degree that a reasonable person, subject to such contact, would regard the contact as unwanted.
21. Engaging in discriminatory activities, including harassment and retaliation, as prohibited by applicable law or college policy.
22. Interfering with any college review, investigative or disciplinary process, including but not limited to tampering with physical evidence or inducing a witness to provide false information or to withhold information.
23. Sexual misconduct.
24. Use, possession, display, or storage of any weapon, dangerous instrument, explosive material or device, torch, device with open flames, fireworks, bomb-making materials or dangerous chemical on college property, at a college sponsored activity or in violation of law or college policy, is not permitted unless one of the following exceptions apply:
  - a. Subject to applicable laws, a person may lawfully transport or lawfully store a firearm that is both 1) in the person's locked and privately-owned motor vehicle or in a locked compartment on the person's privately-owned motorcycle, and 2) not visible from the outside of the motor vehicle or motorcycle, although the board or a college may require that vehicles transporting or storing firearms be parked in alternative parking, or
  - b. Use, possession, display or storage is specifically authorized by a California or federal statute governing law enforcement officers or in writing by college officials with the authority to grant such permission, or
  - c. California College of ASU may permit students to possess certain potentially dangerous instruments, and limited quantities of chemicals or other dangerous materials if they are used for academic and other legitimate purposes, if the presence of these items does not present an undue risk to the campus or community, and if the proposed use, possession, display or storage of these items has been expressly approved in writing by an authorized college representative.
  - d. The possession or use for self-defense of personal safety devices are not prohibited by this section.
25. Photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy. This section does not apply to lawful security or surveillance filming or recording that is authorized by law enforcement or authorized college officials.
26. Commission of any offense prohibited by state or federal law or local ordinance.
27. Smoking, the use of and the sale of tobacco products, and the use of and the sale of smokeless tobacco products, including all electronic smoking devices, in or on all college property unless an express exception is provided by the college dean for certain leased property or pursuant to college policy. In addition, the college may provide exceptions for smoking cessation products, controlled research, educational programs, traditional, cultural or religious purposes or other uses permitted by the college if approved in advance by designated college personnel or pursuant to college policy.

Any attempt to commit or conceal an act of misconduct prohibited by these rules is subject to sanctions to the same extent as completed acts.

#### **G. College Responses to Alleged Code Violations**

1. In addition to, or in place of, an educational response or intervention, the college dean or dean of students may impose one or more of the following disciplinary sanctions (e.g., expulsion, suspension, degree revocation, probation, warning, administrative hold, interim action) for any violation of the Student Code of Conduct:
  - a. Expulsion: Permanent separation of the student from the college. An indication of expulsion may appear on the

student's transcript. The expelled student will not participate in any college-sponsored activity and will be barred from college property. An expelled student will be ineligible to attend California College of ASU or Arizona State University.

- b. Suspension: Temporary separation of the student from the college for a specified period of time, or until specific conditions, if imposed, have been met. An indication of suspension may appear on the student's transcript. Except where prior approval has been granted by the college dean, a suspended student will not participate in any college-sponsored activity and will be barred from the college campus. A suspended student will be ineligible to attend California College of ASU or Arizona State University until the conditions of suspension have been met.
- c. Degree Revocation: The college dean may revoke a degree, certificate or other academic recognition previously awarded by the college to a student. Notice of any degree revocation will appear on the student's transcript. If the college previously communicated the award of a degree, certificate or other academic recognition to a third party, it may provide notice to that entity of the revocation.
- d. Probation: Removal of the student from good conduct standing. Additional restrictions or conditions may also be imposed. Probation will last for a stated period of time and until specific conditions, if imposed, have been met. Any violation of these rules, the conditions of probation, or other college rules committed during the probationary period will subject the student to further discipline, including suspension or expulsion.
- e. Warning: A written statement advising the student that a violation of the Student Code of Conduct has been committed and that further misconduct may result in more severe disciplinary action.
- f. Administrative Hold: A status documented in the registrar's official file which may preclude the student from registering, from receiving transcripts, or from graduating until clearance has been received from the dean of Students in accordance with college rules.
- g. Restricted Access to College Property: A student's access to college property, including but not limited to research, communication and computing resources, may be restricted for a specified period of time or until certain conditions are met.
- h. Organizational Sanctions: Sanctions for organizational misconduct may include revocation of the use of college property or privileges for a period of time, revocation or denial of recognition or registration, or suspension of social or intramural activities or events, as well as other appropriate sanctions permitted under the Student Code of Conduct or other rules of the college.
- i. Interim Action: The dean of students may impose restrictions on a student or suspend a student for an interim period prior to resolution of the Student Code of Conduct proceeding.
- j. Academic Conduct: The college may adopt procedures regarding student conduct that takes place while participating in academic activities. These procedures may outline sanctions including but not limited to lower-level warnings, administrative drop from a particular class, or other sanctions as appropriate.
- k. Restitution: Payment to the college or to other persons, groups, or organizations for damage to property or costs incurred as a result of the violation of this Student Code of Conduct.
- l. Notation on Transcript.
- m. Other sanctions permissible under existing college rules.

2. A student who has been suspended or expelled from California College of ASU will be ineligible for admission, enrollment, re-enrollment or re-admission to California College of ASU or Arizona State University.

#### **H. Determining What Sanction to Impose**

1. Mitigating and aggravating factors may be considered. Factors to be considered in mitigation or aggravation include the individual's prior conduct record, the nature of the offense, the severity of any damage, injury, or harm resulting from the violation, the payment of restitution to the college or to any victims, or any other factors deemed appropriate under the circumstances, including but not limited to the individual's participation in an approved counseling program.
2. Repeated violations of the Student Code of Conduct may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances.

#### **I. Enforcement**

1. Student sanctions shall be enforced through use of procedures adopted by California College of ASU that are consistent with college policies and applicable laws and regulations.
2. Sanctions for organizational misconduct shall be enforced through the use of the procedures adopted by the college, consistent with policies and applicable laws and regulations.

#### **J. Miscellaneous provisions**

1. The description of prohibited conduct shall be interpreted as broadly as consistent with applicable law.
2. The college dean is authorized to take other actions or to adopt other rules to protect college property and the safety and well-being of members of the college community and the public.

### **DISCIPLINARY PROCEDURES**

These grievance procedures govern Student Code of Conduct violations, except those involving academic integrity for which there are different procedures/processes.

The term “parties” refers to the Dean of Students and the student charged with misconduct. In sexual misconduct matters or other matters involving violence, the person(s) against whom the alleged misconduct was committed also has the opportunity to participate as a party if they are a member of the college community (e.g., faculty, staff, student, or affiliate).

These procedures provide a fair and impartial administrative process. A student can be found responsible under the Student Code of Conduct even if the underlying conduct would not also constitute a criminal offense, and even if a prosecutor has determined not to prosecute [the underlying conduct] as a criminal matter or the student has been found not guilty in a criminal proceeding.

The responsibilities of the college dean or dean of students under this policy may be performed by a designee.

#### **A. Goals of the Student Code of Conduct and Procedures**

1. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the college community.
2. When a student violates the Student Code of Conduct, they will be held accountable and appropriate remedial action will be taken to address the violation. Remedial actions are meant to be educational, not punitive. They affirm college standards and encourage students to make better choices in the future. Remedial actions may include administrative actions, educational interventions, and/or discipline.
  - a. Administrative actions include, but are not limited to: probation, warning, administrative hold, restricted access to college property, and interim actions such as interim suspension, immediate removal from college housing, or exclusion from one or more classes. Administrative actions are not disciplinary.
  - b. Educational interventions include, but are not limited to: completing an educational program at the student's expense, writing a paper, engaging in community service, or any other assignment to address the student's conduct. These educational interventions are not considered discipline and processes leading to assignment of an educational intervention are not considered disciplinary proceedings.
  - c. Disciplinary sanctions include: suspension (except for an interim suspension which is an administrative action), expulsion, or degree revocation.

#### **B. Initiation of Investigation**

1. On receipt of information from any source that a student may have violated the Student Code of Conduct, the Dean of Students or their designee will evaluate the information to determine an appropriate course of action to gather the facts concerning the alleged violation. A student alleged to have violated the Student Code of Conduct will be provided notice of the alleged misconduct and will be provided an opportunity to respond.
1. Where the alleged misconduct is related to sexual misconduct cases, the Dean of Students or their designee will inform the Title IX Coordinator.
2. The Dean of Students or their designee will provide the parties with written information on supportive services available at the college and in the community. In sexual misconduct cases, the complainant, and when applicable, respondent, will be provided information on the related college policy and procedure. Complainants and when applicable, respondents will be provided supportive measures.

#### **C. Interim Action**

1. If the Dean of Students is aware of information that supports a misconduct allegation that may lead to imposing a disciplinary sanction, and the Dean of Students believes that the student poses a threat of harm or substantial disruption, the Dean of Students may take administrative action to restrict or suspend a student for an interim period. The interim action will remain in effect until a final decision has been made on the pending allegation(s) or until the Dean of Students believes that the reason(s) for imposing the interim action no longer exist.
2. The decision to restrict or suspend a student for an interim period, and the information upon which the interim restriction or interim suspension is based, will be communicated in writing to all parties.
3. A student who is restricted from campus or suspended for an interim period may request an opportunity to provide information to contest the restriction or interim suspension no later than five (5) business days following the effective date of the interim action. Based on information provided, the Dean of Students will determine whether the restriction or interim suspension should remain in place, be modified, or be lifted. The parties shall have an equal opportunity to provide information relevant to the restriction or interim suspension.
4. The Dean of Students may impose other forms of interim administrative action, such as, but not limited to, immediate removal from college housing, exclusion from one or more classes, or exclusion from other specific locations.

#### **D. Investigation Process**

1. If the Dean of Students or their designee believes that there is sufficient basis that a violation of the Student Code of Conduct may have occurred, they will notify the student in writing of the alleged violation and initiate an investigation.

2. Members of the college community are expected to comply with any request or directive issued by the Dean of Students or their designee in connection with an investigation.
3. The Dean of Students or their designee will provide advance notice to a party of any code of conduct meeting with the party. In addition, a party will be given access to information that will be used during the code of conduct meeting as permissible under the Family Educational Rights and Privacy Act (FERPA).
4. The Dean of Students or their designee will provide all parties the following:
  - a. An explanation of the allegation(s) which have been made;
  - b. A summary of the information gathered;
  - c. A reasonable opportunity for the student to reflect upon and respond to the allegation(s); and
  - d. An explanation of the applicable code of conduct procedures.
5. Before concluding an investigation, the Dean of Students or their designee will provide the parties with an opportunity to respond to all investigative materials.
6. Students may accept responsibility for Student Code of Conduct violations and waive their rights to procedures provided by this policy. A student who fails to attend the meeting with the Dean of Students or their designee will forfeit the right to respond to the alleged violation, unless the student can demonstrate that an extraordinary circumstance prevented the student's appearance. If the student fails to attend the meeting, the Dean may proceed as described in paragraph E of this subsection.

#### **E. Determination**

1. The Dean of Students or designee will determine whether it is more likely than not that a violation of the Student Code of Conduct has occurred and, if so, the appropriate administrative action, educational intervention, and/or disciplinary sanction to apply.
2. In determining the administrative action, educational intervention, or disciplinary sanction, the Dean of Students will consider any mitigating or aggravating factors, including any prior violations of the Student Code of Conduct.
3. The Dean of Students will simultaneously provide the parties a written decision within five (5) business days of making the determination. The written decision will state whether the allegation(s) was substantiated. If substantiated, the decision will state the administrative action, educational intervention, or disciplinary sanction to be imposed, this decision is final.

#### **Filing an Incident Report:**

Incident reports are accepted from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the Student Code of Conduct. Complete the online Incident Report at [https://cm.maxient.com/reportingform.php?ArizonaStateUniv&layout\\_id=17](https://cm.maxient.com/reportingform.php?ArizonaStateUniv&layout_id=17), or you may submit information about your concern to the Office of the Dean of Students via email at [deanofstudents@asu.edu](mailto:deanofstudents@asu.edu).

The Office of the Dean of Students reserves the right to determine that police reports, applicable newspaper articles, or other forms of documentation that can constitute a formal complaint for purposes of initiating review under the Student Code of Conduct. Additionally, any relevant information pertaining to any California College of ASU student, found in the course of a review, may also be deemed to constitute a complaint and pursued accordingly under the Student Code of Conduct.

### **EMPLOYEE-STUDENT RELATIONSHIP POLICY**

California College of ASU prohibits fraternization between members of its staff, faculty, and currently enrolled students. Prospective students who are in a relationship with a current employee, staff, or faculty member must disclose the nature of the relationship prior to submitting an application. Enrolled students are prohibited from entering into any off-campus outside employment or internship that requires the student to report directly to a current faculty or staff member. Financial transactions and/or housing arrangements between students and staff and/or faculty members is prohibited.

### **ACCEPTABLE USE POLICY FOR COMPUTERS, EMAIL, & INTERNET**

Computers, networks, and online communication equipment owned by California College of ASU are provided to support the educational mission of the institution. As such, access to information technology resources owned or operated by California College of ASU is a privilege accompanied by responsibilities and obligations, and subject to institution policies as well as local, state, and federal laws. Acceptable Use is always ethical, reflective of academic honesty and restraint in the consumption of shared resources. It requires respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy, and must remain free from intimidation and harassment. Information technology resources are defined as all computer-related equipment, computer systems, software and network applications, interconnecting networks, facsimile machines, copiers, voicemail, and other telecommunications facilities, as well as all information contained therein, owned, and/or managed by California College of ASU.



When using computers, WiFi, email, or the internet on campus, California College of ASU students and their guests are expected to:

- Regard the use of the internet and the college computer network as a privilege
- Follow all rules and regulations of the computer labs
- Respect the lab attendant on duty
- Be courteous to other students working independently in a lab
- Respect copyright and licenses of all programs and data
- Respect the integrity of computing systems
- Respect the privacy of other users
- Use personal earphones or headphones

Violations of this Acceptable Use Policy include, but are not limited to:

- Violation of the campus food and drink policy
- Installing software without specific permission of the IT department
- Using P2P or bit torrent software to download illegal copies of movies, MP3 files, videos, or software
- Installing computer programs unrelated to California College of ASU curricula on any institutional computers
- Creating and/or propagating computer viruses
- Disrupting internet or WiFi services
- Damaging computer files, equipment, software, or data
- Contributing to the theft of any hardware and/or software
- Using the resources of the college's internet/computer network for personal financial gain
- Creating, displaying, viewing, and/or downloading threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted email, including spam
- Using or forging a false account or email address
- Using another person's computing account without express permission
- Intentionally seeking information on other users
- Obtaining copies of or modifying files or other data belonging to other users
- Posing as another user unless explicitly authorized to do so
- Creating a false user identity, username, password, or email address to use while accessing institutional records, files, computers, or databases
- Using another student's password to access accounts without express permission of the owner
- Using the college-owned and operated internet, computers, portal, databases, or information technology resources to violate the Academic Integrity Policy of California College of ASU

This list of violations is not intended to be all-inclusive. California College of ASU reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be an Acceptable Use Policy violation although the action does not appear on a list of violations.

Students using information technology resources owned, operated, or otherwise provided by the college should expect to experience limited privacy in regard to the contents of personal files on the California College of ASU internet and computer network.

All students, staff, faculty, and campus visitors must acknowledge that the routine maintenance and monitoring of college information technology resources, including internet and network systems, may lead to a discovery of violation of a California College of ASU policy or the law.

California College of ASU reserves the right to discontinue account privileges of any user who violates any part of the Acceptable Use Policy. Repeated or severe infractions of this policy may result in disciplinary action leading to suspension or termination of network privileges and dismissal from the college. Any known or suspected violations of this Acceptable Use Policy must be reported to the Operations Department.

Each user has the responsibility to report any suspected violation of personal privacy to the Operations Department. An investigation will be conducted if college or campus authorities have a reasonable suspicion of violation of law, institutional policies, or the Acceptable Use Policy.

California College of ASU makes no warranties of any kind, whether expressed or implied, for the internet services provided, including the loss of data resulting from delays, non-deliveries, system failures, or service interruptions. Use of any information obtained via the internet through the California College of ASU network and/or computer systems is at the student's own risk. California College of ASU specifically denies any responsibility for the accuracy, quantity, or content of information obtained through internet services.

Unauthorized use of the network, copyright violations, intentional deletion, and damage to files and data belonging to the institution, other users, and/or outside agencies may be considered criminal acts and could result in involvement of governmental authorities. California College of ASU will cooperate fully with local, state, and federal authorities on any investigation related to illegal activities or activities not in compliance with school policies through the institution's computer network.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students who are 18 years or older and attending a postsecondary institution certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day California College of ASU receives a request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Chief Academic Officer will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before California College of ASU discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by California College of ASU in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of California College of ASU who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for California College of ASU.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by California College of ASU to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of personally identifiable information from a student's education records without consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

California College of ASU may disclose personally identifiable information from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within California College of ASU whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a) (15))

## **CONFIDENTIALITY OF STUDENT RECORDS**

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits the release of privileged information to anyone except authorized personnel. Students who wish another individual, such as a parent or spouse, to have access to privileged information must complete a FERPA Release Form and return it to the Registrar’s Office before any information will be released. Information will only be released to the person listed on this form.

California College of ASU maintains information on students regarding their admission, registration, academic history, career, student benefits or services, extracurricular activities, advisement, discipline, or matters relating to student conduct. The college maintains these records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). This means that the college shall not, except as otherwise authorized, permit any access to or release of information except where required by law (e.g., federal and state educational and auditing officers, including application for financial aid), and then only on the basis of educational interest. Any currently enrolled or former student has the right to inspect and review personal academic records upon request through the Registrar’s Office. Students may challenge the accuracy of the records or the appropriateness of their retention in college files.

## **STUDENT DIRECTORY DISCLOSURE**

The college regards certain directory information related to any student currently enrolled at the college as public information which may be released. Student directory information is limited to one or more of the following: student’s name, current enrollment status, dates of attendance, major field of study, degrees and awards received, and the most recent previous public or private school attended by the student.

All enrolled students grant California College of ASU the right to publicize and release such information to the media for California College of ASU publicity, events, and programs. The college at its discretion may limit or deny the release of directory information to public or private persons or organizations based on the best interests of the student. Students may restrict the release of Directory Information by completing a Non-Disclosure Form and submitting to the Registrar’s Office. Once the Non-Disclosure Form is submitted, the college will not release the student’s name in any press releases or California College of ASU materials.

Student activities, campus organizations, and friends will not be able to obtain directory information. In addition, without specific written approval, college officials will not be able to confirm enrollment or graduation for reasons like insurance, nor include the student’s name in the Graduation Commencement program.

Once filed, the Non-Disclosure Form becomes a permanent part of the student’s record until the student instructs California College of ASU, in writing, to have the request removed.

## **NON-DISCRIMINATION POLICY**

California College of ASU operates in full compliance with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Title IX of the Education Amendments of 1972.

California College of ASU administers all education-related programs and activities, including, but not limited to, admissions, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, housing, employment, research, recreation, physical education, athletics, and other extracurricular activities without regard to the student or applicant’s race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, or other characteristic protected by federal or state law.

All employment-related decisions at the college, including but not limited to decisions relating to recruitment, hiring, promotion, transfers, benefits and any other terms and conditions of employment, are made without regard to the employee’s or applicant’s race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, medical condition, covered veteran status, genetic

information, or other characteristic protected by federal or state law.

### **UNLAWFUL HARASSMENT POLICY**

California College of ASU is committed to upholding standards that promote respect and human dignity in an environment that fosters both academic and artistic excellence and professionalism. It is the policy of the college to maintain an educational and work environment free from all forms of unlawful discrimination and harassment. To that end, the college prohibits and does not tolerate unlawful discrimination against or harassment of its employees, students, or applicants for employment or admission on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, or other characteristic protected by federal or state law, unless a particular characteristic is a bona fide requirement of the position.

All members of the college community are expected to uphold this policy. Engaging in unlawful discrimination or harassment will result in appropriate disciplinary action, up to and including dismissal from the college. Harassment includes verbal, physical, or visual conduct when the conduct creates an intimidating, offensive or hostile working or educational environment, or unreasonably interferes with job or academic performance. Verbal harassment may include but is not limited to epithets, derogatory comments, or slurs based upon one of the individual's characteristics noted above. Physical harassment may include, but is not limited to, assault, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual because of the individual's protected characteristic. Visual forms of harassment may include but are not limited to derogatory posters, cartoons, or drawings based on an individual's protected characteristic.

### **DISCRIMINATION & HARASSMENT COMPLAINT PROCEDURE**

The college encourages any person who feels that he or she has been unlawfully discriminated against or harassed, or observes, or is otherwise aware of an incident of unlawful discrimination or harassment, to report the incident promptly. To assist in the investigation, the college may request that a complaint be made in writing with a detailed description of the facts giving rise to the complaint, the names of any individuals involved, including any witnesses, and copies of any documents that support or relate to the complaint. Although the college may request the submission of a written complaint, an oral complaint is sufficient to initiate the procedures set forth under this policy.

Student complaints regarding faculty, staff, or other students should be made to the Office of Academic Affairs. If for any reason the person making the complaint does not feel comfortable directly reporting the incident to the individuals identified above, the complaint may be reported to any vice president or senior administrator. A college administrator who receives a complaint of unlawful discrimination or harassment or observes or is otherwise aware of an incident of unlawful discrimination or harassment, shall promptly inform the appropriate party. In cases involving potential criminal conduct, the college will determine whether appropriate law enforcement or other authorities should be notified.

### **INVESTIGATION AND CORRECTIVE ACTION**

The college will investigate every reported complaint of unlawful discrimination or harassment. The investigation will be conducted in a thorough, prompt, and professional manner. If the conclusion of the investigation is that unlawful discrimination or harassment occurred, the college will initiate corrective action, as appropriate under the circumstances. For employees, the corrective action may range from verbal warnings up to and including termination from employment. For students, the corrective action will be imposed in a manner consistent with the college's Student Code of Conduct or other applicable procedures.

If the individual found to have engaged in the unlawful discrimination or harassment is not an employee or student of the college, corrective action within the reasonable control of the college, and as appropriate under the circumstances, will be initiated. If termination of a faculty member is contemplated, the applicable rules governing dismissal for serious cause will be followed. The student or employee who raised the complaint will be advised of the results of the investigation, unless doing so is prohibited by FERPA or other applicable law. Similarly, the student or employee who is accused of unlawful discrimination or harassment will be advised of the results of the investigation.

### **UNLAWFUL RETALIATION**

The college prohibits and does not tolerate retaliation against any individual who in good faith files a complaint of unlawful discrimination or harassment or is involved as a witness or participant in the complaint or investigation process. Engaging in unlawful retaliation can result in disciplinary action, up to and including dismissal from the college.

The college encourages any individual who believes he or she has been subject to unlawful retaliation or observes or is otherwise aware of an incident of unlawful retaliation in violation of this policy, to report the incident promptly pursuant to the complaint procedure identified above. The investigation and corrective action procedures set forth above will similarly apply in the case of a complaint of unlawful retaliation in violation of this policy.

### **RIGHT TO APPEAL**

An employee or student who is found to have engaged in unlawful discrimination, harassment, or retaliation in violation of this policy shall have the right to appeal the decision. Similarly, a complainant may appeal the decision. The appeal may address the decision of whether unlawful discrimination, harassment or retaliation occurred, and it also may address the corrective action imposed. If the decision was made pursuant to the procedures identified in the Student Code of Conduct,

the appeal procedures identified in the Student Code of Conduct shall apply.

The appeal must be submitted in writing within ten (10) working days after written notification of the results of the investigation. The appeal should describe with specificity why the findings or corrective action imposed were not reasonably based upon the evidence and information made available to the investigator and/or the college official who made the decision regarding the corrective action. Additional information may be considered to aid in the review of the appeal. This right to appeal shall not entitle the appellant to a new or second investigation. The appeal should be granted only if the determination is made that the findings were not reasonably based upon the evidence and information available to the investigator or that the corrective action imposed was not reasonably based upon the evidence and information available to the college official who made the decision regarding the corrective action.

A decision will be rendered to the individual who submitted the appeal within 45 days of receipt of the written appeal. The decision regarding the appeal is final. During the time of the appeal and review, any corrective action taken as a result of the original complaint may be implemented and enforced.

## **OTHER RESOURCES**

In addition to the internal resources described above, individuals may pursue complaints with the government agencies that enforce the laws prohibiting discrimination, harassment, and retaliation, including the California Department of Fair Employment and Housing ([www.dfeh.ca.gov](http://www.dfeh.ca.gov)), the Equal Employment Opportunity Commission ([www.eeoc.gov](http://www.eeoc.gov)), or the United States Department of Education Office for Civil Rights ([www2.ed.gov/ocr](http://www2.ed.gov/ocr)).

## **STUDENT SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE POLICY**

### **I. POLICY STATEMENT**

It is the policy of California College of ASU to prohibit all forms of discrimination on the basis of sex in any education program or activity pursuant to Title IX of the Education Amendments of 1972. Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." California College of ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the college based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information. This prohibition also includes Title IX sex discrimination, including sex-based harassment, and retaliation by any individual over whom California College of ASU can exercise administrative or disciplinary authority.

In addition to prohibiting discrimination on the basis of sex, it is the policy of the college to prohibit the crimes of sexual harassment, dating violence, domestic violence, and stalking as they are defined for purposes of this policy and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Inappropriate conduct need not rise to the level of a violation of federal or state law to constitute a violation of this policy and to warrant disciplinary action/sanctions.

Intentionally providing false or misleading information or failure to cooperate may result in disciplinary action.

### **II. TITLE IX COORDINATOR**

The college has designated a Title IX Coordinator who assists with various Title IX implementation activities that involve faculty, staff, and students, including monitoring the Student Sexual Misconduct and Relationship Policy outlined herein.

The Title IX Coordinator is responsible for coordinating and implementing a Title IX Complaint Process that is prompt (begins and proceeds in a timely manner), fair, impartial, and equitable from the time a report is made, or when the college knows about prohibited behavior, until the final result. The college also works in partnership with ASU through a shared services agreement.

California College of ASU Academic Operations Manager & Student Advisor Kristina Mackey serves as the college's Title IX Coordinator. The Title IX Coordinator's office address is 1111 South Broadway, Los Angeles, CA 90015. The Title IX Coordinator can be contacted by phone at (818) 401-1177 or by email at [kmackey6@californiacollege.asu.edu](mailto:kmackey6@californiacollege.asu.edu).

### **III. VIOLATIONS OF POLICY**

#### **A. PARTIES**

For purposes of this Student Sexual Misconduct and Relationship Violence Policy and the Title IX Complaint Process, a "Complainant" means a student who files a complaint reporting a violation of this policy. A "Respondent" means a student who has been reported to have violated this policy.

#### **B. RIGHTS OF PARTIES**

This policy outlines the rights of the Complainant and the Respondent when a violation(s) of this policy is alleged. This policy applies only to complaints made by and against students enrolled in or staff employed by the college.

This policy applies to all forms of sexual misconduct and relationship violence, including complaints of sexual and gender-based harassment, sexual assault, non-consensual sexual contact, sexual exploitation, dating and domestic violence, and

stalking, whether they occur on or off campus. For information on the Title IX Complaint Process for Title IX complaints made by or against employees, please contact the Title IX Coordinator.

### **C. PRIVACY AND CONFIDENTIALITY**

The college will make all reasonable efforts to protect the confidentiality of the Complainant, Respondent, and other involved parties by keeping all complaints and investigations private to the highest extent possible and will only disclose information on a need-to-know basis. It is the expectation of the college that all individuals involved in a Title IX Complaint Process, investigation, and/or adjudication of a violation under this policy or individuals who otherwise gain knowledge thereof shall treat all information acquired, whether written or oral, as confidential, provided however, that the Complainant and Respondent may share such information for support and guidance, if applicable.

The college will make all reasonable efforts to honor requests for confidentiality, to the extent permitted by law. However, in certain circumstances, the college may not be able to grant the confidentiality request(s) due to various factors, including when there is a risk of imminent harm to an individual or others or a threat to the health and safety of the college community.

In cases where a request for confidentiality is granted, the college will continue to complete publicly available recordkeeping in accordance with relevant laws, including the Clery Act reporting and disclosures, without the inclusion of personally identifying information. Further, individuals who are directly accused of violations of this policy and who, as a result, may be subject to sanctions, are entitled to a summary of the charges against them so that they may effectively respond.

The college will maintain, as confidential, any accommodations or protective measures provided, to the extent that maintaining such confidentiality does not impair the ability of the college to provide the accommodations and/or protective measures.

### **D. EMPLOYEES' RESPONSIBILITY TO REPORT POLICY VIOLATIONS**

All employees of the college, with the exception of those designated as confidential resources, are obligated to report all actual, suspected or alleged violations of this policy which are reported to them, or of which they become aware, to the Title IX Coordinator or designee.

## **IV. REQUIRED NOTIFICATION RELATED TO PREGNANCY OR RELATED CONDITIONS**

Responsibility to provide the Student Accessibility and Inclusive Learning Service (SAILS) contact and other information.

When a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related conditions, unless the employee reasonably believes that SAILS has been notified, the employee shall promptly provide that student/person with SAILS contact information and inform that person that SAILS can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to California College of ASU's education programs or activities.

## **V. TYPES OF SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE**

The types of sexual misconduct and relationship violence prohibited by this policy are sexual harassment, sexual assault, sex-based discrimination, dating and domestic violence, and stalking as defined below:

### **E. SEXUAL HARASSMENT**

#### **i. Sexual Harassment-Environment**

Sexual harassment is also unwelcome behavior or conduct of a sexual nature (including unwelcome sexual advances or activity), which is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive environment for academic pursuits, employment, or participation in university-sponsored programs or activities.

#### **ii. Sexual Harassment-Quid Pro Quo**

Sexual harassment is harassment, whether between individuals of the same or different sex, which includes unwelcome behavior or conduct of a sexual nature (including unwelcome sexual activity) that is made, either explicitly or implicitly, a condition of an individual's education, employment, or participation in university-sponsored programs or activities or the submission to or rejection of such behavior or conduct is a factor in decisions affecting that individual's education, employment, or participation in university sponsored programs or activities.

#### **iii. Sexual Exploitation**

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for the advantage or benefit of themselves or any other person that is not the person being exploited by the behaviors.

Examples include but are not limited to invasion of sexual privacy; prostitution; non-consensual recording of nudity or sexual activity; voyeurism; knowingly exposing someone to an STI, STD or HIV; intentional exposure of genitals in non-consensual circumstances; and sex-based stalking or bullying.

### **F. TITLE IX SEX-BASED HARASSMENT**

Title IX Sex-based harassment means a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, that is:



- (1) Quid pro quo harassment. An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under ASU's education program or activity explicitly or impliedly conditions the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- (2) Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from ASU's education programs or activities; or
- (3) Sexual Violence. This includes sexual assault, dating violence, domestic violence, or stalking.

#### **G. SEXUAL ASSAULT**

Sexual Assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, which includes rape, sodomy, sexual assault with an object, fondling, incest and statutory rape.

#### **H. TITLE IX SEX DISCRIMINATION**

Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Title IX sex discrimination includes sex-based harassment and retaliation.

#### **I. DATING AND DOMESTIC VIOLENCE**

##### **i. Dating Violence**

Dating violence means violence committed by a person: (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) The length of the relationship; (2) The type of relationship; and (3) The frequency of interaction between the persons involved in the relationship.

##### **ii. Domestic Violence**

Domestic violence means felony or misdemeanor crimes committed by a person who: (A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim; (B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (C) Shares a child in common with the victim; or (D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

#### **J. STALKING**

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress.

#### **K. UNWELCOME SEXUAL ACTIVITY**

Engaging in sexual activity with a person whom you reasonably should know or do know, has not consented or is incapable of giving consent.

- consent in the context of sexual activity means informed and freely given words or actions that indicate a willingness to participate in mutually agreed upon sexual activity
- consent may not be inferred from:
  1. silence, passivity or lack of resistance
  2. a current or previous dating or sexual relationship,
  3. acceptance or provision of gifts, meals, drinks, or other itemsor
  4. previous consent to sexual activity
- consent may be withdrawn during sexual activity, consent to one form of consensual sexual activity does not imply consent to any other form of sexual activity
- consent must not be obtained through physical force, violence, duress, intimidation, coercion, or an express or implied threat of injury
- consent may never be given by a person who is: incapacitated (by drugs, alcohol or otherwise), unconscious, asleep, or otherwise physically or mentally unable to make informed, rational judgments. The use of alcohol or drugs does not diminish one's responsibility to obtain consent and does not excuse conduct that violates this policy and
- consent cannot be given by someone who, by virtue of age, circumstances or other factors, is deemed by law to be incapable of giving consent.

## **VI. RELEVANT DEFINITIONS**

#### **L. DISCRIMINATION**

Discrimination is defined under applicable federal and state law. In general, unlawful discrimination means failing to treat people equally based, at least in part, on status that is protected under applicable law or policy. Protected status includes race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

#### **M. HARASSMENT**

Harassment is a specific form of discrimination. It is unwelcome behavior, based on a protected status, which is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive environment for academic pursuits, employment, or participation in university-sponsored programs or activities.

## **N. RETALIATION**

Retaliation occurs when an adverse action (e.g., termination, denial of promotion, refusal to hire, unjustified discipline or evaluation, etc.) is taken against an individual for complying with this policy, opposing conduct reasonably believed to constitute a violation of this policy, filing a report under this policy, seeking an accommodation under this policy, or participating in any manner in an investigation or proceedings related to this policy. Adverse actions that are reasonably likely to deter a complaining individual or others from engaging in protected activity are prohibited.

## **O. TITLE IX RETALIATION**

means intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by ASU to provide aid, benefit, or service under ASU's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

## **VII. VIOLATION REPORTING PROCEDURES**

To report violations of this policy, individuals should follow the procedures outlined below:

### **P. WRITTEN & VERBAL REPORTING**

Violations of this policy may be reported verbally or in writing to the Title IX Coordinator. Any person may report a violation, including third parties and bystanders. The Title IX Coordinator or designee will review the report(s) in accordance with the Title IX Complaint Process. If an individual wishes to file a complaint alleging violation of this policy, the complaint must be submitted in writing to the Title IX Coordinator.

### **Q. CONFIDENTIAL REPORTING**

Confidential reports can be made by calling the college's anonymous hotline, which is available 24 hours a day, at 877-786-3385.

### **R. REPORTING TO LAW ENFORCEMENT**

While not required, the college strongly encourages anyone who becomes aware of behavior that may constitute a violation of federal, state, or local law to report the incident to local law enforcement. The college can provide support, resources, and assistance to those who do so.

Regarding the involvement of law enforcement, the Complainant has the option to (1) notify law enforcement authorities, including local police; (2) request assistance from campus authorities in notifying law enforcement authorities; or (3) decline to notify such authorities. The college will comply with the Complainant's request for assistance in notifying law enforcement. The Complainant's choice to report to law enforcement will not impact the implementation of accommodations and/or protective measures, if applicable.

Information about the Campus Safety & Security departments and local law enforcement agencies and about how to make a police report can be found at <https://californiacollege.asu.edu/current-students/student-life/campus-safety>.

The Complainant has the right to file a criminal complaint and a complaint under the Title IX Complaint Process simultaneously.

### **S. TIME LIMITS**

There is no time limit on reporting violations of this policy, although the college's ability to respond fully may be limited with the passage of time.

### **T. WRITTEN EXPLANATION OF RIGHTS AND OPTIONS**

When an individual reports a violation of this policy, whether the offense occurred on or off campus, the college will provide the individual with a written explanation of rights and options. If the college proceeds with an investigation, the Complainant (if not the reporting party) and the Respondent will be provided with a written explanation of rights and options. See the Title IX Complaint Process for details.

### **U. PRESERVING EVIDENCE**

In cases of sexual misconduct and relationship violence, including sexual assault, dating violence, domestic violence, and stalking, as defined herein, it is critical that the Complainant preserve evidence because doing so may assist in proving that the alleged behavior occurred and/or may be helpful in obtaining a protective order. Also, individuals may be entitled to medical forensic exams at no charge. See the Resources section of this policy for more information.

## **VIII. AMNESTY**

Any individual who participates in an investigation of a violation(s) of this policy will not be subject to disciplinary sanctions for a violation of the college's student conduct policies at or near the time of the incident, unless the college determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

## **IX. RESOURCES**

The college will provide written notification to the Complainant and Respondent about existing resources and other services that may be available on each campus and in the community.



The written information may include options for available assistance and how to request protective measures and/or changes to academic, living, transportation, and/or working situations. The college will make such accommodations and protective measures available if they are reasonably available, regardless of whether the Complainant chooses to report the crime to the Campus Safety & Security department or local law enforcement.

#### **RESOURCES AVAILABLE NEAR THE LOS ANGELES CAMPUSES:**

Emergency 9-1-1

End Rape on Campus (EROC)  
<http://endrapeoncampus.org/>

Rape, Abuse & Incest National (RAINN) Hotline  
<https://centers.rainn.org/>  
1-800-656-HOPE (4673)

National Domestic Violence Hotline  
<http://www.thehotline.org/>  
1-800-799-SAFE (7233)

Support for Men  
<http://www.malesurvivor.org/index.php>

Off Limits Sexual Harassment Hotline  
1-844-OFF-LIMITS (633-5464)

California Coalition Against Sexual Assault  
<http://www.calcasa.org/>

UCLA's Free Rape Treatment  
<http://www.911rape.org/about-us/who-we-are>

Los Angeles County Domestic Violence  
Hotline 800-978-3600

Peace Over Violence-Rape & Battery Hotline  
213-626-3393 (Central Los Angeles)  
310-392-8381 (South Los Angeles)  
626-793-3386 (West San Gabriel Valley)  
877-633-0044 (Stalking Hotline)

Los Angeles District Attorney's Office  
<http://da.co.ia.ca.us/sexual-assault>  
213-974-1611

#### **X. PREVENTION AND AWARENESS PROGRAMS**

The college is committed to preventing sexual misconduct and relationship violence, including sexual assault, dating violence, domestic violence, and stalking as they are defined in this policy as well as in the Clery Act. The college conducts ongoing programs for all faculty, staff, employees, and students, including incoming students and new employees, to remind the college community of the college's prohibition against sexual misconduct and relationship violence.

Awareness programming includes institutional action designed to communicate the prevalence of sexual violence. Primary prevention programming includes institutional action and strategies intended to prevent sexual violence before it occurs by means of changing social norms and other approaches.

All forms of programming may include, without limitation, training, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars, or panel discussions.

#### **XI. BYSTANDER INTERVENTION**

Bystander intervention includes, without limitation, the act of challenging the social norms that support, condone, or permit sexual violence. Bystander intervention includes safe and positive options that may be carried out by an individual(s) to prevent harm or intervene when there is a risk of sexual misconduct and relationship violence, including sexual assault, dating violence, domestic violence, or stalking, against a person(s) other than the bystander. Safe and positive options for bystander intervention include recognizing prohibited conduct and situations of potential harm; understanding institutional structures and cultural conditions that facilitate violence; overcoming barriers to intervening; and identifying effective ways

to intervene and take action provided that the intervention or action can be undertaken in a way that ensures the safety of the bystander.

## **XII. RISK REDUCTION**

Risk reductions are designed as options designed to decrease perpetration and bystander inaction and increase empowerment in order to promote safety and help individuals and communities address conditions that facilitate violence.

## **XIII. VIOLATIONS OF STATE LAW**

Violations of this policy will be determined in accordance with this policy; however, individuals may also wish to pursue criminal charges through local law enforcement.

## **XIV. COMPLAINTS AND INQUIRIES**

Complaints regarding the application or enforcement of this policy should be made to the college's Title IX Coordinator. Inquiries regarding the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator or designee, or to the United States Department of Education, Office for Civil Rights, at OCR@ed.gov or (800) 421-3481. This policy is in compliance with applicable legal requirements including Title IX of the Education Amendments of 1972; relevant provisions of the Violence Against Women Reauthorization Act of 2013; the Clery Act; and other applicable federal and state laws.

## **TITLE IX COMPLAINT PROCESS**

California College of ASU has jurisdiction over all Title IX policies, including the Student Sexual Misconduct and Relationship Violence Policy. The college has established the Title IX Complaint Process outlined below to promptly, fairly, and impartially adjudicate violations of the Student Sexual Misconduct and Relationship Violence Policy.

The Title IX Complaint Process constitutes the formal resolution process and disciplinary proceeding used by the college to respond to complaints concerning student sexual misconduct and relationship violence, including sexual harassment, dating violence, domestic violence, and stalking.

The Title IX Complaint Process will be implemented by officials who, at a minimum, receive annual training on relevant issues and on how to conduct the Title IX Complaint Process in a way that protects safety and promotes accountability.

For purposes of this Title IX Complaint Process, the "Complainant" means a student who files a complaint reporting a violation of this policy. The "Respondent" means a student involved in the Title IX Complaint Process who has been reported to have violated this policy.

Certain complaints may be resolved informally in limited situations where the Complainant and the Respondent have been fully informed of all available options for resolution of the Complaint and have both voluntarily chosen to resolve the Complaint through an informal resolution process. Once a complaint has been resolved through an informal resolution process, the matter will be closed. For some limited types of complaints alleging violations of the Sexual Misconduct and Relationship Violence Policy, an informal resolution may include mediation.

The college will take steps to prevent recurrence of any sexual misconduct and/or relationship violence and remedy discriminatory effects as necessary.

## **I. INITIATION OF GRIEVANCE PROCEDURE**

### **1. Purpose and Application**

This grievance procedure is intended to provide fair and reliable resolutions to reports and complaints of Title IX sex discrimination occurring in a California College of ASU education program or activity.

- a. This procedure describes the exclusive procedure that will be followed by California College of ASU to resolve reports and complaints of Title IX sex discrimination that occur on or after August 1, 2024.
- b. If the facts or occurrences forming the basis of a complaint of Title IX sex discrimination would also constitute a violation of other college policies such as the institutional code of conduct, or other college policies governing employee conduct, those potential policy violations will be addressed outside of this grievance procedure. When appropriate, this grievance procedure may proceed concurrently with any other university process.
- c. The college may amend this process as necessary from time to time. Amendments may apply to grievances ongoing at the time the amendment is made, unless the effect of the amendment is to reduce the rights of either complainants or respondents, in which case the version of this process in effect at the time the formal complaint was made will be followed.

## **II. EVALUATION OF REPORTS**

Reports are oral or written information, from any individual, that raises concerns about potential violations of Title IX sex discrimination.

1. Reports should be made as soon as possible after the alleged violation. Prompt reporting enables the university to investigate the facts, determine the issues and provide an appropriate remedy or sanction. The ability to investigate complaints could be impacted (e.g. availability of witnesses, preservation of evidence) if a report is not filed promptly.

2. All information received by California College of ASU will be considered a report until an evaluation takes place to determine whether a complaint is desired. The evaluation of a report involves the review of the report, including a discussion with the complainant (or the reporting party if the complainant is unknown) to verify what is being alleged and whether there is an intention to request that California College of ASU investigate and reach a determination regarding responsibility through a complaint under this procedure. The evaluation of any report is intended to ensure that the complainant is making an informed decision regarding what next steps will be taken.

The sharing of information with a California College of ASU confidential employee about conduct that could reasonably constitute Title IX sex discrimination, sex-based harassment, or retaliation does not constitute a report. However, any California College of ASU confidential employee who receives such information will explain to the person sharing that information:

- a. The circumstances in which the employee is not required to notify the college about conduct that reasonably may constitute Title IX sex discrimination;
  - b. How to contact either ASU's Office of University Rights and Responsibilities, the Dean of Students' Office, or the Title IX Coordinator; and
  - c. That those offices may be able to offer and coordinate supportive measures, as well as initiating an informal resolution process or an investigation under these grievance procedures.
3. Upon receiving a report, the following will take place:
- a. Notify the complainant or, if the complainant is unknown, the individual who reported the conduct, of this grievance procedure;
  - b. Notify the complainant of the availability of supportive measures. California College of ASU will request an opportunity to engage in an interactive process with the complainant to determine what supportive measures to implement.
  - c. Complainant or if not known, the individual who reported the conduct, will be contacted to verify what is being alleged as well as whether or not there is an intention to initiate a complaint and request that California College of ASU investigate and make a determination regarding responsibility.

After evaluation, California College of ASU will confirm the initiation of either the proactive measure process or the complaint process of this grievance procedure.

### **III. AVAILABILITY OF SUPPORTIVE MEASURES**

The initiation of a Title IX complaint is not required to obtain supportive measures from the college. Once informed of a report, California College of ASU will take steps to proactively engage with the complainant to discuss available supportive measures. When appropriate under this procedure, California College of ASU will likewise take steps to proactively engage with the respondent to discuss available supportive measures if a complaint is made.

1. Supportive measures are individualized measures offered as appropriate and as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to: (1) Restore or preserve that party's access to California College of ASU's education program or activity, including measures that are designed to protect the safety of the parties or California College of ASU's educational environment; or (2) Provide support during this grievance procedure.

2. Supportive measures include providing individuals with copies of university policies, procedures, and processes for handling allegations of Title IX discrimination, including Title IX sexual harassment.

3. Supportive measures may include counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs. The wishes of the party requesting supportive measures will be considered.

4. Supportive measures may also include administrative and educational actions that do not unreasonably burden another party and are designed to protect the safety of the parties or the educational environment. Administrative and educational actions are not disciplinary and cannot be imposed for punitive reasons.

5. For allegations of sex discrimination other than sex-based harassment or retaliation, altering the alleged discriminatory conduct for the purpose of providing a supportive measure is not required.

6. Supportive measures can be modified or terminated as appropriate.

7. A party who wishes to add, modify or reverse a supportive measure applicable to that party may request supportive measure supervisor review at any time. The supportive measure supervisor must issue their decision on supportive measures in writing to any affected party.

8. California College of ASU will not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity, or when

required by this grievance procedure.

#### **IV. WHO CAN MAKE A COMPLAINT**

1. Sex-based Harassment: The following persons have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that California College of ASU investigate and make a determination regarding responsibility about alleged discrimination:

- a. A complainant;
- b. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant;

2. With respect to complaints of sex discrimination, other than sex-based harassment, in addition to the persons listed above,

- a. Any student or employee; or
- b. Any person other than a student or employee who was participating or attempting to participate in the California College of ASU's education program or activity at the time of the alleged sex discrimination.

3. Title IX Coordinator. In the absence of a complaint, or the withdrawal of any or all of the allegations in a complaint, the Title IX Coordinator will respect the autonomy of the complainant and will take that into strong consideration as the Title IX Coordinator determines whether the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other persons or that the conduct as alleged prevents California College of ASU from ensuring equal access on the basis of sex to California College of ASU's education programs and activities.

- a. If the Title IX Coordinator makes the decision to move forward with a complaint, the Title IX Coordinator shall notify complainant of the decision in order to address reasonable concerns about the complainant's safety or the safety of others, including providing supportive measures.
- b. The Title IX Coordinator shall notify the complainant of any requirement to participate in the grievance process.

4. Multiple Complaints:

- a. If, in the course of an investigation additional allegations about the complainant or respondent are determined, that were not included in the notice of allegations already provided to the parties, an additional notice of allegations to the parties whose identities are known will be provided.
- b. Complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances, may be consolidated. Where a grievance process involves more than one complainant or more than one respondent, references in this procedure to the singular "party," "complainant," or "respondent" the plural, as applicable.

#### **V. PROACTIVE MEASURES**

If a complaint is not initiated, or any or all of the allegations in a complaint are withdrawn and dismissed, and the Title IX Coordinator does not initiate a complaint, or if a complaint is resolved through informal resolution, the Title IX Coordinator will take appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within California College of ASU's education programs or activities. Proactive measures can include, but are not limited to: educational conversations, education programming enhancement, training, awareness measures, continued supportive measures and policy or practice reviews.

#### **VI. PRIVACY IN THE GRIEVANCE PROCEDURE**

1. Requests for Anonymity.

- a. Unless a person is restricted by law from doing so, any employee who is informed of or has a reasonable basis to believe that sexual harassment has occurred, shall immediately report all information regarding the occurrence(s) to the Title IX Coordinator. Failure to report and/or inaction may be cause for disciplinary action. If an individual wishes to have a confidential conversation about an allegation of sexual harassment, that person can do so by seeking an appointment with a licensed counselor or health care professional. In partnership with ASU, the college provides such services through the Office of Educational Outreach and Student Services. Additionally, any individual has the right to contact local law enforcement to file a criminal report. A supervisor, manager, or administrator who is informed of or has a reasonable basis to believe that violations of this policy have occurred shall promptly report it to the Title IX Coordinator. Failure to report or supervisory inaction may be cause for disciplinary action. Anyone who believes that he or she has been subjected to discrimination, harassment, or retaliation in violation of this policy, or who believes that this policy has been violated, should report the matter immediately to the Title IX Coordinator. Anonymous reports do not satisfy the duty to report. An individual who does not have a duty to report may make a voluntary report. If they wish to do so anonymously, they can make a report to the California College of ASU Anonymous Hotline at 877-786-3385.
- b. If an individual requests anonymity after a report is filed, the Title IX Coordinator will at a minimum consider the rights of all parties involved, the severity of the alleged conduct, and the potential risk of a continued environment of sex discrimination for others in the community in order to determine whether the request can be honored. The

requesting party will be advised of the determination.

#### **VII. LIMITATION ON CONFIDENTIALITY**

1. Information gathered within this procedure will be shared only with those who have a need to know the information. Reasonable steps will be taken to protect the privacy of the parties and witnesses during the pendency of the grievance procedure.

2. Non-Disclosure Agreements: In order to prevent and address unauthorized disclosure of information and evidence obtained solely through the grievance procedures, each party, and their advisor, who wishes access to inspect and review all relevant and not otherwise impermissible evidence will be required to sign a non-disclosure agreement that outlines the permissible disclosures of information and evidence obtained solely through the grievance procedures. Limitations on the non-disclosure agreement will include:

- a. The non-disclosure agreement will not restrict the ability of the parties to: obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources or advisors; or otherwise prepare for or participate in the grievance procedures.
- b. The ability of either party to discuss the allegations under investigation or their own knowledge of facts to gather and present relevant evidence throughout the grievance procedure will not be restricted;
- c. Disclosures of information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination will not be restricted.

#### **VIII. RELEASE OF INFORMATION BY CALIFORNIA COLLEGE OF ASU**

California College of ASU will only release personally identifiable information in the following circumstances:

1. Prior written consent is given to California College of ASU from a person with the legal right to consent to the disclosure;

2. When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;

3. To carry out the purposes of this part, including action taken to address conduct that reasonably may constitute sex discrimination under Title IX in the California College of ASU's education program or activity;

4. As required by Federal law, Federal regulations, or the terms and conditions of a Federal award, including a grant award or other funding agreement; or

5. When required by State or local law, unless doing so would otherwise conflict with Title IX or its implementing regulations;

6. As necessary in the prosecution, defense, or resolution of any hearing or dispute to which California College of ASU is a party or to comply with a legally sufficient court order or subpoena; or

7. For other purposes authorized by the Chief Executive Officer of the institution or the Chief Executive Officer's designee, to the extent such disclosures are not otherwise in conflict with Title IX, its implementing regulations, or other applicable law or policy.

#### **IX. ATTENDANCE AT MEETINGS OR HEARINGS**

Requests can be made to have other individuals other than the advisor of the parties' choice present during any meeting or hearing. As concerns for privacy are ever present, only when the following conditions exist may this request be granted:

1. The request is made in conjunction with a request for a disability accommodation or language assistance; or

2. The party has obtained and produces written consent from all other parties and witnesses that will be referenced in the meeting/proceeding.

#### **X. EXCLUSION OF EVIDENCE THAT IS OTHERWISE IMPERMISSIBLE**

The following evidence will be deemed relevant but otherwise impermissible throughout this grievance procedure and will not be used to make any determination regarding responsibility or for any other purpose:

1. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred;

2. The Decision Maker will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless that party gives voluntary, written consent to do so for this grievance procedure. A party who sends their own medical records to the investigator or Decision Maker will be excluded as otherwise impermissible unless there is specific written consent for the records to be used in this grievance process; and

3. Questions and evidence that is protected under a privilege as recognized by Federal or State law or

4. Evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality.

## **XI. COMPLAINT PROCESS**

### 1. Participation in the Complaint Process

- a. Employees and students are required to attend any meeting scheduled under this procedure. While attendance is required, students are not required to participate in meetings under this procedure.
- b. Individuals are not required to attend a live hearing, however, when credibility is at issue, unless the complaint is dismissed, the live hearing will take place and an objective evaluation of available relevant and not otherwise impermissible evidence will take place and a determination regarding responsibility will be made.

### 2. Emergency Removal

- a. An emergency removal of a student can occur after an individualized safety risk analysis, if it is determined
  - b. that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies an emergency removal.
  - c. Respondent will be given notice of the emergency removal and an opportunity to challenge the decision immediately following the removal.
  - d. A challenge to an emergency removal must occur no later than three (3) days following the effective date of the removal.
- i. Each party will be notified of any challenge and given three (3) days to submit any written response to the challenge.
  - ii. The college will determine whether the removal should remain in place or be lifted within five (5) days.
  - iii. If upheld, the emergency removal will remain in effect until either a final determination regarding responsibility has been made or the reasons for imposing the emergency removal no longer exist.
  - e. An emergency removal will not be part of a factual finding used by the decision maker when making a determination regarding responsibility.

### 3. Administrative Leave

- a. An employee/appointee respondent may be placed on administrative leave during this grievance procedure.
- b. If the action of administrative leave is being taken out of concern for an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination an individualized safety risk analysis will take place.
- c. Administrative leave will not be part of a factual finding used by the decision maker when making a determination regarding responsibility.

## **XII. INVESTIGATIVE PROCESS FOR COMPLAINTS OF ALLEGED TITLE IX SEX DISCRIMINATION**

### 1. Notice of Allegations:

- a. Upon confirmation of initiation of a complaint, and before an interview with Respondent, the investigator shall issue a notice of allegations. The notice shall be sent simultaneously to both complainant and respondent at least three (3) days prior to the initial scheduled interview in order to allow complainant and respondent sufficient time to prepare a response and attend the meeting.
- b. The Notice of Allegations shall contain:
  - i. Copy of pertinent college policies;
  - ii. Notification to both parties of the availability of supportive measures. If not already done, California College of ASU will request an opportunity to engage in an interactive process with each party individually to determine what, if any, supportive measures to implement;
  - iii. Sufficient information, available at the time, to allow the parties to respond to the allegations. Sufficient information includes the identities of the parties involved in the incident(s), the conduct alleged to constitute Title IX sex discrimination, and the date(s) and location(s) of the alleged incident(s), to the extent that information is available;
  - iv. Statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made only at the conclusion of the grievance procedure;
  - v. Statement that the standard of review throughout the grievance procedure is one of preponderance of evidence and that the college has the burden of proof;
  - vi. Statement that retaliation is prohibited;
  - vii. Statement that each party may have an advisor of their choice, who may be, but is not required to be, an attorney who may inspect and review relevant evidence that is not otherwise impermissible under this procedure as well as attend any meeting or proceeding, but such advisor may not participate in meetings;
  - viii. Prior to a determination regarding responsibility, parties have an opportunity to present relevant evidence that is not otherwise impermissible to a trained and impartial decision maker;

- ix. Statement that at the end of the investigation, with an execution of a non-disclosure agreement, both parties are entitled to equal access to all evidence that is relevant and not otherwise impermissible, including but not limited to auto generated transcripts of witness statements;
- x. A statement that credibility decisions will not be made based on a person's status as a complainant, respondent, or witness; and
- xi. If an individual chooses to participate in the grievance procedure, they must do so by providing truthful information. Intentionally providing false or misleading information in this process may result in disciplinary action under other university policies. A finding of a false statement must not be based solely on the determination of whether a violation of Title IX sex discrimination exists.

### **XIII. OPPORTUNITY TO PRESENT EVIDENCE**

- 1. Each individual whose participation is invited or expected will receive written notice of the date, time, location, participants, and purpose of any meeting, investigative interviews, or hearing with sufficient time for the individual to prepare to participate;
- 2. Each party shall be given an equal opportunity to present relevant and not otherwise impermissible fact and expert witnesses, including to provide relevant not otherwise impermissible inculpatory and exculpatory evidence to the investigator.

### **XIV. ABILITY TO ACCESS AND REVIEW RELEVANT AND NOT OTHERWISE IMPERMISSIBLE EVIDENCE**

- 1. At the end of the investigation, the investigator will allow both parties equal access to inspect and review all relevant and not otherwise impermissible evidence. If the investigator determines that access must take place with onsite inspection, the investigator shall notify both parties of the reasoning and procedures that will be used to arrange onsite access.
- 2. Each party will be given five (5) days to respond to the evidence. Any submitted response will be shared with both parties.

### **XV. INVESTIGATIVE REPORT OF EVIDENCE**

- 1. After review of all evidence received, the investigator will create an Investigative Record of Evidence that includes:
  - a. Dates and transcripts of relevant and not otherwise impermissible portions of any meetings with parties or witnesses;
  - b. List of attached relevant and not otherwise impermissible evidence; and
  - c. List of otherwise impermissible evidence.
- 2. The investigator will send a copy of the final Investigative Report of Evidence along with all evidence to the Decision Maker who will conduct the live hearing.

### **XVI. DECISION MAKER DETERMINATION REGARDING RESPONSIBILITY WHEN CREDIBILITY IS NOT IN DISPUTE AND IS NOT RELEVANT**

- 1. Credibility. If credibility is not in dispute and is not relevant, the decision maker shall notify the parties that a determination regarding responsibility will be made upon the evidence gathered.
- 2. Additional evidence. The decision maker can request that the investigator gather additional evidence. The decision maker shall give access to any newly gathered evidence that is not otherwise impermissible to all parties. If at any point credibility is in dispute and is relevant to a determination regarding responsibility, the decision maker shall convene a live hearing.
- 3. The decision maker will follow the process noted below for issuing a Determination Regarding Responsibility.

### **XVII. DECISION MAKER AND LIVE HEARING**

- 1. If credibility is in dispute and is relevant to a determination regarding responsibility, the decision maker shall issue a notice of hearing. The decision maker shall prepare and send a written notice of hearing to the parties no less than five (5) days before the date set for the hearing. The notice will be directed to the complainant and respondent's California College of ASU e-mail address and the email address of record for any party advisor, and will include:
  - a. Scheduling information:
    - i. Statement of the date, time, location, and nature of the hearing, including a statement that Title IX regulations and university process constitute the authority to hold such a hearing;
    - ii. Name and title of the decision maker who will preside over the hearing;
    - iii. Statement of the length of time set for the hearing and the time limitation for the presentation of relevant and not otherwise impermissible evidence;
  - b. Materials: Copy of the following items that form the initial record of the live hearing:
    - i. notice of allegations
    - ii. The investigative report of evidence with attached relevant not otherwise impermissible evidence
    - iii. Links to relevant policy and procedures
    - iv. Any hearing specific procedural rules, including rules of decorum, that will be applicable to the proceeding, that do not contradict this procedure;

- c. Notice of the right to be assisted by an advisor who may be an attorney at the option of the party and at the party's sole expense;
- d. Notice that a university representative may attend the hearing and present relevant and not otherwise impermissible witnesses and evidence;
- e. Statement that each party shall be given an equal opportunity to present relevant and not otherwise impermissible witnesses and evidence, including fact and expert witnesses and identify or provide inculpatory and exculpatory relevant and not otherwise impermissible evidence;
- f. Notice of the applicable range of discipline that may be issued by a decision maker;
- g. Notice that at the end of the hearing the decision maker will objectively evaluate relevant and not otherwise impermissible evidence to make a determination regarding responsibility; and
- h. Statement that credibility determinations that are not based on a person's status as a complainant, respondent, or witness will be made when appropriate.

## **XVIII. LOGISTICS OF LIVE HEARING**

1. Parties cannot waive the right to a live hearing.
2. Live hearings will be conducted with all parties physically present in the same geographic location or virtually, with technology enabling participants simultaneously to see and hear each other.
  - a. At the request of either party, the live hearing will occur with the parties located in separate rooms with technology enabling the decision maker and parties to simultaneously see and hear the party or the witness answering questions.
  - b. Advisors are expected to adjust their schedules to allow them to attend the live hearing. Technology is available should an advisor need to appear virtually.
3. The investigator will have all relevant and not otherwise impermissible evidence available at the live hearing for the parties' inspection, review, use and an opportunity to refer to such evidence during the hearing, including for purposes of cross-examination, provided each party and their advisor have signed a non-disclosure agreement.
4. An audio or audiovisual recording of the live hearing will be available for any party to inspect and review on site. Any party can request a transcript of the live hearing be produced to both parties. Due to the length of time required to acquire an official transcription of a live hearing, an unofficial transcript will be provided. The unofficial transcript will be auto generated from the audio recording and parties will be advised to conduct an onsite review of the audio recording to ensure accuracy of the transcript.

## **XIX. TESTIMONY**

1. Cross Examination:
  - a. The decision maker and each party's advisor will be permitted to ask the other party and any witnesses all relevant and not otherwise impermissible questions and follow-up questions, including questions challenging credibility.
  - b. If a party does not have an advisor present at the live hearing, or if the party would prefer to use the university provided hearing attendant for cross examination, the hearing attendant will be assigned without fee or charge to that party. The hearing attendant is not a confidential advisor. The hearing attendant is present for the sole purpose to conduct cross-examination on behalf of that party. The party is responsible for providing the hearing attendant with questions to ask a party or witness. If a party does not appear or does appear but does not provide cross examination questions, the hearing attendant will only ask the witness specific pre-designated questions.
  - c. Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice or by a university provided hearing attendant but never by a party personally.
  - d. Pause Provision. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision maker must first determine whether the question is relevant and not otherwise impermissible and explain any decision to exclude a question.
  - e. The decision maker must allow a party an opportunity to clarify or revise a question that the decision maker excludes.
2. The decision maker cannot draw an inference about the factual determinations based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. The decision maker may admit statements made by witnesses, including the parties, who do not appear or submit to cross-examination at the live hearing, subject to objections and arguments about the reliability, relevance, and weight of those statements. The decision maker is responsible for determining what weight, if any, to give such statements.
3. The decision maker may request that additional evidence be gathered or evaluated, which may require that the live hearing re-convene. The decision maker will simultaneously notify the parties of this extension in writing within ten (10) days of the last day of the living hearing.

## **XX. DETERMINATION REGARDING RESPONSIBILITY**

1. After review of all evidence received, the decision maker will determine what evidence is relevant and not otherwise impermissible.
2. The decision maker shall review all relevant and not otherwise impermissible evidence using a preponderance of



evidence standard of proof to determine whether a violation has occurred.

3. The decision maker shall simultaneously notify the parties in writing of the determination regarding responsibility and rationale for whether or not a violation has occurred. The determination shall include:

- a. A description of the procedural steps taken from the receipt of the report and complaint through the determination of responsibility, interviews with parties and witnesses, and live hearing dates;
- b. A list of relevant and not otherwise impermissible evidence;
- c. Reference to the policies and procedures used to evaluate the allegations;
- d. A statement of the standard of evidence being used (preponderance of evidence) and that the burden of proof and of gathering and presenting sufficient evidence to reach a determination regarding responsibility rests with California College of ASU;
- e. A description of the allegations potentially constituting Title IX sex discrimination;
- f. The decision maker's objective evaluation, including credibility assessments, of the relevant and not otherwise impermissible evidence.
- g. Conclusions regarding the applications of the alleged violations to the facts;
- h. A statement of, and rationale for a determination of responsibility, including a rationale for Title IX disciplinary sanctions;
- i. A request that the Title IX Coordinator take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within California College of ASU programs or activities;
- j. If the decisionmaker finds that Title IX sex-based harassment, include a statement describing any Title IX disciplinary sanctions that will be imposed on the respondent and whether remedies other than the imposition of disciplinary sanctions will be provided to the complainant, and other students identified to be experiencing the effects of the sex-based harassment;
- k. If the Title IX disciplinary sanction includes referring the matter for discipline consideration another university policy, as required by a respondent's employment classification, shall simultaneously provide both parties with written notice of any discipline issued in that separate disciplinary process; and
- l. A statement that the parties are entitled to appeal the determination regarding responsibility and a notice of appeal rights which shall include a statement:
  - i. Of the permissible basis for the parties to appeal, specifically referring the parties to section F of this grievance procedure;
  - ii. That each party may file an appeal or submit a statement in support of, or challenging, the outcome within five (5) days after the decision is issued. Any filed appeal or statement will be shared with all parties;
  - iii. That the determination regarding responsibility becomes final on the date which an appeal will no longer be considered timely if no appeal is filed; and
  - iv. When appropriate, notify the parties of the right to seek judicial review.

#### **XXI. DISMISSAL OF TITLE IX COMPLAINT**

1. At all times during the grievance procedure, the matter is evaluated to ensure that the allegations fall within this grievance procedure.

- a. Prior to dismissing the complaint the dismissal decision maker must make reasonable efforts to clarify the allegations with the complainant.
- b. A complaint may be dismissed if:
  - i. The dismissal decision maker is unable to identify the respondent after taking reasonable steps to do so;
  - ii. The respondent is not participating in the California College of ASU's education program or activity and is not employed by California College of ASU;
  - iii. The complainant voluntarily withdraws any or all of the allegations in the complaint, and the Title IX Coordinator declines to initiate a complaint and dismissal decision maker determines that without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute Title IX sex discrimination. For sex-based harassment allegations, the withdrawal by complainant must be in writing; or
  - iv. The dismissal decision maker determines that the conduct alleged in the complaint, even if proven, would not constitute Title IX sex discrimination.
- c. The dismissal decision maker shall promptly issue a written Notice of Dismissal to the complainant, and simultaneously the respondent, if the dismissal occurs after the respondent has been notified of the allegations, containing the following information:
  - i. If already issued, a copy of the notice of allegations;
  - ii. The basis for the dismissal;
  - iii. A statement of the available basis for appeal;
  - iv. A statement that a party can appeal or submit a statement in support of, or challenging, the dismissal outcome within five (5) days after the decision is issued;
  - v. Notice that any filed appeal or statement will be shared with both Complainant and respondent, even if a notice of allegations has not yet been issued; and
  - vi. A statement that the dismissal determination becomes final on the date which an appeal will no longer be considered timely if no appeal is filed.
- d. If a complaint is dismissed, any party that received the notice of dismissal will be offered supportive measures.

#### **XXII. INFORMAL RESOLUTION**

1. Anytime after a notice of allegations is issued, the Title IX Coordinator can determine whether it is appropriate to offer

an informal resolution process.

- a. An informal resolution will follow the following guidelines:
- i. Both parties must agree in writing to engage in the informal resolution process.
- ii. An informal resolution process will not include any fact finding or statements from the parties.
  - b. Parties agreeing to participate in an informal resolution process will simultaneously receive a notice of informal resolution that contains the following information:
    - i. Copy of the notice of allegations;
    - ii. Name of the informal resolution facilitator, who will not be the same person as the Title IX Coordinator, investigator or decision maker.
    - iii. Notice that:
      - A. prior to accepting an informal resolution agreement, any party has the right to withdraw from the informal resolution process and to initiate or resume P20a grievance procedures;
      - B. the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations;
      - C. of the potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
      - D. any information provided during an informal resolution process may be used for any future grievance procedure arising from the same allegations, should the informal resolution process not conclude with an agreement.
    - c. The allowable terms and outcomes for an informal resolution agreement are outlined here.
  - i. There are no party admissions to guilt or violation of law or university policy;
  - ii. Mutual restrictions on future contact such as no contact orders for an agreed timeframe; and/or
  - iii. Restrictions on participation in one or more of the recipient's programs or activities or attendance at specific events.
    - d. Records documenting the informal resolution process, including an executed informal resolution agreement will be retained for no less than seven (7) years.

#### **XXII. APPEAL OF DETERMINATION REGARDING RESPONSIBILITY AND DISMISSAL DETERMINATION**

1. An appeal can be filed under the following circumstances.
  - a. For appeals of determinations regarding responsibility of sex discrimination involving a student respondent, an appeal may be filed on the following bases:
    - i. for procedural irregularity that would change the outcome of the matter;
    - ii. new evidence that would change the outcome and that was not reasonably available at the time the determination regarding responsibility or dismissal determination was made;
    - iii. the Title IX Coordinator, investigator(s), decision maker or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome of the matter; or
    - iv. If a sanction of suspension, expulsion or degree revocation is issued, a party can request a rehearing (a new live hearing). The California College of ASU Student Code of Conduct procedures related to an appeal will be followed for a rehearing.
      - b. For appeals of any dismissal determination or determinations regarding responsibility of sex-based harassment involving an employee respondent, an appeal may be filed on the following bases:
        - i. procedural irregularity that would change the outcome of the matter;
        - ii. new evidence that would change the outcome and that was not reasonably available at the time the determination regarding responsibility or dismissal determination was made; or
        - iii. the Title IX Coordinator, investigator(s), decision maker, or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome of the matter.
      - c. There is no right of appeal of determinations regarding responsibility of sex discrimination, not including sex-based harassment, of an employee respondent.

#### **XXIII. AN APPEAL OR A STATEMENT IN SUPPORT OF, OR CHALLENGING, THE OUTCOME, MUST BE IN WRITING AND STATE THE BASIS FOR WHICH THE APPEAL IS BEING REQUESTED**

1. The appeal decision maker shall send a copy of both the original notice of allegations, if one has been issued, and any filed appeal or statement to all parties within three (3) days of receiving the appeal or statement.
2. The appeal decision maker will issue a written decision, including the rationale for the decision simultaneously to both parties, describing the result of the appeal and the rationale for the result within fifteen (15) days from the date no further appeal or statement can be filed. The appeal decision maker can uphold or modify the previous decision, order that the live hearing be re-convened for specific stated purposes or grant a rehearing. The decision by the appeal decision maker is the final decision.
3. The appeal process shall take no more than thirty (30) days unless a rehearing is requested, or a live hearing is re-convened, or a rehearing is otherwise granted.

#### **XXIV. OTHER GRIEVANCE PROCEDURE PROVISIONS**

1. The following provisions are applicable:
  - a. Selection of Investigators, decision maker, dismissal decision maker and appeal decision maker

i. The selection will be made, as appropriate, by senior leadership.

## 2. Conflict of Interest and Bias

- a. Conflict of interest and bias will not be presumed from prior education, employment, or personal affiliation of an individual. Instead conflict of interest or bias will be found only when it can be objectively determined.
- b. Complainant or respondent should be ignored or met with judgment or disbelief. Such conduct may be evidence of bias.
- c. The Title IX Coordinator, investigators, informal resolution facilitator, supportive measures supervisor, hearing attendant, or decision makers, shall not have a conflict of interest or bias for or against complainants or respondents generally or specifically with regard to an individual complainant or respondent.

## 3. Dual Roles

- a. When working on a particular Title IX Matter the following applies:
  - i. The supportive measure supervisor shall be someone other than the person who instituted the original supportive measure.
  - ii. The informal resolution facilitator will be someone other than the Title IX Coordinator, investigator or decision maker.
  - iii. The individual serving as the dismissal or determination decision maker cannot serve as the appeal decision maker.
  - iv. Other dual roles are not a violation of this procedure.

## 4. Reasonably Prompt Time Frames

- a. Major stages of the grievance procedure will adhere to the following timeframes:
  - i. Evaluation Period is expected to take 15 days from the date the notice of allegations is issued
  - ii. The investigation is expected to take 60 days
  - iii. Live hearing is expected to take 1 day
  - iv. Determination regarding responsibility is expected to take 15 days
  - v. Appeal is expected to take 30 days
  - vi. Informal Resolution Process is expected to take 30 days.
    - b. In cases where the respondent is an employee who has hearing rights pursuant to another policy, up to an additional 180 days may be added to complete the requirements of the respective policy.
    - c. In cases where the respondent is a student who has appeal rights pursuant to institutional code of conduct disciplinary procedures, up to an additional 90 days may be added to complete the requirements of that policy.
    - d. The time frames and deadlines set by these procedures may be temporarily delayed or extended for good cause. Good cause may include, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. All parties will receive written notice, including reasons, for any temporary delay or extension of time frames or deadlines.

## 5. Record Keeping

California College of ASU will maintain all records for each report or complaint of sex discrimination, including records documenting the informal resolution process, the evaluation process and the investigation process, including any resulting action or outcome for a period of no less than seven (7) years from the date of the last action taken in the matter.

## 6. Title IX Coordinator designation of duties:

The Title IX Coordinator is responsible for the coordination of Title IX at California College of ASU. The Title IX Coordinator may delegate duties to employees, including those under service agreements such as the ASU Dean of Students, including those who serve in roles whose main function is to provide supportive measures to parties.

## **DEFINITIONS**

### **Complainant**

means: (1) A student or employee who is alleged to have been subjected to conduct that could constitute Title IX sex discrimination or (2) A person other than a student or employee who is alleged to have been subjected to conduct that could constitute Title IX sex discrimination and who was participating or attempting to participate in California College of ASU's education program or activity at the time of the alleged Title IX sex discrimination.

### **Days**

means business day. If the last day of a specific time period is a university holiday the time period is extended to 5:00 p.m. of the next non-break business day. Any break in the academic calendar is not counted towards days.

### **Title IX Disciplinary Sanctions**

means consequences imposed on a respondent following a determination of responsibility. The following are possible sanctions that can be imposed:

- For an employee, termination of employment (including resignation in lieu of termination), demotion, and suspension without pay.
- For a student, expulsion, suspension or degree revocation.

In addition to disciplinary sanctions, **CALIFORNIA COLLEGE OF ASU** may take administrative actions or proactive measures in response to the determination regarding responsibility. These actions or measures are not disciplinary or

punitive in nature. Possible administrative actions can include:

- Administrative action against a student respondent consisting of probation, warning, administrative hold, restricted access to university property, restitution, or notation on transcript.
- Administrative action against any other respondent consisting of verbal or written coaching; training/education; adjustment to reporting structures, work locations or duties; or referral for discipline consideration under other university policy, as required by a respondent's employment classification.

### **Education program or activity**

means all the operations of California College of ASU. For purposes of reports and complaints of Title IX sex discrimination, "education program or activity" includes locations, events, or circumstances over which California College of ASU exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

### **Decision Maker**

The Decision Maker can be an individual or the Chair of an appointed committee or panel.

### **Party**

means a complainant or respondent. Neither California College of ASU or the Title IX Coordinator is a party under this grievance procedure.

### **Relevant**

means related to the allegations of Title IX sex discrimination under investigation as part of the grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision maker in determining whether the alleged sex discrimination occurred.

### **Remedies**

means measures provided, as appropriate, to a complainant or any other person California College of ASU identifies as having had their equal access to an education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to CALIFORNIA COLLEGE OF ASU's education program or activity after a determination that Title IX sex discrimination occurred.

Remedies may include counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; training and education programs; and administrative and educational actions.

### **Respondent**

means a person who is alleged to have violated California College of ASU's prohibition on Title IX sex discrimination.

## **STUDENT COMPLAINT AND GRIEVANCE PROCESS**

California College of ASU encourages students to bring all questions, concerns, or complaints to the attention of the Student Grievance Committee by emailing [grievance@californiacollege.asu.edu](mailto:grievance@californiacollege.asu.edu).

Questions, concerns, and complaints from students can often be resolved informally through discussion. If the informal resolution to the student's concern or complaint is not satisfactory, the student may formally file the complaint or grievance through the Grievance Procedure process outlined below to resolve the dispute. A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment; unfair treatment by an instructor, fellow student, or staff member; misapplication of institution policies, rules, regulations, or procedures; or coercion, reprisal, or intimidation by an instructor or other institution employee.

California College of ASU will investigate all complaints and grievances fully, promptly, and fairly and will not subject a student to punitive action because of grievances filed with the institution. California College of ASU shall maintain a written record of its handling of all student complaints and grievances. Retaliation against any complainant under this Grievance Procedure or against any person who assists a complainant in the pursuit of a complaint or grievance under this Grievance Procedure is prohibited.

### **HOW TO FILE A GRIEVANCE**

All formal complaints and grievances filed with the Office of Academic Affairs will be investigated by a Student Grievance Committee. The Student Grievance Committee will meet with all respective parties to reach an amicable resolution. All parties will have an equal voice in the discussion with the hope of resolving any dispute through constructive discourse.

### **STANDARD OF EVIDENCE**

The preponderance of the evidence standard "more likely than not" will be used for investigating and making findings.

### **TIMEFRAME FOR GRIEVANCE PROCEDURE**

The college will make its best efforts to complete the Grievance Procedure within thirty (30) days of receipt of the complaint. However, because the length of investigations may vary due to the complexity and unique factors of each case, the timeframe may be extended for good cause to ensure that resolution of the Grievance Procedure is prompt, but also adequate, fair, and impartial. After the student has made all attempts to resolve the issue with the college, the student may contact the following external agencies for a review of the complaint:

WASC Senior College and University Commission (WSCUC)  
985 Atlantic Avenue  
Suite 100  
Alameda, CA 94501 [www.wscuc.org](http://www.wscuc.org)

An individual may contact the Bureau of Private Postsecondary Education for a review of a complaint. The bureau may be contacted at:

Address: 1747 N. Market Street, Suite 225, Sacramento. CA 95834  
Telephone: (916)574-8900  
Fax: (916)263-1897  
Website: <http://www.bppe.ca.gov>

# CAMPUS INFORMATION

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## **CAMPUS SAFETY & SECURITY**

California College of ASU commits itself to providing for the safety and security of the campus community – students, faculty, staff, and visitors – and to best assist its community in providing for their own safety and security. In addition to posted guards, both campuses are protected by a restricted-access card entry system. Security guards are available to escort students to their vehicles upon request. The premises are also monitored by video surveillance cameras. Security cameras are monitored remotely by an outside vendor who will independently report suspected theft to law enforcement authorities.

## **CAMPUS CRIME REPORTING**

California College of ASU has certain mandatory crime reporting obligations under California state law. The Child Abuse Neglect and Reporting Act (CANRA) Penal Code section 11164 requires employees to report known or suspected instances of child abuse or neglect to law enforcement. Penal Code section 11160 requires prompt, mandatory reporting to law enforcement by health care practitioners (such as employees or counselors) when they provide medical services to a person they know, or reasonably suspect is suffering from wounds inflicted by a firearm or are the result of assaultive or abusive conduct.

While not required, the college strongly encourages anyone who becomes aware of behavior that may constitute a violation of federal, state, or local law to report the incident to local law enforcement. The college can provide support, resources, and assistance to those who do so. Students are encouraged to report any suspicious persons or activities – for example, someone loitering for no apparent reason in the lobbies, parking areas, patios, entrances, and service areas – to the campus Safety Officer, a Security Officer, a campus security authority, or the front office staff. Students are encouraged to keep their valuables with them at all times.

To report a crime, accident, or serious injury:

1. Call 911
2. Report the incident to the Campus Safety Officer on duty
3. Report the incident to a member of the Operations staff

An incident of sexual misconduct, relationship violence, sexual assault, stalking or a Title IX violation may be reported verbally or in writing to the Title IX Coordinator. Any person may report a crime or Title IX violation, including third parties and bystanders. Confidential reports can be made by using the college's anonymous reporting hotline, which is available 24 hours a day, by calling 877-786-3385.

## **ANNUAL SECURITY REPORT**

To help inform students and their families about campus safety, the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires all eligible institutions that participate in federal student aid programs under Title IV of the Higher Education Act of 1965 (Title IV) to prepare, publish, and distribute annual security reports disclosing specified campus crime statistics and campus security policies.

In compliance with the U.S. Department of Education and the Clery Act, California College of ASU has prepared an Annual Security Report to keep prospective students, current students, parents, and employees well informed about campus security on the Los Angeles campus. The information contained in this report empowers students, faculty, staff, and visitors to take control of their personal well-being and assist them in ensuring the safety and security of the entire campus community. A PDF of the current Annual Security Report, including crime statistics, will be distributed to all staff, students, and faculty. A hard copy may be obtained by contacting a Campus Security Authority.

## **Campus Security Authority**

Joseph Allen  
Security Director, ASU Los Angeles  
Arizona State University Police Department  
ASU California Center - Broadway & Grand  
919 S. Grand Ave.  
Los Angeles, CA 90015  
joseph.allen.1@asu.edu

## **CLERY ACT STUDENT HOUSING DISCLOSURE**

California College of ASU does not own, operate, or control any campus or non-campus student housing and as a result, apartment properties for student housing are not "non-campus" properties for the purposes of Clery Act crime statistics reporting.

## **CAMPUS FACILITIES & EQUIPMENT**

In August 2022, California College of ASU moved to the historic Herald Examiner Building (California Center Broadway) in the South Park area of Downtown Los Angeles. This location provides a myriad of creative opportunities for California College of ASU storytellers and artists, with easy access to many important L.A. landmarks, museums, theaters, and cultural districts, including the Fashion District, the Arts District, and Little Tokyo.

Originally designed by Julia Morgan for William Randolph Hearst, the Herald Examiner Building is a five-story, 100,000 square foot architectural icon, with soaring ceiling heights, operable leaded windows, and sawtooth skylights, that was recently renovated to serve as a vibrant educational community. The campus shares space with students and faculty from other prestigious institutions, including Arizona State University's Herberger Institute for Design and the Arts, the Walter Cronkite School of Journalism and Mass Communication, and the Thunderbird School of Global Management and allows the California College of ASU community to explore collaboration opportunities with students and faculty from ASU's Sidney Poitier New American Film School. This type of shared campus strategy is on the cutting edge of higher education as colleges and universities employ new ways to improve services and broaden the quality of experience for students, faculty, and staff.

The DTLA campus offers five technologically advanced classrooms, multiple breakout rooms for collaborative work, a 30-seat computer lab, two editing bays, two sound stages, the Yuhaaviatam Event Space, open community areas, administrative space, and multiple shared "hotel spaces" ranging from private phone booths suitable for teleconference calls or studying, to large conference rooms that are available to everyone. All classrooms are equipped with projection and/or flat screen displays, multiple camera options for local and remote instruction, and modern computers.

There is broadband WiFi throughout the facility, with IT on site to provide technical support when needed. 24/7 security is provided inside and outside of the building. To ensure the safety of all, access to all areas of the building is tightly controlled. Select copy machines are also available for student use on the second floor of the building.

In addition to the Broadway campus, California College of ASU has permitted use of the ASU California Center Grand building. The ASU California Center Grand is a 200,000 sq. ft., five-floor building near the business, clothing and textile sectors of the city. It has 40 classrooms, 153 faculty and staff offices; three conference rooms; a break room for faculty and staff; a cafe/shop; two multi-function lounge and event spaces; student organization spaces; an Idea Center for tutoring and study space; computer labs; 18 other lab spaces.

The ASU California Center - Grand campus is located half a mile from the Broadway campus and is a 10-minute walk from campus to campus. The ASU California Center Grand features study spaces designed to inspire creativity, the largest fashion library on the West Coast, state-of-the-industry classrooms, and the world-class FIDM Museum & Galleries, which houses the Study Collection dating back to the 18th century. It is currently home to ASU FIDM, ASU's fashion program, and supports the Herberger Institute for the Design and the Arts creative community.

Both campuses require staff, faculty, and students to scan their ASU IDs upon entering the building. Scanners will accept physical Sun Cards and electronic copies through the ASU mobile ID app. For questions related to building access, please contact:

ASU California Center Broadway  
Caitlin Benson  
Director of Operations  
caitlin.benson@asu.edu

ASU California Center Grand  
Jessica Ewing  
Director of Operations  
jessica.ewing@asu.edu

California College of ASU also has a contract with 4 Hearts Studios, located in the Sylmar neighborhood in the San Fernando Valley, and caters to film students and the independent filmmaking community. Reservations can be scheduled for 24 hours a day to fit filming needs at any hour. Accommodations include seven standing sets (bar/cafe, classroom/living room, interrogation room, jail cell, executive office, waiting room, and hospital room) totaling approximately 1,700 square feet.

# LEADERSHIP & ADMINISTRATION

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## **BOARD OF TRUSTEES**

Christian Osmeña, EdD, Chairperson  
Vice President Enterprise Planning, Enterprise Planning, ASU

Nancy Gonzales  
Executive Vice President and University Provost, ASU

Lisa Loo, Secretary of the Board  
Senior Vice President, General Counsel, ASU Representative to Affiliated Entities

Fred Reish, JD  
Partner, Faegre Drinker  
ASU Alumnus

Joshua Simon  
Production Finance, Netflix  
2007 California College of ASU Alumnus

Darlene Gartrell  
Senior Vice President & Claims Counsel, AON

Nevin Stanton-Trehan  
Chief People Officer & General Counsel, YMCA of Metropolitan Los Angeles

## **LEADERSHIP COMMITTEES**

### **EXECUTIVE COMMITTEE**

Dr. David Carter, EdD  
Chief Academic Officer

Des Lovell  
Chief Financial Officer

Rena Wright, MSHR  
Director, Human Resources

### **LEADERSHIP COMMITTEE**

Dr. David Carter, EdD  
Chief Academic Officer

Des Lovell  
Chief Financial Officer

Dr. Jason W. Cupp, EdD  
Director of Financial Aid

Rena Wright, MSHR  
Director, Human Resources

### **ACADEMIC LEADERSHIP COMMITTEE**

Dr. David Carter, EdD  
Chief Academic Officer

Tim Conley, MCM  
Department Chair, Cinema  
Interim Department Chair, General Education



Adam Hall, MFA  
Associate Chair of Production

Lauren Steffen, MFA  
Associate Chair of Instruction

## **CAMPUS ADMINISTRATION & STAFF**

### **OFFICE OF ACADEMIC AFFAIRS**

#### **ADMINISTRATION**

Dr. David Carter, EdD  
Chief Academic Officer

#### **DEPARTMENT CHAIRS**

Tim Conley, MCM  
Department Chair, Cinema  
Interim Department Chair, General Education

Adam Hall, MFA  
Associate Chair of Production

Lauren Steffen, MFA  
Associate Chair of Instruction

#### **STUDENT SUPPORT**

Brianna Froehlich  
Assistant Registrar

Sarah Kelley, MA  
Academic Advisor

Kristina Mackey, MBA  
Academic Operations Manager & Student Advisor  
Title IX Coordinator

#### **FULL-TIME FACULTY**

Tim Conley, MCM  
Full Time Faculty, Production and General Education

Adam Hall, MFA  
Associate Chair of Production

Lauren Steffen, MFA  
Associate Chair of Instruction

Ben Sztajnkrzyer, MFA  
Lead Full-time Faculty, Screenwriting

Napoleon Tavale, MFA  
Lead Full-time Faculty, Acting

#### **ACCREDITATION**

Dr. David Carter, EdD  
Chief Academic Officer  
Accreditation Liaison Officer

#### **ADMISSIONS AND ENROLLMENT SERVICES**

Des Lovell  
Chief Financial Officer

Greg Rosete  
Senior Admissions Counselor

Angelica Garcia  
Enrollment Liaison

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### **FINANCE AND ACCOUNTING**

Des Lovell  
Chief Financial Officer

Ashley Mendoza  
Business Office & Payroll Manager  
VA Certifying Official

Maria Leon  
Accounts Payable & Student Accounts Manager

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### **FINANCIAL AID**

Dr. Jason W. Cupp, EdD  
Director of Financial Aid

Brandie Henry  
Financial Aid Manager

Tifani Johnson  
Financial Aid Operations Manager

Phil Serafin  
Financial Aid Officer

### **HUMAN RESOURCES**

Rena Wright, MSHR  
Director, Human Resources

### **MARKETING AND COMMUNICATIONS**

JoHannah "Jo" Winebrenner  
Digital Content Coordinator

### **OPERATIONS AND IT**

Nathan Davis  
Director, Design and Transition  
Enterprise Technology, ASU

Lynda Spargur  
COVID Compliance Officer  
Manager, Production Services & Support

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### **OFFICE OF STRATEGY AND SUSTAINABILITY**

Dr. David Carter, EdD  
Chief Academic Officer

Des Lovell  
Chief Financial Officer

## **STUDENT AFFAIRS**

Stacey Freeman, Ph.D  
Dean of Students, ASU

Ricky Randle  
Director of Career Services

Angela Leavitt  
Program Manager, Student Activities, ASU

Laura Talavera  
Senior Specialist, Student Housing, ASU

Kristina Mackey, MBA  
Academic Operations Manager & Student Advisor  
Title IX Coordinator

# FACULTY

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California College of ASU's distinguished faculty of creative professionals are experienced filmmakers, producers, directors, editors, writers, artists, sound engineers, game designers, media makers, cinematographers, and scholars. Collectively, they have contributed talents, creativity, skill, knowledge, and expertise to feature films; scripted, reality, and nonfiction television programming; and a vast array of digital media content. Their work has been seen in film festivals worldwide. They're active members of the entertainment industry's most respected professional organizations and guilds, including the Academy of Motion Picture Arts and Sciences (AMPAS), the Academy of Television Arts and Sciences (Emmy), the Society of Motion Picture and Television Engineers (SMPTE), the Writers Guild of America (WGA), the Directors Guild of America (DGA), the Producers Guild of America (PGA), the American Society of Cinematographers (ASC), the Motion Picture Editors Guild (MPEG), the Higher Education Video Game Alliance (HEVGA), and the National Academy of Recording Arts & Sciences (NARAS). The college's adjunct general education faculty members have rich and diverse academic backgrounds in the humanities, natural and social sciences, technology, business, and art.

Jawad Ali

MFA, Critical Studies, California Institute of the Arts, 2000

BS, Physics, University of California, Irvine, 1992

General Education, Physical and Life Sciences

Thomas Bayne

MFA, Directing, American Film Institute Conservatory, 2023

BA, Political Science/International Relations, University of California, San Diego, 2018

Cinema, Directing

David Benullo

BFA, Film & Television, Tisch School of the Arts, New York University, 1992

Cinema, Screenwriting

Charles Borg

MFA, Screenwriting, Chapman University, 2007

BA, Film Production, California State University, Long Beach, 2005

AA, Film Studies, San Francisco State University, 2002

Cinema, Screenwriting

Jennifer Botich

MA, Interdisciplinary Studies, DePaul University, 2010

BS, Speech Communications, Illinois State University, 1998

General Education, Written and Oral Communication

Brett Calkins

MFA, Directing Fellow, American Film Institute Conservatory, 2021

BA, Media Arts - Film Theory, 2017

Cinema, Cinematography

Franco Castilla

MFA, Art, Ohio State University, 2005

BFA, Painting and Printmaking, Virginia Commonwealth University, 2002

Art, Visual Storytelling

Frank Cermak

MFA, Theatre, Film & Television, University of California, Los Angeles, 2017

BA, Theatre Directing, Columbia College Chicago, 2005

BFA, Theatre, Syracuse University, 2002

Cinema, Acting

Andrew S. Conklin

MFA, Fine Arts, The Academy of Art University, 2013

BFA, Electronic Design, The American Academy of Art, 2000

Graphic Design + Interactive Media, Art

Tim Conley

MCM, Communication Management, Entertainment, University of Southern California, 2011

BA, Communication Studies, California State University, Sacramento, 2000

Cinema and General Education, Producing + Film History

Anna Draniewicz  
PhD, Media Communication, University of Bradford, 2018  
MA, Journalism and Social Communication, Warsaw University, 2004  
General Education, Communications + Film History

James Evans  
MFA, Theatre Arts & Playwriting, Columbia University, 2001  
BA, Creative Writing & Theatre, Santa Fe College of Art and Design, 1993  
General Education

Adam C. Frommelt  
MFA, Communication Design, Harrington College of Design, 2015  
BFA, Communication Design, Harrington College of Design, 2010  
Graphic Design + Interactive Media, Visual Communication

Emily Frydrych  
MA, Social Sciences, University of Chicago, 2001  
BA, Women's Studies, University of Michigan, Ann Arbor, 2000  
General Education, Social and Behavioral Sciences

Jennifer Fuller  
MS, Digital Cinema, DePaul University, 2010  
BFA, Visual Communication, University of Dayton, 2008  
Visual Effects, Animation

Michael Galbincea  
MFA, Film, Video and New Media, School of the Art Institute of Chicago, 2001  
BA, Communications, Cleveland State University, 1999  
Graphic Design + Interactive Media, Visual Effects, Animation

Maria Gavin  
MA, Communications, Stanford University, 1987  
BA, Communications, University of the Pacific, 1985  
Cinema, Producing + Humanities

Michael Greenspan  
MFA, Directing, American Film Institute, 2002  
BFA, Film Production and Theory, York University, 1999  
BA, Film Studies, Dawson College, 1995  
Cinema, Directing

Adam Hall  
MFA, Film Production, University of Southern California, 2011  
BA, Political Science, Carson-Newman College, 2005  
Cinema, Producing + Humanities

Melanie Hall  
MA, Film Production, Regent University  
BA, Communication and Political Science, Houghton College  
Cinema, Producing

Oscar Harrison  
MFA, University of Southern California, 1978  
BFA, Howard University, 1972  
Cinema, Producing

Marq Hawkins  
PhD, Education, Organizational Leadership, Northcentral University, 2024  
MA, Education Curriculum and Instruction, University of Phoenix, 2005  
MA, Sociology, California State University, Dominguez Hills, 1995  
BA, Ethnic Studies and African Studies, California State University, Fullerton 1992  
Cinema and General Education

Julie Janney  
BFA, Acting, New York University  
Cinema, Acting

DeAnn Jordan  
MA, English, California State University, Northridge, 2005  
BA, English, Creative Writing, San Francisco State University, 1993  
General Education, Written and Oral Communication

Matt Kaluza  
Doctorate of Natural Sciences, Ruprecht-Karls University, 1990  
BS, Physics, Edvard Kardelj University, 1963  
General Education, Physical and Life Sciences

Tess Lesniak  
MS, Biology, Northeastern Illinois University, 2012  
BS, Biology, DePaul University, 2006  
General Education, Physical and Life Sciences

Alaric Martin  
BA, Broadcast Communications, Columbia College Chicago, 1982  
Cinema and General Education, Editing + Film History

Andrew McNary, PhD  
PhD, Physics, University of California, Riverside, 2005  
MS, Soil & Water Sciences, University of California, Riverside, 2004  
MS, Physics, University of New Orleans, 1999  
BS, Mathematics, Virginia Polytechnic Institute and State University, 1994  
BS, Physics, Virginia Polytechnic Institute and State University, 1994  
General Education, Mathematics, Physical and Life Sciences

Caleb Mikenas  
MA, History of Art, University of Buckingham, 2017  
BA, Western Illinois University, 2010  
General Education

Evanthia Milara  
MFA, Motion Pictures & Television, Academy of Art University, San Francisco, 1996  
BFA, Graphic Design, Vakalo Art & Design College, Athens, Greece, 1986  
Graphic Design

Noah Miller  
MFA, American Film Institute, 2011  
BFA, University of Nevada Las Vegas, 2009  
Cinema, Editing

Fonzie T. Nguyen  
MA, Mathematics, California State University San Bernardino, 2014  
BA, California State University San Bernardino, 2004  
General Education, Mathematics

Helen Oh-Conklin  
MFA, Communication Design, Harrington College of Design, 2014  
BFA, Fine Art, Columbia College Chicago, 2011  
Art

Nicola Raggi  
MFA, Cinematography, Istituto Europeo Di Design, 2008  
BA, Psychology of Communication Studies, Siena University, 2004  
Cinema, Cinematography

Mark-Austin Rowell  
MFA, Theater Arts, San Diego State University, 2001  
BA, Theater Arts, California State University, East Bay, 1998  
Cinema and General Education, Art, Art History and Criticism, Film

Melissa Runnels

MA, Journalism, University of Southern California, 2014  
BA, French, Stephen F. Austin State University, 2006  
General Education, Humanities

Omar Samad  
MFA, Film Directing Fellow, American Film Institute, 2009  
BS, Film & Media Studies, New School University, 2006  
Cinema, Film

Ron Schmidting  
MS, Geology, University of California, Los Angeles, 1995  
BA, Design Studies in Archeology & Paleontology, University of Southern Mississippi, 1985  
General Education, Physical and Life Sciences

Anna Scott  
MA, Humanities, University of Chicago, 2011  
BS, Journalism, Boston University, 2002  
General Education, Written and Oral Communication, Humanities

Jad Sleiman  
MA, Film Directing, Lebanese University, 2018  
BA, Cinema, Lebanese University, 2014  
Cinema, Cinematography

Lauren Steffen  
MFA, Film Production, University of California, Los Angeles, 2004  
BA, Mass Media Communication and Theater, Ursinus College, 1998  
Cinema, Editing + Sound

David Stewart  
MA, Elementary Education, Ursuline College, 1996  
BA, Film and Video Production, University of Virginia, 1995  
Cinema, Directing + Producing

Ben Sztajnkrzyer  
MFA, Film and Television, University of California, Los Angeles, 2008  
BA, Motion Picture/Television, University of California, Los Angeles, 1993  
Cinema, Screenwriting

Susan Taaffe  
MFA, Art, The Ohio State University, 1984  
BFA, Drawing-Painting-Printmaking, The Ohio State University, 1980  
Visual Effects, Animation

Napoleon Tavale  
MFA, Acting, University of Virginia, 2011  
BA, Theatre Arts, Whittier College, 2007  
Cinema, Acting

Chris Tedin  
MFA, Art-Studio, School of Art and Design, Northern Illinois University, 1992  
BA, Art, Gonzaga University, 1987  
Visual Effects, Animation

James Teitelbaum  
BA, Interdisciplinary Studies, Northeastern Illinois University, 2018  
SA, Recording Arts, Full Sail University, 1993  
Cinema, Sound

Anthony Vasto  
BA, Film & Video, Columbia College, Chicago, 2000  
Cinema, Producing

Ronald E. Wade

MFA, Computer Animation, Miami International University of Art and Design, 2008  
BA, Art & Design, Columbia College Chicago, 1987  
Visual Effects, Animation

Mark Wassermann  
MFA, Creative Writing, Arizona State University, 1993  
BA, English, Skidmore College, 1989  
Written and Oral Communication, Humanities

Joshua Wilkinson  
MFA, Film and Television Production, University of Southern California, 2005  
BA, Theatre Arts, Humboldt State University, 2002  
Cinema, Sound

Shuhui (Lilly) Yao  
MA, Screen Scoring, New York University, 2022  
MA, Composition, University of Minnesota, 2020  
BA, Music Academic Emphasis, 2018  
Cinema, Sound

Daouda Zalle  
MFA, Film, Ohio University, 2022  
BA, Communications and Multimedia, California State University, East Bay, 2013  
Cinema, Editing