



... Student Handbook 2024





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(REV. 01/24)

Letter from the President

Dear CCU Student,

As President of California Coast University, I would like to officially welcome you to your program. The decision to complete an educational goal is one of the most important and exciting steps you will take in your life. Congratulations on making such a significant decision!

CCU is uniquely designed to meet the needs of busy students like you, who are both highly motivated and capable of completing an accredited educational program through distance learning. Our faculty and staff have been involved in distance learning for over forty-seven years and understand the characteristics and challenges common to successful students in this unique educational environment. An important milestone in the history of higher education at California Coast University was observed in January 2005, as the University was awarded accreditation by the Accrediting Commission of the Distance Education Accrediting Commission (DEAC) - with our most recent reaccreditation in January of 2020 through January of 2025.

Like many, attending a distance education institution is probably a new experience for you. We have prepared this handbook to help you successfully complete your educational goals and to get the most of your distance learning experience.

This handbook contains information on the following topics:

- CCU's departments and services
- CCU policies and procedures
- Steps to completing your program
- How to complete your courses
- How to obtain your textbooks
- Graduation procedures
- How to contact us when you need help

Our faculty and staff are here to help you succeed in meeting your goals. Please contact us if you need assistance.

We hope that you will find your program interesting, educational and useful throughout your life and we send our best wishes as you work toward the completion of your goals.

Good luck with your studies.

Thomas M. Neal

Thomas M. Neal
President

University Resources and Student Services

Mission

California Coast University's mission is to offer quality, affordable, flexible, online undergraduate and graduate educational programs that are valuable both personally and professionally to our students. With programs that are comprehensive, current and supported by qualified faculty and staff, we are committed to keeping pace with the needs of an everchanging marketplace.

Goals

In developing and evaluating programs of study, the University seeks to continually improve its existing nontraditional programs. To ensure ongoing program excellence, responsibilities are shared between qualified faculty and administrative staff. All educational programs at California Coast University share the following common goals:

- To enable students to acquire a body of knowledge in a specific discipline.
- To think critically.
- To improve students' abilities to make significant contributions to the missions of their employers.
- To use students' knowledge to improve the functioning of the communities in which they live and work.
- To enhance student personal satisfaction.
- To improve a student's level of confidence and self-esteem through the accomplishment of long term academic goals.
- To provide a pathway for students to continue the pursuit of additional life-long learning experiences.

Objectives

All programs offered at California Coast University share the following common objectives. These objectives have evolved over time and are continually shaped by students, faculty, staff, employers, other constituencies and the ever-changing socioeconomic climate.

- To allow students to complete educational requirements at their own pace.
- To enable students to successfully meet coursework requirements without classroom attendance.
- To develop an individualized program of study for each student.
- To provide students with the most comprehensive and current information available in their field of study.
- To utilize evaluation materials which require the student to demonstrate the effective integration of concepts and skills.
- To make available to students all materials necessary to successfully complete their educational requirements and to give students access to faculty members who can provide assistance and guidance when necessary.
- To develop the student's understanding of the language and information specific to their discipline.
- To enable students to effectively integrate concepts and skills across functional areas.
- To instill in students the value of life-long learning.
- To encourage students to take advantage of life-long learning opportunities.

The University Catalog

All of the University policies, program requirements, fees, tuition, administrators, faculty, and staff are listed and detailed in the University's catalog. You were provided a catalog as a part of your enrollment. We encourage you to reference this valuable document throughout your enrollment.

The current catalog is posted on the CCU website at: www.calcoast.edu - under the "About CCU" tab.

Your Student Identification Number

Each student has a unique student identification number that helps the University to keep track of all your academic records. We access your records using your student identification number, so always have your ID number ready when you contact us. Be sure to include your ID number on all correspondence, tuition payment checks and coursework.

After enrollment, you will receive a student identification card in approximately two weeks. Many businesses award discounts and other benefits to students with identification cards, so we encourage you to carry your card with you.

Contacting the University

If you wish to call the University, faculty and staff are available to help you Monday through Friday, 8 a.m. to 4 p.m., Pacific Standard Time.

Telephone: 714-547-9625

Fax: 714-547-5777

Website: www.calcoast.edu

*The University does not accept collect calls.

Please remember to always have your student ID number ready when you call. If you wish to contact the University at other times, all offices have voicemail services or you may send us an email.

Remember, our faculty and staff members are here to help you, so please do not hesitate to contact us.

University Departments and Services

In order to fulfill our mission, we provide a number of programs and services. As you progress through your program, you may have questions regarding a variety of things. The following offices and services are here to help you reach your education goals. We have provided contact information for each of the following:

The Student Success Center is committed to helping you reach your educational goals through on-going support and encouragement. For this, we have a staff of highly committed individuals to assist you. Please contact them via: email: testing@calcoast.edu; or phone: 714-547-9625.

For assistance, you may contact our **Student Success Advisors** to help you:

- Navigate your program and provide information on academic requirements.
- Assist you with questions regarding your program, course materials, success strategies, testing procedures, etc.
- Send you course materials, i.e. study guides, examinations, grade reports, etc.
- Assist you with special requests you might have regarding your program.
- Answer questions regarding your student status, reinstating into your program, program changes, etc.

Student Success Advisors are available to assist you throughout the week via email or phone. To ensure student privacy and confidentiality, be prepared to provide additional forms of identifying information to your Advisor. You may also log on to the Coast Connection student portal for additional information regarding your program, to order additional coursework, rent textbooks, send messages to the University, etc.

The Rental Library (e-mail: library@calcoast.edu; phone: 714-547-9625). California Coast University maintains a rental library to assist students. If you wish to rent the textbooks required for your courses, you may contact the library or rental your textbooks online through your student portal.

The Accounting Department (email: accounting@calcoast.edu; phone: 714-547-9625; fax: 714-547-2718). If you have questions about your student tuition account or if you wish to change your payment method, please contact the accounting department. They can advise you of your current balance and help you set up monthly debits to your bank account or credit card if you wish. All requests to change billing information must be in writing, either by mail or by fax. You may also log on to the Coast Connection student portal to make a one-time payment to your student account.

The Registrar's Office (email: registrar@calcoast.edu; phone: 714-547-9625; fax: 714-547-5777). Official transcripts are available through Parchment.com. You will find a link to their site on the Student Portal or the calcoast.edu website.

If you need to request a transcript by mail, your request must be received in writing with a signature and there is a \$10.00 fee per transcript. You may download the transcript request form through the CCU website at: www.calcoast.edu or through the student portal. Please contact the Registrar's office if you need official copies of your transcript by mail.

The Registrar's Office has the right to decline sending a transcript if the student has not met minimum academic standards. Please allow 7 - 10 business days for an official transcript.

Coast Connection

(To access Coast Connection, students must have internet access)

On the University's website (www.calcoast.edu), students have access to a secure web portal called Coast Connection. To access Coast Connection, students must have a password. To request a password, visit our website at www.calcoast.edu and click on: "Send a Message" then choose "Student Portal Password Activation."

Coast Connection allows students to perform many self-directed functions including:

- Review your academic plan
- Check your progress
- Order course materials
- Rent textbooks from the University Rental Library
- Check test scores
- Check course grades
- Complete examinations
- Submit writing assignments
- View instructor feedback
- Explore course resources
- Explore learning activities
- Email various CCU offices and departments
- Make an online payment using your credit card
- View and download university forms, handbooks and manuals
- View frequently asked questions about different areas such as Testing, the Rental Library and other departments

Giftware

The University offers a variety of CCU giftware for students and graduates. Giftware includes such items as University t-shirts, sweaters, hats, mouse pads and many other items. For more details visit our website at www.calcoast.edu and click on:

"About CCU" > "Buy Giftware"

University News

To stay up to date on CCU activities, people and news, visit our website at www.calcoast.edu and click on: "News" tab.

You can also visit us and be part of the CCU community on:



Facebook



LinkedIn

University Policies and Procedures

Academic Freedom

The University adheres to a policy of academic freedom. Faculty are encouraged to present a variety of perspectives on their subjects, which can include a point of view reflected by their personal experience and education, as long as it leads to a further understanding of the discipline.

While students must present their academic work based on course materials, they are encouraged to also question, challenge and respond. Facts and truths are the primary concern and not the particular interests of institutional benefactors of public opinion or of social, economic or political groups.

Completion Time - Educational Programs

Because all students enter with varying academic experiences and life circumstances, it is not possible to predict exactly how long it will take for you to complete your program. Students may begin a program at any time (excluding term based students such as company paid.).

Minimum Required Time for Completion. Students are required to complete the minimum listed time before they can be awarded a certificate or degree from the date of enrollment is:

- **Certificate Programs:** Sixteen Weeks.
- **Associate, Bachelor's or Master's Degree Programs:** One Academic Year (nine months).
- **Doctoral Students:** Doctoral candidates must complete their program in no fewer than three (3) years.

Maximum Time Allowed for Certificate or Degree Completion. The maximum time that a student can be enrolled in any educational program from the initial date of enrollment is:

- **Certificate Programs:** Two (2) years.
- **Associate, Bachelor's or Master's Degree Programs:** Five (5) years.
- **Doctoral Degree Programs:** Ten (10) years.

Completion Time – Individual Courses

Although students work at their own pace toward program completion, the University expects each student to show reasonable academic progress. Reasonable progress is defined as:

- The successful completion of a minimum of (1) course every six months. While this will not meet the academic requirements for certificate or degree completion as noted above, it will keep students active.
- Students in the research phase of a graduate program, must submit evidence of progress, in writing, every six months.
- Students are encouraged to set realistic goals for completing educational programs. A good rule of thumb is to establish a schedule and plan to complete courses according to the schedule. A good goal is to complete one course every one to two months (equivalent to completing 2 - 4 courses during a semester.)
- Student Success Advisors are here to help students establish realistic completion goals.

Failure to Maintain Reasonable Academic Progress

CCU is committed to helping our students reach the academic goals they set for themselves. To do that, we will send academic reminders every couple of months if we haven't received any work from you during the previous few months. The reminders are meant to assist you and to keep you on track toward your goal. If you are unable to maintain reasonable academic progress, you may be placed on academic hold and/or withdrawn. To avoid this, we encourage you to complete and submit work and stay in contact with the University regarding your progress.

Requesting An Extension

If your life circumstances do not allow you to make reasonable academic progress, you may request an extension by contacting the Student Success Center - testing@calcoast.edu. In your request, you will need to state the reason for the extension and a specific target date when you plan to submit work toward the completion of your educational program.

Timely Response to Your Needs

The University recognizes that distance learning is a new experience for most students and their only contact with the University is sometimes through e-mail or telephone. The University has made every effort to assure that personalized responses take place as quickly as possible.

Special Requirements for Students Using Company Tuition Assistance (TA)

Students using company tuition assistance are required to complete coursework in a specific timeframe. Students have 16 weeks, or "one semester," to complete their coursework. Visit the CCU website for detailed information and to view an updated academic calendar. For additional information, please contact Student Services (student_services@calcoast.edu).

Corporate Education Reimbursement Programs

CCU works with many students who receive Corporate Education Reimbursement from their employer. These programs typically require CCU coursework to be completed in a specific time-frame. For additional information, please contact our Accounting Department (accounting@calcoast.edu).

Note: The University catalog contains current information about the policies and procedures summarized in this section.

Enrollment Verification and the Family Educational Right to Privacy Act (FERPA)

The Administration of California Coast University complies with the requirements of the Family Educational Right to Privacy Act (FERPA).

The Family Educational Rights and Privacy Act (FERPA) affords students who are 18 years of age or older certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day California Coast University receives a request for access.

Students who wish to inspect their education records should submit to the Registrar a written request (including student's signature) that identifies the records they wish 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 the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Students who wish to ask California Coast University to amend their education record should write the Registrar, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and of their 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 the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's annual notification for FERPA rights. A school official typically includes a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or 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, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request, or the disclosure is initiated by the student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by California Coast University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at: (800) 877-8339.

Release of Information About Students and Alumni

In order to protect the privacy of student and graduate records and to remain in compliance with FERPA, the only information provided is: a student's name, educational program and date of enrollment or graduation date. No additional information will be provided unless a release statement, signed by the student or graduate, accompanies the request for information.

Student transcripts will be released only to students, unless the student has provided the Registrar's office with a signed transcript release form. The University complies with all FERPA guidelines in respect to educational privacy and student rights.

Access to Library and Learning Resources

For library services, students have complimentary access to The Library and Information Resources Network, Inc. (LIRN). This database provides centralized management of electronic information resources that allow students to access multiple research databases through one portal. To obtain access to LIRN, contact us at library@calcoast.edu.

In addition, you may also find it helpful to access library and research resources in your geographical area.

To explore additional “Learning Resources” relevant to your educational program, visit our website at www.calcoast.edu and click on: “Resources” then explore your areas of interest.

Tuition Policy

Tuition Payment Plans - California Coast University offers various payment plans for students. The payment plans were designed to offer students the flexibility of starting their program, while making minimal monthly payments. All payment plans are interest free and are arranged upon enrollment. Students will be charged a late fee on all past due balances.

Billing Cycle - Tuition statements are mailed based on your enrollment date. Tuition statements will indicate when your payment is due. If you do not receive your monthly statement, please call (714) 547-9625 or e-mail the Accounting Department (accounting@calcoast.edu).

Electronic Funds Transfer Option - Students may authorize California Coast University to automatically charge their bank account for their tuition payment each month.

Automatic Credit Card Payment Option - Students may authorize California Coast University to automatically charge their monthly tuition payment to a credit card.

For more information about either of these options, contact the Accounting Department: accounting@calcoast.edu.

Online Payments – Monthly payments can be made online through the Coast Connection student portal. **By logging in to Coast Connection at www.calcoast.edu:
Log in > My Account > Make a one-time payment.**

Returned Payment Fee - A \$15.00 fee will be assessed for any check, electronic funds transfer or credit card returned for nonpayment.

Foreign Checks - All payments must be made in U.S. funds and drawn on a U.S. bank. If this is not done, the student is responsible for all bank charges associated with depositing foreign checks.

****It is important to note that all tuition and fees must be paid in full in order to graduate.***

Changes in Student Information

Address Changes - It is important for us to have a current mailing address for all students. If you change your address, please notify us by logging into Coast Connection, calling, faxing or emailing the **Accounting Department** - accounting@calcoast.edu. Information is not updated immediately. Please allow two business days for updates to take place.

Students using the **University Rental Library** must also notify the library of any address changes (library@calcoast.edu). Information is not updated immediately. Please allow two business days for updates to take place.

Name Change - Students who need to change their names on their academic records may do so by contacting the Registrar's Office (registrar@calcoast.edu). Please submit name change requests in writing and be prepared to provide appropriate legal documentation. The Registrar's Office will notify other University offices of the name change.

Changes in Student Status

Program Changes - If you wish to change programs, send a written request to the Director of Academic Affairs, Doug Petrikat (dpetrikat@calcoast.edu), and a program change application will be sent to you. There is a non-refundable program change fee of \$250.00 for all program changes. Students will also be charged any tuition costs for additional required courses or any tuition increases that may have occurred since their enrollment.

Request for Leave of Absence - If extreme circumstances do not allow you to complete two courses per year, you may request a formal leave of absence from your program for up to six months. You must send a written request to the Director of Student Services (dbanta@calcoast.edu), for consideration. In your request, be sure to include the reasons for the leave, the time you expect to reactivate your program and your understanding that you will continue to make your tuition payments until your account is paid in full. The University must approve all leave of absence requests in advance.

Academic Hold - If you do not complete a minimum of two courses per year (one course every six months) and you have not been granted a formal leave of absence, you may be placed on Academic Hold for failure to make reasonable academic progress. If you are placed on academic hold, you will need to be reinstated into your program.

Financial Hold - If you do not fulfill your monthly tuition payment agreement and you have not made an alternative arrangement with the Accounting Department, you may be placed on financial hold by the University. In addition, you will not be allowed to continue your course work unless your account is brought current or you have reinstated with the University. If you are placed on financial hold, you will need to be reinstated into your program.

Withdrawal from the University - All requests to withdraw from any program must be submitted in writing, and mailed or emailed to the attention of the Registrar's Office (studentcancellation@calcoast.edu).

Refund Policy

California Coast University provides any applicable refund within 30 days following the day the request for withdrawal is received, per the refund policy as described in your University Catalog.

Reinstatement

If a student is placed on hold from his/her program because of failure to meet financial or academic requirements, and wishes to be reinstated to an active status he/she will be:

- Required to contact the University to request an Application for Reinstatement.
- Assessed a \$75 non-refundable reinstatement fee.
- Evaluated for any previously completed coursework that may be transferred into the current program when possible and where applicable.
- Reinstated only into a program that is currently offered and current tuition rates will apply.
- Required to return the contract with a signature to the Registrar's Office within 30 days.
- Required to meet the current academic requirements and standards established by the University.

California Coast University reserves the right to refuse admission or continuation to any student.

Termination of Enrollment

Students are expected to conduct themselves in a mature, professional, and ethical manner. Students may be terminated or disqualified from their program of study for any of the following reasons:

- Deceit, fraudulence, cheating, unethical or disruptive behavior, forgery or vandalism.
- Falsification of records, transcripts, or coursework documents submitted for review or credit.
- Plagiarism of other's work.
- Failure to demonstrate reasonable and successful academic progress. Students completing coursework must complete a minimum of one course every six months for a minimum of two courses per year. Students completing a thesis or dissertation must submit evidence of progress in writing at least once a year. A waiver may be requested by writing to the Director of Academic Affairs stating the reason for the request and the specific time when progress will resume.
- Failure to submit work according to the standards specified in the manuals and instructions provided by the University.
- Failure to maintain the tuition payment agreement.

Civility Policy

As Students, Faculty and Staff must work together in a professional manner, the California Coast University expects that it will present a culture of civility at all times. Faculty, Staff and Students are expected to exhibit polite and courteous behavior in all interactions. Differences of opinion or concerns related to programs, coursework, etc. are welcome and should be presented in a mature, professional, ethical and respectful manner. Student behavior or communication that is clearly disrespectful will not be tolerated and may result in the student being disenrolled from the program. In turn, Faculty and Staff will also adhere to this policy - presenting themselves in a polite, courteous manner adhering to the same mature, professional, and ethical manner noted for students.

Student Rights

Discrimination: Gender, Race, Religion, etc. - California Coast University is firmly dedicated to providing equal opportunity for outstanding men and women of every race, creed and background.

The University is also firmly committed to complying with all applicable laws and governmental regulations at the federal, state and local levels which prohibit discrimination or which mandate that special consideration be given, on the basis of race, religion, national origin, gender, age, veteran status, disability, sexual orientation or any other characteristic which may from time to time be specified in such laws and regulations. This good faith effort to comply is made even when such laws and regulations conflict with each other.

Student Tuition Recovery Fund - The Student Tuition Recovery Fund pertains to students who are California State residents only. The policy assures student protection in the event of school closure. Students who are California Residents are entitled to protection against loss of pre-paid tuition as a result of school closure, failing to live up to its enrollment agreement or refusing to pay a court judgment as a result of the Student Tuition Recovery Fund (STRF).

Visa Services (I-20)

California Coast University does not provide any type of visa services, nor does it vouch for the immigration status of any students' relationship with the United States Government.

Deceased Students (Updating Records)

Family members of students who have passed away during the course of their program and are entitled to a tuition or library refund are required to submit a copy of the Death Certificate to the Registrar's Office. The Student Services Department will update the deceased student's file at that time, notify the library and any refunds will be processed for payment.

Dispute Resolution

The University encourages students to contact staff and faculty directly with questions or concerns in regard to their program and/or course materials. The University is committed to resolving any complaints that may arise during enrollment. It is the policy of the University to address student complaints in an objective, and timely fashion. It is also the policy of the University to resolve all student concerns and complaints at the department level, whenever possible. All student complaints that cannot be resolved at the department level are referred to the Director of Academic Affairs for investigation and resolution.

Once complaints are classified into the general categories of academic issues, student service issues, or administrative issues, an internal investigation is initiated. If the Chief Academic Officer deems it appropriate, a meeting of the Grievance Committee may be held to discuss alternatives and to suggest a course of action. When a decision has been reached, the Director of Academic Affairs or Chief Academic Officer communicates in writing to the student and retains material related to the complaint in a student complaint file.

Students have the right to appeal decisions made by the Academic Department and Student Services Department. To appeal a decision, students must file a formal grievance petition in the form of a letter addressed to the Chief Academic Officer who will review and research all facets of the student's concern and prepare a report for the President and the Grievance Committee. The Chief Academic Officer coordinates all review meetings and provides the student with a report of the findings of the Grievance Committee.

Completing Your Program

Program Learning Objectives

All programs at California Coast University use the following measurable learning outcomes to meet program objectives and goals:

- Students must demonstrate satisfactory levels of performance on objective and writing examination questions throughout their course of study.
- All undergraduate students must achieve an overall G.P.A. (Grade Point Average) of at least 2.0 on a 4.0 scale. A grade of “A”, “B”, or “C” is considered to be a passing course grade for an undergraduate course.
- All graduate students must achieve an overall G.P.A. (Grade Point Average) of at least 3.0 on a 4.0 scale. A grade of “A” or “B” is considered to be a passing course grade for a graduate level course.
- Any student receiving a non-passing grade must repeat the course and pay the current tuition for the course.
- All graduate students must successfully complete a Research Methods Course.
- All graduate students must successfully complete a Final Comprehensive Examination.
- All doctoral students must complete a Qualifying Examination, Comprehensive Examination, Dissertation and Oral Defense.

Educational Programs

Undergraduate certificate and degree requirements may be fulfilled from a combination of previously completed:

- Academic credit completed at another recognized college or university;
- Specialized training (elective courses only) and;
- Course work completed at California Coast University.
- Undergraduate coursework is based on 3 semester units per course.

Certificate Programs (4 courses - 12 semester units):

- 4 Core Courses (3 units each - 12 semester units total)
- A minimum G.P.A. of 2.0 (C) is required for undergraduate certificates.
- A minimum G.P.A. of 3.0 (B) is required for graduate certificates.

Associate of Science Programs (20 courses - 60 semester units):

- 6 Core Courses
- 10 General Education Courses
- 4 Elective Courses
- A minimum G.P.A. of 2.0 (C) is required for associate degrees.

Associate of Science Degree in General Studies (20 courses - 60 semester units):

- 12 General Education Courses
- 8 Elective Courses
- A minimum G.P.A. of 2.0 (C) is required for associate degrees.

Bachelor of Science Programs (42 courses - 126 units):

- 14 Core Courses
- 14 General Education Courses
- 14 Elective Courses
- Students are awarded three semester units for each course for a total of 126 semester units.
- A minimum G.P.A. of 2.0 (C) on a 4.0 scale is required for graduation.

Earning Academic Credit. For undergraduate degree programs, a maximum of 75% of the required units may be earned from the following sources:

Transfer credit from other institutions. Students who have successfully completed courses at accredited institutions recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation (CHEA) or the foreign equivalent will receive transfer credit for their work, if applicable. To be eligible for transfer credit:

- Each course must be an equivalent three-semester unit course
- Undergraduate courses with a letter grade of “C” or above may be transferred
- Students have 45 days from the date of enrollment to transfer any credit from other institutions. After 45 days, the student will be subject to a \$75.00 reevaluation fee and any credit transferred will be awarded, if applicable, but course fees are still charged.

Specialized Training (Non-school learning). Specialized training or other non-school learning experiences may be combined to *fulfill elective course requirements for the Associate or Bachelor’s degree programs only (No graduate or doctoral programs)*. The maximum specialized training credit awarded is *12 semester units for the Associate and *30 semester units for the Bachelor’s degree programs. Prospective students seeking credit for specialized training must document previously completed training, prior to enrollment. Required documentation may include submission of certificates, licenses, transcripts, military transcript, company training programs and/or other materials that provide documentation that a program of instruction has been completed, including where applicable, the number of hours of training. Students have 45 days from the date of enrollment to submit any requests for specialized training credit. After 45 days, the student will be subject to a \$75.00 reevaluation fee and any credit transferred will be awarded, if applicable, but course fees are still charged.

***Maximum combined credit awarded and/or assigned for previous specialized training or challenges examinations** to be completed may not exceed 25% of the total undergraduate degree requirements (15 units at the associate level, 30 units at the bachelor’s level.)

Standardized tests. Equivalent course credit is awarded for the successful completion of standardized tests, such as CLEP® or DSST Exams, that are comparable to CCU courses. If examinations are not directly comparable to CCU courses, or to applicable general education categories, standardized tests may be used to fulfill elective course requirements. Students have 45 days from the date of enrollment to submit any credit from standardized exams. After 45 days, the student will be subject to a \$75.00 reevaluation fee, and any credit transferred will be awarded, if applicable, but course fees are still charged.

Master’s Degree Programs

- All Master’s Degree Programs require the completion of 13 core courses (39 units).
- A minimum Grade Point Average of 3.0 (B) on a 4.0 scale is required for graduation.
- A grade of “A” or “B” is considered to be a passing course grade for a graduate course.

Earning Academic Credit.

- Students who have successfully completed graduate level courses at a recognized, accredited institution may receive transfer credit for a maximum of 6 semester units.
- Only courses that are directly equivalent to the required core courses may be considered for transfer credit.
- These courses must also be equivalent to a three unit graduate course, with a grade of “B” or above earned in the course.
- Students have 45 days from the date of enrollment to transfer any credit from other institutions. After 45 days, the student will be subject to a \$75.00 reevaluation fee and any credit transferred will be awarded, if applicable, but course fees are still charged.

Doctor of Education (Ed.D.) Degree Programs

Students with a master’s degree in a field other than education must complete *4 prerequisite courses (12 units)* prior to beginning the Ed.D. program of 66 semester units noted below.

- *4 Prerequisite Courses* *12 semester units*

Students with a master’s degree in the field of education complete 66 semester units of credit.

- 2 Foundation Courses 6 semester units
- 3 Qualifying Courses 12 semester units
- Qualifying Examination Pass/No Pass
- 6 Core Courses 24 semester units
- 2 Research Courses 8 semester units
- Comprehensive Examination 2 semester units
- Dissertation Planning 0 semester units
- Proposal 2 semester units
- Dissertation and Oral Defense 12 semester units

Doctoral students must follow the prescribed sequence of coursework determined by the University, must earn a grade of “B” or higher in all courses and maintain an overall scholastic G.P.A. of 3.0 (B) or better. Doctoral candidates must receive a passing grade on the qualifying and comprehensive examination prior to completing a Dissertation and Oral Defense.

Earning Academic Credit.

- Students who have successfully completed doctoral level courses at a recognized, accredited institution may receive transfer credit for a maximum of 2 courses.
- To be eligible, students must have completed these courses with a grade of “B” or better.
- Students have 45 days from the date of enrollment to transfer any credit from other institutions. After 45 days, the student will be subject to a \$75.00 reevaluation fee and any credit transferred will be awarded, if applicable, but course fees are still charged.

Students in Master’s or Doctoral Degree Programs are not eligible to receive academic credit for experiential or specializing training.

Evaluation of Foreign Credentials

Students who have graduated from institutions outside of the United States are required to have their credentials evaluated by an approved foreign credential evaluation service for equivalency to a recognized U.S. degree. A listing of approved organizations may be found through the National Association of Credential Evaluation Services (NACES) at www.naces.org.

Your Enrollment Package

Your enrollment package contains:

- Your Welcome Letter
- Your Academic Plan
- Copy of your Enrollment Agreement
- Student ID

Your Academic Plan

The Academic Plan will tell you everything you need to complete at California Coast University and everything you have been given credit for prior to enrolling at the University.

When you apply, the Admissions Committee reviews and considers the following:

- All of your transcripts from previously completed coursework at recognized college and universities.
- Documented Specialized Training for professional training you have completed.
- The Admissions Committee also reviews your application materials to determine whether or not you might be eligible to fulfill certain course requirements through the completion of a challenge examination. Your Academic Plan indicates all challenge examinations that are assigned.
- University guidelines allows associate or bachelor's students to complete a maximum of 25 percent of their required courses through challenge examinations and/or specialized training combined.
- You will complete all of your remaining courses through study guides - a minimum number of courses must be completed through study guides.

Completing Your Courses

Course Completion Order

Courses may be sent in any order. There is no designated order in which courses are sent. Generally, core courses are sent first. If you have a preference for which course you would like to work on next, you may make your request by contacting the Testing Department or online through the Coast Connection student portal. The University generally sends one course at a time. When a grade is recorded for the course, your next course will automatically be sent to you, unless you have already requested a specific course.

Doctoral students are sent one course at a time and must follow the prescribed sequence of coursework determined by the University and listed on the academic plan.

Course Components

Students complete a combination of:

- Challenge Examinations (no Challenge Examinations in doctoral programs) or;
- Study Guides.

Challenge Examinations

We recognize that applicants have varying amounts of occupational expertise and educational backgrounds; therefore, the University permits highly qualified students the opportunity to “challenge” certain courses. For students with experience in the subject matter of the course, challenge examinations serve as refresher courses that focus on specific areas of knowledge.

During the evaluation and analysis of a student’s application materials, challenge examinations may be assigned in lieu of Study Guides (for a limited number of courses as noted in the previous section). Challenge examination are based on a specific college level textbook, which may be obtained from local bookstores, the publisher or rented from California Coast University’s Rental Library.

Challenge examinations are multiple choice tests similar to the final examination found in the Study Guide. If a passing grade is achieved on the challenge examination, the student receives full credit for the course. If a student receives a non-passing grade, he or she will be required to complete the Study Guide for the course.

- Undergraduate students must earn a grade of “A”, “B” or “C” on a challenge examination to pass the examination and receive academic credit.
- Graduate students must earn a grade of “A” or “B” on a challenge examination to pass the examination and receive academic credit.

Challenge examinations are not offered to students enrolling into a doctoral program.

Study Guides

Study Guides contain materials selected and developed by the faculty to help you master the content of each course and are designed to help you understand the material in the textbook. Each Study Guide chapter corresponds to a chapter in the textbook.

Study Guides include the following:

- Pre-tests (Non-graded examinations used to measure your knowledge at the beginning of a course)
- Worksheet for Tracking Academic Activities
- Course Syllabus
- Learning Objectives for each chapter
- Chapter Overviews
- Chapter Summaries
- Key Terms for each chapter (undergraduate and master's only)
- Self-Tests for each chapter (undergraduate and master's only)
- Answers to Self-Tests (undergraduate and master's only)
- Writing Lab (master's only)
- Critical Analysis Questions (Master's and Doctoral only)
- Critical Analysis Solutions (Master's and Doctoral only)

The Textbook. A textbook has been selected specifically for each course and the course examinations are based on the material contained in the textbook. You may rent the text from the CCU Rental Library, or you may obtain it elsewhere.

Supplementary Material

- Unit examination answer sheets (these are only supplied if the student is receiving course materials via mail. Otherwise, students submit unit examinations on-line.)
- Doctor of Education students do not receive unit examination answer sheets.
- Final Examination Scheduling Form is contained in the Study Guide.
- Course Resources are available for each course and can be located in the Student Portal.
- Learning Activities are available for each course and can be located in the Student Portal.

Instructional Methods

The study guide, chapter assignments, course examinations, writing assignments, course resources and learning activities have been designed by the faculty to provide you with a comprehensive and thorough review and examination of the course content. Our intention is to cover the key concepts of the course material and to measure student learning through the course examinations and writing assignments.

Before Beginning Your Course

In order to successfully complete your course, we recommend that you do the following before beginning:

- Be sure that you have the correct edition of the course textbook.
- Be sure to check the ISBN with your course material. If it does not match, please contact our Testing Department at testing@calcoast.edu.
- Become familiar with the contents of the textbook, beginning with the Table of Contents. Authors often include supplementary material at the end of the text, such as a glossary and/or reference section, that will help you as you complete your examination.
- Many textbook publishers have developed excellent websites to accompany their textbooks. The site's address is generally printed on the introductory pages of the textbook or found on the back cover. We recommend that you visit the website for your textbook. These sites can enrich your understanding of the course material.
- Prior to beginning your course, you are required to complete a pre-test examination. You will find information in your Study Guide. While the examination does not count toward your final grade, it helps CCU to determine your level of knowledge about the subject matter prior to beginning the course. Your score on the pre-test examination will later be compared to the same items on your final examination as a measure of your learning in the course.

Mastering the Course Content

The most efficient way to complete a course is to read the material in both the Study Guide and textbook in the sequence in which it appears, generally from beginning to end. Although there are various ways to proceed through the course, successful students typically use the following approach:

- Read the Study Guide chapter components.
- Before reading each chapter of your textbook, review the corresponding Learning Objectives, Overview, Key Terms and Summary sections in the Study Guide.
- Next, review the chapter Self-Test.
- All of these components were prepared to give you an overview of the content to be learned.
- As you identify your areas of relative strength and weakness, you will become more aware of the material you will need to learn in greater depth as you work through the chapter.
- Review the course resources and learning activities. They are designed to provide additional content to help you master the course material.

Review the Critical Analysis Questions. For Master's and Doctoral students, the Critical Analysis questions are designed to:

- Help you gain a deeper understanding of the subject matter.
- Develop an increased ability to apply what you have learned.
- Integrate this knowledge into an improved understanding and appreciation for your field of study.

As you identify your areas of relative strength and weakness, you will become more aware of the ideas and concepts you will need to learn in greater depth.

Read and Review the Chapter. Once you have the scope and organization of the chapter in mind, turn to the corresponding chapter in the text and read the material carefully. Keep the Learning Objectives, Self-Test and Critical Analysis Questions in mind as you read.

Highlight important concepts and information in your Study Guide and write notes in the Study Guide margins as you read. These notes will help you study for the unit and final examinations. Remember, it is important that you do not underline or highlight in the textbook if you have rented it from CCU.

Check Your Mastery of Each Chapter. When you feel that you have mastered the concepts presented in the chapter, complete the Study Guide Self-Test and/or Critical Analysis Questions without referring to the textbook or your notes. Correct your answers using the Answer Keys and Critical Analysis Solutions provided in the Study Guide. Your results will help you identify any areas you need to review.

Completing the Course Examinations

Unit Examinations:

- Unit examinations usually consist of 25 objective (multiple choice) test questions
- The unit examinations are open-book, do not require a proctor, and are not timed. This will allow you to proceed at your own pace.
- Before sending your unit examination to be graded, we recommend you check your answers against the material in your textbook for accuracy. The purpose of correcting your errors on the unit examination is to ensure your understanding of the course material.
- Unit examinations are submitted for grading four times during the course.
- You may submit your examinations online through Coast Connection, or you may fax or mail your examination.
- If you are completing an examination by mail, you must use a black pen and completely fill in the bubble. If you wish to change an answer, use whiteout. If you need a new answer sheet, please contact our Testing Department (testing@calcoast.edu).
- If you are submitting your answer sheet to the University online through the Student Portal, the correct course code will already be registered.

**To log-in to the Student Portal go to www.calcoast.edu and clicking on:
My Academic Plan > Click on the course # > Take Exam.**

**By fax to: (714) 547-1451 - Do not include a cover sheet or any other correspondence.
Our test fax machines accept answer sheets only.**

**By mail to: California Coast University - Testing
925 N. Spurgeon Street
Santa Ana, CA 92701**

Unit examinations for Doctoral of Education Ed.D.:

Ed.D. students consists of writing assignments only. Please submit each unit examination, one at a time, online through the Student Portal at www.calcoast.edu or by mail.

By logging in to: My Academic Plan > Click on the course # > Take Essay Exam

****Remember to always keep copies of the work you submit to CCU.**

The Final Examination

After all unit examinations and writing assignments have been received (unit essay examinations for all Ed.D. students received and successfully completed), it is time to complete your final examination. On-line, you will see a prompt below the unit examination boxes on your academic plan. By mail, you will need to submit the Final Examination Request Form located in the Study Guide. All final examinations are objective multiple choice or true/false questions, open book and are not timed. Students must take a minimum of two weeks to complete the course requirements, before requesting the final examination.

Proctored Final Examinations.

If you are required to complete a proctored final examination, the following will provide additional information on the requirements:

- Each degree program requires that a Proctor administer the final examination for all Major (or Core) courses and all General Education courses. Elective courses may also be assigned a Proctored final examination, to meet minimum Proctored examination requirements.
- The purpose of the proctored examination is to verify that the person completing the final examination is in fact, the person who enrolled in the course of study.
- The Proctor is selected by the student and approved by the University. Typical examples include friend, neighbor, job supervisor, co-worker, librarian, counselor, etc.
- **A Proctor can be any reputable person, other than immediate family, someone who resides with you or a current/former CCU student. Immediate family is defined as the following: Spouse, Parent, Child, Sibling, Grandparent, and/or Grandchild.**
- Students are permitted to utilize any notes, study guides, calculators or other materials used during the completion of their coursework.
- After we receive the Final Examination Request Form, CCU will send your final examination to your designated Proctor via email or mail along with instructions. For on-line final examinations, the final examination will be sent directly to the Proctor and additional instructions for submission will be provided.

Proctors will have the following responsibilities:

- Assuring that all final examination material is kept secure and confidential.
- Verifying the student's government issued identification.
- Assuring that the student completes the examination without any outside assistance of any kind, other than the course textbook, notes and other study materials.
- Signing the final examination answer sheet (unsigned answer sheets will not be graded).
- Following on-line instructions for submitting the final examination; or
- Return the signed and completed answer sheet to CCU for grading and evaluation, via mail or fax.

Challenging an Examination Item

We make every effort to ensure that all examination items are fair and can be answered by reading and understanding the material in your textbooks; however, problems sometimes arise in the selection or interpretation of test items. If you believe you have encountered a problem with a test item, please provide a brief written answer to the question, explaining why you think it is incorrect. Be sure to include a page reference from the textbook to support your claim. Students are limited to challenging 2 test items on any unit examination and 4 items on any final examination and challenge examination.

In order to be eligible for credit, you will need to do the following:

- Test item challenges are submitted through Coast Connection (Student Portal). For each item you wish to challenge, fill in the bubble in the F column on the answer sheet online for that particular question. The system will provide you with a box to identify what you are challenging about the item and why. You can follow the prompts from there. Be sure to list your challenge, along with the page # from the textbook supporting your challenge.
- You may also challenge a test item via mail. For this, identify the test you are working on (i.e., unit examination 1, 2, 3, 4, or the final examination) and the specific question number you are challenging.
- Write or summarize the question, and then answer it in a few sentences.
- Provide a page reference from the textbook to support your answer.
- Staple the form, your challenges and any other work papers to your answer sheet and submit them via regular U.S. Mail to the Testing Department.

The information you provide is important for us to review your request for item credit and to help further validate and revise testing materials. If you follow the test item challenge procedure, your challenge will be reviewed and if correct, you will be given credit. Please allow an additional week for the review of your challenge and scoring of your examination.

Receiving Your Unit Examination Grades

The University uses a computerized grading system and examinations are processed on a daily basis. After your examination is scored, your grade report will be emailed to you via your "Daily Digest" or you may arrange to have your grade mailed to you (students receiving email grade reports will not receive a hard copy in the mail). You may also check your grades via Coast Connection. Grades are normally posted within two to three business days.

Examinations with test item challenges require special handling and grade reports are generally received within one week.

If you do not receive a grade report within one week, please contact the Student Services Department (testing@calcoast.edu) and a duplicate grade report will be sent to you.

Students from foreign countries: Please allow two to three weeks to receive your grade report by mail.

Students requesting grades via telephone will need to provide additional identifying information to protect student privacy.

Repeating Examinations, Courses and Academic Failure

Repeating Examinations.

- Students may retake one unit examination per course, free of charge.
- The fee for each additional, repeated examination is \$90.
- Each unit examination may only be repeated once and requests to retake a unit examination will only be honored if the final examination has NOT been sent.
- Information on repeating an examination is posted on “My Academic Plan” in the Student Portal - along with payment information.

Repeating Courses.

- Students must receive a final passing grade in each required course.
- If a student does not receive a passing grade, he or she must repeat the course. The student will be required to pay the current tuition to retake the course.
- If a student has already taken the final examination for a course and would like to improve his or her grade, he or she may repeat the course by paying the current cost of tuition.
- Information on repeating a course is posted on “My Academic Plan” in the Student Portal - along with payment information.
- Students may contact Student Services for additional information.

Your Course Grades

Your grade in a course will be based on the following:

- Unit 1 20% of grade
- Unit 2 20% of grade
- Unit 3 20% of grade
- Unit 4 20% of grade
- Final Exam 20% of grade

Your final grade for a course is determined by the percentage of total correct answers. The University uses the following grading system:

- A = 90% - 100% of the total possible points
- B = 80% - 89% of the total possible points
- C = 70% - 79% of the total possible points
- D = 60% - 69% of the total possible points
- F = 59% or less correct of the total possible points

You may review your running grade point average for each course through the student portal.



Grade Point Average - G.P.A.

The University uses the following system to determine the grade points awarded for each course:

A	Excellent	4 grade points
B	Above Average	3 grade points
C	Average	2 grade points
D	Passing	1 grade point
F	Fail	0 grade points

The grade points stated for each letter grade are used to calculate the Grade Point Average (GPA). Your grade in each course will be based on your performance on the examinations.

All students must maintain a required overall Grade Point Average in order to graduate.

- Undergraduate students need an overall G.P.A. of 2.0 (C) on a 4.0 scale.
- Master and Doctoral students need an overall G.P.A. of 3.0 (B) on a 4.0 scale.

Students who do not meet the overall G.P.A. requirement by the end of their program must pay the current cost of tuition to repeat courses until they improve their overall G.P.A. Payment must be made in full to the Accounting Department prior to repeating a course.

- Undergraduate students who receive an overall course grade of “D” or “F” will not receive credit and must pay the current cost of tuition to retake the course.
- Master’s and Doctor of Education students who receive an overall course grade of “C,” “D,” or “F” will not receive credit and must pay the current cost of tuition to retake the course.

Grading for Writing Assignments

Writing Assignments. Students must successfully complete the writing assignment portion of their courses to pass the course. If a student fails a writing assignment or has it rejected, he or she must resubmit the assignment and receive a passing score. Additional information on the requirements for writing assignments is contained in the Study Guide.

Passing scores for writing assignments are consistent with the overall required G.P.A. - with minimum grades required for undergraduate (C - 2.00 or higher) and graduate students (B - 3.00 or higher).

- **Undergraduate:** A minimum of 18 points out of a possible 25 points - (70% or higher).
- **Graduate:** A minimum of 20 points out of a possible 25 points - (80% or higher)

For Ed.D. students: The unit examinations for these programs are 100% based on a series of writing (essay) assignments. For these programs, all writing assignments are graded on a point basis. The final examination is a multiple choice examination. The final course grade is based on the total points earned on the unit and final examinations. All doctoral writing assignments must receive a minimum of 20 points out of a possible 25 points - (80% or higher).

All unit examinations must be successfully completed, and all writing assignments must be received, prior to taking the final examination. Students must take a minimum of two weeks to complete the course requirements, before requesting the final examination.

Writing Assignments

For each unit examination, you will have a writing assignment. This assignment may be in the form of written examination questions, case study problems, or other types of questions that require problem-solving and/or critical thinking solutions. This assignment provides you an opportunity to demonstrate a more thorough and comprehensive understanding of the subject matter beyond the objective unit examinations. To demonstrate this, your work will need to reflect your ability to analyze, synthesize, evaluate and apply your knowledge to each question.

The following points are helpful to consider as you complete writing assignments. When you use outside material, be sure to provide a reference (or citation) for the material.

Please review the following points as you complete the Writing Assignment:

- List your name, student number, course number and title on each page of your writing assignment. If you are submitting on-line, the system will automatically put this information on your work.
- Identify the question number you are answering and write the question itself (in bold type).
- All responses must be typed double-spaced, using a standard font and 12 point type size for ease of reading and grading.
- Read, analyze and then choose the question you feel most comfortable answering.
- Outline your answer to help organize your thoughts and provide a framework for your essay response.
- Examples of several correctly prepared essay responses may be found by visiting the Student Portal via Coast Connection and viewing the Writing Lab located on the Resources page.
- Be sure to refer to the course syllabus, contained in the front of this Study Guide, for additional information on developing your writing assignment.
- Use a standard essay response to all questions (i.e. four to five paragraphs with three to five sentences per paragraph, including an introduction, middle paragraphs, and conclusion).
- The majority of your response should be your own original writing, based primarily on the textbook.
- Undergraduate students may also use outside materials to support their writing.
- Master's and doctoral students must use outside materials to support their writing.
- For additional information on writing essays, please review the Writing Lab found on the Resources page in the Student Portal.
- All online responses can be submitted through the student portal or if emailed, responses must be submitted as a MS Word document file only.
- To give you an idea of the word length for your writing assignment, please review the syllabus in your Study Guide.
- Always proof your answers for content, misspellings, and grammar before submitting.
- Remember to take your time. Be as thorough and complete as possible.
- It is our hope you find these examinations to be a stimulating addition to your learning.

Remember: *While many of our students may be completing their programs along with co-workers, friends or family members, all work submitted must be original and not a duplicate of the work of another.*

***Always keep copies of your work.**

Student Integrity and Academic Honesty Policy

Student integrity and academic honesty are a cornerstone for any educational institution and paramount to the integrity and quality of the programs offered. California Coast University expects its students to conduct themselves in an ethical manner demonstrating integrity and honesty. The University will uphold these expectations and respond with the same behavior.

Students are provided with the University's policies and the consequences should any part of those policies be violated, either intentionally or unintentionally. When the University discovers instances of questionable behavior, misconduct, or blatant disregard/infractions of the rules, actions are taken. To help students understand the expectations the University has for them, California Coast University publishes clear and specific policies related to student integrity, academic authenticity, and academic honesty. The following are a list of common violations of the Student Integrity and Academic Honesty Policy:

Academic Misconduct

Misconduct is a violation of the Student Integrity and Academic Honesty policy, whether intentional or unintentional and includes all forms of academic dishonesty. This includes but is not limited to acts that result in creating an unfair academic advantage to themselves, the student, or to others. Examples of academic dishonesty are:

- Submitting the same work for multiple courses or assignments
- Tampering with grading in any shape or form
- Attempting to obtain or obtaining answers to examination questions
- Fabrication, falsification, or forgery
- Bribery
- Inventing or creating data
- Citing a false source
- Submitting academic records (e.g., transcripts, training hours, resume) that have been altered in any way or that are fraudulent
- Knowingly using, buying, selling, stealing, or soliciting contents of a written examination, record, or assignment

Cheating

Obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Examples include:

- Lying or being deceptive to student officials, faculty, staff
- Copying from another's test or examination
- Discussion at any time of questions or answers on an examination or test, unless such discussion is specifically authorized by the course instructor or California Coast University
- Taking or receiving copies of an examination without the permission of the instructor or California Coast University
- Using or displaying notes, "cheat sheets" either online or in person
- Allowing someone other than the officially enrolled student to represent the same
- Attempting to alter an examination
- Submitting work that was not written or created by the student. Examples are papers written by someone other than the enrolled student, such as a ghost-writer or paper/essay mill, or AI applications, such as ChatGPT, BardAI, BingChat, etc.

Collusion

Knowingly assisting, attempting to assist, or receiving assistance from another student, previously enrolled student, California Coast University graduate to commit academic misconduct, or conspiring with any other person employed with California Coast University or outside of the university to commit misconduct.

Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).

- Unauthorized downloading, uploading, sharing, and/or duplicating course materials including, but not limited to, assignments, exams, slides, videos, email or Student Portal correspondence and any other material created and/or provided by the instructor without the instructor's express permission. This includes, but is not limited to: downloading, uploading, viewing, sharing, or selling copyrighted material found on commercial notes-sharing websites such as Course Hero and GitHub.

Fabrication, Falsification, Forgery

Deliberately falsifying, altering, or inventing student or proctor records, information or citations. Any of these acts may lead to a course, certificate, and/or degree being revoked.

- Falsification of any written examination, record, or assignment
- Representing oneself as another student for the purpose of taking an examination
- Furnishing false or misleading information to California Coast University staff or on official records
- Forging, altering, or misusing the University name, the name of the University employees, documents,
- records, or identification

Plagiarism

Plagiarism consists of taking and using the ideas, writings, or inventions of another, be it a person or AI, without giving credit to that person or entity and presenting it as one's own. Examples include:

- Intentional
- Inadvertent
- Paraphrased
- Improper Citations

Avoiding Plagiarism

Your work should always be original and free of any form of plagiarism. A good rule is to put written answers into your own words and avoid simply cutting and pasting answers from the Internet or Wikipedia and do not copy your answers from the textbook. The following points should be considered as you develop your work:

What is Plagiarism?

- Plagiarism consists of taking and using the ideas, writings, or inventions of another, without giving credit to that person and presenting it as one's own. This is an offense that the University takes very seriously.

The Council of Writing Program Administrators (WPA) defines plagiarism as:

“In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source.”

Academic writing in American institutions is filled with rules that students often don't know how to follow. A working knowledge of these rules, however, is critically important; inadvertent mistakes or the unacknowledged use of somebody else's words or ideas can lead to charges of plagiarism. While other cultures may not insist so heavily on documenting sources, American institutions do. A charge of plagiarism can have severe consequences, including expulsion from a university. This section is designed to help writers develop strategies for knowing how to avoid accidental plagiarism. Since teachers and administrators may not distinguish between deliberate and accidental plagiarism, the best way to avoid plagiarism is to make sure you give credit where it is due. This may be credit for something somebody said, wrote, emailed, drew or implied. If you do use a direct quotation from one of the sources you review, be sure to properly cite where the information was obtained.

Choosing When to Credit a Source

Give credit by documenting a source when:

- You are using or referring to somebody else's words or ideas from a magazine, book, newspaper, song, TV program, movie, website, letter, advertisement or any other medium.
- You use information gained through interviewing another person.
- You copy the exact words or a “unique phrase” from a source.
- You reprint any diagrams, illustrations, charts and pictures.
- You use ideas that others have given you in conversations or through email.

Do not give credit when:

- You are writing your own experiences, observation, insights, thoughts or conclusions about a subject.
- You are using “common knowledge” – folklore, common sense observations or shared information within your field of study or cultural group.
- You are compiling generally accepted facts.
- You are writing about your own experimental results.

Referencing Your Work

Whenever you use any outside material in your writing, you must list the source (the reference) where you obtained the material. This tells the reader where to find the original information, and ensures you are not misrepresenting the work of another as your own.

The following points are designed to help you understand how to provide proper references for your work:

- As previously stated, it is imperative you complete your writing assignments free of plagiarism.
- The majority of your response should be your own original writing, based on the textbook and any outside materials you might choose to use that are relevant to the question.
- Whenever you use outside material, be sure to provide a reference for the material. California Coast University requires students to use the American Psychological Association (APA) style of citing references. You may access additional information on this style via the Internet and on the California Coast University website.
- References are listed in two places. The first reference is briefly listed within your answer. For example, if you were using information found in a journal article by Smith (2011), you might include it within your writing as “Smith (2011) found that ...” You would then continue with whatever point you were making from Smith’s writing. This directs the reader to look at your list of references for more information on Smith’s specific work.
- Another example would be to list in parentheses, (Smith, 2011) at the end of the sentence or paragraph that contains information you used from the article by Smith.
- The second place you must list the complete reference is at the end of your work in a List of References.
- All references cited should provide enough information so that the reader can access the original material.
- If you are referencing a textbook, published article, or web site, provide the author(s) name, the title of the article/information, along with the location, place, and date of publication or posting.
- For information found on the Internet, be sure to include the web site address and the specific web page within the site.
- If you are using a direct quotation from a textbook, article, or web site, you must also provide the specific page number or web page where you found the information.

In the next section, you will see specific examples of how to reference material from varying sources. While this list does not cover all the possible scenarios, it is meant to provide you a starting place to help you understand the proper use of references.

Reference Styles

The following examples, on the proper use of references for information from varying sources, were found at the University of Wisconsin Writing Center.

Blog Posting

Lopez-Duran, N. (2009, August 27). Re: Gender and age differences in the symptomatology of child depression [Web log message]. Retrieved from Child Psychology Research Blog, <http://www.child-psych.org/>

Book, first edition, single author

Baxter, C. (1997). Race equality in health care and education. Ballière Tindall.

Book, later edition, two authors

Hyde, J. S., & Delamater, J. (2008). Human Sexuality (10th ed.) McGraw-Hill.

Electronic mailing list message

Kahn, S. (2009, September 5). Re: Composition-rhetoric labor caucus h-rhetor mailing list, <http://h-net.msu.edu/cgi-bin/logbrowse.pl?trx=lm&list=h-rhetor> – (Online discussion list)

Journal Article, single author

Alibali, M. W. (1999). How children change their minds: Strategy change can be gradual or abrupt. *Developmental Psychology* 35, 127-145.

Magazine article read on-line

Park, A. (2009, Sept. 14). A shot at cancer. *Time* 174(10), 32-39. www.time.com/

Newspaper article read on-line

Barringer, F. (2009, Sept. 14). Hawaii tries green tools in remaking power grid. *The New York Times*. <http://www.nytimes.com>

Web site: no author, no date of publication

Research initiatives. (n.d.). Retrieved January 11, 2007, from MIT, Comparative Media Studies website, <http://cms.mit.edu/research/index.php> -

If you don't find an example listed above for the type of material you wish to provide a reference for, please visit the University of Wisconsin Writing Center for additional examples:

<http://writing.wisc.edu/Handbook/Documentation.html>

Frequently Asked Questions About Testing

How do I know that I have received the right courses?

Always double-check your Academic Plan to make sure the courses you receive are a part of your program.

In what order will my courses be sent?

Courses are generated and sent out by the University's computer system in a pre-selected order. If you have a special need to complete a particular course or discipline (i.e. general education, core courses, or electives), please contact the Student Services Department and we will send you the course you want to complete.

Doctoral students must follow the prescribed sequence of coursework determined by the University. For additional information, please review the list of courses in the University Catalog.

Before I start my examination, what should I look for?

Once you have your examination and the textbook, make sure that you are using the correct textbook for the course. All test questions are based on materials contained in a specific edition of the textbook. For this reason, you need to make sure that the ISBN number of your book matches the one on the cover of your course materials.

Do I have to get my textbook through California Coast University?

You do not need to rent your textbooks through the CCU Rental library. However, the library maintains the correct edition for the current version of all courses. If you use an outside source to receive your textbook, please make sure you are matching the revision and the ISBN #.



What if I am mailing in my answer sheet, and the revision date on the test and the revision date on the answer sheet do not match?

Make sure that the revision dates on your answer sheet and examination match. If they do not match, please contact the Student Services Department for an updated answer sheet.

I used a pen on my answer sheet, and I want to change an answer. How should I do that?

Use white-out to completely cover the answer you wish to change and then enter the correct answer. You may then fax or mail your examination for scoring.

How long will it take for me to find out my grade on an examination?

The University uses a computerized grading system and examinations are processed on a daily basis. After your examination is scored, your grade report will be emailed or mailed to you. If you do not receive your test results within one week, you may contact us and we will send you a duplicate grade report.

Can I check my grades online?

Students may check their grades online by logging into the Coast Connection student portal at www.calcoast.edu and by clicking on the "My Academic Plan" link. This allows students to view their entire educational program and grades for each completed exam.

How do I submit my exams?

Multiple choice unit examinations and challenge examinations can be submitted one of three ways: online, by fax, or via regular mail. Students can log into the Coast Connection student portal, go to "My Academic Plan" and follow the instructions for submitting an examination, or they can fax completed unit and challenge examinations directly to the Grading Department at 714-547-1451. Examinations can also be mailed directly to the University:

**California Coast University
925 N. Spurgeon St.
Santa Ana, CA 92701**

Please note that final examinations can be submitted on-line, by fax, or regular mail. Please review the provided instructions for additional information.

How do I submit Writing Assignments?

Writing assignments must be typed and can be submitted online, via regular mail, or via email submitted as a Word file to essays@calcoast.edu. For online submissions, please log into the Coast Connection student portal, go to "My Academic Plan" and follow the instructions for submitting a writing (essay) assignment.

As a reminder, students should ALWAYS KEEP A COPY of all examinations and writing assignments for their own records.

What if I'm not sure that my fax went through?

The University recommends submission of unit and challenge examinations through the Coast Connection student portal at www.calcoast.edu. Faxed examinations can cause a delay in grading. If you fax an examination, please allow 24 to 48 hours for grading (please allow more time for processing if faxing on a Friday or over the weekend). Faxed examination scores will appear on your online Academic Plan within 24 to 48 hours. If grades are not posted within 48 hours, then please contact our grading department at grading@calcoast.edu or phone student services at 714-547-9625.

Why do I need to have a proctor for my Final Examination?

A proctor is there to confirm that the person who enrolled in the program is also the person taking the examination. Proctors can be any reputable person other than an immediate family member, someone that resides with you, or a current/former student of the University. Immediate family is defined as the following: Spouse, Parent, Child, Sibling, Grandparent, and/or Grandchild. Please see Page 25 for additional information on proctor requirements.

When will I get my Final Examination?

Final examinations are not automatically sent; they must be requested by the student. Students must take a minimum of two weeks to complete the course requirements, before requesting the final examination. Once your four unit examinations have been graded and posted to your online Academic Plan and all writing assignments have been received by the University, then your final examination request will be processed. If you are completing your work on-line, you will see a prompt after unit examination and writing assignment boxes. If you are completing your work by mail, you can request your final by filling out the Final Examination Scheduling Form (last page in your study guide) and mailing it or faxing it to the University.

Students must be in good financial standing to receive the final examination.

What if I do not do well on an examination or course?

As noted previously, students have the option of repeating the unit examination or course to achieve a better grade.

- Each unit examination within a course may only be repeated once. For each course, students can repeat one unit examination free of charge.
- The cost for each additional, repeated unit examination will be \$90. Payment must be paid in full prior to repeating the exams. Requests to retake a unit examination will only be honored **if the final examination has NOT been sent.**
- If an undergraduate student should receive an overall course grade of "D" or "F", then the student must pay the current cost of tuition to repeat the entire course.
- If a master's or doctoral student should receive an overall course grade of "C", "D", or "F", then the student must pay the current cost of tuition to repeat the entire course.
- Please contact the Student Success Center at: testing@calcoast.edu for additional information.

Obtaining Course Textbooks

Using the University Rental Library

As a service to students, the Alumni Association of California Coast University maintains a Rental Library. The Rental Library maintains textbooks required for the current version of each course. Textbooks are available on a rental basis only for all actively enrolled students for a period of 120 days.

Textbook Rental Fees

The rental fee for 120 days is \$35.00* per textbook. A refundable deposit of \$50.00* is required for each book you rent. When a book is returned in good condition by the due date, the security deposit is automatically transferred to the next textbook you order. The library limits any one student to rent 4 books at a time. Please note that you must have a deposit on file for each rental.

*Prices subject to change without notice.

Ordering Textbooks

The easiest way to order books is through the Coast Connection student portal. Please log in at www.calcoast.edu and choose the Rental Library tab. When renting a book through the student portal, you will be prompted to provide your credit card information. If you are mailing an order you may pay by check, money order or credit card.

Important note: The Rental Library only stocks textbooks for the current version of each course. Make sure the ISBN number of the book you receive matches the ISBN number on the cover of the coursework you received. If it does not match, contact the Student Services Department at testing@calcoast.edu.



Receiving Your Textbooks

The University ships textbooks free of charge to students in the contiguous U.S. This method may take up to 10 working days to reach students. Books shipped to non-contiguous U.S.** students are sent via USPS at the student's expense and may take up to 14 business days. Charges are based on the weight of the shipping and distance shipped. All students are responsible for their own return shipping charges.

Expedited delivery is also available for students in the contiguous U.S. Any additional costs must be paid in advance by the student. Check with the library for further information about this service.

**Students outside the contiguous U.S. (includes AK, AS, FM, GU, HI, MH, MP, PR, PW, and U.S. VI).

Arranging for Additional Rental Time

If you need to keep your book longer than the 120 day rental period, you can renew your book online. Book renewals are \$35.00* for an additional 120 days.

*Price subject to change without notice.

Returning Textbooks

It is the student's responsibility to return books in good condition and within the required time frame. Students are also responsible for any fees involved with returning textbooks to the University. We ask that you return your books using UPS or Priority Mail so that your shipment is traceable. If a book is not received in good condition, gets lost in the mail or is not returned by the due date, your security deposit will be forfeited.

Receiving Your Security Deposit

Once you have returned all your textbooks in good condition by their due dates and are done using the Rental Library, you may request a refund of your deposits by mail or by sending an email to the library at library@calcoast.edu. The library will issue a refund within 30 days.

Contacting the University Rental Library

The Rental Library is open Monday through Friday from 8:00 a.m. to 4 p.m., Pacific Standard Time. We are closed all major holidays.

Phone: (714) 547-9625

Email: library@calcoast.edu

Graduation

Graduation is a significant accomplishment and says a great deal about your dedication and willingness to finish what you started. Challenging yourself to earn a certificate or degree is exciting and reaching your academic goals is something of which you will always be proud.

You may be awarded your Certificate or degree (all students) when:

- You successfully complete all requirements listed on your academic plan.
- All official transcripts you listed in your application for enrollment have been received by California Coast University.
- You satisfy all financial obligations.
- Your Petition for Graduation form has been received by the Registrar - *(You may use the form at the end of this handbook or go to Coast Connection - Student Portal and download a form).*

You may be awarded your Certificate, Associate, Bachelor or Master's degree when:

- You have an overall grade point average of C (2.0) at the undergraduate level and B (3.0) at the graduate level.
- You have been enrolled for a minimum of one academic year (for the above listed degrees).
- You have been enrolled for a minimum of sixteen weeks for a certificate program.

If you are a doctoral candidate, you may be awarded your degree when:

- You have an overall grade point average of B (3.0) or better.
- You successfully complete the Qualifying and Comprehensive Examination.
- You successfully complete a Doctoral Dissertation and Oral Defense.
- You have been enrolled for a minimum of three years.

Honors (Degree Programs only)

Students enrolled in a degree program, achieving the following GPA at graduation qualify for Honors status:

- 3.4 to 3.59 Cum Laude
- 3.6 to 3.79 Magna Cum Laude
- 3.8 or higher Summa Cum Laude

Awarding the Certificate or Degree

California Coast University utilizes an open-entry and open-exit schedule in which students graduate throughout the year. Because the majority of students do not reside in close proximity to the University, traditional graduation ceremonies are not held.

Receiving Your Certificate or Degree

After successfully completing all graduation requirements, including the submission of your Petition for Graduation form, your certificate or diploma will be ordered. When we receive your diploma from the engraver, it will be mailed to you along with your final transcript - please allow four to six weeks to receive your certificate or diploma and transcript.

Transcript Requests

The University will supply one complimentary official transcript upon graduation. Requests for additional transcripts must be made in writing and signed by the student. There is a \$10.00 charge for each transcript requested. The Registrar's Office has the right to decline sending a transcript if the student has not met minimum academic standards.

Students may request their official transcripts from Parchment.com. Information is available on the Student Portal or on the calcoast.edu website. If you are unable to order your transcript through Parchment.com, please contact the registrar@calcoast.edu.

Please allow five to ten working days to process transcript requests.

Ordering Additional Official Transcripts

The University does not provide certified copies of diplomas, degrees or certificates. Students who require official verification of graduation or student status may request an official transcript. Students are provided one complimentary copy upon graduation. Additional copies are \$10.00 each.

You may order additional transcripts at any time. The fee for each transcript is \$10.00.

In anticipation of future transcript needs, many students order several official transcripts at a time. These transcripts are sent to students in separate envelopes sealed by the Registrar. Transcripts remain "official" if they remain unopened.



Notice: All coursework, curriculum, tuition, fees and textbook charges are subject to change without notice.

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