CONTECH

CONTEMPORARY TECHNOLOGY UNIVERSITY

ACADEMIC CATALOG

(v25, updated April 2025)

School Code 66099659

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www.contech.university

April 1, 2025 to December 31, 2026

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About Contemporary Technology University

Stack Education, Inc. is a corporation established in Delaware and is doing business in the State of California under the name "Contemporary Technology University" and approved by the California Bureau for Private Postsecondary Education to offer degree programs.

Contemporary Technology University is a global university of applied sciences that offers master's degree programs in the field of technology for independent tech talents.

The founding team behind Contemporary Technology University has been in the education and talent development industry since 2005 providing access to education for over 45,000 students globally. By the time 2014, the skill gap in the technology field was so significant that all of the existing employers' network was looking for talents in the newly founded fields. They were disappointed that the academic landscape focuses on the never-changing basic principles of computer science instead of the exciting new possibilities of the internet and its opportunities.

Today's complex, global economy requires a skilled workforce that can leverage technology to fuel success. Contemporary Technology University's robust suite of programs includes all the fundamental pillars of innovation to give individuals and teams several options for growth and development. We offer programs in data science and digital marketing that shape our digital economy today.

Mission Statement

Contemporary Technology University (Contech) is a global university of applied sciences dedicated to advancing the field of technology through high-quality distance education. Our mission is to cultivate independent tech talents by developing students with solid character and broad perspectives. We are committed to preparing our students for effective leadership and active engagement in a global society by leveraging innovative online learning platforms and methodologies. Contech strives to ensure that all students, regardless of their geographical location, have access to our transformative educational experiences, fostering a diverse and inclusive community of learners and leaders.

Educational Objectives

At the end of the programs at Contemporary Technology University, students will:

- Demonstrate personal and social responsibility by practicing responsible citizenship, being open to new ideas, and understanding the value of moral sensitivity and cultural diversity.
- Practice intellectual skills such as critical and independent thinking, effective communication, and knowledge acquisition and application.
- Recognize the ethical, legal, and social implications of computing in a global society.

- Use oral and written communication skills to convey technical information effectively and accurately.
- Demonstrate cultural and global awareness to be responsible citizens in a diverse society.
- Demonstrate professional ethics and practice academic integrity.

To achieve our mission, Contemporary Technology University will:

- Create the highest quality, most-affordable education possible.
- Use evaluation systems that measure student achievement based on clearly articulated standards and policies.
- Create educational environments based on different learning styles.

Vision

Contemporary Technology University will lead the applied sciences profession by providing innovative programs and services for the students of the 21st centurySchool Performan. Students of Contemporary Technology University will be strategically positioned to lead, influence, and contribute to their communities locally, nationally, and globally for the improvement of the human condition. To accomplish this, we will

- Promote an engaging and intellectually stimulating learning environment
- Encourage change and innovation
- Act with integrity, openness, and value diversity

Diversity and Non-Discrimination

Contemporary Technology University is strongly committed to achieving academic success and the general development of a diverse and international student body. Contemporary Technology University works to promote a learning environment promoting inclusiveness, where we value awareness and understanding of each other's differences and similarities, and aim to treat all with dignity and respect. Multiculturalism reflects our commitment to advancing the University's mission to be an inclusive community by making its academic programs, educational services, and employment opportunities available to all qualified persons.

Authorization Disclosure Statements

Stack Education, Inc. is a corporation established in Delaware and is doing business in the State of California under the name "Contemporary Technology University" and approved by the California Bureau for Private Postsecondary Education to offer degree programs.
Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education:

Address:1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov

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

- Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. They are also encouraged to review the School Performance Fact Sheet, which must be provided to them prior to signing an enrollment agreement.

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

- Stack Education Inc. is a for-profit organization established in Delaware and doing business in the State of California as “Contemporary Technology University”.

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

- Contemporary Technology University students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English only. Contemporary Technology University does not offer English as a Second Language.

- Contemporary Technology University is an online institution. Online meetings, attendance requirements, and schedules will be made available to students upon enrollment and completion of the matriculation process.

- Contemporary Technology University is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). BPPE approval means that Contemporary Technology University is compliant with State standards as set forth in the CEC and 5, CCR. Contemporary Technology University does not imply that BPPE endorses its programs, or that BPPE approval means Contemporary Technology University exceeds minimum state standards.

- This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visas, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for student status.

- Contemporary Technology University does not recognize acquired life experience and prior experiential learning as consideration for enrollment or granting credit towards any of its degree or certificate programs.

- Contemporary Technology University has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing. Student housing options are widely common near Contemporary Technology University campus location as it's a very popular student area in Palo Alto due to other educational institutions such as Stanford University, Sofia University, and Menlo College. Private student housing companies such as Mia Palo Alto, Indigo Apartment homes, and many others offer residential services starting from a private room to 1+1 bedroom apartments ranging from $1500 to $3347 monthly. The cost of an average apartment (823 square feet) in Palo Alto in May 2020 was $3,347.

- Contemporary Technology University does not offer state or federal financial aid programs.

- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and, if the student has received federal student financial aid funds, the student is entitled to a refund of the amount not paid from federal student financial aid program funds.

- Contemporary Technology University does not have an articulation agreement or transfer agreement with any other college or University at the present time.

- Contemporary Technology University or any of its degree programs are not accredited by an accrediting agency recognized by the United States Department of Education (USDE).

- A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

- Students enrolled in an unaccredited institution are not eligible for federal financial aid programs.

- Contemporary Technology University Academic Catalog is reviewed on an annual basis by a committee of advisory council members, administrative staff, and faculty. In view of new policies or procedures implemented by the Bureau for Private Postsecondary Education (BPPE) prior to the issuance of the annually updated catalog, the Board of Directors appoints the Chief Academic Officer responsible to monitor new policies and procedures.

- Addendums, if required, will be published on an annual basis.

- An archive of academic catalogs and addendums is available on the University's website. Students can also request an electronic copy by emailing support@contech.university

- Contemporary Technology University lectures are offered in both distance learning and onsite learning. The lectures received through distance learning are conducted in real time utilizing Zoom software. Students attend lectures in a classroom on weekends and distance learning during weekdays. The instructor or teaching assistant assist students either onsite or through Zoom. Students' projects, assignments, etc., are evaluated and feedback to students within 7 (seven) days after the projects, assignments are submitted to the instructor or teaching assistant.

Key Administrators

President/CEO: Volkan Karabacak
CFO: Veli Tetik
CAO: Dr. Yalcin, PhD.
COO: Ipek Derin
CTO: Hasan Demirhan
Marketing Manager: Ceyda Duyar
Head of Student Affairs: Joshua Osoka
Admission Officer: Emily Kawasaki
Registrar: Therese Gobran
Education Coordinator: Gozde Doguer
Teaching Assistant: Nail Senbas
Librarian: Nina Ivey Ishokir
Instructional Designer: Gozde Doguer
Curriculum Content Developer: Dr. Yalcin, PhD.
Human Resources Manager: Katie Traviglia
Grievance Officer: Hakan Karabacak

Notice to Prospective Degree Program Students

This institution is provisionally approved by the California Bureau for Private Postsecondary Education to offer degree programs.
To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accredited agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from the date of provisional approval 01/12/2021), and full accreditation by (date five years from the date of provisional approval 01/12/2021).

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates, shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initial:
Date:

Student Initial:
Date:

ADMISSIONS POLICIES

General Admission Policy

Contemporary Technology University offers a Master of Science in Computer Science and Master of Science in Digital Marketing. These degree programs are designed to meet the needs of adult learners and have their respective specific admission standards and it is the responsibility of the applicant to meet them.

While the University admits students from all over the world, both from English-speaking and non-English-speaking countries, all instructions are in English.

Accordingly, all applicants are required to have a sufficient level of English proficiency to be able to successfully complete the program. The University does not currently accept ability-to-benefit students.

Contemporary Technology University programs are designed for self-motivated learners. Therefore, admission to Contemporary Technology University is based on a professional assessment of each applicant's potential for successful completion of the program.

The admission of an applicant is based on the information provided in the application form. If the University determines that false information or omitted significant and/or material information was provided, the University reserves the right either to revoke the applicant's admission or to suspend the student from the courses. The University also reserves the right to take additional steps it regards as appropriate.

Enrollment and Registration

Students are enrolled in the University and in their selected program once they have been admitted to the University and have registered in an appropriate manner.

Once admitted to the University, each student will sign and submit an enrollment agreement to the University, after which the relevant University official will sign the agreement on behalf of the University.

Degrees Offered

1. Master of Science in Computer Science (MSCS)
2. Master of Science in Digital Marketing (MSDM)

Program Eligibility for Applicants (Admission Creteria)

- **Master of Science in Digital Marketing**
  Bachelor's degree in Business Administration or other Bachelor's degree with 2 years of experience in Business Administration or Management related industries.
- **Master of Science in Computer Science**
  Bachelor's degree in Computer Science or other Bachelor's degree with 2 years of experience in Computer related industries.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR UNIVERSITY

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

Contech has not entered into an articulation or transfer agreement with any other college or university.

- Contemporary Technology University will accept a maximum of 20% of graduate semester units or the equivalent in other units received from another institution may be transferred for credit toward a Master's degree. The units earned at institutions must be approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions if the institution offering the undergraduate program documents that the institution of higher learning where the units were earned offers the same degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education.

Credit transfer rules of The State of California.

A maximum of 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree. An institution may accept transfer credits only from the institutions of higher learning described in subsection (1)(A).

Challenge Exams & Ability-to-Benefit Students

Contemporary Technology University provides challenging examinations for students, who previously passed higher-level courses. Competency in each subject matter will be determined by the challenge exam and review of the transcript by a qualified academic official. Contech does not accept credits earned by Ability-to-Benefit students.

Applicants with Credentials from non-English Speaking Countries

The applicant must send his or her original transcript (or a notarized copy of the original transcript) to the University Admissions Office for evaluation. Transcripts for comparable high school degree equivalent or University-level courses that are not in another language than English must be sent to the University together with an official translation.

Review of Documentation

Any document sent by an applicant in support of his or her application may be reviewed by relevant institutions, including the institution issuing the documentation and/or by an established foreign evaluation service that can establish degree comparability.

Three credible providers of credential evaluations are World Education Services (WES www.wes.org); International Education Research Foundation (IERF www.ietf.org); and the American Association of Collegiate Registrars and Admission Officers (AACRAO www.aacrao.org), but the University may also accept evaluations from other credible sources.

Graduate Program Admission

- Master of Science in Computer Science (MSCS)
- Master of Science in Digital Marketing (MSDM)

International Applicants

Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. A minimum score of **60** on the paper-based Test of English as a Foreign Language (TOEFL PBT), or **71** on the Internet Based Test (iBT), a **6.5** on the International English Language Test (IELTS), or **50** on the Pearson Test of English Academic Score Report.
2. A minimum score on the College Board Accuplacer ESL Exam Series is as follows:

- ESL Language Use: Score of 85
- ESL Listening: Score of 80
- ESL Reading: Score of 85
- ESL Sentence Meaning: Score of 90 ESL Writeplacer: Score of 4
- Comprehensive Score for all exams of 350

3. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
4. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign
5. A passing score of 100 on the Duolingo English Test: Passing the Duolingo English Test fully qualifies the applicant for CONTECH Programs.
6. A letter from the University issuing the Bachelor's degree indicating that the language of study of the program was the English Language.

Note: Contemporary Technology University doesn't provide English language services, including instruction such as ESL.

MSCS Degree Program

Contemporary Technology University's Master of Science in Computer Science program offers the students the opportunity to acquire a specialization in data science and applied artificial intelligence.

The program is designed for students with a strong background in math, computer science, and engineering who seek the specific techniques and tools involved in computer science and the business skills to apply this knowledge effectively and strategically.

MSDM Degree Program

Contemporary Technology University's Master of Science in Digital Marketing program is designed for students with a strong background in business management, media, and arts, and students who seek the specific techniques and tools involved in digital marketing and the business skills to apply this knowledge effectively and strategically.

Applicants with an undergraduate degree from a University outside the United States must have their undergraduate transcripts evaluated by an independent National Association of Credential Evaluation Services (NACES) approved agency. The evaluation findings will be accepted as the satisfaction of the degree requirement when indicating that an applicant's degree is the equivalent of one received from a regionally accredited or approved college in the United States.

ACADEMIC POLICIES

Academic Progress Policy

Grading and Evaluation Procedures

Successful course completion in a Contemporary Technology University course depends on routinely following the instructions and guidelines provided in the course syllabus. The student's responsibility is to check and become familiar with the course syllabus and requirements at the beginning of each course.

The University awards letter grades in recognition of academic performance in each course. Grades are based upon formative and summative assessments as described in the study process below. The course instructor's academic judgment as to whether the student has demonstrated a specified level of performance is based on objective and subjective evaluations. Students are graded according to their individual performance in the course.

All of the grading criteria listed are subject to the specific course syllabus. Criteria for awarding grades as described in the course syllabi may include but are not limited to

- Quality of assignments
- Sufficient participation in the discussion forums (according to the requirements laid out in the course syllabus) and the quality of the postings
- Attendance
- Performance on course final projects

Each course is based on a total of 100 maximum points.

The final grade will be based on 3 credits as follows:

Description	**Points**
Assignments, Discussions, and Attendance	60
Course Final Project (Report and Presentation)	40
Total Points Possible	**100**

Late Work Policy

Please be sure to always meet the deadlines. There will be no makeup assignments or quizzes, or late work accepted unless there is a serious or compelling reason and the instructors' approval.

Timely Feedback

Instructors will always let students know when they will receive feedback about their assignments.

The "standard" time for providing feedback for course activities is 5 business days. But instructors should be sure to be explicit and reaffirm this with students. Posting a note about the expected feedback schedule is also a good opportunity to change this timeframe if the schedule requires such an adjustment.

Standardized Rubrics

The university uses the following standardized rubrics at each course:

- **Rubric for Subject Content Knowledge**

Indicators		Level of Achievement					Score
		1	2(*)	3	4(**)	5	
1	**Investigate and research**	Little inquiry; limited knowledge shown		Explores topic with curiosity; adequate knowledge from variety of sources displayed		Knowledge base displays scope, thoroughness, and quality	
2	**Examine and identify**	Does not identify or summarize the problem or question accurately, if at all		The main question is identified and clearly stated		The main question and subsidiary, embedded or implicit aspects of a question are identified and clearly stated	
3	**Analyze and synthesize**	No supporting data or evidence is utilized; separates into few parts; detects few connections or patterns		Evidence is used but not carefully examined; source(s) of evidence are not questioned for accuracy, precision, relevance and completeness; facts and opinions are stated but not clearly distinguished from value judgments		Evidence is identified and carefully examined for accuracy, precision, relevance, and completeness; facts and opinions are stated and clearly distinguished; combines facts and ideas to create new knowledge that is comprehensive and significant	
4	**Construct and interpret**	Combines few facts and ideas; needs more development; conclusions, implications; consequences are not provided		Accurately identifies conclusions, implications, and consequences with a brief evaluative summary; uses perspectives and insights to explain relationships; states own position on the question		Accurately identifies conclusions, implications, and consequences with a well-developed explanation; provides an objective reflection of own assertions	
						Total	

(*) Student exhibits most characteristics of "1" and some of "3"
(*) Student exhibits most characteristics of "3" and some of "5"

- **Rubric for Written Communication**

Indicators	Level of Achievement	Score

		1	2(*)	3	4(**)	5	
1	**Content and Development**	Topic is poorly developed, support is only vague or general; ideas are trite; wording is unclear, simplistic; reflects lack of understanding of topic and audience; minimally accomplishes goals of the assignment		Occasional errors do not interfere with writer's ability to communicate purpose; generally appropriate format; in text and ending documentation are generally clear, consistent, and complete; cited information is somewhat incorporated into the document		Control of conventions contribute to the writer's ability to communicate purpose; free of most mechanical errors; appropriate format; In text and ending documentation are clear, consistent, and complete; cited information is incorporated effectively into the document	
2	**Organization**	Disorganized and unfocused; serious problems with coherence and progression of ideas; weak or nonexistent thesis		Generally organized and focused, demonstrating coherence and progression of ideas; presents a thesis and suggests a plan of development that is mostly carried out		Clearly focused and organized around a central theme; thesis presented or implied with noticeable coherence; provides specific and accurate support	
3	**Language**	Displays frequent and fundamental errors in vocabulary; repetitive words and sentence types; sentences may be simplistic and disjointed		Competent use of language and sometimes varies sentence structure; generally focused		Choice of language and sentence structure is precise and purposeful, demonstrating a command of language and variety of sentence structures	
4	**Convention**	Errors interfere with writer's ability to consistently communicate purpose; pervasive mechanical errors obscure meaning; inappropriate format; in text and ending documentation are generally inconsistent and incomplete; cited information is not incorporated into the document		Occasional errors do not interfere with writer's ability to communicate purpose; generally appropriate format; in text and ending documentation are generally clear, consistent, and complete; cited information is somewhat incorporated into the document		Control of conventions contribute to the writer's ability to communicate purpose; free of most mechanical errors; appropriate format; In text and ending documentation are clear, consistent, and complete; cited information is incorporated effectively into the document	
						Total	

(*) Student exhibits most characteristics of "1" and some of "3"
(*) Student exhibits most characteristics of "3" and some of "5"

- **Rubric for Oral Communication**

Indicators	**Level of Achievement**					**Score**
	1	**2(*)**	**3**	**4(**)**	**5**	

1	**Subject Knowledge**	Provides irrelevant or no support: explanation of concepts is unclear or inaccurate		Main points adequately substantiated with timely, relevant and sufficient support; accurate explanation of key concepts		Depth of content reflects thorough understanding of topic; main points well supported with timely, relevant and sufficient support; provided precise explanation of key concepts	
2	**Organization**	Lack of structure; ideas are not coherent; no transitions; difficult to identify introduction, body, and conclusions		Clear organizational pattern; main points are made clearly; smooth transitions differentiate key points		Effective organization well suited to purpose; main points are clearly distinct from supporting details; transitions create coherent progress toward conclusion	
3	**Connection to Audience**	Topic seems irrelevant to audience needs and interests; no attempt made to connect to audience		Some relevance of topic to audience needs and interests; expresses an understanding of their target audience; some attempt to capture audience		Connection of topic to audience needs and interests is stated; captures audience's attention	
4	**Delivery**	Reads speech; avoids eye contact; poor body language; poor voice quality; poor fluency (e.g., long pauses, poor pronunciation, excessive use of vocal fillers)		Unobtrusive use of notes; some eye contact made; body language supports key points; voice rate and volume allow audience to follow message; adequate fluency (e.g., clear pronunciation, few minimal pauses, some use of vocal fillers)		Inconspicuous use of notes; effective eye contact with audience; body language is dynamic, natural and comfortable; voice rate, pitch and volume are varied to maintain audience interest; high fluency (e.g., strong and confident delivery with purposeful pauses and few vocal fillers)	
						Total	

(*) Student exhibits most characteristics of "1" and some of "3"
(*) Student exhibits most characteristics of "3" and some of "5"

Letter Grade Assignment

The University awards letter grades in recognition of academic achievements in each course. Grades are based upon formative and summative assessments as described in the study process below and the course instructor's academic judgment if the student has demonstrated a specified level of performance based on objective and subjective evaluations.

Based on students' individual performances in each course, the final letter grades are given according to the table given below.

Letter Grade	Numerical Grade	Percentage	Performance
A	4.00	93-100%	Excellent Work
A-	3.67	90-92%	Nearly Excellent Work
B+	3.33	87-89%	Very Good Work
B	3.00	83-86%	Good Work
B-	2.67	80-82%	Mostly Good Work
C+	2.33	77-79%	Above Average Work
C	2.00	73-76%	Average Work
C-	0.00	70-72%	Failed
D+	0.00	67-69%	Failed
D	0.00	60-66%	Failed
F	0.00	0-59%	Failed
W	-	-	Withdrawal (Withdrawal from a course without academic penalty. Issued based on a student-initiated withdrawal.)
I	-	-	Incomplete (Work incomplete, due to circumstances beyond the student's control, but of passing quality. If the work is not completed within a year, the grade of incomplete converts to failure (F) one month after issuance.)

- The University considers a B (3.0) overall grade point average (GPA) as the minimum for the student to graduate.
- A grade of C- or lower is not considered a passing grade for any course.
- If a student receives a grade of C- or lower for any course, this failed course must be repeated in order for the student to graduate.
- Only the grade of the repeated course will be used to calculate the student's cumulative grade point average (GPA) for graduation but both the original and repeated course grades will appear on the student's official transcript.
- A student may not repeat a failed course more than two times. If a student fails a course three times, he/she will be dismissed from the program.
- Any student not achieving this minimum grade will have to repeat the course in order to complete the program. "Pass" indicates completion of the course duties with academic work equal to a C (2.0) grade.

Course Repeat

- "Fail" indicates completion of the course duties with academic work with a grade below C grade.
- An Incomplete (I) may be awarded upon the recommendation of the instructor when the student has completed 80% of the coursework but cannot finish the remainder due to illness or some other serious reason. The student must complete the work and the instructor has to submit a change of grade to the Director of Education within four weeks. Failure in doing this will result in a grade of 0.0 for the course.

- Withdrawal (W): Withdrawal from a course will appear on the student's official transcript and is included in attempted credits when monitoring satisfactory academic progress, but not included in the calculation of the Grade Point Average (GPA).

Grade Point Average (GPA)

- All course credits in which a letter grade is received will be used to calculate the student's Grade Point Average, with the exception of a W grade, and Pass/Fail grades.
- The Grade Point Average (GPA) is determined by dividing the number of grade points achieved by the number of units attempted. The total grade points achieved for a course equals the number of grade points assigned times the number of course units.

Standards of Academic Achievement

A student must earn the minimum standards of academic achievement and successful course completion while being enrolled at Contemporary Technology University. The student's progress will be evaluated at different time intervals to determine satisfactory academic progress. Contemporary Technology University forbids students to remain enrolled who are not meeting the standards of satisfactory progress.

Maximum Degree Program Duration

The maximum time to complete any degree program is one and a half times the program length unless exceptional circumstances exist. The normal length of each academic program is indicated in the curriculum description for the academic programs in the catalog.

Grade Reports

At the end of each term of study, the student receives a communication that provides detail on grades achieved.

Grade Appeal Procedure

1. The University permits students to appeal their final letter grade of any course if they feel it is unfair or unjustified. As the initial step in the Grade Appeal Procedure, the student must seek a discussion with his or her course instructor. This must be done within a week of the grade posting. This discussion is intended to provide the instructor an opportunity to explain the reason for the grade and to provide the student with an opportunity to indicate possible errors or misjudgments in the assignment of the grade. Frequently, a discussion with the instructor resolves the appeal.

2. If the Instructor accepts the appeal, he or she must inform the education coordinator and then send the corrected grade to the Student Affairs for rectification of the student's academic results. If the discussion between the student and the instructor does not resolve the issue

within 3 weeks of the grade posting and if the student still believes that an unfair grade was awarded, the student must request a Grade Appeal Form from his or her instructor. The completed Grade Appeal Form with the instructor's comments on the request must be submitted by the student to the Student Affairs no later than a month after the grade posting or it will not be accepted and the grade will stay as originally recorded.

3. Appeals regarding grades will be investigated by the Academic Affairs Committee, which consists of the program heads and head of Student Affairs. The committee may come to the decision that the given grade should stand, or that the grade received is unfair or unjust, in this case, the committee will determine the appropriate mechanism for awarding the final grade. Students submitting a Grade Appeal Form will be informed in writing of the committee's decision on their appeal in a timely fashion. Decisions reached by the committee are final and binding. Documentation of the final decision and all related materials will become part of the student's official academic record. Students appealing a grade should note the following:

   - For a change in grade to be recommended, a student must prove that the grade originally given was unjust or unfair.
   - The education coordinator will not place his or her judgment over the instructor except in clear and solid cases.
   - The burden of proof in challenging a grade is the responsibility of the student.

Satisfactory Academic Progress

1. Students' academic progress is evaluated at the end of every semester (after completion of courses 3, 6, 9, and the Capstone Project course). For each evaluation point, a minimum standard of satisfactory academic progress ("the Academic Standards") is defined in each of the following three parameters:
   - Cumulative Grade Point Average (GPA)
   - Credits earned
   - Completion rate (i.e. credits earned divided by credits attempted)

2. Students must meet or exceed the Academic Standards in all of the three parameters listed above in order to stay enrolled as regular students. A student will be put on Academic Warning at the first evaluation point in which he or she doesn't meet or exceed the Academic Standards.

3. A student that is under Academic Warning and in the consecutive evaluation point he or she meets or exceeds the Academic Standards will be returned to a status of a regular student. If the student under Academic Warning doesn't meet or exceed the Standards in the consecutive evaluation point, he or she will be put on Academic Probation.

4. A student that is under Academic Probation and in the consecutive evaluation point he or she meets or exceeds the Academic Standards will be returned to a status of a regular student. If the student under Academic Probation doesn't meet or exceed the Academic Standards in the consecutive evaluation point, he or she will be dismissed from the University.

5. If at any evaluation point it can be determined by the University that it is mathematically not possible for a student to meet the Academic Standards, he or she will be dismissed from the University.

6. The University reserves the right to place a student on Academic Warning or on Academic Probation and the right to remove a student from Academic Warning or on Academic Probation based on his or her academic development, notwithstanding the Academic Standards. Student Affairs department will send emails to students notifying them that they failed to meet the Academic Standards within 30 days of every evaluation point.

7. Students on academic or disciplinary probation will not be allowed to graduate.

Academic Freedom

The primary objective of the University is to provide quality education to its students. The University is committed to the free pursuit and dissemination of knowledge. Faculty members are encouraged to explore, discuss, and create thoughtful teaching and learning experiences that examine differing perspectives. As professionals, they should be honest, responsible, and respectful of others and their opinions. Faculty are expected to support the University's objectives and to differentiate between their own viewpoints and those of others, including professionally accepted views in a discipline. Faculty should present data and information fairly and objectively.

Academic Integrity

True learning can take place only when students do their own work honestly without copying from other students or other sources. Contemporary Technology University enforces the highest standards of academic integrity, both to preserve the value of the education offered and to prepare students to become productive members of the workforce and society.

It is the instructor's responsibility to report any reasonable suspicion of academic dishonesty to the appropriate academic official.

For Contech's Student Integrity and Academic Dishonesty Policies see https://contech.university/student-integrity-and-academic-honesty-policies/.

Course Drops and Withdrawals

Each program is made up of a number of different courses. Students are responsible for managing their time at the University and balancing their studies with their non-University commitments. There is, however, some flexibility to enable students to manage their workload. There may be circumstances and occasions when it is necessary for students to change their University activities by dropping a course or withdrawing from a course. Should students need to do so, they must follow the correct procedures and should understand the implications that are explained in this section.

Course Drop

A student may drop a course during the first 7 days of the course session without academic penalty. A course drop during this time does not appear on the student's transcript and does not affect grade point average (GPA). Note: Please refer to the Academic Calendar in order to be sure of the last date for a course drop.

A course drop applies to one course at a time and does not assume withdrawal from the University. Students are responsible for requesting a course drop by sending an e-mail to Student Services at support@contech.university. The request must indicate:

- Student's full name (first and last)
- Student ID
- Course name and number

If the student has not received a response from Student Service within three days of his request, another inquiry should be made by the student to Student Services.

Course Withdrawal

Course withdrawal refers to students formally withdrawing from the course roster after the add/drop period has passed. A withdrawal relates to only one course at a time and does not assume withdrawal from the University. A course withdrawal is different from a course drop in that the course will appear on the student's official transcript and will be included in attempted credits when academic progress is monitored. Students should note the following:

Course withdrawal requests must be sent by e-mail to Student Services at support@contech.university and must include:

- Student's full name (first and last)
- Student ID
- Course name and number

If the student has not received a response from Student Service within three days of the original request, another inquiry should be made by the student to Student Services. The following consequences apply to a student who withdraws from a course:

- The student receives a grade of "W" for the course

- The grade of "W" appears on the student's transcript
- The grade of "W" does not affect GPA, but course credits are included in attempted credits when monitoring academic progress

Administrative Withdrawal

Students who have not participated in a course, or who may have had minimal participation but show no credit for any graded assessments, and have not requested a course drop or course withdrawal will be subject to an Administrative Withdrawal. The following consequences apply to a student who is administratively withdrawn from a course:

- The student receives a grade of "W" for the course
- The grade of "W" appears on the student's transcript
- The grade of "W" does not affect GPA, but course credits are included in attempted credits when monitoring academic progress

Withdrawal from the University and Institutional Refund Calculation

A student may withdraw from Contemporary Technology University at any time for any reason. Students who wish to withdraw from the University must send an email indicating their name and Student ID to Student Services requesting to withdraw. Students submitting a request to withdraw are also asked to state their reason for withdrawing from the University in the email to Student Services at support@contech.university.

Students who have withdrawn but wish to return to study in the future will be required to re-apply for the admission process.

A withdrawal is considered to have occurred on the earlier of (a) the date the student officially notifies the campus of his or her intent to withdraw, or (b) the point at which the student fails to meet the published academic policies outlined in the Academic Catalog ("Date of Determination").

Notice of withdrawal may be given by mail, hand delivery, fax, or email. The notice of withdrawal, if sent by mail, is effective when deposited in the mail, and properly addressed with postage prepaid.

For Contemporary Technology University students, a notice of cancellation should be given by email. The written notice of withdrawal need not take any particular form and, however, expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement.

Contemporary Technology University reserves the right to withdraw a student if, at any time, the student fails to meet the policies as outlined in the Academic Catalog.

Upon a student's withdrawal, the University performs a calculation to determine unearned tuition and return of corresponding funds. Students can obtain a full refund of charges paid through

attendance at the first session, or the seventh day after enrollment, whichever is later. Any student may withdraw from the school at any time, after classes start, and receive a pro-rata refund calculated based on the remaining scheduled days in the current payment period in the program, and based on the last day of attendance.

For the purpose of determining the final amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount for refund equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the remaining number of days scheduled to attend, prior to withdrawal.

Sample Refund Calculation

Let's assume the student made a payment for a course for $1,200 and let's assume the scheduled days for the course is 25 days in total. The student attended 10 days of the term and informed the University about the decision to withdraw. The calculation for the refund is provided below for this example:

Remaining days: 25 days – 10 days = 15 days
Total fee for the course: $1,200
Daily fee for the course: $1,200 / 25 days = $48
Total fee to be refunded: 15 days x $48 = $720

State of California Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, students must pay the state-imposed assessment for the STRF, or it must be paid on their behalf, if they are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of their tuition.

students are not eligible for protection from the STRF and they are not required to pay the STRF assessment, if they are not California residents, or are not enrolled in a residency program.

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

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

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

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

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

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

Leave of Absence

The University may grant, on a limited basis, a leave of absence to students, when the student is experiencing extenuating circumstances that prevent attendance and/or challenge an academic success. These circumstances may include: Medical emergencies, family emergencies, and other exceptional personal circumstances. The University reserves the right to request supporting documentation from relevant authorities. A request for a leave of absence must be made in writing, and be e-mailed to Student Services at support@contech.university including:

- Student's full name (First and last name)

- Student ID
- Program name and registered courses
- Reason for the request
- Date of requested leave and the date of return

A leave of absence may only be from the first day of the following term, and students cannot return from a leave of absence in the middle of a term. A leave of absence cannot exceed 180 days within a twelve-month period, beginning on the first day of the student's initial leave of absence. Students who fail to return to class by the end of their leave of absence will be withdrawn from the University. Students granted a leave of absence when on academic probation will return to their studies with the same status.

The time granted for a student's leave of absence will not count against the total time allowed for the program completion. Student Affairs will decide whether or not to grant the student's request for a leave of absence after investigating the request, the supporting documents, and the student's academic history. The University's decision to grant or refuse a request for a leave of absence will be final and binding.

Grievance (Formal Complaint Process) Policy

Contemporary Technology University is committed to providing a learning and working environment that values all of its members and ensures freedom from discrimination and harassment. At the same time, no part of this policy abridged academic freedom or Contemporary Technology University's educational mission. Statements and written materials that are relevant to classroom subject matter are excluded from the prohibitions contained in this policy. Grade disputes, admissions decisions, graduation appeals, and similar academic decisions are not issues for grievance unless they are complaints of a civil rights nature, including complaints related to age, sex, race, religion, color, ethnic/national origin, disability, sexual orientation or veteran status. Student allegations of discrimination are grounds for initiating a grievance.

Grievance Procedure

The grievance (formal complaint process) procedure is applicable to all students, administration, and instructional personnel of Contemporary Technology University. The institution encourages its students and instructional personnel to resolve any disagreements, complaints, misunderstandings and grievances by informal means, where possible, before filing a formal grievance. Grievance Officer may choose various routes for dealing with their concerns. Starting with more informal mechanisms does not preclude the individual's decision later to pursue more formal ones.

Informal Resolution

The grievant is first encouraged to communicate with the individual most directly responsible for the problem, and this often resolves the matter. In instances where no resolution is reached

or if contacting or writing the person directly would be a source of discomfort, then the grievant may choose another route to achieving a resolution.

Grievance officer may seek to resolve the matter through mediation. Grievance officer wishing to have a third party informally resolve the issue consult with the head of Student Affairs who will attempt to facilitate a resolution. Both parties must consent to participate in the confidential, voluntary process. The head of Student Affairs does not decide who is right or wrong but rather mediates a conversation between the parties. Because it is a voluntary process, disciplinary action cannot be taken against the respondent and, once the agreement has been reached, it is final and cannot be appealed. If, after 30 days, the head of Student Affairs deems it impossible to achieve a satisfactory resolution between the parties, the grievant can choose to close the matter or to file a formal complaint.

Formal Resolution

Although students have the option of filing a complaint with an outside agency, most states require that students first attempt to resolve their issue directly with the University. As such, Contemporary Technology University strongly encourages students to first file a formal complaint with the University, before resorting to an outside agency. Students with an issue or concern about their experience with Contemporary Technology University who wish to file a formal complaint should contact the grievance officer directly at support@contech.university.

The Procedure

- **Submission of a Complaint**

I. Formal grievances are submitted to the grievance officer at support@contech.university
II. The complaint must include:
    a. A full description of the problem,
    b. The identity and status of the individual against whom the complaint is being lodged,
    c. A description of what may have been done to try to resolve the matter informally,
    d. A suggested action requested or recommended to resolve the matter, and
    e. Any supporting documents.
III. Once the complaint is received, the grievance officer reviews it for appropriateness for the grievance procedure and emails the grievant acknowledging receipt of the complaint.
IV. If the complaint is not appropriate for the grievance procedure, the grievant is informed and may be referred elsewhere as appropriate.
V. The grievance officer will dismiss the application if the formal procedure for complaints is not followed.

- **The Investigation**

I. In all instances, the respondent/s is/are notified of the complaint immediately and receive/s a copy of it. The respondent/s is/are given 15 calendar days within which to submit a written response.
II. Non-participation is not presumed to indicate guilt, but the investigation will continue without a response, and a finding will be issued.
III. The grievance officer will initiate an investigation of the complaint 15 days after the respondent/s is/are notified of the complaint, with or without a response from the respondent/s.
IV. In undertaking the investigation, the grievance officer will have complete discretion to gather any and all relevant information about the incident. All the information gathered in the process of the investigation will be considered confidential and shared only with those with a need to know.
V. The finding will be issued within 45 calendar days of receipt of the formal complaint and will be communicated to both the grieving party and the respondent/s. Any disciplinary action against the respondent will be promptly put into effect.

- **Appealing the Finding**

Both the grievant and the respondent/s have the right to appeal the final decision. The appeal must be submitted to the grievance officer at support@contech.university within 10 calendar days of issuance of the formal finding. The grievance officer will then refer the appeal to Appeals Committee, which consists of the CAO, program heads, and education coordinator.

I. Appeals will only be considered in instances where:
    a. the appealing party has new information that was not available at the time of the investigation;
    b. the appealing party has identified procedural irregularities of a magnitude that would change or affect the finding; or,
    c. the appealing party believes the finding and/or disciplinary action to have been inconsistent with the facts of the situation.
II. The appeals committee will then exercise their discretion to determine:
    a. If the process of the Formal Complaint had been fair;
    b. If the decision was reasonable based on the facts; and,
    c. If the sanction was a reasonable one.
III. The appeals committee will not conduct a new investigation and will make its decision within 20 calendar days of the receipt of the appeal from the grievance officer. The decision of the appeals committee is final.
IV. The final decision will be sent to the Appellant via email and to the head of the relevant department and a detailed log of each grievance will be kept in the Contech University digital files.
V. Access to this data is limited to the CEO and authorized staff.

If a satisfactory resolution cannot be reached at the institutional level, students may contact the Bureau for Private Postsecondary Education (BPPE) by filing a complaint at https://www.bppe.ca.gov/enforcement/complaint.shtml.

Bureau for Private Postsecondary Education (BPPE)
Mailing Address:
1747 N. Market Blvd., Suite 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Website address:
www.bppe.ca.gov
Telephone and Fax #'s:
(888) 370-7589 or fax (916) 263-1897
(916) 574-8900 or fax (916) 263-1897

STUDENT SERVICES

Student Identification Card

Every student will be provided with electronic identification that will be required to access course material. Students without electronic credentials will not be permitted to access any of the University's resources.

Learning Resources

Learning resources provided through Contemporary Technology University Library and Information Resources Network (https://www.lirn.net/) enable its students and faculty to access library facilities, informational databases, and electronic communication services from the convenience and comfort of their homes and offices. Learning resources have been developed and are continually updated to support high-quality Instructor/student communications, teachers and students can use Contemporary Technology University Library and Information Resources Network by visiting the following link (https://www.lirn.net/) and logging in using their unique ID and Password.

Counseling

Contemporary Technology University offers counseling through administrative staff and faculty. Academic counseling falls under the purview of the Academic Dean, faculty, and academic staff. Personal Counseling and mentoring such as trauma, personal, and sexual harassment fall under the purview of the Director of Student Services.

Student Interaction and Study Groups

Group study will be incorporated when feasible. Students coming together, sharing ideas, and preparing is a delightful part of the college environment be it direct or virtual. Group study is a

helpful way to re-enforce the personal first-time study and expand the range of learning. The interaction will be the essence of the instructor's facilitative tasks.

Services Not Provided by the University

Contemporary Technology University has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing. Student housing options are widely common near Contemporary Technology University campus location as it's a very popular student area in Palo alto due to other educational institutions such as Stanford University, Sofia University, and Menlo College. Private student housing companies such as Mia Palo Alto, Indigo Apartment homes, and many others offer residential services starting from a private room to 1+1 bedroom apartments ranging from $1500 to $3347 monthly. The cost of an average apartment (823 square feet) in Palo Alto in May 2020 was $3,347.

Contemporary Technology University neither provides, pays for, nor reimburses students for the acquisition of, or use of, any electronic tools, and/or services such as, but not limited to, computers, access to online database services, or database consultant fees and/or services.

Academic Counseling

Students at Contemporary Technology University are given the opportunity to gain skills in academics, career planning, and job placement. Academic counseling is available as needed through the department head. In some cases, the student may be referred to the Department of Student Services. These services are provided on a continuing basis, at no additional charge.

Graduate Placement

Contemporary Technology University does not guarantee employment to any student upon graduation. Contemporary Technology University does provide all graduates with assistance regarding placement opportunities, resume preparation, job search assistance, and interview counseling and advising concerning job search and job interview techniques.

Placement assistance is available to all graduates of the institution. Additionally, Contemporary Technology University is required under California law to track the placement of its graduates for a period of up to 6 months upon completion of their program and to verify placement 2 months after employment. Our Student Services will assist students with their job search. This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment.

For the purposes of reporting gainful employment of its graduates, the following are the job classifications for each program that Contemporary Technology University offers to prepare its graduates using the United States Department of Labor's Standard Occupational Classification codes, at the Detailed Occupational (six-digit) level:
Master of Science in Computer Science: 11-3021 (Computer & Information Systems Managers)
Master of Science in Digital Marketing: 11-2021 (Marketing Managers)

GENERAL INFORMATION

Tax Deductions for Educational Expenses

Students may be able to deduct qualified education expenses paid during the year. U.S. Treasury Regulation 1.162-6 permits an income tax deduction for educational expenses such as books, registration fees, and expenses needed to maintain or improve a student's skills in current professions, or to meet job requirements of an employer or minimum professional requirements to retain student's job status, employment, or rate of pay. Students are encouraged to check their status with an enrolled tax agent or the toll-free number listed for the I.R.S. Treasury Office in the student's tax area.

License and Credentials

Contemporary Technology University's degree programs and coursework do not meet any particular local, state or national licensing or credentialing requirements. It is the responsibility of the future students interested in obtaining licensure or a credential to check with the state agencies, school districts, professional associations, and government agencies before enrolling with Contemporary Technology University.

Student Records Retention Policy

The records for students, including a transcript of academic progress shall be kept in files maintained in fireproof cabinets in such a way that adequate information is maintained by the institution for a period of 5 years from the student's date of completion or withdrawal to show student advancement, grades, and those satisfactory standards are enforced relating to progress and performance. Student Services make an electronic backup off-site.

Contemporary Technology University is required to maintain student records for a minimum of 5 years while student transcripts will be maintained indefinitely and made immediately available during normal business hours and for inspection by officials from the State of California Bureau of Private Postsecondary Education, or the State of California Attorney General's office showing the following:

- The names and addresses, both local and home, of each of its students;
- The courses of study offered by the institution;
- The names and addresses of its instructional staff, together with a record of the educational qualifications of each, and;
- The degrees or diplomas and honorary degrees and diplomas granted, the date of granting, together with the curricula upon which the diplomas and degrees were based.

Transcripts of Records

Contemporary Technology University will supply one official transcript upon graduation. Requests for additional transcripts must be made in writing and signed by the student. There is a $15.00 charge for each transcript requested. For transcripts mailed outside of the U.S., there is an additional shipping fee of $50.00. Students requesting the release of academic records and transcripts to employers or other groups or agencies must sign an authorization request and follow the procedures outlined in this section.

In addition, students are informed that they may file complaints with the Family Educational Rights and Privacy Act Office of the United States Department of Education (FERPA) concerning alleged failures by the school to comply with the Family Rights and Privacy Act of 1974 (the 'Buckley amendment'), as amended, in relation to the procedures and decisions involved with any such matters.

Sexual Harassment Policy

The University's definition of Sexual Misconduct is to be instances of Sexual Harassment and Sexual Violence.

Sexual Harassment

Sexual Harassment is defined in legislation as conduct with a sexual component that is unwelcome, unsolicited, and unreciprocated. Conduct with a sexual component includes physical, visual, verbal, and non-verbal behavior.

The University understands that Sexual Harassment includes, but is not limited to:

- leering or staring
- obscene sexual communications in any media including social networking
- persistent following or stalking
- persistent unwelcome invitations, telephone calls, or emails
- sending of sexually explicit emails or text messages
- sexually suggestive words, gestures or sounds
- unwanted ongoing declarations of affection or approaches for affection, including gifts display of sexually suggestive material use of University computer systems for the retention and distribution of sexually explicit material
- unwelcome behavior or contact of a sexual nature which offends, intimidates, embarrasses or humiliates an individual
- unwelcome physical touching or familiarity, including deliberately brushing against someone, patting, kissing and embracing.

Sexual Violence

The University understands Sexual Violence to be instances of:

- Sexual Assault
    - aggravated sexual assault (sexual assault with a weapon)
    - attempted rape
    - indecent assault
    - penetration by objects and forced sexual activity that did not end in penetration
    - rape (sexual penetration without consent).

- Sexual Threat is an act of a sexual nature carried out against an individual's will through the use of physical force, intimidation or coercion made face-to-face.

Scope

The scope of this policy extends to all members of the University Community, including but not limited to:

- the University's Employees
- the University's Students
- individuals not employed by the University that undertake official duties for the University

Supervisors and Managers

The University expects that Supervisors/Managers take appropriate action using the procedures associated with this policy when they become aware of instances of possible Sexual Misconduct, even without a complaint being lodged.

The University expects Supervisors/Managers to manage Sexual Misconduct appropriately and contribute to maintaining a campus culture of inclusivity and respect, and uphold the rights of Employees and Students to fair treatment by:

- making sure Employees and Students are familiar with this policy
- modeling exemplary behavior in this regard themselves
- ensuring that Employees and Students are aware of the University's Code of Ethics and Code of Conduct
- making known names and locations of Employees, who are able to provide preliminary advice and assistance
- taking early action when they become aware of instances of possible Sexual Misconduct, even without a complaint being lodged
- following up promptly when a Sexual Misconduct matter is raised.

Breach of Policy

Failure to comply with this policy by a member of the University Community may be considered a breach of the Code of Ethics and Code of Conduct and may result in disciplinary action.

Procedures seeking Support

Someone who has experienced Sexual Misconduct can seek support from a range of people across campus and external to the University.

Disclosures and Reports

Disclosures

An Employee or Student who wants the University to investigate what happened can make a Disclosure and/or a Report to the University.

Making a Disclosure starts a process of information and support provision, which can include assistance with making a Report, but does not start an investigation.

Making a Report does start an investigation (assuming the University has the authority to investigate) and can include a referral to the Disclosure Officer(s) for information and support provision as part of the process.

The decision to make a Disclosure and the decision to make a Report are separate decisions. They are both confidential processes but there may be limits to confidentiality, particularly where the University is required to disclose information to external agencies or investigate.

Disclosures are made to the Disclosure Officer. Appointments can be made by phone or by email. No information about the Sexual Misconduct is required in the email; just a statement that the individual wishes to make a Disclosure, their full name, and their student/employee ID.

To the greatest extent possible, the University will respect an individual's choice to not make a Report and will keep the Disclosure confidential. In exceptional circumstances, where required by law or where there is a risk of significant harm to that individual's health and safety or another individual's health or safety, and at the sole discretion of the Disclosure Officer, the University may make a report.

Making a Report

Anyone subjected to Sexual Misconduct, including those outside the University Community, can report it against a University member. Reports can be made by:

- Emailing the Complaint Resolution Unit
- Submitting a Report online (through the Complaint Submission Form)
- Making an anonymous Report (with limited action)

- Scheduling an appointment with the Complaint Resolution Unit to report by mail

An individual who reports Sexual Misconduct is called the Complainant. Reports can be submitted to the University and external entities, including the police. If both processes are pursued, the University may continue or pause its investigation after consulting the Complainant.

Reports to the University don't usually involve police, unless required by law or if there's significant harm risk. The University will notify the Complainant and provide support if third parties are contacted.

Human Resources will handle Reports involving Employees. Reports involving both Employees and Students will be managed by Human Resources and the Complaint Resolution Unit.

Anonymous or third-party Reports can also be submitted. The University might not proceed with investigations due to insufficient evidence or lack of procedural fairness but may explore other steps, like contacting the affected individual through the third party.

If sufficient evidence exists and procedural fairness is maintained, the University may investigate. The affected individual can choose not to participate. Unprocessed Reports will be confidentially retained by the Complaint Resolution Unit.

Non-academic Dismissal Policy

Non-academic dismissal may occur if a student's actions violate the university's code of conduct, disrupt the learning environment, or pose a threat to the safety and well-being of others. Examples of such behavior include dishonesty, harassment, discrimination, violence, substance abuse, or any conduct deemed detrimental to the university's mission and values.

When an incident is reported, the Head of Student Affairs will conduct an investigation. This may involve interviewing those involved, gathering evidence, and consulting with relevant university officials. If the investigation finds sufficient grounds for dismissal, the student will be notified in writing about the charges and the impending disciplinary action.

The student will have the opportunity to respond to the charges during a formal hearing with the Student Conduct Committee, which includes faculty, staff, and student representatives. This committee will review the evidence, hear testimonies, and make a recommendation regarding the dismissal. The final decision will be made by the Chief Academic Officer, who will inform the student in writing of the outcome.

Students dismissed for non-academic reasons can appeal the decision by submitting a written appeal to the President within a specified timeframe. The appeal should explain the grounds for the appeal and present any new evidence. The President will review the appeal and make a final decision.

Conflict of Interest

A perception of a conflict of interest may be seen to exist where it would be likely that an individual might reasonably fear that a more senior staff member managing a Report might be influenced by factors other than employment management considerations.

The same reasoning applies to an employee with teaching or academic supervision responsibilities where factors other than proper academic management considerations might also create a perception of bias in the mind of a student. While a conflict of interest must always be acknowledged, depending on the circumstances, it may not always be necessary to act upon such a conflict. However, if there is any doubt, advice must be sought from Human Resources (Employees) or the Complaint Resolution Unit.

7. Investigating reports - complaint and discipline procedures

A Report may be investigated as a complaint and/or a disciplined process. At any point in considering a Report where it is determined that there is sufficient evidence, or where the matter is serious.

Where a Report indicates a matter that can be resolved informally or where there is insufficient evidence for referral to a disciplined process, the Report will be considered under the University Policy on: Student Complaint Resolution, or under the grievance procedures in the relevant Enterprise Agreement.

These complaint/grievance processes allow for informal resolution of matters and an investigation of a complaint matter where needed.

Care should be taken not to pre-judge either party or to dismiss a matter as trivial. A range of strategies can be used in resolving the complaint whilst ensuring that principles of procedural fairness are observed.

For the purposes of these procedures, an Employee responding to a complaint or allegation(s) of Sexual Misconduct is referred to as employee respondent and a Student responding to a complaint or allegation(s) of Sexual Misconduct is referred to as student respondent.

During either the informal or formal steps, a complaint investigation can meet the requirements of the initial inquiry stage of a disciplined process. If disciplinary action is required, the matter should be referred to Employee Relations in the case of an employee, or to the Complaint Resolution Unit in the case of a student, so that the matter can be dealt with under the appropriate regulations.

However, even if the matter can be resolved at a local level, it may be important to utilize support from other areas of expertise in order to manage the situation effectively and also for reporting purposes.

Where no matters are substantiated or identified as requiring consideration under the relevant disciplinary procedures, a complaint will be found not justified and closed. This decision can be appealed (procedures clause 12).

Where the University determines that a matter(s) arising from a Report may require disciplinary action, it should be referred to:

- Employee Relations within Human Resources for investigation as possible misconduct or serious misconduct by an Employee under the relevant Enterprise Agreement.
- The Complaint Resolution Unit for investigation of possible misconduct by a Student

This decision can be made on receipt of a report or during the complaint resolution process.

Where an initial inquiry determines that an allegation does not meet the required standard of proof, no further action will be taken.

Where an initial inquiry determines that an allegation is of sufficient substance the University will investigate under the relevant disciplinary procedure.

Investigation

All parties to an investigation will be afforded procedural fairness and have the right to have a support individual with them.

The Complaint Resolution Unit will investigate, or cause to be investigated, an allegation of Sexual Misconduct. Where the respondent is an employee, this will be referred to Employee Relations. Where the respondent is a student, the investigation will be undertaken by the Complaints Resolution Unit. Both areas responsible for an investigation may appoint an external investigator.

The Human Resource will consider and determine the suspension of an employee respondent during an investigation or termination. These decisions will be made in accordance with the relevant Enterprise Agreement.

The Dean (Education) will consider if a student respondent should be suspended during an investigation and any determination of exclusion or expulsion will be made in accordance with the Regulations for student conduct and discipline.

Appealing University decisions

A complainant who is unhappy with a University decision under the complaint/grievance procedures should refer to the relevant appeal steps in University Policy on: Student Complaint Resolution (Students), or the relevant Enterprise Agreement (Employees).

A respondent who is unhappy with a University decision regarding an allegation of Sexual Misconduct should refer to the appeal process in Regulations for student conduct and discipline (Students) or the relevant Enterprise Agreement (Employees).

Family Educational Rights and Privacy Act

Contemporary Technology University recognizes and acts in full compliance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Subject to FERPA limitations and in accordance with FERPA requirements, a student (or dependent student's parent/s) shall have the right to inspect and review the student's education records. Records may be inspected and reviewed upon written request to the Registrar. Requests must state as precisely as possible the education record or records the student (or eligible parent) wishes to inspect.

The Registrar will make the needed arrangements for access and notify the requester of the time and place where the records may be inspected. Access will be given within 45 days or less from the receipt of the request. When a record contains information about more than one student, the requestor may inspect and review only the records which relate to the student in question.

Annual Notification

Students shall receive a copy of the Notification of Rights under FERPA upon enrollment and thereafter by December 31st of each calendar year they are enrolled. Students shall also be notified of their FERPA rights by annual publication in the campus catalog.

Disclosure of Education Records

The campus shall disclose information from a student's education record only with the written consent of the student, except in instances in which the execution of the duties of the University requires access to student records, or to authorized agencies.

Information Technology Policy

The use of any computer software or information Technology equipment by students shall be in compliance with all laws and Contemporary Technology University policies. Students may not violate any intellectual property rights and may not compromise, tamper with, or utilize the software or equipment for inappropriate or unauthorized purposes. All such property belonging to Contemporary Technology University or under the University's control may be inspected or monitored by University personnel at any time and for any purpose.

Disciplinary action may be taken when a violation of this policy occurs. Contemporary Technology University's complete information Technology policy is distributed to all new students, and a copy may be obtained at www.contech.university

Safe Workplace and Campus Policies

Contemporary Technology University strives to provide a safe work and campus environment and encourages personal health and safety for all students and employees.

Nondiscrimination and Equal Opportunity Policy

Contemporary Technology University is committed to nondiscrimination and equal opportunities in its admissions, college policies, academic programs, activities, and employment regardless of race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, age, sex, marital status, sexual orientation, or any other basis protected by applicable federal, state, or local law, ordinance, or regulation.

Students with Disabilities

It is the student's responsibility to make his/her disability known during the enrollment process and to present certified documentation of the disability. A student who chooses to make his/her disability known and seeks accommodation should contact the Academic Affairs Department immediately upon recognizing the need for an accommodation. An academic affairs official or designee will discuss the recommended accommodations with the student to determine a reasonable means for delivering a specific accommodation. Documentation of recommended accommodations from a physician or other healthcare professional will be required prior to the provision of the accommodation.

Commit to Integrity

A student in this course and at Contemporary Technology University is expected to maintain high degrees of professionalism, commitment to active learning and participation in this class, and also integrity in the behavior in and out of the classroom.

PROGRAM DELIVERY

The Term Schedule

Contemporary Technology University operates on a term system. There are four enrollment periods throughout the year – Fall, Winter, Spring, and Summer, in which students can earn up to 9 units during a 12-week period. Term schedules contain the requisite credit hours and attendance requirements for online courses necessary for students to earn semester units.

Weekly study units will be made available to students at the beginning of the enrollment period. Students always have access to the completed units.

Learning Method

Students take the coursework at Contemporary Technology University offered programs 100% online.

Online Courses
Contech courses use the Internet and our Learning Management System to deliver course materials and to facilitate student-instructor, student-content, and student-to-student interaction. To participate in online courses, the student should have a good understanding of computer hardware and software applications and the Internet.

Students use the school's cloud-based learning management system and technology platform to access the school's course materials and to collaborate and communicate online with fellow students and faculty members. Students participate in online discussions on the school's online campus (campus.contech.university) and have access to an electronic library (https://www.lirn.net/).

Faculty members are available to all students for course-specific questions, discussions, reviews, and grading through the school's online web-based Canvas LMS platform.

Course requirements include watching audio/visual lectures; reading assigned course text selections; completing assignments and activities; responding to discussion threads; and completing course projects.

Recognizing that many students may not have studied online before, an orientation is provided for all students– Skills for Online Learning – which familiarizes students with the technology platform and educational objectives of the program. All students must complete the orientation in order to advance to further studies.

The curriculum itself is supported by respected scholars who participate in class discussions and oversee the assessment process. They also develop ongoing procedures for curriculum development and evaluation.

The Benefits of Using Contemporary Technology University User-Friendly Interactive Online Campus Platform (Canvas LMS)

Canvas benefits the students with a learning environment that is fun, innovative and creative, and filled with purpose, to enhance our student's knowledge and help them as well as completing assignments on-the-go. Some of the features that are visible on our LMS platform:

- Downloading files
- Reviewing the course notes
- Submitting the Assignments
- Keeping track of the grades
- Joining discussion forums
- Linking to online readings
- Canvas Instant Messages
- Online quizzes and exams
- Gamification of study material and problems
- Wiki

The features mentioned above help a hesitant student to post queries, search for information over a certain topic, read daily posts and comments, take–up an online quiz, exam, and lastly play a game related to application based problems to help them reduce stress, release worries and build a sea of knowledge.

The Study Process and Student Responsibilities

Students registered in the same period are enrolled in the same cohort and receive similar online learning experiences and schedules throughout the program. Students are expected to comply fully with the instructions in the course syllabus and to participate actively in required discussion forums by posting responses to questions and comments posted by instructors and other students. It is especially important that students get in the habit of seeking clarification from their fellow students on topics and issues they find difficult.

Each learning unit consists of several elements, including lectures, workshops, assignments, and discussion forums. Students must read the syllabus and should fully understand the components and requirements of every course.

Components of the Study Process

- **Lectures & Workshops**

Lectures are provided as online video sessions accessible through the Canvas LMS. These video lectures can be viewed at any time, allowing flexibility for students. Workshop sessions are designed to offer opportunities for students to practice concepts, collaboratively construct meaning, synthesize information, and evaluate their progress and knowledge in a hands-on manner.

Between lecture sessions, students are required to complete supporting course materials, engage in interactive exercises, and fulfill other activities detailed in the schedule of assignments.

- **Discussion Forums**

Asynchronous discussion forums take place on the Canvas platform. The online discussions allow students to share their experiences, thoughts, outside references, and any insights gained from the reading assignments for this course. Questions are assigned by the instructor to spur discussion on relevant topics in business analysis, and students will be encouraged to raise questions and discuss topics on their own.

- **Assignments and Assessments**

Students should submit their assignments as described in the Learning Guide and Course Syllabus unless requested otherwise. If the student needs to extend the due date, he/she should get permission from the instructor before the official due date. Assignments will generally be assessed by a number of the student's peers who will respond to a specific set of instructions regarding how, and according to what criteria, to perform the assessment. The grade for the assignment will be based on the average of the grades awarded by the peer assessors. Each student will be required to fulfill their peer assessor responsibilities fairly, non-competitively and professionally; peer assessor responsibilities are considered part of the University Code of Conduct; failure to fulfill responsibilities may affect the student's own grade or result in disciplinary action (see: "University Policies" section). A component of each student's overall grade for the course will be based on his/her performance as an assessor.
Where relevant, solutions to the weekly assignment will be posted during the subsequent weekly unit.

For any trouble, while trying to submit an online assignment let your instructor know immediately. All discussion assignments must be completed by the due date; late submission will affect the student's grade.

- **Final Project**

The main framework criteria for grading the final project paper are:

- Title & Idea: How innovative and creative is the idea and title
- Communication: Understanding and definition of the problem in the student's own words.
- Analysis: Comparing the available solutions.
- Problem Solving: Selecting a solution and augmenting it.
- Evaluation: Identifying the possible downside of the chosen solution.
- Synthesis: Suggesting ways to develop the chosen solution with information and ideas not in the case or the problem.

- Reflection: Reflecting on the students on their own thinking process after finishing the project

These criteria are reflected in the detailed rubrics that the instructor must use to grade each individual final project. The instructor has the choice of making the final project individual or group but the grading MUST be done on an individual basis. Students in the group should multiply the number of words/pages expected in case of individual work.

In the case of a group final project, the group must add a statement of responsibility at the beginning of the final project stating which parts of the project paper presented each student did. Every student must present her/his work in class, which is followed by an oral examination about the project by the instructor.

Library Resources and Services

In support of our students and their academic pursuits, Contemporary Technology University has joined the Library and Information Resource Network (**LIRN**) (https://www.lirn.net/). LIRN enhances our academic programs with a rich and powerful collection of resources: over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips. All Contemporary Technology University faculty and active students can use these resources free of charge. Students are also provided recommended open sources including textbooks and course materials. For questions or suggestions regarding the Contemporary Technology University Library and Resource Center, including LIRN or open educational resources, please contact Student Services at support@contech.university

Computing and Networking Resources

Although all learning resources, the Virtual Learning Environment, and Course and Class Forums are not open to public access, students should note that they are not private or confidential and neither students nor faculty should assume privacy when communicating in the Virtual Learning Environment. The University may access and observe communications conducted on the Virtual Learning Environment for regulatory, accreditation, and other administrative purposes, or for the purpose of enforcing the Code of Conduct, including investigating allegations of misconduct, suspected misconduct, or other complaints. In addition, Contemporary Technology University recognizes the need to provide limited access to the Course Forum and to other learning resources to persons other than students, alumni, faculty, and staff.

Course Forum Access

For regulatory, accreditation, and other administrative purposes, the Course Forum may be accessed and observed by persons other than students, faculty, and staff. Access to the course forum will be authorized only after the review of such a request and the determination that access is necessary and appropriate, does not infringe on the activities of students and faculty, and does not threaten the academic integrity of the course forum. Although the course forum is not open

to public access, it is neither a private nor confidential domain; neither students nor faculty should assume privacy within the course forum.

Contact Information for Students

Students are responsible for keeping their contact information accurate and current. Students' contact information is the information they submitted upon initiating the application process. Students wishing to update any of their contact information should contact support@contech.university and include:

- Student's full name (First and last name)
- Student ID

The primary form of official communication from Contemporary Technology University is through email. Students are required to maintain active e-mail addresses and inform the University of any Change of address according to the process described above. To ensure receipt of important communications, students should make sure that spam filters are set to receive e-mail from the University.

Electronic communication

Electronic communication is the preferred communication media for students, faculty, and staff. In order to take advantage of this Technology, it is required that students, faculty, and staff acquire and maintain e-mail access with the capability to send and receive attached files. In order to navigate the internet, it is recommended that the latest version of one of the following browsers be used:

- Microsoft Internet Explorer
- Mozilla Firefox
- Netscape Navigator

Our online curriculum is delivered via a learning management system powered by Canvas. There is technical assistance available for our enrolled students. Students may access their courses at their own convenience.

CONTECH'S MINIMUM TECHNOLOGICAL REQUIREMENTS

Recommended Minimum System Requirements

- **Windows**
  - Processor: 1.5 GHz Pentium or higher
  - Operating System: Windows 7 or higher
  - System Memory (RAM): 1GB or higher
  - Display: 800×600 or higher, 16-bit color or higher
  - Video Memory: 128MB of video RAM or higher

- Sound: 16-bit sound card or higher
- Microsoft Word, Microsoft Excel, or Microsoft Office
- Windows Media Player
- Adobe Reader 9.3 or higher.

➢ **Macintosh**
- Processor: G3 500MHz or faster processor or higher
- Operating System: OS 10.3 or higher
- Memory: 512MB of RAM or higher
- Screen Resolution: 1024 x 768 or higher
- Mozilla Firefox 1.5 or Safari 1.2.2 browser supported for Mac OS X 10.3 or higher
- Adobe Flash Player 8 (or higher) and Adobe Acrobat 6 or higher
- QuickTime Player

In addition, students need equipment such as a microphone, printer, flash drive, and webcam for all courses. Please check with the instructor prior to the beginning of the course to make sure you have the required equipment.

Technical Support

The university makes sure that every student and faculty member is supported when they encounter a technical problem and need any help.

Contemporary Technology University utilizes the Freshdesk ticketing system to collect and respond to student and faculty support inquiries. Students and faculty members can visit the Freshdesk account anytime and create their support request via this link https://contechuniversity.freshdesk.com Technical team will be responding back all the tickets within 1 hour during the weekdays and within 2 hours during the weekends.

Alternatively, if students and faculty members need immediate technical support or to report a problem with LMS, they can:
- Call our IT Support Team at 650-772-6020
- Email our IT Support Team at support@contech.university
- Visit the Technical Support page in Canvas LMS

Contemporary Technology University strives to prevent the spread of computer viruses by employing the latest virus detection software on all University-owned computer systems; however, Contemporary Technology University makes no guarantee related to the unintentional propagation of computer viruses that may go undetected by our virus detection software. Contemporary Technology University will not be held liable for any direct, indirect, incidental, special, consequential, or punitive damages of any kind, including but not limited to; loss of data, file corruption, or hardware failure, resulting from the effect of any malicious code or computer virus unintentionally transmitted by Contemporary Technology University staff members, Members, students or affiliates. Contemporary Technology University strongly recommends and urges all faculty and students to seek out and install adequate virus detection software and to

routinely check for, and install the most recent updates to their anti-virus software no less frequently than once each month, for their particular computer and operating system.

Facilities

The Contemporary Technology University administrative office is located at 2100 Geng Road, Suite 210, Palo Alto, California, 94303. Campus Lease description and future plan:

Contemporary Technology University has decided to use the leased offices from Regus (www.regus.com) which offers an agile shared office model where startup businesses can share office spaces, breakout rooms, and conference rooms, and facilities to reduce costs.

Facilities Standards

(a) Contemporary Technology University shall have sufficient facilities and the necessary equipment to support the achievement of the educational objectives of all the courses and educational programs in which students are enrolled.

(b) Contemporary Technology University facilities, including heating and cooling, ventilation, lighting, classrooms, laboratories, and campus environments shall be well-maintained. Contemporary Technology University shall maintain all valid permits required by all appropriate public agencies relating to the health and safety of the institution's facilities and equipment on file, and such permits shall be available to the Bureau upon request.

Equipment Plans

Contemporary Technology University plans to have the following equipment for usage during the first year of the educational program:

- 2 LCD projectors ViewSonic Full HD (1920x1080p) on a screen up to 300-inches in 3500 lumens. Keystone-Vertical (+/- 40°) or similar alternatives.
- 2 Boards Staples Staples Standard Melamine Dry-Erase Whiteboard
- LIRN online library and librarian services
- Amazon S3 Cloud Server
- High-speed fiber optic internet
- Wi-Fi access to internet everywhere on campus
- 4 Computers/Laptops with minimum specs:
    - CPU: 1.2GHz Intel Core
    - Graphics: Intel HD Graphics 615
    - RAM: 8GB RAM

Office Hours

Business office hours are Monday through Friday from 8:00 AM to 5:00 PM Pacific Standard Time. Class sessions vary and are described in the course information section that accompanies

each program. Contemporary Technology University observes most major holidays and closes for a winter break between Christmas and New Year's Day.

Student Login Username and Password

Each student is assigned a designated username and password to log into the Contemporary Technology University Online Platform and courses. Registered Contemporary Technology University students with technical issues, please contact Technical Support at support@contech.university for assistance if any login problems occur.

Students' usernames and passwords are vital for the security of a student's work. The responsibility for all activities carried out under a student's username rests solely with that student. Please ensure you keep your password secret and do not give it to anyone else.

PROGRAM DESCRIPTIONS

MASTER OF SCIENCE IN COMPUTER SCIENCE (MSCS)

Contemporary Technology University's Master of Science in Computer Science program is intended to address student competencies of excellence locally and internationally, to provide a broadly educated student, through the provision of knowledge creation, research skills and competencies based on scientific process and findings.

The program is designed for students with a strong background in math, computer science, and engineering who seek the specific techniques and tools involved in computer science and the business skills to apply this knowledge effectively and strategically.

The Master of Science in Computer Science program consists of ten (10) 3-credit hour courses for a total of 30 credit hours

- Courses are distributed as follows:
- Program required core courses: 9 courses (27 credit hours)
- Program specialization Capstone course: 1 course (3 credit hours)
- Length of program: 12 months

Program Objectives

The Program Objectives (PO) of Contech's MSc in Computer Science (AI and Machine Learning Specialization) program are as follows.

Contech aims to provide its students with a broad education that will enable them to:

- **PO1:** Develop a robust foundation in programming, becoming proficient in diverse programming environments and tools and enhancing their software development capabilities.
- **PO2:** Attain the necessary skills and hands-on experience for effectively handling and manipulating data, including working with big data, engaging with databases, and extracting valuable insights by inquiring and modifying data.
- **PO3:** Acquire a comprehensive theoretical understanding of applied statistics, probability, machine learning, and artificial intelligence, and apply these techniques proficiently in practical scenarios.
- **PO4:** Master various deep learning techniques, ensuring they possess the practical skills and experience to deploy both machine learning and AI solutions to complex challenges.
- **PO5:** Stay at the forefront of the AI field, harnessing current edge skills and fostering a spirit of innovation to create and design novel and applicable projects and systems in AI and machine learning.

The Program Outcomes (PO) of Contech's MSc in Computer Science (Data Science Specialization) program are as follows.

Contech aims to provide its students with a broad education that will enable them to:

- **PO1:** Identify the different phases required for the preparation of a good visualization: data collection, processing, and representation.
- **PO2:** Design a data collection method that manages to map an activity, task, or process into concrete data.
- **PO3:** Use existing techniques and tools for data mining, statistics, and information visualization.
- **PO4:** Design and develop interactive, usable, and eloquent visualizations.
- **PO5:** Design and develop a system to support decision-making, contemplating the complete process: data collection, processing, and visualization.

MSCS - Degree Plan

PROGRAM SPECIALIZATION, AND CAPSTONE COURSES

1. AI & Machine Learning:

Code	Course	Core Classification	Credit Hours	Learning Hours
M.Sc. IN C.S..1001	Python for Data Science	Core/Required	3	150
M.Sc. IN C.S..1002	Probability & Statistics Essentials	Core/Required	3	150
M.Sc. IN C.S..1003	Data Cleaning & Visualization	Core/Required	3	150
M.Sc. IN C.S..1004	Data Manipulation & Processing for ML	Core/Required	3	150
M.Sc. IN C.S..1005	Database Systems and Tools for Data Science	Core/Required	3	150
M.Sc. IN C.S..1006	Machine Learning Fundamentals	Core/Required	3	150
M.Sc. IN C.S..1007	Digging Deep in Deep Learning	Core/Required	3	150
M.Sc. IN C.S..1008	Reinforcement Learning & AI	Core/Required	3	150
M.Sc. IN C.S..1009	Real World Applications for Data Science and Artificial Intelligence	Core/Required	3	150
M.Sc. IN C.S..1010	Capstone Project in AI and Machine Learning	Capstone	3	150

Total Credits Required for the Master of Science in Computer Science (MSCS): 30 Credits

MSCS Course Descriptions

M.Sc. IN C.S.1001 PYTHON FOR DATA SCIENCE
3 credit hours
Prerequisite: None

In this course, students will be introduced to the Python programming language. They will explore its fundamental principles and techniques as well as its usage in data-centric fields, which are becoming more and more popular in all industries. Students will have a chance to examine real-world examples and cases to place data science techniques in context. They will further develop data-analytic thinking.

This course will illustrate the proper application of data science is as much an art as it is a science. Finally, this course covers Python-associated data analysis libraries for conducting data science techniques successfully.

M.Sc. IN C.S..1002 PROBABILITY & STATISTICS ESSENTIALS
3 credit hours
Prerequisite: None

In this course, students will be introduced to statistics and how this mathematical discipline is used in data science. Students will learn several techniques for sampling data such as random sampling, stratified sampling, and cluster sampling. They will master how to summarize distributions using the mean, median, mode, range, variance, standard deviation, etc. Students will also learn how to visualize distributions using frequency distribution tables and graphs such as histograms, ogive, and box plots.

Students will be able to solve complex probability problems using the fundamental rules of probability. They will discover the importance of conditional probability and when to use the law of total probability and Bayes' rule. Students will be introduced to the concepts of discrete and continuous random variables, their probability distributions, and their characteristics. They will build an understanding of the importance of normal distribution in the field of statistics.

Students will then be exposed to advanced statistical concepts such as estimation and hypothesis testing. Students will understand how to construct confidence intervals and how to conduct hypothesis tests for unknown population parameters. They will also be introduced to the statistical learning topics that are fundamentals of machine learning algorithms. Finally, they will be exposed to regression and classification concepts, and the fundamentals of measuring the quality of models.

M.Sc. IN C.S..1003 DATA CLEANING & VISUALIZATION
3 credit hours
Prerequisite: M.Sc. in C.S. 1001

In this course, students will be introduced to techniques for reading and normalizing JSON, CSV, HTML, SQL, and other common data types. They will demonstrate multiple approaches to aggregate data by groups and examine different strategies for concatenating and merging data. Students will learn to anticipate common data challenges when combining data. They will discover how to handle missing values in data, a critical part of almost every data analysis project, as well as how to handle outliers.

Students will learn how to supercharge data analysis workflow with cleaning and analytical techniques from the Python Pandas library. This course introduces common techniques for navigating around Pandas DataFrame, selecting columns and rows, and generating summary statistics. Students will explore a wide range of strategies to identify missing values and outliers. They will also learn how to update Pandas series with scalars, arithmetic operations, and conditional statements based on the values of one or more series, as well as, look at data in a completely different way.

Students will learn how to communicate insights and tell stories using data visualization by creating visually attractive plots with Seaborn, which is a Python data visualization library based on Matplotlib. Students will also learn how to add annotations to their visualization to provide additional context and add clarity to presentations.

M.Sc. IN C.S..1004 DATA MANIPULATION & PROCESSING FOR ML
3 credit hours
Prerequisite: M.Sc. in C.S. 1001

In this course, students will be introduced to Pandas DataFrames to import and inspect datasets and practice building DataFrames from scratch, and become familiar with Pandas' intrinsic data visualization capabilities. Students will be able to apply Exploratory Data Analysis (EDA).

Students will become familiar with concepts such as upsampling, downsampling, and interpolation by using Pandas' method chaining to efficiently filter data and perform time series analyses. They will learn how to manipulate and visualize time series data using Pandas. Students will discover MultiIndexes and how to extract data from them. Students will learn how to leverage Pandas' extremely powerful data manipulation engine to get the most out of datasets. They will understand how to tidy, rearrange, and restructure the data by pivoting or melting and stacking or unstacking DataFrames. Students will also understand how to identify and split DataFrames by groups or categories for further aggregation or analysis.

Students will master handling and manipulating different types of data e.g. numerical, categorical, text, and images. Students will be exposed to the concept of the data preparation process to utilize data for machine learning algorithms.

M.Sc. IN C.S..1005 DATABASE SYSTEMS AND TOOLS FOR DATA SCIENCE
3 credit hours
Prerequisite: None

In this course, students will be introduced to essential tool sets to conduct data-related analysis. Students will learn and practice how to use the terminal on UNIX machines. They will learn about how to navigate the file system, how to alter permissions for different users, and how to create and run a Python script from the command line to become comfortable in day-to-day data analysis tasks. They will also learn the concepts such as how to pipe and redirect the output into a file, how to search files for a string, and how to clean, explore, and consolidate data using the command line.

Students will be exposed to building a project that combines Python data skills with command line expertise, and writing Python scripts to compute summary statistics, and then running the scripts directly from the command line. They will further be exposed to learning Git and version control systems and why it's critical to be able to use version control in any sort of collaborative programming environment by covering the fundamentals.

Students will start building some experience working with SQL databases to explore and analyze data in SQL through hands-on active learning. Students will master how to view SQLite database tables, and how to apply filters, and functions to create summary statistics or various tables. They will also learn how to compute group-level summaries, how to query virtual columns, and how to write complex or nested SQL queries using subqueries.

Students will learn and master working with PostgreSQL. They will also learn how to query external data sources using an API and explore the basics of scraping data from the web to analyze.

M.Sc. IN C.S..1006 MACHINE LEARNING FUNDAMENTALS
3 credit hours
Prerequisite: M.Sc. in C.S. 1001 and M.Sc. in C.S. 1002

In this course, students will be introduced to the basics of machine learning and the concepts of supervised, unsupervised, and reinforcement learning. Students will discover machine learning algorithms including both classification and regression models such as linear regression, logistic regression, decision tree, random forest, KNN, SVM, and so on. They will build an understanding of what is happening in the model training process with an introduction to scikit-learn, which is an open-source machine learning library for the Python programming language.

Students will get insights into performance evaluation and learn parameters of machine learning models to optimize machine learning algorithms to boost the accuracy and performance of trained models. They will dig into k-fold cross-validation to perform more rigorous testing for machine learning models. Students will learn the basics of linear regression and classification models and how to apply feature engineering for machine learning by learning how to evaluate the importance of features and select appropriate features to yield the best performance.

Students will also learn concepts such as machine learning explainability to open the 'black box' of algorithms, machine learning pipelines, and workflow of machine learning projects. They will apply various machine learning algorithms by using the scikit-learn library and discover some well-known cloud services. Students will also learn about online competitions for data science and how to get prepared and join competitions to contribute to online environments.

M.Sc. IN C.S..1007 DIGGING DEEP IN DEEP LEARNING
3 credit hours
Prerequisite: All six (6) standard core courses

In this course, students will be introduced to the basics of deep neural networks. Students will learn scikit-learn to build and train neural networks. They will visit concepts such as graph theory, activation functions, hidden layers, and the structure of deep learning models.

Students will learn how to measure the performance of deep learning models with advanced techniques using ROC curves, sensitivity, and specificity for classification, and MAE, and MSE for regression models. They will be guided to build strategies to improve performances by hyperparameter tuning, altering the structure of deep learning models, and using various optimization algorithms to boost the accuracy and performance of trained models.

Students will discover some advanced deep learning algorithms, namely, Convolutional Neural Networks (CNN) for visual tasks and Recurrent Neural Networks (RNN) for language tasks. They will also discover transfer learning techniques to adapt models for new tasks. Students will learn to use the TensorFlow library which is specifically designed for deep learning. They will be exposed to contemporary tools and cloud services that data scientists in the industry prefer.

M.Sc. IN C.S..1008 REINFORCEMENT LEARNING & AI
3 credit hours
Prerequisite: All six (6) standard core courses

In this course, students will be introduced to reinforcement learning and its applications. Students will learn about Markov Decision Processes, Bandit Algorithms, Dynamic Programming, and Temporal Difference (TD) methods. Students will be introduced to the Value function, Bellman Equation, and Value iteration. They will also be introduced to Policy Gradient methods.

Students will learn to make decisions in an uncertain environment. They will be introduced to RBM & Autocoders algorithms to learn efficient coding of unlabeled data in unsupervised learning. They will be able to use these techniques which are applied to many problems, including facial recognition, feature detection, anomaly detection, and acquiring the meaning of words.

M.Sc. IN C.S..1009 REAL WORLD APPLICATIONS FOR DATA SCIENCE AND ARTIFICIAL INTELLIGENCE
3 credit hours
Prerequisite: All six (6) standard core courses

In this course, students will be faced with some real-world applications including but not limited to prediction, regression, classification, recommender systems, image recognition, audio recognition, text recognition, computer vision, clustering, and anomaly detection, Natural Language Processing (NLP). They will be exposed to case studies in which they may need to use data cleaning, data visualization, data manipulation, model training, model evaluation, sampling, feature engineering, etc. techniques.

M.Sc. IN C.S..1010 CAPSTONE PROJECT
3 credit hours
Prerequisite: All six (6) standard core courses and the three (3) specialization courses

This course examines data science and artificial intelligence practices in the field of computer science in terms of contents, process, and context and provides the foundation for the student's capstone project and paper. The course addresses issues of internal and external environment analysis and associates them with the notion of competitive advantage. The course defines strategy at three levels (technical, business, and functional) and is thoroughly discussed at the business and functional levels.

As the final capstone course for the Master of Science in Computer Science program with a specialization in Data Science and Applied Artificial Intelligence, the student will be required to conduct an independent study project in the field. The study topic and project plan will need to be reviewed and approved by the course instructor. The student will write a capstone project paper that demonstrates mastery of knowledge and skills learned in the program. The capstone project report will need to be a minimum of 50 pages, double-spaced, in Times New Roman font 12, and also will need to include technical files, algorithms, and deployment of the codes which will be accessible to public viewing.

MASTER OF SCIENCE IN DIGITAL MARKETING (MSDM)

The Contemporary Technology University's Master of Science in Digital Marketing program is intended to address student competencies of excellence locally and internationally, to provide a broadly educated student, through the provision of knowledge creation, research skills and competencies based on scientific process and findings.
The program is designed for students with a strong background in business management, media and arts, and students who seek the specific techniques and tools involved in digital marketing and the business skills to apply this knowledge effectively and strategically.
The program consists of ten (10) 3-credit hour courses for 30 credit hours
Courses are distributed as follows:

- Program required core courses: 9 courses (27 credit hours)
- Program Capstone course: 1 course (3 credit hours)
- Length of program: 12 months

Program Objective

The Program Learning Outcomes (PLO) of Contech's MSc in Digital Marketing program are as follows.
After completing this program, students will be able to:

- **PLO1:** Conduct digital research, set business objectives for campaigns, and develop a targeted digital marketing strategy
- **PLO2:** Design effective campaigns that generate leads, retain customers, and inspire evangelists
- **PLO3:** Create, curate, optimize, and measure compelling and innovative ad campaigns that generate ROI
- **PLO4:** Demonstrate proficiency in a wide range of digital marketing platforms, analytics toolkits, and marketing automation tools
- **PLO5:** Conduct digital marketing activities with an awareness of policy, privacy, security, and ethical aspects.

MSDM Degree Plan

PROGRAM SPECIALIZATION, AND CAPSTONE COURSES
1. Digital Marketing:

Code	Course	Core Classification	Credit Hours	Learning Hours
M.S. IN D.M..1001	Digital Marketing Foundations	Core/Required	3	150

M.S. IN D.M..1002	Consumer Behavior in a Digital World	Core/Required	3	150
M.S. IN D.M..1003	Branding in Digital Marketing	Core/Required	3	150
M.S. IN D.M..1004	PPC Marketing	Core/Required	3	150
M.S. IN D.M..1005	Search Engine Optimization	Core/Required	3	150
M.S. IN D.M..1006	Content Marketing	Core/Required	3	150
M.S. IN D.M..1007	Social Media Marketing	Core/Required	3	150
M.S. IN D.M..1008	Data-Driven Marketing and Digital Analysis	Core/Required	3	150
M.S. IN D.M..1009	Digital Marketing Strategy	Core/Required	3	150
M.S. IN D.M..1010	Capstone Project in Digital Marketing	Capstone	3	150

Total Credits Required for the Master of Science in Digital Marketing (MSDM): 30 Credits

MSDM Course Descriptions

M.S. IN D.M..1001 DIGITAL MARKETING FOUNDATIONS
3 credit hours
Prerequisite: None

In this course, students will be introduced to some fundamental concepts in marketing and digital marketing. Students will be equipped with comprehensive and practical guidance on how organizations can optimize digital media and technology to meet marketing goals. They will gain a real-world grasp of digital marketing as this course combines marketing theory with practical work experience through a step-by-step framework that enables the planning, integration and measurement of each digital platform and technique. Students will learn best practice frameworks for developing a digital marketing strategy and engage in practical aspects linked to effective digital marketing techniques, including search marketing, conversion optimization, and digital communications using social media.

M.S. IN D.M..1002 CONSUMER BEHAVIOR IN A DIGITAL WORLD
3 credit hours
Prerequisite: None

In this course, students will be introduced to the relationship between traditional and online buyer behaviors, the stages of buyer decision-making, and the strategies used by sellers in the digital market. Students will be guided on which internal processes occur within consumers' minds and how knowledge of these processes can be useful for creating digital marketing strategies.

Students will learn to identify customer journeys and analyze customer touchpoints using digital marketing tools and data from web analytics.

M.S. IN D.M..1003 BRANDING IN DIGITAL MARKETING
3 credit hours
Prerequisite: None

In this course, students will be introduced to how to create and manage a successful digital brand. Students will learn about branding processes and digital brand engagement in the digital age, where brands need to build relationships through two-way communication with their consumers. They will also learn about the tips for running a digital brand successfully, and how rich and powerful content, combined with digital distribution, is integral to brand engagement.

M.S. IN D.M..1004 PPC MARKETING
3 credit hours
Prerequisite: None

In this course, students will be introduced to the technical understanding and skills to build and maintain a pay-per-click (PPC) marketing strategy. Students will learn about the fundamental concepts and ad formats of paid search, display, and video advertising. Students will also understand how to create and manage campaigns in Google Ads, Meta, Twitter, Snapchat, Tiktok, and Gmail. In order to optimize campaigns, students will explore how to add targeting, re-marketing, and a bidding strategy to the campaigns. In addition, students will learn how to analyze their effectiveness by pulling detailed reports in Google Ads, Google Analytics, and Meta.

M.S. IN D.M..1005 SEARCH ENGINE OPTIMIZATION
3 credit hours
Prerequisite: None

The Search Engine Optimization (SEO) course will enable students to build an organic search marketing strategy that brings the right kind of visitors to the website. This course will illustrate students to understand how to boost conversions, stand out against competitors and ensure the best possible ROI. Students will get to grips with the fundamentals of SEO and set objectives to drive traffic and generate leads. This course will also help students build an SEO content plan based on competitive and keyword research. By the end of this course, students will know how to boost organic search on the website using on-page and off-page technical elements and be able to measure the success of the overall SEO efforts.

M.S. IN D.M..1006 CONTENT MARKETING
3 credit hours

Prerequisite: None

In this course, students will be introduced to how to plan and execute a content marketing strategy. Students will plan and execute a content marketing strategy in a persona-oriented and data-driven way informed by business objectives, aligned with the buyer journey and overall marketing strategy. They will understand the fundamentals of content marketing and how to develop a strategy by conducting social listening, competitor analysis and content audits.

In addition, students will learn how to develop target personas and how to select the most suitable CMS for their needs. To achieve this, students will explore social listening, competitor analysis, target personas, content audit, and Content Management Systems. Students will create and curate compelling and innovative content. They will understand how to promote content across distribution channels and measure content marketing ROI.

M.S. IN D.M..1007 SOCIAL MEDIA MARKETING
3 credit hours
Prerequisite: None

In this course, students will be introduced to the social media concepts. Students will apply best practices to organic and paid marketing activities to run campaigns that yield ROI and meet business objectives. Students will understand the fundamental principles of social media marketing and identify key stages in the buyer's journey. Students will identify the most influential social media platforms. They will explore the core features, tools, and guidelines for setting up, optimizing, and posting on Facebook, Twitter, LinkedIn, Instagram, and TikTok. Students will build, manage, and sustain an active community on these social networks. They will also learn to apply paid concepts to inform the development of a social media marketing strategy. This will extend to reporting on ad campaigns across relevant channels using advanced and paid advertising tools.

M.S. IN D.M.1008 DATA-DRIVEN MARKETING AND DIGITAL ANALYTICS
3 credit hours
Prerequisite: None

In this course, students will be introduced to Google Analytics and other performance analysis services. Students will interpret data from such services to generate thoughtful and compelling insights. Students will understand digital analytics metrics and key performance indicators (KPIs). Students will develop a technical understanding of analytics from a data collection and validation perspective.

M.S. IN D.M.1009 DIGITAL STRATEGY
3 credit hours
Prerequisite: None

In this course, students will be introduced to digital marketing strategies. Students will understand comprehensively how digital technologies are changing marketing strategies and tactics across different industries. They will learn marketing concepts that are relevant in the digital environment, analyze best practice examples, and develop skills for creating, delivering, and communicating value by using digital marketing tools and social media platforms.

M.S. IN D.M.1010 CAPSTONE PROJECT IN DIGITAL MARKETING
3 credit hours
Prerequisite: All nine (9) standard core courses

This course examines Digital Marketing in terms of contents, process, and context and provides the foundation for the student's capstone project and paper. The course addresses issues of internal and external environment analysis and associates them with the notion of competitive advantage. The course defines strategy at three levels (technical, business, and functional) and is thoroughly discussed at the business and functional levels.

As the final capstone course for the Master of Science in Digital Marketing, the student will be required to conduct an independent study project in the field of Digital Marketing. The study topic and project plan will need to be reviewed and approved by the course instructor. The student will write a capstone project paper that demonstrates mastery of knowledge and skills learned in the Master of Science in Digital Marketing. The capstone project report will need to be a minimum of 50 pages, double-spaced, in Times New Roman font 12, and also will need to include technical files and materials which will be accessible to public viewing.

Notice to Prospective Degree Program Students

This institution is provisionally approved by the California Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accredited agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from the date of provisional approval 01/12/2021), and full accreditation by (date five years from the date of provisional approval 01/12/2021).

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.
- An institution that fails to comply with accreditation requirements by the required dates, shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initial:
Date:
Student Initial:
Date:

SCHEDULE OF CHARGES

Program Tuition

The following is the tuition for each program offered by the University as approved by the Board of Directors for the academic years 2024 and 2025. The University reserves the right to update the tuition and fee schedule at any time upon approval of the Board of Directors.

Schedule of Charges

Program of Study	Registration Non refundable	Tuition Refundable	STRF * Non Refundable	**Total Cost	***Tuition By Period of Attendance
Master of Science in Computer Science (MSCS)	$30.00	$12,000.00	$30.00	$12,060.00	$3,600.00
Master of Science in Digital Marketing (MSDM)	$30.00	$12,000.00	$30.00	$12,060.00	$3,600.00

*Since April 1, 2022, the *Student Tuition Recovery Fund (*STRF) fee has been changed from fifty cents ($0.50) per one thousand dollars ($1,000) of institutional charges to two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars ($1,000) or less, the assessment is zero dollars ($0).
Note: Authority cited: Sections 94877, 94923 and 94924, Education Code. Reference: Sections 94843, 94911(b), 94923 and 94924, Education Code.
**The estimated schedule of total charges for the entire educational program.
***The schedule of total charges for a period of attendance i.e., tuition for a semester with 3 courses each 3 credits hours (9 credits).

The cost per credit is $400.00

Students must purchase the textbook required for their course before class at the student's own cost.

Payment Plans

Students have two options to pay their tuition at Contemporary Technology University.

Option 1 – Credit Based Payment
The student pays the tuition on a credit basis. The payment is due 20 days prior to the first day of classes of the term.

Option 2 – NTYF (No Tuition, Yes Fellowship)
In this model, students don't pay for instruction, textbooks, or campus fees. Instead, they actively participate in our learning community by supporting and assisting their peers. This involvement fosters mutual growth and success.
However, an assessment fee of $400 per course of 3 credits is required to ensure instructors can provide quality feedback. With 10 courses in a program of 30 credits, the total assessment fee is $4,000.

Students choosing this option enjoy tuition-free education (only paying assessment fees). In return, they commit 80 hours to help with peer-learning, mentoring, and teaching assistance after graduation.

Contech has an agreement with Pearson Publishing. Mandatory books are not included in the tuition and fees. Students have the option to pay for online access to books needed for each module. However students have the right to secure the textbook on their own and not through Pearson Publishing directly. The list of books will be included in the LMS. Additionally, some courses may require additional readings or other course materials.

Policy for University Grants & Scholarships

Contemporary Technology University recognizes circumstances in which applicants and/or students may not be able to pay the required fee amount, such as,
1. Insufficient method: no payment method is established in the applicant/student's country of residence or the applicant/student does not have the requisite means to access the available payment methods, e.g. a credit card.
2. Financial hardship: applicant/student does not have the financial means to pay the fee(s).

In either circumstance, the applicant/student must contact Contemporary Technology University and explain why he or she cannot pay the fee. Contemporary Technology University may correspond with the applicant/student further to clarify his or her circumstances and may request 'proof of circumstance'. Proof of circumstance may include:

a. A signed declaration testifying to the applicant/student's inability to pay the requested fee, signed by either the applicant/student and/or local authority designated by Contemporary Technology University. The declaration must be notarized;
b. Standardized form signed by the applicant/student;
c. Financial statements;
d. Other documentation to the satisfaction of Contemporary Technology University.

In some cases, Contemporary Technology University may be able to provide scholarship opportunities to students. If these opportunities are available, Contemporary Technology University will provide students with the information needed to apply and receive consideration for any available scholarships.

CONTEMPORARY TECHNOLOGY UNIVERSITY FACULTY

Master of Science in Computer Science

Atlas Khan

Ph.D. in mathematics, artificial intelligence, and computational science. Experience with both supervised and unsupervised machine learning methods. 4 years' experience at Columbia University in the City of New York as an instructor in Medical Sciences and Research Scientist at the Department of Medicine (Division of Nephrology). Worked as a postdoctoral scholar at the University of Southern California, Zilkha Neurogenetic Institute, Los Angeles and as postdıc fellow at the University of Sao Paulo.

Ali El-Sharif

Ali El-Sharif is a seasoned technology professional with extensive experience in managing local, global, and geographically diverse cross-functional teams. He excels in delivering quality solutions and overseeing multiple concurrent projects within software development, application maintenance, integration, and infrastructure. Holding a Ph.D. in Information Systems, his research focuses on Machine Learning Interpretability and Responsible Artificial Intelligence. As a college educator in Data Analytics and IT Security, Ali brings practical insights into his teaching. His data science expertise encompasses programming languages and tools such as R, Python, PySpark, sci-kit-learn, SQL, Pandas, PowerBI, and Apache Hadoop. With a proven track record of leading complex project portfolios with annual budgets exceeding $5 million USD, Ali has successfully negotiated vendor and customer agreements, executed transformational changes during periods of rapid growth and cost-reduction, and achieved significant results. He is PMI Certified (PMP), an Agile Certified Professional, a Scrum Master, and ITIL Certified, with experience in both Waterfall and Agile Methodologies (RUP and Scrum). Ali's career spans various industries, including Oil & Gas, Automotive, Banking, Health Care, Consumer Electronics, Finance, and Staffing.

Alper Emre Has

Alper Emre Has is a highly accomplished AI Programmer and Team Lead with extensive experience in computer vision, natural language processing, and time series prediction. Currently leading a team in the Turkish Army, he has developed advanced algorithms for UAV applications and integrated AI solutions into existing systems. His previous roles include system administration and big data management, showcasing his expertise in DevOps practices, Linux

administration, and Docker containerization. Alper holds a PhD in Computer Engineering from Middle East Technical University and has a solid background in systems engineering from National Defense University. Fluent in English and Turkish, he is adept at fostering continuous learning and professional development within his team, and is dedicated to advancing technology through innovative and practical applications.

Boris Kerkez

Experienced lecturer and researcher. B.S. in Systems Analysis and M.S. in Mathematics from Miami University in Oxford, Ohio, and a Ph.D. in Computer Science from Wright State University in Dayton, OH. Over fifteen years of teaching experience in undergraduate CS and Math curriculum, as well as over twenty years of experience in CS and Math independent research. Hobbies include cosmology, electronic music, and basketball.

Shanup Peer

Founder of Openloop Analytics, an AI Services and Consulting company based out of India/Dubai. Currently working on Predictive Analytics, leveraging on the strengths of both Classical statistical techniques as well as advanced Deep Learning techniques to provide tailor-made business solutions. Engagements with Government entities and Corporate clients, managing and developing Technology solutions that have been deployed on a country-wide scale. As an academician, worked with Springboard, USA in the role of Data Analytics Career Track Mentor. Currently, he is associated with deeplearning.ai/Coursera in a dual capacity – Providing Alpha/Beta Test support for new courses and Specializations, and, as a Mentor for the Machine Learning Specialization. Recognized as Top mentor by deeplearning.ai for Q2 and Q3 2022.

M.S in Electrical Engineering (Applied Microwaves and Mathematical Modeling) from Missouri University of Science and Technology, USA and an MBA in Operations/Marketing from GLIM, India. Funded researcher by the U.S. government (National Science Foundation, NSF) and has led to several publications in reputed international Journals (IEEE) and conference proceedings.

Suman Saha

Assistant Teaching Professor, specilization in finding bugs in software or in binary code, especially those that lead to system security holes. Ph.D. from the Universite Pierre et Marie Curie/INRIA, Paris, France. Winner of the William C. Carter Award 2013 for making an important contribution to the field of dependable computing. Master's degree from Hanyang University, Ansan, South Korea and his bachelor's degree from Premier University, Chittagong,

Bangladesh. Postdoctoral fellowships at Harvard University and Pennsylvania State University. Saha brings his global teaching experience to the University.

Master of Science in Digital Marketing

Nicholas Metcalfe

Bachelor of Business Administration from the University of Georgia, a Master of International Management from Thunderbird, a Master of Business Administration for Arizona State University, a Diploma in Marketing from the Chartered Institute of Marketing in London, and Executive Education from The Kellogg School of Management and The Wharton School.
Founder and CEO of Sonic d3. Professional experience of 20 years that covers Harbor Freight Tools, Saatchi & Saatchi, Google, Green Dot Bank, Experian, UCLA, Sony Computer Entertainment America LLC, University of Phoenix Online, Sears, Roebuck and Co., Fox Interactive Media, The Walt Disney Company, Nestlé USA, Dial, Bristol-Myers Squibb, Coca-Cola, ConAgra, Apartmentguide.com.

Robert Braathe

25 years of work experience including management with Disney, Gap and Apple and business consultant and startup consultant. Mentored entrepreneurs through consultations, accelerator programs, college classes and the Clean Tech Early College High School at HVCC. Runs a small business called the Career Service Station, a career services firm that helps people find the job they desire and deserve, and a training company, TEMPO Business Training, that offers classes and workshops at colleges and companies.

Julio Sanoja

Environmental engineer from University of Michigan class of 1983, and a chemical engineer from Universidad Simón Bolívar class of 1980. Strategically designing and executing SEO and digital marketing projects since 2002. Experience in giving conferences, workshops, and courses about Google, SEO, digital marketing, and digital advertising since 2002. 40 years of experience in entrepreneurship, strategy, business, marketing, and sales; and 20 years of experience in digital marketing, consulting, strategy, SEO, and digital advertising. Written and published 280 articles

about Google, SEO, digital marketing, and digital advertising. Worked for and with global brands such as Exxon, Dow Chemical, Gulf Oil, Harbison Walker, Cambridge International Consulting, IMG Academy, Pfizer, AstraZeneca, Sandoz, Mercedes Benz.

Catriona Savage

Massachusetts, USA native with two advanced degrees from Emerson College, covering Media Art, Entrepreneurship, Global Marketing Communications and Advertising. Experience in working with professional musicians and business owners of all sizes for over 15 years. Owner of several small businesses, remains an in-demand consultant for CEO's, and is a member of the Dell Women's Entrepreneurial Network and The American Business Women's Association.

Anju Gulla

MBA and a Ph.D. in Marketing from a reputed university in India and living in the Google Ads Certified Professional and a Digital Marketing trainer. 20 years of experience in industry, teaching, training & research. Experience in multicultural global environments with leading Corporates, Universities, and Business Schools across India, Saudi Arabia, Dubai, and the United States. Conducted several Faculty Development Programs and Management Development Programs in Digital Marketing and Data Analysis.

As a Digital Marketing professional, managed brand communication utilizing digital platforms. Well versed in various digital marketing strategies targeted at growing an online presence to create brand awareness and loyalty across a wide audience. As a Digital Marketer, managed a team of experts in Search Engine Optimization (SEO), Search Engine Marketing (SEM), Social Media Marketing (SMM), Email Marketing, Analytics, Website Content, and design changes for better user experience. Executing brand strategy and communication while keeping the brand's core values in mind. Managed all ATL and BTL brand activities. Authored several research papers and my work has been published in well-reputed journals. Trained more than 10000 students and executives in Digital Marketing so far.

Antoniette Warren

Marketing Strategist with over 10 years of experience driving digital engagement and content strategy. Leveraging data and insights to understand consumer needs to best aid brands in developing effective marketing campaigns and brand positioning. As an Adjunct Professor, provides her students with the competencies to build successful brands and tell compelling stories on digital channels.

Can Berk Yakar

Can Berk Yakar is a results-driven, detail-oriented Master of Business Management graduate with international work experience in business development, digital media, and marketing. He is highly motivated, creative, and adaptable, with a strategic mindset for leveraging emerging technologies. Can excels in cross-cultural communication and is seeking opportunities to contribute to an innovative organization that values growth and professional development.

ADVISORY COUNCIL MEMBERS

Contemporary Technology University (Contech) is proud to have an Advisory Council composed of distinguished industry experts, professionals, and educators. These members bring a wealth of knowledge and experience from various fields, ensuring that Contech remains at the forefront of technological advancements and educational excellence. The Advisory Council plays a crucial role in guiding the university's strategic direction, providing insights into current industry trends, and recommending curricular updates to align with market demands. Their collective expertise helps Contech maintain high standards of education, fosters innovation, and ensures that our programs are relevant and impactful for our students.

Adam King
Cansu Ozgul
Carol Pinau
Chris Severson
Elizabeth Shockley
Erika Jasmine Sandler
Farooq Siddiqi
Gebreselassie Tesfamichael
Hoa Tran
Irene Becerra
Kirsty Chadwick
Kyle Coughlin
Mark Jennings
Matthew Hanauer
Randall Shane
Rob Gelhausen
Serge Shuster
Sourav Ray
Vandana Saxena Poria

You can find more information about our Advisory Council Members on our website https://contech.university/our-team/

STUDENT VERIFICATION POLICY

Contemporary Technology University's Student Identity Verification Policy is in compliance with the requirements set forth by the Higher Education Opportunity Act (HEOA). The HEOA requires that institutions offering online education have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit. The Act requires that institutions use one of the following three methods:

- A secure login and pass code;
- Proctored examinations; or
- New or other technologies and practices that are effective in verifying student identification.

Student ID and Password

All students registered for coursework at Contemporary Technology University are provided with a secure user ID and password. Access to online courses is controlled by the use of the secure User ID and password.

Learning Management System (LMS)

Contemporary Technology University uses Canvas as its Learning Management System. Students access the LMS with their unique Student ID and Password. The unique User ID and password are used to verify that a student who registers for an online course or program is the same student who participates in and completes the course or program.

The small faculty to student ratio ensures close interaction between students and faculty and the ability of faculty to manage student identity via for any sudden change in academic performance, change in writing style, online discussions, or email inquiries. More importantly, constant contact between the students and faculty by phone, Zoom, or other technological means assures the faculty of the student's identity.

Students enrolled in courses at Contemporary Technology University are responsible for providing complete and true information in any identity verification process.

Verification of Identity

All students submit a personal photograph and a government-issued photo ID at the time of admission. Staff and Faculty verify the identity of all students using Zoom for interviews, online lectures, academic advising, and general inquiry live video sessions.

ACADEMIC CALENDAR

The Administrative Office is closed for two weeks during the Winter Break each year and also for all recognized United States (U.S.) Federal Government holidays.

Holidays

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving (Thursday and Friday)

The University operates year round and the academic calendar is divided into four semesters which are approximately 3 months long. The following is the schedule for the 2024 and 2025 school year.

2024 and 2025 Academic Year

Academic Period	Start Date	End Date	Grades Due
Fall Term	Sep 26	Dec 23	Dec 26
Winter Term	Jan 09	Apr 07	Apr 09
Spring Term	Apr 10	Jul 07	Jul 09
Summer Term	July 10	Oct 13	Oct 15