

California Institute of Genetics

Catalog

Catalog 2024

This catalog of California Institute of Genetics describes the diploma program in Introduction to Genetics, Genomics and Genetic Counseling to be offered in Cohort sessions every two months during 2024.

Students admitted to the Institute during the academic year of 2024 are bound by the regulations published in this catalog.

California Institute of Genetics is committed to affirmative action and to a policy which provides for equal opportunity in employment, advancement, admission and educational opportunity. It is the policy of California Institute of Genetics not to discriminate on the basis of gender in admission, educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding nondiscrimination, affirmative action, equal opportunity, and Title IX may be directed to the Institute's Admissions Coordinator via email: admissions@calgenetics.org

Every effort has been made to ensure that the information contained in this publication is accurate and current as of the date of publication; however, the Institute cannot be held responsible for errors of typographical or omissions that would have occurred.

Institute Director's Welcome Message

California Institute of Genetics was founded to provide an affordable, high-quality diploma program to students not only living in the state of California but to out of state and international students who deserve a quality science program specializing in the field of Genetics and Genomics.

The innovative approach adopted by California Institute of Genetics is that whilst the course content is solely designed and delivered by California Institute of Genetics in-house research team and adjunct faculty (and the syllabus outlines of the courses are benchmarked with the courses of other World-class universities that have both face-to-face and online offerings); it uses a sophisticated learning platform enabling students to have prompt review system. All the course assessments will be done by California Institute of Genetics adjunct faculty. The learning of students undertaking all modes of assessment is based on the syllabuses of courses offered at California Institute of Genetics, and listed in its catalog.

Due to the reach of online learning, California Institute of Genetics hopes to cater to students in all areas of the State of California in which opportunities of quality educational delivery at affordable prices are not available. As such, students can work towards obtaining a quality diploma at substantially lower costs.

We hope you will enjoy the experience of studying at California Institute of Genetics.

We now extend a warm welcome!

Director, California Institute of Genetics

Vision

The vision of California Institute of Genetics is to be a leading online Institute and to get recognition internationally and active on a global scale. California Institute of Genetics also hopes to work with a number of partner institutions both domestically and internationally to enhance enrollments.

Core Mission

- The major rationale of establishing California Institute of Genetics was to give a pathway with proctored assessments to students throughout the state and across the country so that they can work towards attaining a top quality diploma at an affordable cost.
- As such, the mission of California Institute of Genetics is to make post secondary education affordable and accessible to a broader audience in order to contribute to the development of science. California Institute of Genetics believes that quality education can be delivered at affordable costs. Nurturing science talent shall be the prime determination of a career. Thus, California Institute of Genetics fully utilizes the benefits of the internet and the use of a sophisticated learning platform to pass cost-reductions to its students and make quality learning affordable.

Commitments

- It is the aim of California Institute of Genetics to provide the highest internationally recognized diploma at an affordable cost.
- California Institute of Genetics is therefore establishing a network of leading institutions of higher learning, which will use their combined knowledge and experience to contribute for better coordination.
- California Institute of Genetics will promote in the future both research and teaching innovation both for its own sake and with a view to its significance for its immediate and broader context. To be developed with leading universities in the United States, California Institute of Genetics believes that innovative ideas in genetics research will help to successfully address the enormous challenges.

- California Institute of Genetics gears its activities equally towards the needs of humankind, nature, and society. It thus reflects the conviction that the study of science and its applications will serve life only if it contributes to the sustainable improvement of the circumstances of society while preserving the ecosystem of the Earth. Conducting genetic studies should never occur at another's expense, but rather for the sustainable benefit of all.
- California Institute of Genetics grounds its endeavor in the multicultural and democratic tradition of the United States.

Legal Corporation

California Institute of Genetics LLC was founded in February 2022.

California Institute of Genetics's corporation number is 202204810368.

The *California Business Search* provides free online access for searching for formation of entities, registration, their statuses, addresses, and names and addresses of agents. (<https://businesssearch.sos.ca.gov/>).

Exemption Statement

California Institute of Genetics has met the qualifications for exemption from regulation under the Act, pursuant to California Education Code (CEC) section 94874 (f). California Institute of Genetics's Diploma program has received Verification of Exemption status by the *California Bureau for Private Postsecondary Education* (BPPE.) under the *Department of Consumer Affairs*.

California Institute of Genetics does not participate in any financial aid programs in the USA.

Online Distance Education

Flexible Classes and Class Sessions

California Institute of Genetics classes are online - students can take a class at any time they wish from any location from where they can get access to good internet facilities. There is no traditional distance education “teaching” involved.

This is very much how institutions disseminating knowledge operate and that is with less human interaction. It is not possible to provide human interaction when course-sizes are often 100+ students in different time zones around the world.

California Institute of Genetics’s Value Offer to Students

California Institute of Genetics neither needs to finance expensive buildings and facilities nor pay for printing of learning material. The faculty are mostly working in accredited traditional colleges and universities who mostly provide their services as Adjunct Faculty. The creation of the teaching material is solely done by California Institute of Genetics faculty, and delivered electronically with minimum human interaction. Only the Internet and today’s technologies allow such an efficiency which leads to a significant reduction in costs that California Institute of Genetics passes on to its students.

Non-Disruptive Education

California Institute of Genetics highly flexible, online courses have been designed for both students and working professionals. Students who join California Institute of Genetics pursue education at an affordable cost.

No Re-Location or Housing Costs

With a ‘cloud-campus’, there are no costs associated with locating to a conventional Institute campus, either for studies or for taking exams. This means that California Institute of Genetics has (a) no need for any dormitory facilities under its control; (b) no need to locate housing reasonably near the institution's facilities (and as such, there will be no associated housing or

transport costs); and (c) no responsibility to find or assist a student in finding housing to undertake their studies.

This way California Institute of Genetics can offer a truly integrated curriculum of the highest standard.

Non-traditional Assessments, Modes and Methods

The major rationale of establishing California Institute of Genetics was to value-add and enable students to take advantage of a high quality program. Any (traditional or non-traditional) Institute course has 3 distinct components: (1) Course Content (syllabus; learning outcomes); (2) Course Delivery (face-to-face; distance education; online); and (3) Course Assessment (examination; assignment; credit for prior learning, challenge exams).

The **Course Content** is solely designed by California Institute of Genetics faculty, and the syllabus outlines of these courses are listed in California Institute of Genetics catalog. California Institute of Genetics will offer all the courses listed in its catalog. In designing courses, as benchmarking with other top universities in the country is done across most higher education institutions, both traditional and non-traditional; it is very possible that a student's expected learning outcomes from a course listed and offered in California Institute of Genetics's catalog can be obtained via a similar online or face-to-face course.

In terms of **Course Delivery**, all courses will be delivered by California Institute of Genetics, via online classes, which sits on an integrated LMS platform. Students will have access to the digital course materials assigned for the course covering California Institute of Genetics syllabus.

All the **Course Assessments** will be done by California Institute of Genetics faculty. The learning of students undertaking all modes of assessment is based on the syllabuses of courses offered at California Institute of Genetics, and listed in its catalog.

California Institute of Genetics has furnished in its on-line catalog, a detailed description of each course; and the syllabus of each course conducted internally by the Institute; including course outlines. The programs will be taught asynchronously where students will have to learn materials on the

integrated LMS platform. The access to course materials will be via the internet, using an integrated *Learning Management Platform*. The grading scheme for all assessments and the evaluation of student work is presented in each course syllabus of the courses taught by California Institute of Genetics. The timely response to students' questions and comments, record keeping and technical support is also managed within the integrated LMS. There is no equipment or supplies that need to be provided to any student, in any of the courses conducted at the Institute. Note that California Institute of Genetics does not provide any courses that require the development of a manual or technical skill, such as the use of equipment or tools. Further, no courses are conducted at California Institute of Genetics that will require laboratory experience.

Contact with Instructor: California Institute of Genetics does not have online courses in its diploma program that require it to give students direct contact with an instructor. California Institute of Genetics will instead use *Indirect Contact Instruction* via an Integrated LMS Learning Management Platform as the only means of contact with students.

Return of Assessments and Research: The return of the grades for Topic Quizzes and Final Exams will be almost instantaneous as the Faculty responsible for developing the course has supplied answers that are programmed into the Integrated Learning Management System platform. Student queries of a general nature will be answered as a broadcast via Integrated Learning Management System to all students.

Qualified Instructors and Assessors: The second major rationale for launching an innovative Institute such as California Institute of Genetics, is not only to give students a framework to have courses delivered by the best and most qualified instructors but also to provide assessment of the learning outcomes obtained. As such California Institute of Genetics has adjunct faculty, i.e. PhD and Master's Degree qualified professors in traditional universities, to design its courses to be benchmarked and aligned with similar courses from leading universities.

Student Records: The *Integrated Learning Management System* will provide, ensure, and maintain access for all students to the information resources and services appropriate to support each program and course. The Integrated Learning Management System will contain all documents evidencing a

student's prior learning upon which the assessors and the institution base the award of any credit or credential.

California Institute of Genetics will adopt a policy requiring that credits awarded for prior learning, including internal credit by challenge examinations, be identified on the student's academic transcript. California Institute of Genetics will retain all students' records indefinitely in electronic format, with regards to student evaluation, assessment and awarding of non-traditional credit. California Institute of Genetics believes that such a retention time is more than sufficient for reasonable future review and confirmation of student work. The *Integrated Learning Management System* will also provide, ensure, and maintain the security of examinations and papers and other assessments.

Facilities and Equipment

California Institute of Genetics's campus is *in the "cloud"*. This means that physical facilities are limited to an administrative and web management office run at Ontario, California, USA.

Using cloud web-services provides California Institute of Genetics with in-built data disaster recovery as the data is hosted in multiple places.

California Institute of Genetics OnLine Classes uses the Integrated Learning Management System platform to provide a virtual learning environment for all students.

Student Resource Requirements

Students at California Institute of Genetics require a Personal Computer or Laptop running Windows 10 or higher with 500 MB of RAM or higher; or an Apple Mac running Mac OS 10 or higher.

California Institute of Genetics cannot provide support to students' personal computers.

Student Records

All student records are maintained at California Institute of Genetics's Online classes (which uses as its platform the Integrated Learning Management System Learning). The Online classes platform will contain all documents evidencing a student's prior learning upon which the assessors and the institution base the award of any credit or credential.

California Institute of Genetics will adopt a policy requiring that credits awarded for prior learning, including internal credit by challenge examinations, be identified on the student's academic transcript. California Institute of Genetics will retain all students' records indefinitely in electronic format, with regards to student evaluation, assessment and awarding of credit. California Institute of Genetics believes that such a retention time is more than sufficient for reasonable future review and confirmation of student work. The Online classes platform will also provide, ensure, and maintain the security of examinations and papers and other assessments.

Anti-Hazing Policy

Hazing takes various forms, but typically involves physical risks or mental distress through, for example, humiliating, intimidating, or degrading treatment. As California Institute of Genetics is an on-line Institute, the potential for online hazing of fellow students exists; especially if contact information is shared in discussion groups etc. Despite this if a student believes that he/she has been hazed any other individual (who is a student of California Institute of Genetics) via any of the following actions: (a) Threats of violence; (b) Hate speech or postings; (c) Harassment; (d) Peer pressure; (e) Bribery; (f) Psychological abuse; and (g) Extortion; then the student must bring this to the attention of the Admissions Coordinator [[admissions\[at\]calgenetics.org](mailto:admissions[at]calgenetics.org)] for investigation. Students proved to have hazed, will be expelled from the Institute.

Faculty

1. Adjunct Professor in Cellular Biology
2. Adjunct Professor in Nucleic Acids
3. Adjunct Professor in Genetic Engineering
4. Adjunct Professor in Human Genomics
5. Adjunct Professor in Basics of Genetics
6. Adjunct Professor in Mutation & Mutation Analysis
7. Adjunct Professor in Cancer Genetics
8. Adjunct Professor in Genetic & Rare Genetic Disorders
9. Adjunct Professor in Treatment for Genetic Disorders & Gene Therapy
10. Adjunct Professor in Genetic Counseling & Genetic Testing

Online classes

Online classes is California Institute of Genetics's powerful online and electronic media learning platform that is very easy to use. Online classes are essentially California Institute of Genetics's '*Cloud Campus*'. After students login in to Online classes, they enter their personal learning environment at California Institute of Genetics.

In the Institute's Catalog, students can find the overview of all programs and courses California Institute of Genetics offers. Once a student registers for a particular program and a course in that program; *Online classes* then navigate them through their personalized education at the California Institute of Genetics. In all coursework courses, all assessments are conducted online. Numerous interactive quizzes and/or case studies give a permanent opportunity to check on the individual learning progress until the student feels fit to undertake the final online examination.

California Institute of Genetics's Online classes are the most versatile, cost effective, and yet easy and intuitive learning platform that is unparalleled in the market.

Courses

HGG401

CELLULAR BIOLOGY

The components of a cell, cell structure and function, the cell cycle, cell division, and cell death, as well as chromosomal structure, abnormalities, and chromosome detection methods, are covered in this course.

HGG402

NUCLEIC ACIDS AT MOLECULAR LEVEL

The structure and function of nucleic acids (DNA and RNA) at the molecular level, replication, replication-associated errors, causes and mechanisms of DNA damage, DNA repair, genome rearrangements, and sequencing techniques are the topics the course covers.

HGG403

GENETIC ENGINEERING

The cloning of vectors, the different types of cloning vectors, and cloning techniques for building cDNA libraries, positional cloning, DNA-modifying enzymes, designing PCR primers, and optimizing each for various PCR protocols are discussed.

HGG404

HUMAN GENOMICS

The applications of the Human Genome Project to mankind and forensics, as well as the HapMap and ENCODE projects and mitochondrial genome organization and gene expression in prokaryotes and eukaryotes, are discussed in this course.

HGG405

BASICS OF GENETICS

An overview of the basic principles of inheritance, an analysis of inheritance, and a basic understanding of the gene (allele) and its role in causing disease with specific examples are provided in this course.

HGG406

MUTATIONS AND MUTATION ANALYSIS

The classification of mutations, the causes of mutations, the role of mutations in disease causation, and the mechanisms involved, including spontaneous, induced, error-induced, and error-prone mutations, are dealt with. Discusses cancer and other genetic diseases as examples of diseases caused by DNA damage and repair mechanisms.

HGG407

CANCER GENETICS

The molecular basis of cancer, identifying genetic variations in the genome that help with diagnosis and treatment, and an introduction to the Cancer Genome Atlas (TCGA) are covered.

HGG408

GENETIC AND RARE GENETIC DISORDERS

The different types of human genetic disorders, their genetic causes, genome variations, gene therapy with context to rare genetic disorders, diagnosis-identification procedures, treatment, management, and social awareness are dealt with.

HGG409

GENE THERAPY AND TREATMENT FOR GENETIC DISORDERS

The methods and limitations of somatic and germline gene therapy, as well as various approaches for understanding techniques such as antisense therapy, gene editing, gene augmentation, and cell killing, are the focus of this course.

HGG410

GENETIC COUNSELING & GENETIC TESTING

Various genetic disorders and their risk assessment through genetic testing based on chromosomal and gene expression analysis, mutation detection, and biochemical assays, along with the ethics and policies related to genetic counseling, are discussed in this course.

Academic Calendar

California Institute of Genetics diploma program is offered every two months each year. Every two months, a new batch or Cohort session will be started where students enroll in the diploma program.

Enrollments will be accepted every two months for each Cohort session. There is no deadline date for starting the Diploma in GG&GC program.

All the ten online courses are compulsory in the Diploma program at California Institute of Genetics. Students work according to a structured pattern alongside the online instructor. The method of assessment is via an on-line examination or assignment when the students are confident that they are ready to be assessed at the end of the course every month.

Unit of Credit

In a face-to-face learning environment, where there is a significant amount of direct teaching, one lecture, seminar, or discussion credit hour represents 1 hour per week of scheduled class/seminar time per semester. In on-line learning, as there is less direct teaching and more self-study learning required, a credit hour represents 1 hour per week of following both instructional material on the internet and student self-study time. This independent study requires more focused student learning.

Credit for Learning at California Institute of Genetics

The diploma at California Institute of Genetics normally requires 30 credit hours. Due to the flexibility that the online delivery via a cloud campus can bring, it is possible to accelerate learning and complete a full-time diploma within one year by undertaking 10 courses. Each course will have 60 hours of learning/ teaching or 600 hours of learning/ teaching for the Diploma.

Program

California Institute of Genetics currently offers the Diploma in Introduction to Genetics, Genomics and Genetics Counseling.

Courses are identified by prefixes and numbers as per the *Statewide Course Numbering System*. California Institute of Genetics uses a three-letter prefix and a three digit number.

Department of Genetics

The main purpose of California Institute of Genetics is to provide an affordable high-quality American diploma program in Introduction to Genetics, Genomics and Genetic Counseling to students living in California who deserve a quality education, but were, until recently, unable to obtain such due to both costs and distance. California Institute of Genetics proposes to provide a framework for the sequence of courses to be delivered and assessed by the Institute, so that students can work towards attaining a recognized diploma at a fraction of the costs usually associated with such programs.

Program Admission Requirements: For the diploma program in Genetics, Genomics and Genetic Counseling, a prospective student must be above the age of 17 and have a Grade 12 (or equivalent) in any discipline from an accredited Institute (or from a government approved institution, if outside the United States); and meet the Institute's English Proficiency Requirements listed below. Upon application for enrollment, a prospective student must provide their 12 Grade transcript; a short resume and a certified photo identification, for admission to the program.

English Proficiency Requirements: Applicants who are not native speakers and from outside the United States without appropriate previous academic experience in an English language environment must obtain the following minimum score: the Test of English as a Foreign Language (TOEFL) Internet Based Test (IBT) - 80 with not less than 20 in the Spoken section which tests the understanding of American English. Home based tests are not accepted by the Institute. TOEFL iBT may be exempted for international students who have studied with English medium instruction for not less than 15 years.

Program Description: The program is geared for diploma level studies in Genetics, Genomics and Genetic Counseling. Students must successfully

complete all the 10 courses from the list below to be eligible to be awarded their diploma program. All the courses are compulsory and can be undertaken only via Online classes at California Institute of Genetics. The program consists of 30 credit hours.

Diploma Awarded:

Diploma in Introduction to Genetics, Genomics and Genetic Counseling

Program Courses:

Cellular Biology; Nucleic Acids at Molecular Level; Genetic Engineering; Human Genomics; Basic of Genetics; Mutations and Mutation Analysis; Cancer Genetics; Genetic & Rare Genetic Disorders; Treatment for Genetic Disorders & Gene Therapy; Genetic Counseling & Genetic Testing.

Admission Requirements

Currently California Institute of Genetics only offers the Diploma program.

California Institute of Genetics is an exempt institution pursuant to Section 94874 (f) of the California Education Code; as such, California Institute of Genetics will currently admit any Grade 12 graduate student and above.

ADMISSION REQUIREMENTS

Diploma Program:

For the diploma program, a student must be above the age of 17 and have:

1. Grade 12
2. Resume
3. Personal Statement
4. Photo ID.

Grading and Marking System

California Institute of Genetics will apply the following grading system in all courses:

A pass mark of 100% is required to satisfy the educational requirements for completing each course.

Diploma Awarded and Diploma Completion Requirements

A Diploma will be awarded by California Institute of Genetics upon the successful completion of 10 Courses (30 Credit points). This is expected to take one year (full time).

Registration Policies and Procedures

STEP 1: REGISTRATION: At present California Institute of Genetics only offers the Diploma in Genetics, Genomics and Genetic Counseling.

The program will be available to any student who has completed Grade 12. The online form to register as a California Institute of Genetics student is free.

STEP 2: UPLOAD ADMISSION DOCUMENTATION: A student needs to provide all evidence of meeting the admission requirements for the program. Once the student has registered and enrolled in the diploma program, go to the LMS page and use the *User ID and Password* provided via an email to Log-in. Then navigate to the STUDENT MENU "*My Courses*" and 'enroll' into each of the courses.

STEP 3: UNDERTAKE STUDY PROGRAM: Upon payment of the course fee, go to HOME PAGE - LEARNER MENU "*Courses*". All the ten courses will be visible on the home page and the student is expected to select the courses as per the structured curriculum. Students click on each of the courses and if they are interested in enrolling into the program, they enroll into the program and complete each course in a timely manner.

STEP 4: UNDERTAKE COURSE ASSESSMENTS: For California Institute of Genetics courses via Online classes, the proctoring fee is built into the fees. Students have to complete Topic Quizzes (unlimited attempts) and a Final Course Assessment (one attempt). The grade obtained for the course will be posted on the student's program schedule within 72 hours.

STEP 6: COMPLETE REQUIRED STUDY PROGRAM: On completion of all courses and the accumulation of the required credit points for the specific degree program, the student will be deemed to have completed the one year Diploma program.

STEP 7: GRADUATE: If all courses have been successfully completed, California Institute of Genetics Transcript with pass and Diploma Certificate will be electronically posted.

Credit for Prior Learning and Credit Transfers

Transfer of Credit to the Institute

California Institute of Genetics programs are not open to Ability-to-Benefit students; and the Institute will not grant any credit to a student for prior experiential learning.

Transferability of Credits and Credentials Earned at California Institute of Genetics

California Institute of Genetics has not entered into an articulation or transfer agreement with any other college or Institute in the USA.

The transferability of credits students earn at California Institute of Genetics is at the complete discretion of an institution to which students may seek to transfer. Acceptance of the diploma students earn in California Institute of Genetics educational program is also at the complete discretion of the institution to which students may seek to transfer.

Credits Earned in a Compressed Time Period

California Institute of Genetics will not permit a program compression that enables students to complete in less than one year for the diploma program.

Financial Aid

California Institute of Genetics passes on all cost savings generated by subscribing to online learning philosophies and having a 'cloud' campus in providing a world-class education directly to the students, by pricing its diploma program at a substantially lower cost than what is usually involved for

such an education. As such, there is no Financial Aid provided by California Institute of Genetics to any student.

California Institute of Genetics does not participate in Federal and State Financial Aid programs in the USA. If a student obtains a loan to pay for an educational program, the student is responsible to repay the full amount of the loan plus interest.

Student Services

California Institute of Genetics is dedicated to serving our students, from enrollment to graduation—and beyond. California Institute of Genetics will help students make the most of their time, provide the services they deserve and help them achieve the success they desire.

Personalized Graduation Team Support

The students take important decisions about their career. If students are not sure what path to follow, as a California Institute of Genetics student, they will receive personalized guidance from an expert advisor via info@calgenetics.org. The institution admits students from countries outside the USA, but as the expectation is that they will be doing their studies in their home countries via the ‘cloud campus’ and not in the USA, *visa services are not required, and are not provided by California Institute of Genetics.*

Placement Support

If students at the California Institute of Genetics are residing in the USA, they will receive support guidance from an online expert who will advise them on resume writing; interview preparation; interview techniques and job search techniques. California Institute of Genetics will also help students find online job vacancy listings; placement information; employment publications and salary information in the USA.

Online Administrative Ease

At California Institute of Genetics, students can conduct all of their administrative business online, including registering for class, updating their account, accessing learning materials—even checking their schedule and grades. Other online services available through the Integrated Learning

Management System learning platform include credit scores, credit information, and completion requirements.

Technical Support

It's reassuring for students to know that online technical support is available during working hours on weekdays. All students have to do is to contact California Institute of Genetics online and a knowledgeable representative will answer their questions or help them solve related issues.

Academic Help

At California Institute of Genetics, students enjoy 24/7 access to all their course materials, powerpoint presentations and automated faculty-programmed responses to topic quiz answers. Reviews by faculty members are also available for all diploma students.

Withdrawal and Refund Policy

The following provisions pertain to all withdrawal and refund policies applied by the Institute unless specifically stated otherwise.

STUDENT'S RIGHT TO CANCEL.

- Students undertake to enroll into the full program for one year by paying the total program fees of \$2500 for ten courses.
- Students shall have the right to withdraw from the full program one week before accessing the online portal and receive a full refund before the first lesson and materials are accessed.
- Students must commence their program of study within one week of enrollment of the course. If a student has not accessed any course within the timeframe of five weeks, no refunds will be made and the enrollment will be deemed to be lapsed. If students wish to recommence their studies after this period, special permission will need to be obtained by emailing admissions@calgenetics.org
- Within a period of 30 days of Registration, a student can WITHDRAW from the program by email notice to admissions@calgenetics.org.

- Refunds (if any) shall be made within 45 days of the date that the institution determines that the student has canceled or withdrawn.
- There will be a full refund of all payments made if California Institute of Genetics cannot deliver on any advertised diploma program or course.
- Once a student begins a course within a program, and has accessed the first topic of the course materials, no full refund will be made.
- There will be no refund for Students who apply for California Institute of Genetics's Program Completion & Diploma Granting Fee once the service is commenced.

Attendance and Leave of Absence

As a fully online Institute there are no attendance requirements, and students can work at their own pace. However, if they have an emergency, an illness, or anything that may require them to take an extended break from the courses that will affect their satisfactory performance or maximum time for program completion requirements; students should email the admissions@calgenetics.org and apply for Leave of Absence (LOA).

Privacy Policy

This policy applies to online as well as offline collecting, storing, processing and transferring of information of personal nature.

Information Collected: We collect various types of information through our sites and other websites where prospective students can express interest in our services, through our mobile applications, over the phone and in person where print materials may be used to collect information from students. Some information is collected automatically through various web and Internet technologies, including social networking tools used by the Institute to foster communication and collaboration among members of our community. Other information is collected when students provide it in response to an advertisement, a survey or a request for information; apply for admission or financial aid; register for classes; while ordering education products or services; when creating a social network or any profile on a website; or use career resources, learning assessments and interactive tools. We may also obtain information from other sources and combine that with information we collect about students.

Information Uses: We will not sell, rent or lease personal information of students to others except as provided in this policy. Personal information may be collected, used and disclosed for the following purposes:

- To determine a student's admissibility and to register them for their selected educational program.
- To provide requested products and services.
- To provide responses to student inquiries and offer customer support.
- To facilitate promotions in which students have shown an interest.
- For our internal marketing purposes, which includes, but is not limited to, sending students material about products, services, updates, etc.
- For fostering communication and collaboration among members of the Institute community through social networks.
- For sharing with Educational Associates who may provide various educational services to students
- For sharing with our Educational Associates who are performing services on our behalf.
- To analyze how other websites are being utilized.
- For Online Behavioral Advertising purposes.
- To improve site and service performance and delivery.
- To prevent potentially illegal activities (including illegal downloading of copyrighted materials in accordance with our Copyright Infringement and Peer-to-Peer File Sharing policy).

Standard of Satisfactory Academic Progress

For students, satisfactory progress toward a diploma is defined as the successful completion of 30 credits applicable to that diploma program during an academic year. "Successful completion" is defined as the receipt of a passing in all 10 courses.

After the first course is completed by the student, California Institute of Genetics will give online access to the balance courses in a progressive or linear model to the student. If the student completes all the courses and completes the 'Capstone Project' and pays for the Diploma certification, California Institute of Genetics will award the Diploma.

Student Conduct and Dismissal for Unsatisfactory Conduct

California Institute of Genetics will terminate a student's course enrollment only on grounds of *proved fraud or plagiarism*. A student's enrollment will automatically terminate from a program one year after registration date if the student has not completed the program and has not had any application for extension approved.

Student Appeals

The Student will be informed if he or she is terminated from a course or program with causes. If the student submits a written request, the Admissions Coordination Committee will hear the appeal. If the appeal has merit and is granted, the student will be notified by the chair of the committee.

Readmission of Students

Students who have been academically dismissed from California Institute of Genetics may apply for readmission after one year by writing to the Admissions Coordinator. In evaluating an application for re-admission, the Coordinator will consider evidence of the student's growth and maturity that will indicate the student now has an increased probability of being academically successful. Re-admission of dismissed students is not automatic and will be granted only by the Coordinator.

Course Outlines and Prerequisites

'Value' Courses

All the ten courses are 'Value' courses that are *compulsory* for all California Institute of Genetics diploma students, and can be taken only via online classes. ***There are NO prerequisites for any courses taken at California Institute of Genetics.***

Contact Details:

Emails:

General enquiry: info@calgenetics.org

Coordinator: admissions@calgenetics.org

Webpage: www.calgenetics.org