University of Pasadena

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Catalog for Academic Year

01/01/2017 – 12/31/2017

All courses and instructions are provided through Distance Education, and not in a traditional classroom location.

This School Catalog is reviewed and updated annually, in December of each year.

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Prospective students may either electronically download the School Catalog from the school's website: www.upasadena.org, or prospective students may call the School and request a Catalog be delivered through the mail by calling (626) 600-8727

About University of Pasadena and Distance (On-Line) Learning

University of Pasadena (UPAS) was founded in 2012 by a group of eminent educationists and entrepreneurs with a vision to create an educational institution that will enable our students to be competent professionals and lifelong learners in the fields of engineering and education.

All instruction at UPAS is on-line and is considered distance education. We believe that students with just knowledge of what is thought or learned is not sufficient to be successful in their career, they also need to build their skills and abilities as well. Hence we have adopted an innovative approach of competency-based education model that incorporates tasks, projects and activities that will help our students achieve their career goals and also help them to think as entrepreneurs.

At UPAS we leverage the latest technologies and one of the best learning platforms available to help our students learn from customized and easy to learn content from anywhere, at any time of the day, and also get the best one-on-one coaching and mentoring when needed from our eminent faculty.

About Online Learning

Online learning at UPAS provides a location independent, technology driven learning experience through Moodle rooms, the university's online course delivery platform. Online classes at UPAS are completely interactive and easily usable, enabling students to interact directly with faculty and students through Moodle rooms.

Classes follow a trimester program. Students will need a computer and Internet access to complete their coursework. Students who complete the program receive transcripts and degree from UPAS that is equivalent to a degree earned in a classroom program.

Please read our Frequently Asked Questions (FAQ) for answers to commonly asked questions about online learning at UPAS.

Mission and Objectives

Mission Statement

To provide students worldwide with professional, competency-based, multi-modal technology-enabled, higher education, that can empower them to achieve their professional goals.

Objectives:

- To prepare students to be successful professionals in the fields of engineering and education.
- To provide high quality and cost-effective online degree program for students who desire an alternative to traditional institutions for a higher education.
- To adopt a competency based education model that helps students build skills and abilities that are essential to becoming competent professionals.

Approval

UPAS is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009.

Notice to Prospective Degree Program Students

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

- Become institutionally accredited by an accrediting 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 date of provisional approval), and full accreditation by (date five years from date of provisional approval).

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 Initials:_____ Student Initials:_____

Date: _____ Date: _____

School Catalog Policy:

The UPAS Catalog is published once each year, and at the end of each school year, in December; the Catalog is reviewed and updated as to course offerings, school policies and compliance with the BPPE, regulatory agency, as need

UPAS Online Academic Programs

UPAS offers the following programs of study:

- Master of Science in General Engineering
- Master of Arts in Education

All courses and instruction are provided through Distance Education, and not in traditional classroom locations.

Here is the overview of our two degree-granting programs:

Master of Science in General Engineering:

The master's degree in general engineering is a multidisciplinary program of study suited to the educational needs of individual students. This program may be particularly attractive to practicing engineers and professionals in related fields who seek a wider, more flexible base of knowledge and skills.

A master's degree program in general engineering typically requires students to complete at least 36 semester hours of graduate---level study. In addition to a general core that includes technology and management courses, students typically complete a concentration option in a specific area of study such as Information Technology, Electronics or Mechanical Engineering. Students will also be required to successfully complete a project.

Objectives:

- Offer Master's degree in General Engineering with the emphasis on specialization in a technical area and management to become corporate leaders in technology companies or entrepreneurs.
- Emphasizing the importance of building skills and abilities that help in applying engineering and management skills to solve real world problems
- Enabling aspiring students that would like to pursue research programs in the area of their choice

Program Outcomes:

On successful completion of this program students will be able to:

- Design and develop systems and solutions to solve real world engineering and management problems
- Take on significant management responsibilities within a short span of their career.
- Use latest tools and technologies available in their respective field of choice to improve their execution
- Develop the ability to become a lifelong learner
- Start their career in a corporation that requires technical and management skills, or become an entrepreneur.

Program Delivery:

The program consists of both 3 credit and 4 credit courses. Students will need to complete all the Graduate Core courses. They can choose electives in the area of their choice. They will need to complete a minimum of 36 credits. The following is the course break up.

CATEGORY	Courses	Credits
GRADUATE CORE	3	11
ELECTIVES	6	21
PROJECT	1	4
TOTAL	10	36

All courses follow a 15 week-delivery model where course objectives and outcomes for each week are thoroughly outlined and presented to students. Each course consists of the following elements:

1. Multi-Media Presentations
2. Interactive Sessions with Faculty online
3. Assignments including tasks, projects and activities that are graded manually by the professors
4. Continuous Assessments (pop quizzes, mid---term tests, etc.)
5. Final Exam

There will be a significant emphasis on the outcomes for each week. Assignments are focused on assessing the students' capability of applying the knowledge gained and demonstrating their skills and abilities in specific areas.

Courses for Master of Science in General Engineering:

Category	Name of Course	Semester	Credits
ENGR	Advanced Engineering Analysis and Statistics	1	4
MGMT	Business Plan	1	3
ELECTIVE	Elective Course	1	3
ELECTIVE	Elective Course	1	3
ELECTIVE	Elective Course	1	4
ENGR	Disruptive Innovation and Technology	2	4
ELECTIVE	Elective Course	2	4
ELECTIVE	Elective Course	2	4
ELECTIVE	Elective Course	2	3
ELECTIVE	Project	2	4
TOTAL			36

ADVANCED ENGINEERING ANALYSIS AND STATISTICS (4 credits)
This course will introduce students to applying advanced analytical, computational and experimental methods to tackle modern inter-disciplinary engineering and technological problems. This will include solutions and applications of ordinary differential equations, partial differential equations and Fourier series, the study of Legendre Polynomials and Bessel Functions. Students will get an exposure to the study of advanced probability distributions, sampling theory advanced statistical applications and hypothesis testing.

BUSINESS PLAN (3 credits)
This course will lay the foundations for writing sound business plans. It will cover topics such as principle elements of business plan (the executive summary, the organizational plan, the marketing plan, the financial plan, and the management description, risk analysis). Students will learn about the information needed to make a business plan (research on market potential, customer profiles, manufacturing costs, projected financial statements), how it is to be gathered and presented. They will also get an understanding of how expectations of investors are met through it.

DISRUPTIVE INNOVATION AND TECHNOLOGY (4 credits)
The purpose of this course is to help students understand what disruptive innovations are and expose them to some examples and the areas of technology and business that these innovations have impacted. The course includes case studies of some large companies that have not survived disruptive innovations in their fields. In addition to firms that have failed, students will look at some that have survived and are doing well. The course also covers the importance of using technological innovation in a business environment, creating knowledge management systems and technology transfer.

Electives:

FUNDAMENTALS OF MACHINE DESIGN (4 credits)
Building on the Engineering Mechanics course, this course introduces students to the fundamental principles of machine design. Topics include analysis and calculation of key metrics like forces, moments, stresses, strains, friction, and kinematics that influence machine design upon completion, students are able to analyze machine components and make recommendations on component selections for a particular application.

OPERATING SYSTEMS (3 credits)
This course provides an overview of operating systems, their history and their evolution. It covers the fundamentals of operating system function, design and implementation, and typical problems associated with designing and implementing operating systems. Topics covered in the course include concurrency, memory management, file systems, device management, interrupts, multitasking, deadlocking, scheduling and security

MOBILE APPLICATION DEVELOPMENT (3 credits)
With smart phones and tablets becoming increasingly powerful and loaded with features, mobile application development has become very important skill. This course teaches students how to build mobile apps for Android and iOS, Students learn to write both web apps and native apps for Android using Eclipse and the Android SDK, to write native apps for iPhones, iPod Touches, and iPads using Xcode and the iOS SDK, and to write web apps for both platforms. Additional topics covered include application deployment and availability on the corresponding app stores and markets, application security, efficient power management, and mobile device security, memory management; user interface design; user interface building; input methods; data handling; network techniques and URL

loading; and, finally, specifics such as GPS and motion sensing. Students are expected to work on a project that produces a professional---quality mobile application.

SOFTWARE APPLICATION SECURITY (4 credits)

This course deals with designing and implementing secure system and application software, that is, software that is not vulnerable to malicious attacks. This course addresses application and web server security and the methodologies required to ensure web servers are not vulnerable to security breaches. By the end of the course, students should be familiar with why security is important, what types of vulnerabilities can be present in applications, how they can be exploited, and how to go about developing applications that is sufficiently secure. The course will involve reading technical papers as well as written assignments. The course explains some of the most common security issues involved in the development of software, including secure database access, secure data communications, security of web applications and use of encryption techniques.

CLOUD COMPUTING (4 credits)

This course introduces students to set of core technologies, algorithms and design philosophies and takes them through how cloud computing systems today are built on top of these fundamental concepts. They learn about classical algorithms, scalability, classical precursors and trending areas. Included as part of this course is a programming module that allows students to gain experience in implementing these concepts in assignments provided in the C++ language.

DIGITAL SIGNAL PROCESSING (3 credits)

Designed to impart a thorough understanding of the applications of Digital Signal Processing in the fields of communication and information availability, this course develops a complete set of digital signal processing aspects from ground up. Students will be introduced to the basic definitions of discrete---time signals and will work their way through advanced concepts including Fourier analysis, Sampling and Interpolation. They will have ample opportunity to work through hands---on examples, which will help in bridging the gap between theory and practice.

CONTROL SYSTEMS (4 credits)

The objective of the course is to provide an understanding of the frequency domain analysis of control systems and the compensation technique that can be applied towards stabilizing control systems. Students are introduced to different types of control systems and their basic elements. Topics covered in this course include Time Response Analysis, Frequency Response Analysis, Stability Analysis and State Variable Analysis.

OPTICAL NETWORKS (4 credits)

Optical networks have revolutionized the networking industry due to its ability to meet the ever-increasing demand for bandwidth. Introducing students to optical networks, this course takes students through fiber losses, components needed to build a network, modulation and demodulation of light signals, first generation optical networks, select WDM networks, topologies, control and management of connections, and time division multiplexed networks. Advanced topics in fiber optics data communications with particular attention to WDM, DWDM, SONET, and ATM technologies are covered as well. Students learn about deploying optical network solutions across a LAN using Gigabit Ethernet and gain insight into trouble shooting and optimization methodologies including eliminating bandwidth bottlenecks and improving flexibility of network services.

COMPUTATIONAL FLUID DYNAMICS (4 credits)

Built on concepts of fluid dynamics and numerical analysis, this course introduces the use of numerical methods for solving systems of equations that are modeled using conservation equations of mass, momentum and energy in fluid flow. Students are exposed to a variety of practical problems, which they solve through numerical methods.

MECHANICAL VIBRATIONS (3 credits)

This course is an analysis of systems in vibratory motion. It provides a basic understanding of a single degree of freedom linear vibration theory, and introduces students to advanced topics in multi-degree of freedom systems, distributed parameter systems, random vibration and non-linear vibration. It also covers response to initial and forced excitations, modal analysis, introduction to continuous systems and applications of vibration analysis, including isolation, absorption, and damping. Important engineering special cases are covered, including axial, bending, and torsional vibratory motion.

ADVANCED THERMODYNAMICS (4 credits)

Building on the basic concepts of Thermodynamics, this course covers advanced topics including emphasizing real fluid behavior and modeling. Laws of thermodynamics, entropy and energy are discussed with examples. Equilibrium, stability and Maxwell equations are discussed in detail. Phase transition and reaction thermodynamics are covered as well. Students will gain knowledge about applications to real engineering systems. Interaction between thermodynamics, chemical kinetics, fluid mechanics and transport processes are discussed.

SOLID STATE ELECTRONIC DEVICES (3 credits)

This course gives an introduction to crystallography and growth of semiconductor crystals, statistical mechanics, quantum mechanics and energy bands & charge carriers thereby helping in understanding the conduction mechanisms in conductors, insulators and semiconductors. It also gives an in---depth understanding of excess carriers in semiconductors, junction theory, diodes, bipolar junction transistors, optoelectric devices, LEDs and lasers, integrated circuits, power devices, and negative conductance devices.

COMMUNICATION SYSTEMS (3 credits)

This course starts with brief introduction to communication systems, noise in communications systems, voice signal digitization, digital radio, communication satellites, satellite earth stations, satellite access, satellite links, fiber---optic communications, optical fiber communications systems analysis and design, systems measurements and performance evaluation, and elements of HDTV. A brief Introduction to digital communication systems is also given including modulation and coding techniques

Master of Arts in Education:

The Postgraduate Degree Program in Education has been designed to broaden the training and understanding of education in relation to the philosophy and concepts underlying international education (on-line/distance learning) and sharpen teachers' skills in relation to the processes, cultures and classroom practices. It is a professional development course with a series of on-line modules covering core and contemporary topics in education. The modules are intended for teachers, administrators, librarians, or anyone interested in education --- and there is no prior technical expertise required. The modules are designed for self-paced learning, so one can explore the training on their own time and review them as often as desired.

Objectives:

- Provide teacher education to those with or without a bachelor's degree in education to enable them to become competent while continuously developing professionals as teachers and/or education administrators.
- Inculcate the attitude and ability to evolve, through continuous self-study, even while practicing the profession, as leaders in their chosen career.

Program Outcomes:

On successful completion of this program students will be able to:

- Participants completing this program are expected to achieve the following:
- Utilize the knowledge and training in educational theories, child psychology, and human resource management and information technology in the practice of teaching and educational administration.
- Design innovative curriculum and teaching/learning methodologies appropriate for the environment in which they practice.
- Transact a trans---disciplinary, holistic curriculum effectively.
- Display the people---skills and attitude needed to evolve to leadership positions in education.

Program Delivery:

The program consists of both 3 credit and 4 credit courses. Students will need to complete all the Graduate Core courses. They can choose electives in the area of their choice. They will need to complete a minimum of 36 credits. The following is the course break up.

CATEGORY	Courses	Credits
CORE COURSES	9	27
ELECTIVES	2	6
PROJECT	1	3
TOTAL	12	36

All courses follow a 15 week-delivery model where course objectives and outcomes for each week are thoroughly outlined and presented to students. Each course consists of the following elements:

1. Multi-Media Presentations
2. Interactive Sessions with Faculty online
3. Assignments including tasks, projects and activities that are graded manually by the professors
4. Continuous Assessments (pop quizzes, mid---term tests, etc.)
5. Final Exam

There will be a significant emphasis on the outcomes for each week. Assignments are focused on assessing the students' capability of applying the knowledge gained and demonstrating their skills and abilities in specific areas.

Courses for Master of Arts in Education:

Courses	**Credits**
Historical and Contemporary Thoughts on Education	**3**
Child Psychology: Principles and Perspectives	**3**
Learning through Inquiry: The IB paradigm	**3**
Trans-Disciplinary and Holistic Approaches to Education	**3**
Collective and Collaborative Design and Transaction of Curriculum.	**3**
Continuous and Comprehensive Assessment of Learning.	**3**
Statistical Methods for Teachers and Education Administrators	**3**
Issues in Language Teaching	**3**
Arts, Crafts and Physical Education: Integrating into Curriculum	**3**
Electives:	**3**
Design of Assessment Tools and Rubrics for Diversity.	**3**
Role of ICT for Effective Teaching and Education Management	**3**
Human Resource Management for Education Managers	**3**
Education Policy: Local, National and Global Perspectives.	**3**
Education and Society: Local, National and Global Dimensions	**3**
Research Based Project and Thesis	**3**

HISTORICAL AND CONTEMPORARY THOUGHTS ON EDUCATION (3 credits)

This course is intended to provide an overview of the processes by which knowledge, skills, values and beliefs have been transmitted from one generation to another across different civilizations through the ages. Roles of the family, peers, formal institutions such as gurukuls of ancient India, collegiums of

Greece and religious institutions are evaluated. Contemporary thoughts on education and schooling across different societies and their relevance for IB approach are discussed.

CHILD PSYCHOLOGY: PRINCIPLES AND PERSPECTIVES (3 credits)
The objective of this course is to review the evolution and development of the ideas pertaining to the psychology of children and the implications of various learning theories. The student---teachers will be sensitized to the importance of their impact as role---models and counselors.

LEARNING THROUGH INQUIRY: THE IB PARADIGM (3 credits)
This course aims to introduce the participants to the inquiry approach to learning. The framework of the IB methodology and its importance in the objective development of children; meeting the IB learner profiles will be the mainstay of the course. Student--- teachers will have a hands---on approach to develop effective practices, and to strengthen the inquiry approach to learning.

TRANS-DISCIPLINARY and HOLISTIC APPROACHES TO EDUCATION (3 credits)
This core course is intended to inculcate among the student teachers, the crux of international teaching and learning methodology: namely breaking the barriers between subjects and helping children learn holistically across disciplines.

COLLECTIVE AND COLLABORATIVE DESIGN AND TRANSACTION OF CURRICULUM (3 credits)
The student---teachers are helped to understand the meaning and nature of curriculum. The processes associated with collaborative design of the curriculum, as well as effective implementation / transaction of the curriculum in the classroom will be discussed in detail.

CONTINUOUS AND COMPREHENSIVE ASSESSMENT OF LEARNING (3 credits)
Through this course, the teacher---trainees learn to appreciate the role of assessment as a constructive learning aid rather than as a mechanism for grading and certification. Approaches and techniques to carry out formative, mid---course and summative assessment in the context of the inquiry approach would be the core content of this course.

STATISTICAL METHODS FOR TEACHERS AND EDUCATIONAL ADMINISTRATORS ((3 credits)
This core course facilitates the participants to efficiently organize the mass of data they collect about children and their academic progress in the course of their teaching / learning journey, and analyze the same towards inferring constructive conclusions to enhance the teaching / learning process. A related aim is to assist the student teachers to glean the essence of research---based on published reports and articles in the field of international education (teaching and learning).

ISSUES IN LANGUAGE TEACHING (3 credits)
The basic principles and desirable practices to effectively teach languages – mother tongues, as well as second language acquisition will be the main focus of this course. Particular emphasis would be placed on teaching / learning the English language since it will be the medium of instruction where the student teachers would practice and would later implement what they have learned.

ARTS, CRAFTS AND PHYSICAL EDUCATION: INTEGRATING INTO CURRICULUM (3 credits)
This core course helps the student---teachers to integrate arts, crafts and physical education into the inquiry method, and also enables them to effectively utilize the assistance of specialized teachers for those activities. The process of planning to assessment interrogation is addressed in this course.

Electives:

DESIGN OF ASSESSMENT TOOLS AND RUBRICS FOR DIVERSITY (3 credits)
This elective course facilitates building the competence and skills to design and administer need---based assessment tools for special children.

ROLE OF ICT FOR EFFECTIVE TEACHING AND EDUCATION MANAGEMENT (3 credits)
This elective course is intended for those who would like to go beyond the basics of using ICT in education and develop their own ICT---based tools and aids for enhancing the teaching / learning / assessment processes. Exposure to a variety of learning management systems and their deployment would be part of the hand---on practice.

HUMAN RESOURCES MANAGEMENT FOR EDUCATION MANAGERS (3 credits)
This elective course is appropriate for those who intend moving to educational administration. The team leaders and program coordinators would benefit greatly from the input through this course on managing human resources effectively.

EDUCATION POLICY: LOCAL, NATIONAL AND GLOBAL PERSPECTIVES (3 credits)
Given the diversity of societies across the world, an international educator who aspires to seek positions in different societies would do well to be aware of the diversity in education policy and implications of the role and responsibilities of teachers / administrators. This course aims to provide input towards that objective.

EDUCATION AND SOCIETY: LOCAL, NATIONAL AND GLOBAL DIMENSIONS (3 credits)
Awareness of the crucial nexus between education in a society and the manner in which the society develops is crucial for educators who plan to not only function as teachers but get involved in off---school social entrepreneurial activities. Such individuals would benefit from the discussions in their elective course and contribute meaningfully to society.

RESEARCH BASED PROJECT AND THESIS (3 credits)
This elective course is offered to provide an opportunity to those who have innovative ideas and want to experiment in education. Depending on the gravity of the topic/effort required this elective could be worth even two courses subject to the approval of the academic management. Display of original idea and adoption of rigorous research methodology is expected for undertaking this elective.

Student Technology Requirements

Online education in UPAS is made easy with 24/7 student support, if you have any difficulty in accessing the course content or other resources that are available to you.
We expect our students to be familiar with use of computers, Internet, and e-mail and be able to follow instructions to configure programs and course work. In order to enroll in UPAS online programs you are expected to have the following minimum requirements fulfilled:

Hardware

- Desktop/Laptop with 1GHz Intel Pentium processor or equivalent
- Color monitor with 1024 x 768 resolution
- Minimum 10 GB free Hard Disk Space
- Minimum 512 MB RAM
- High-speed broadband (512 Kbps or higher) connection
- Audio speakers/headphone and microphone

Software

- Windows XP, Vista, 7, Mac OS 10.2 or higher
- Internet Explorer 7 or higher or other equivalent browser
- Microsoft Office 2007 or higher version
- Adobe Flash Player
- Adobe Acrobat Reader
- Additional software depending on the need for any particular course

Email

- Have a personal email account

Admissions & Enrollment

Why should you choose UPAS?

- At UPAS we believe that competency is essential for any graduating student to be successful in their career. Hence, we have adopted Competency Based Online Education Model that not only enables our students to gain knowledge through course work but also helps them build their skills and abilities that are very essential to become a competent professional and a lifelong learner.
- We believe that students graduating from UPAS should have breadth and depth of knowledge, skills and abilities to think big and be able to convert ideas into successful businesses or rise to the level of senior executives in any organization.
- We provide greater flexibility to enroll in our courses from any part of the world by delivering the course online without compromising quality. Our program is structured in such a way to make learning and easy process through customized course content and delivered through our Learning Management System. Should you need guidance or help at any time can, you can reach out to your assigned eminent faculty members to make your learning experience the best possible one.
- To provide students with continuous feedback on how well they are doing in their program we have formulated a continuous assessment model that measures their competency levels. This model will help students to understand how well they are doing in the program and also focus on where would like to be as well.
- Our faculties comprise of people with great academic and research credentials, people with
- great industry experience and successful entrepreneurs to be able to guide/mentor our students to be able to practically apply their knowledge through projects, industry connect and creative activities.
- We at UPAS believe that cost should not be an impediment for someone that wants to learn and be successful in his or her career and hence we have made our program very cost effective as well.

We hope that you find our program useful and select UPAS as the preferred school of your choice to fulfill your ambitions.

About Online Learning

Online learning at UPAS provides a location independent, technology-driven learning experience through Moodle, the University's online course delivery platform. Moodle is a widely accepted platform for online education that is used by several leading universities. This platform is available on the cloud and the company Moodle Rooms manages the entire infrastructure for this platform. Administrators and faculty at UPAS will be able to remotely login to the system through their computers to administer the system, conduct classes and tests. Online classes at UPAS are highly interactive and easily usable, enabling students to interact directly with faculty and students through the Moodle platform. Students will require a set of equipment that is listed on page 25 to access the platform.

The school will transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and the initial materials, requests in writing that all of the material be sent. Once the balance of the materials are transmitted to the

student, the school will be obligated to provide other educational services it has agreed to provide, but will not be obligated to pay any refund after all the lessons and materials have been transmitted.

All assignments, project work and tests submitted online will be evaluated and a response provided to students within 48 hours (2 days) of submission. When students submit Thesis or Dissertations they will get an acknowledgement back within 48 hours (2 days) and the evaluation will be completed within a week of submission.

Classes follow a semester calendar just as a classroom program does. Students that complete the program receive transcripts and a degree from UPAS that is equivalent to a degree earned in a classroom program. Please read our Frequently Asked Questions for answers to commonly asked questions about online learning at UPAS.

Evaluation Standards (Grading):

The evaluation of student achievement is based on students meeting the objectives for each program. At the beginning of each class, the instructor will provide the students with a syllabus identifying the objectives and grade determination criteria. Students must achieve a cumulative grade point average of at least 70% (a "C" grade). In a course in which a failing grade has been received, a student who has feasible reasons may ask the instructor to grant permission to take a re-examination, or complete a reassignment of sufficient quality to raise the grade to a passing score. Such work must be completed within 21 days after notification of a failing grade. If the grade is raised to a passing grade, the student receives credit for the course, but no grade points are counted into the calculation of the student's ***Grade Point Average (***GPA). If the student repeats a course after having received an F grade initially, the previous F grade remains factored into the ***Grade Point Average*** (GPA), as does the new grade.

Grade Point Determination

The following systems of grade points are used to evaluate a student's level of achievement. A student's general standing is the result of the total number of grade points earned, divided by the total number of semester hours taken.

Grade	Points	Grade	Points
A	4.0	A-	3.75
B+	3.50	B	3.0
B-	2.75	C+	2.50
C	2.0	C-	1.75
D	1.0	F	0
I	*Incomplete	WP	Withdraw Passing
WF	Withdraw Failing	P	Pass (challenge)
AU	Audit (no credit)	CR	Credit

Admission Process

Thank you for showing interest in UPAS; we have made every effort to make sure you understand our admission process clearly. We have done our best to ensure that the information is clear and can be completed without much effort!

Inquire and identify the course of interest:

- In order to ensure that you have a clear understanding about our program and its benefits, please write to us to schedule an appointment with our advisor at info@upasadena.org or call us at (626)-600-8727
- One of our advisors will get in touch with you to answer your questions and explain our programs to you, and the importance of competency-based education and its benefits, how it is effectively delivered online, our admission process, fee structure, industry opportunities and also help you understand what is expected from you as a student.
- If you have an undergraduate degree or taken few extra credits and would like to transfer your credits to UPAS and continue your education @ UPAS, you are welcome!
- **Submit application for admission:**

  Once you had a discussion with our advisor and have decided to apply for our program, please go ahead and submit the following for our consideration.
  - Application window open 8 weeks before start of the semester and close 1 week before start of the semester.
  - Application filled with relevant details. You also need to submit all required documents listed under Admission requirements below.
  - Application can be emailed to admissions@upasadena.org or can be mailed to the following address

    Office of Admissions
    University Of Pasadena
    South Hills Academic Campus
    1600 E. Francisquito Avenue,
    West Covina, CA 91791
  - A non-refundable application fee through Bank Transfer or Credit card
    - USD 50 for all students

Undergraduate Degree Programs:

Admission requirements:

- Official records of completion of the following courses stated below in an authorized 8-12 school
  - English
  - One Non-English Language
  - Mathematics
  - Science including lab
- Official transcripts for the courses for which you would like to transfer credits from any approved university.

- SAT or ACT score
- Satisfactory performance in the UPAS entrance exam to demonstrate web-based online learning capability
- Personal Statement for seeking admission @ UPAS
- Have a desktop/laptop with Internet broadband (6 Mbs or higher) connection and familiar with using Internet, email and other software programs with instructions provided only on how to connect the learning platform and complete the course work.

Graduation Requirements:

- Satisfactory completion of 120 credits of course work with a minimum cumulative GPA of 2.0
- Minimum 30 credits required for the degree must be in General Education
- Minimum 50% of the credits required for the degree must be obtained from UPAS
- All undergraduate students are expected to complete the degree program within 6 years from the date of enrollment after which a request has to be made to the admission department in the university asking for an extension. Continuous request for extension will not be encouraged and the student will be dropped from the program and won't be eligible for a degree.

Graduate Degree Programs:

Admission requirements:

- Official transcripts and undergraduate degree (B.A or B.S) in the relevant field of study from an approved institution.
- Official transcripts for the courses for which you would like to transfer credits from any approved institution.
- Personal Statement for seeking admission @ UPAS
- Satisfactory performance in the UPAS entrance exam to demonstrate web-based online learning capability
- Have a desktop/laptop with Internet broadband (6 Mbs or higher) connection and familiar with using Internet, email and other software programs with instructions provided on how to connect to the learning platform to complete the course work.

Graduation Requirements

- Satisfactory completion of 36 credit hours in the chosen field of study.
- If a project option is chosen as an elective, the project report or thesis submitted by the student as part of the graduate program has to be approved by a our university faculty committee for an award of Masters degree
- Minimum 80% of the credits towards the degree must be taken from UPAS
- Cumulative GPA must be 3.0 or higher.
- All graduate students are expected to complete the degree program within 3 years from the date of enrollment after which a request has to be made to the admission department in the university asking for an extension. Continuous request for extension

will not be encouraged and the student will be dropped from the program and won't be eligible for a degree.

International Students

International students who wish to enroll in UPAS degree program should meet all the admission requirements stated under admission requirements and provide evidence of financial resources to be able to complete the course without interruption.

English Proficiency

This institution does not offer instruction in **English as a second language**. Nor do we provide English language services. All classes are conducted only in the English language. To prove students are able to communicate fluently in English, if there is any doubt, this institution accepts a successful TOEFL test result and/or the U.S. Foreign Service Language Rating System.

Students who have had English as a second language need to demonstrate English proficiency by submitting TOEFL (Test of English as a Foreign Language) scores of 213 or higher on the computer-based test, 79 or higher on the Internet based test, or 550 or higher on the paper-based test. Visit www.toefl.org for more information on the TOEFL.

Applicants holding a baccalaureate or advanced degree from an accredited college or university in the U.S is exempt from the TOEFL requirement.

Policies & Regulations

How to start taking courses?

Every student that is enrolled in the program will be given access to our online LMS platform and detailed instructions on how to navigate through the course from Sign-In to completion. If there are any issues or questions related to the course work you can contact your academic advisor at academics@upasadena.org.

Course duration

All courses follow a 15-week delivery model. In case students are not able to complete the course in the stipulated time frame, they are expected to repeat the same course again and will be treated as taking a new course.

Leave of absence

If a student is unable to complete the course due to unavoidable reasons, the student has to inform his/her academic advisor about and continue the course during the next academic session with other courses. Students are allowed one Leave of Absence during one calendar year for personal emergencies.

Non-active or unable to reach

If you not active (expect in case of leave of absence) with your course work or the university is unable to contact you for a period of 12 (twelve) months, you will be de-registered from the

program and you will not be eligible for the university degree.

LMS Uptime

We make all efforts to ensure that our LMS platform is up 99.999% of the time, but in case you experience difficulty accessing the platform or issues with the platform, please feel free to send an email to academics@upasadena.org.

Contact our enrollment advisor

You can contact our enrolment advisor at any time through email or phone during normal working hours.

ACADEMIC CALENDAR

Spring 2017 Start	Mid-Term Week	Final Exam Week
Monday, Jan 9, 2017	Mon-Fri: Feb 28 to Mar 3	Mon – Fri: April 17 to April 25
Summer 2017 Start	Mid-Term Week	Final Exam Week
Monday, May 15, 2017	Mon-Fri: July 3 to July 7	Mon-Fri: Aug 21 to Aug 25
Fall 2017 Start	Mid-Term Week	Final Exam Week
Monday, Sep 11, 2017	Mon-Fri: Oct 30 to Nov 3	Mon-Fri: Dec 18 to Dec 22

Tuition & Fees

All students enrolling in UPAS online engineering degree program pay the same fees regardless of whether they are in or out of the US. Tuition and fees are due before the start of classes in each academic session.

Undergraduate Degree Program Tuition and Fees:

Minimum Requirement: 120 Semester Credits; Duration: 4 year (8 semesters)

FEE Category	Basis	Per Unit Cost	Units	
*Application Fee	One Time	$50	1	50
Registration Fee	One Time	$200	1	200
**Tuition Fee	$100 per credit	$100	120	12000
Textbooks & Materials	$200 per semester	$200	8	1600

TOTAL ESTIMATED COST FOR THE PROGRAM: $13850.00

*** Registration and Application Fees and STRF Fees are non-refundable** ****Tuition and fees are subject to change**

Graduate Degree Program Tuition and Fees:

Minimum Requirement: 36 Semester Credits; Duration: 1 year (2 semesters)

FEE Category	Basis	Per Unit Cost	Units	Cost
*Application Fee	One Time	$50	1	50
Registration Fee	One Time	$200	1	200
**Tuition Fee	$200 per credit	$200	36	7200
Text Books & Materials	$200 per semester	$200	2	400

TOTAL ESTIMATED COST FOR THE PROGRAM: $7850.00

*** Registration and Application Fees and STRF Fees are non-refundable** ****Tuition and fees are subject to change**

Required Equipment:

Students are required to have the following equipment and they are responsible for purchasing these on their own:

Hardwar	Software	Internet & Email
Desktop/Laptop with 1GHz Intel Pentium processor or equivalent,	Windows XP, Vista, 7, Mac OS 10.2 or higher	High speed broadband (6 Mbs or higher) connection
Color monitor with 1024 x 768 resolution	Internet Explorer 7 or higher or other equivalent browser	Have a personal email account
Minimum 10 GB free Hard Disk Space	Microsoft Office 2007 or higher version	
Minimum 2 GB RAM	Adobe Flash Player	
Audio speakers/headphone and microphone	Adobe Acrobat Reader	

Payment Options:

All payments should be paid in full using Check or Credit Card (VISA, Master, and Amex) as per the schedule for each semester.

Payment non-compliance:

If the students are unable to make the tuition payment on time, UPAS will initiate the following actions:

- Overdue charge of 1.5% per month will be collected on the balance to be paid
- The student may be dropped from all courses without giving credit and won't be eligible to graduate
- Transcripts will be withheld
- Appropriate collection procedures will be followed

Tuition Assistance:

We do not offer any tuition assistance at this time. The school does not offer federal or state grants or loans or any other type of grants, loans, or scholarships at this time.

Refund and Cancellation Policy

Cancel a Course:
The Student has the right to cancel from School at any time. If the Student cancels from the course of instruction after the cancellation period, the School will remit a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed up to 60% of training or less of the instruction. The amount of the refund is determined by deducting the registration fee from the total tuition charge, then dividing the remainder by the number of hours in the course to calculate the hourly charge. The refund is the amount in excess of what the student owes for total hours of instruction completed, excluding the non-refundable $250 for the Application and Registration fees.

For Distance Learning Programs:
When instruction is not offered in real time, the Student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If the School sent the first lesson and materials before an effective cancellation notice was received, the School shall make a refund within 45 days after the student returns all materials.

The school will transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and the initial materials, requests in writing that all of the material be sent. Once the balance of the materials is transmitted to the student, the school will be obligated to provide other educational services it has agreed to provide, but will not be obligated to pay any refund after all the lessons and materials have been transmitted.

STUDENT'S RIGHT TO CANCEL:
The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation occurs when the student gives written notice of cancellation to the Director, at the address of the School, shown on this agreement. The Student can also mail, hand deliver, fax or telegram the cancellation. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. Cancellation notices are to be addressed to: **The University of Pasadena, 1600 E. Francisquito Av, West Covina, CA 91791 • 626.600.8727**

HYPOTHETICAL REFUND EXAMPLE:

Students have a right to a full refund of all charges, less the $50 application fee and the $200 registration fee, if the student cancels after the enrollment period. The amount retained by the school will not exceed the **$50 (fifty dollars) Application Fee and the $200 (two hundred dollars) Registration Fee for a total of $250 (two hundred and fifty dollars).**

If a student withdraws from the program after instruction has begun the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. The date of withdrawal is the date of cancellation and is determined as the date the student notifies the school of the decision to cancel, or the last date of attendance, if the student fails to notify the school. The student will be charged for all hours

attended. For example, if the student completes 50 hours of a 100-hour course, and paid $2,000 for tuition-in-full, the student would receive a refund of $1,000.

$2000	/	100	= 50%	/ 50	/ $1000	/ $1,000
Tuition	/	Total	Hourly	/ Hours	/ Total Due	/ Total
Paid	/	Hours	Charge	/ Completed	/ to School	/ Due to Student

The School will refund money collected from a third party on the student's behalf, if the school cancels or discontinues the course in which the student is enrolled, or if the student drops out. If any portion of the tuition was paid from the proceeds of a third party, the refund will be sent to the lender or agency that guaranteed the funds. Any remaining amount will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the benefits received. Any remaining amount of money will be paid to the student. **If the student receives federal student financial aid funds to pay for an educational program, the student is entitled to a refund of the money not paid from federal financial aid funds.** If the student obtains a loan the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student defaults on a federal or state loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and (2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

UPAS will make all refunds within 30 days of written cancellation.
It is essential that students understand the details about their desired course and curriculum before registering for the courses.

All requests for withdrawal or dropping of courses must be submitted in writing for a refund as applicable to:

University of Pasadena
1600 E. Francisquito Av,
West Covina, CA 91791
Phone: 626.600.8727
Email: info@upasadena.org
Website: http://www.upasadena.org

Faculty and Staff

Faculty Name	Educational Qualifications
Mr.Shiva Palanisamy	B.E (Mechanical Engineering) M.S (Manufacturing Engineering)
Mr.Ashok Kumar	B.E (Electrical Engineering) M.S (Electrical Engineering) M.B.A
Mr. Kumar Muthuraman	B.Tech (Chemical and Electro-Chemical Technology) M.S (Scientific Computing and Computational Mathematics) Ph.D (Scientific Computing and Computational Mathematics)
Mr.Subramanian Rama	B.S (Electronics and Communications Engineering) M.S (Computer Engineering)
Mr.Srikanth Subramanian	B.E(hons.) (Chemical Engineering) M.S (Computer Engineering and Computational Fluid Dynamics)
Dr.Chockalingam Arunachalam	B.E(hons.) (Chemical Engineering) Ph.D (Engineering)
Mr.Sridhar Venkataraman	M.Sc (Tech.) (Instrumentation Engineering) M.S (Engineering)
Dr.Narayanan Solayappan	B.S (Electrical and Electronics Engineering) M.S (Electrical Engineering) Ph.D (Electrical Engineering)
Mr.Karthikeyan Doraisamy	B.E (Electrical and Electronics Engineering) M.S (Electrical Engineering)
Mr.Ramasamy Adaikkalavan	B.E (Electrical and Electronics Engineering) M.S (Electrical Engineering)
Mr.Joseph Berk	B.S (Mechanical Engineering) M.S (Mechanical Engineering) M.B.A
Ms.Llacey T. Simmons	M.A Masters of Arts: Instructional Systems Development M.B.A Masters of Business
Ms.Sarah White	M.A Education/Adult Education and Training B.S Business Management
Ms.Kara Cleaver	B.A (Education) M.A (Education)

Contact us:

University of Pasadena
1600 E. Francisquito Av,
West Covina, CA 91791
Phone: 626.600.8727
Email: info@upasadena.org
Website: http://www.upasadena.org

Student Services

Student services staff provides all necessary services to our students and faculty. Our key services include: Transcript requests, IT assistance, accounting needs, information needs, Career Services, and Library Services.

Placement/Career Services

As UPAS offers on-line instruction, and there is on-line access to the school's *Career Services Center* where students can access career and job placement services: resume writing, cover letter, and networking opportunities. The curriculum includes job opportunities, networking availabilities, resumes, and on-line programs for career search.

Library Services

Students have access to the school librarian to get help to identify resources and learning materials they need. The Librarian has regular office hours and can be reached through e-mail and text at any time. Students, when in need of finding resources for their study can contact the school librarian with details including the topic of interest, the kind of resource requested and how soon they need it. The librarian sends them the requested material in the form of web links to posted information, publications, web sites, online educational videos or documents. Librarian is available to answer student questions and provide the necessary guidance students may need in locating further material online.

A variety of online services are also available for students to conduct research and have immediate access to texts, periodicals, and resource materials, and they include:

***www.safaribooksonline.com*:** This is an online digital library that provides resources including books, videos, documents and publications. Every student at UPAS will be provided a login to access his or her account at this site during his or her course of study. The school librarian and all faculties will have access to this service as well and students can exchange information with the librarian and faculty about resources they access through this service. They can also reach out to the librarian to find specific resources at this site.

Class mailing lists, which students use to share information they find with their immediate peers.
Github is an online repository for document sharing that is used by students to collaborate with one another and share resources.

Housing

No housing assistance is available through UPAS; the institution does not have dormitory facilities under its control; there is no housing available as the programs of study are on-line, and the school has no responsibility to find or assist in students finding housing.

A recent review of local rentals through newspapers and on-line rental agencies offers rooms for rent in the area for about $650 a month. One-bedroom apartments rent starting at $900 and on average going for $1500 per month.

Transcript Requests

Students must send a written request to Director of Student services providing the following details to be able to process the Transcript request.

Full Name (and other names if there are any) Program of Study
Social Security Number
Date of Birth
Mailing address for sending transcript
Contact phone number
Number of copies required

Student Records are kept for a minimum of 5 years.
Fees ($5 per transcript for normal delivery and $25 for Quick delivery, $2 processing fee per request)
Method of Payment: VISA, MasterCard, American Express

Please send your request to:

University of Pasadena
1600 E. Francisquito Av, West Covina,
CA 91791 Phone: 626.600.8727
Email: info@upasadena.org
Website: http://www.upasadena.org

Note: Request can be made at any time but we process requests only Monday through Friday during normal working hours, except during university and national holidays.

Attendance Policy

Consistent participation in class is a minimum requirement. Although the on-line classes do offer flexibility to students, there are weekly deadlines for attending the sessions scheduled for each week. Falling behind in classwork due to absences is detrimental to the student and the entire class. Once a student misses three class sessions (that is, fails to meet weekly commitments) he/she will be placed on probation. Probation is meant to serve as a warning. If the student does not improve attendance, and falls below 85% attendance rating, the student will be dismissed (See Dismissal below). There are no excused absences except for family bereavement, major religious holiday, or due to a doctor's orders for which proof must be provided.

There will be online group sessions that have set times. Tardiness in attending such sessions will not be tolerated. Classes begin on time; a faculty member reserves the right to refuse to let students enter the session if students are tardy. If a student is tardy to class more than 3 times, that will be considered an absence for that class.

Maintaining Official Student Records and Transcripts:

Student academic records are maintained in a paper and digital format while students are currently enrolled. Graduate Students' *Official Academic Transcripts* are kept permanently. Students may contact the school administration at PHONE, or on-line to order transcripts to receive a copy of their academic records.

Probation or Dismissal Policy

Grounds for probation include if students do not attend or participate in online classes at a minimum of 85%, maintain a minimum grade of 70% (C), or if a student is disruptive to any portion of the instruction. The attendance and the grade percentage of every student are continuously tracked on the Moodle platform. Once on probation, students have one semester to improve their attendance and/or grades, and behavior or they will be dismissed from the program.

State of California Disclosure Statements:

➢State of California, Bureau for Private Postsecondary Education: **UPAS** is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009.

➢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

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone: (916) 431-6959 Toll Free: (888) 370-7589 Fax: 916.263-1897
Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

➢ As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the *School Performance Fact Sheet*, which must be provided to you 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.

➢All student records are maintained at the institution's main office while students are enrolled and are available only in digital format after graduation. Official academic transcripts are maintained permanently.

➢ All instruction is conducted on line.

Student Complaint/Grievance Procedures

Persons seeking to resolve problems or complaints should first contact the instructor in charge and then the office administration. Requests for further action may be made to the School Director or to the Chief Academic Officer (CAO).

The School Director or The Chief Academic Officer (CAO) is the initial contact for any ethics issues or grievances about classes, students, instructors, staff members, or situations. Students who have ethics concerns may contact the school to request the name and phone number for the CAO or *School Director*. Any contact/discussion with the School Director or CAO is completely confidential.

STUDENTS' RIGHTS POLICY

UPAS adheres to all state and federal laws concerning the use of personal information. As such, UPAS is committed to the responsible use of personal information collected from and about students, faculty, staff, business partners and others who entrust this information to us. Such personal information includes any name or numbers (e.g. social security numbers and dates of birth) that may be used – alone or in conjunction with any other information – to identify a specific individual, or other personal information that could be used to cause financial or reputational harm to an individual. This policy applies to information that is collected by any means whether electronically, by telephone, or on paper. UPAS forbids access to all such information without written consent from the student.

Transfer of Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at the University of Pasadena (UPAS) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Degree in *Bachelor of Science in General Engineering (BS), Masters of Science in International Finance (MS),* you earn 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 is 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 UPAS to determine if your degrees will transfer.

Transfer Credit Evaluation:

Credits earned at other institutions will be evaluated using the following criteria:

Transcript copies must be forwarded to the Office of Admissions for evaluation.

Only those courses that are substantially comparable to the acting courses at this institution will be considered for evaluation.

Courses under consideration must have a grade of "C" or higher.

This institution makes no representation whatsoever concerning the transferability of any credits to any institution. **Experiential Credit is not given nor evaluated at this institution.**

Transferring Students:

In order for UPAS to determine whether your course credits can be transferred or not, please mail all your relevant transcripts to the admissions office at UPAS. Acceptance of credits will be based on the approval from our Chief Academic Officer (CAO) or satisfactory performance in our challenge examinations for the respective course.

We allow students to transfer up to 60 credits for the undergraduate program and 10 credits for masters programs, upon approval based on criteria specified above.

Student Tuition Recovery Fund (STRF) Fees Disclosures:

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or is enrolled in a residency program, and prepaid all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.
3. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
4. You are not a California resident, or are not enrolled in a residency program, or
5. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party

for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

ADDITIONAL DISCLOSURES:

Students are to please review the following before registering and enrolling in any class at this institution.

Title IV

This institution is not accredited at this time, and therefore does not qualify to offer Title IV funding of any kind. Until UPAS is accredited, the degree from UPAS is not recognized for some employment positions including but not limited to positions with some states.

Financial Aid

This institution does not participate nor does it offer financial aid of any kind, not federal (Title IV), state, or any other government funding source.

Loans

This institution does not offer education loans of any kind. If a student were to obtain a loan to pay for an educational program, the student would have the responsibility to repay the full amount of the loan plus interest, less and amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal student financial aid program funds.

Distance Education

This institution's education offerings are distance learning (on-line learning) only. Students will receive all materials and information regarding their on-line class one week prior to the start of class, and one week after all enrollment and registration matters have been completed.

Student Visas:

As UPAS offers only distance/online education this institution does not issue student visas of any kind.

Licenses:

There are no licensing exams required by the students upon graduation from any program at UPAS.

Bankruptcy

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has 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.).

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. Their contact information is:

BPPE Contact Information:

Mailing Address:

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

Physical Address:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone: (916) 431-6959
Toll Free: (888) 370-7589
Fax: 916.263-1897
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

Currently the University of Pasadena and its degree programs are not accredited by an accrediting agency recognized by the United States Department of Education. A graduate of an unaccredited Degree program may not be eligible to sit for applicable licensure exams in California and other states. 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. A student enrolled in an unaccredited institution is not eligible for federal financial aid