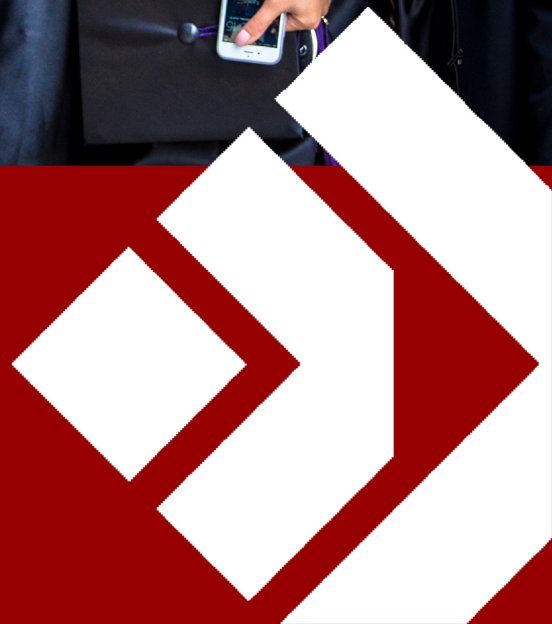




**School of Business**  
**Master of Science Degree Program**

Catalog 2018



School of Business Catalog  
2018-19  
The University of West Los Angeles  
Master of Science Degree Program

University of West Los Angeles  
School of Business  
9800 S. La Cienega Boulevard, 12th Floor  
Inglewood, California 90301  
310.342.5200  
[www.uwla.edu](http://www.uwla.edu)

## **INTRODUCTION**

### **Welcome to the University of West Los Angeles!**

University of West Los Angeles (UWLA) has grown into one of the most respected private Universities in Los Angeles while maintaining its integrity and commitment to the community. The School of Business is poised and focused to serve the community with high quality and affordable education and join the highly regarded reputation of our School of Law.

Our goal is to produce intelligent, well-educated, successful people who value a superior education, want to serve their communities and who see themselves as change agents.

Through our guidance, the students of UWLA appreciate that knowledge is the key that unlocks all doors. All UWLA courses and degrees are designed to build successful, meaningful, and productive lives. Not only do we prepare our students for success within their chosen discipline, we also give them the tools, the confidence and the courage to define their futures far beyond UWLA. We teach them to believe, survive, fight and to revolutionize their lives in ways that don't simply define a career, but define a person.

Our rich history, traditions, and methodologies have been created to provide a wide variety of high-quality programs to help you reach your professional goals.



## **HISTORY**

Since 1978, the Committee of Bar Examiners of the State Bar of California (CBE) continuously accredits the University of West Los Angeles, School of Law. UWLA School of Law has maintained its role as a force in the community by preparing individuals in the study and practice of law.

The University of West Los Angeles ("UWLA") has been recognized as a Candidate for Accreditation by WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510-748-9001. This status is a preliminary affiliation with the Commission awarded for a maximum period of five years. Candidacy is an indication that the institution is progressing toward Initial Accreditation. Candidacy is not Accreditation and does not ensure eventual Accreditation.

The School of Business Master of Science program is an unaccredited graduate degree program, and a degree earned in the program may not be recognized for educational institutions and some employment positions, including but not limited to, positions within the State of California. Additionally, since the degree program is unaccredited, students enrolling into the program are not eligible for federal financial aid.

The University of West Los Angeles has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

## **ADMINISTRATION**

President, Mr. Robert Brown, Esq.  
Dean, School of Law, Mr. Jay Frykberg  
Dean, School of Business, Mr. Talon Brown  
Registrar, Ms. Patty White  
Business Office Manager, Ms. Johnetta Hegwood  
Facilities Director, Mr. Rodrigo Covarruibus  
Institutional Research, Mr. Jesse Aldava

### ***Board of Managers***

President Robert Brown, Esq. is the principal shareholder of Sapere Aude, LLC. The principal policy-making body is the Board of Managers comprised of a diverse group of community leaders who reflect a commitment to the University mission, academic integrity, and the pursuit of excellence.

Board Members of the LLC include: Mr. Robert Brown, Esq., UWLA President; Mr. Chris Huang, Vice President; Mr. Dexter Henderson, Secretary and Treasurer; Mr.

Jay Allen; Vanita Nicholas, J.D., Mr. Jay Askari, Mr. J.P. Swift, Mr. Richard Benbow, Ori Blumenfeld, Simone Liu, Aisha Johnson, Dr. Miguel Cardenas, and Sanam Navab.

### ***Management***

The Board of Managers has authority to manage and control the business, affairs and property of the University, to make all decisions regarding those matters and to perform activities customary to the management of the University business. However, President Brown heads the administration of the University and has day-to-day responsibility for its business operations. President Brown serves as the Chief Executive Officer.

### ***Board Committees***

UWLA has established several committees that include: Executive Committee, Academic Integrity Committee, Administrative, Finance and Institutional Planning Committee, Audit Committee, Presidential Oversight Committee, and Membership & Nomination Committee. Additional committees are established as warranted.

Given the small size of the Board, each member serves on two or more committees. This structure provides transparency and accountability to all Board members and creates an awareness of how the University operates.

### **BPPE STATEMENT OF APPROVAL**

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of the California Code of Regulations. The BPPE code for the University of West Los Angeles is: **29927698**.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post Secondary Education by calling the Toll-free telephone number (888) 370-7589 or by completing a complaint form which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.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.



### **WASC Candidacy**

The University of West Los Angeles ("UWLA") has been recognized as a Candidate for Accreditation by WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510-748-9001. This status is a preliminary affiliation with the Commission awarded for a maximum period of five years. Candidacy is an indication that the institution is progressing toward Initial Accreditation. Candidacy is not Accreditation and does not ensure eventual Accreditation.

### **PROSPECTIVE STUDENT- THE CATALOG FOR THE SCHOOL OF BUSINESS**

Information about UWLA is published in this catalog and contains a description of certain policies, procedures, and other information about School of Business (BUS) UWLA reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in this catalog, in any revisions, supplements and addenda to this catalog, and with all SOB policies. By enrolling at UWLA, the student agrees to abide by the terms stated in this catalog and any changes or revisions to this catalog and all SOB policies.

This Catalog is updated once per year.

All prospective students receive a catalog. Student who view the website and request additional information may receive an email with a PDF version of this catalog. Students who visit the campus and request additional information receive a hard copy and/or a flash drive with this catalog saved on it. All students receive a catalog prior to signing an Enrollment Agreement.

### **MISSION STATEMENT OF THE SCHOOL OF BUSINESS**

The mission of the University of West Los Angeles, School of Business is to offer a diverse population high quality Undergraduate and Graduate Degrees and Certificates through a technology-enhanced learning environment in order to develop and enhance their academic and professional business skills and enable them to effectively and immediately contribute to society.

### **Institutional Learning Outcomes**

The goal of UWLA is to offer a premier education. As such, the University achieves this mission by ensuring that academically and professionally our graduates will:

1. Make progress towards becoming engaged and self reliant learners demonstrating habits of intellectual inquiry and striving toward their maximum

potential.

2. Experience an academically rigorous learning environment that challenges them to develop the necessary verbal, written and critical analysis and critical thinking skills needed to evaluate complex issues.
3. Develop an understanding of advanced concepts and major modes of inquiry using a variety of methodologies/approaches.
4. Be prepared to contribute to a diverse democratic society with a pluralistic perspective of the world.
5. Be able to demonstrate civility, empathy, interpersonal competence, social responsibility and peaceful conflict resolution within the context of their chosen field.
6. Recognize the ethical dimensions of decisions and actions as well as demonstrate the ability to engage in the ethical reasoning necessary to exercise responsibility as an ethical individual, professional, local and global citizen.

### **PROGRAM LEARNING OUTCOMES**

Students in the Master of Organizational Leadership and Business Innovation degree program will receive a substantial and relevant education in the important areas of knowledge in a field of study, its principle resources, and its connectedness with other areas of inquiry while making progress in becoming self-reliant learners. Upon completion of the Master of Science degree program in Business, students will be able to:

1. Describe the relationships between the curriculum and the advanced practices and skills in their field of interests.
2. Demonstrate the necessary verbal, written, critical analysis and critical thinking skills needed to evaluate advanced and complex business issues and high-level business and social related topics.
3. Contribute to a diverse society with a pluralistic perspective based on a foundation of reason, ethics analysis and critical thinking.
4. Demonstrate civility, empathy, interpersonal competence, social responsibility, and peaceful conflict resolution within the context of their chosen field.
5. Apply appropriate reasoning for responsibility as individual, professional and global citizens using ethics-based thought processes and analysis.
6. Demonstrate firm understanding and advancement in current technology from an innovative perspective to efficiently address business dilemmas as well as utilize techniques for strategic business decisions.
7. Apply and evaluate quantitative methods to solve real-world problems presented in numerical graphic form.



8. Develop an advanced strategic planning for an organizational unit addressing productivity, quality and efficiency concepts to current business environments.

### **DESCRIPTION OF PROGRAM FORMAT**

UWLA's Master of Science Business program is a 9-week, hybrid program. Each week, the students will meet for one on ground session with the professor. The remainder of the week's coursework will be presented online. Students will be assessed in various formats and both in class and online attendance and participation is required.

### **DESCRIPTION OF FACILITIES**

UWLA has two campuses. The main campus (LAX campus) is located at 9800 S. La Cienega Boulevard, Inglewood, CA 90301. The satellite campus (San Fernando Valley campus) is located at 9201 Oakdale Avenue, Chatsworth, CA 91311.

UWLA's School of Business on-ground courses are taught at both campuses. The campuses have ample classrooms, meeting rooms, restrooms, a student lounge with a television and vending machines, and administrative offices, as well as distinctive library facilities, computers, printers, and wireless capabilities. Students have access to all of these resources.

### **Classroom Technology**

The institution works with D2L to provide and host the lecture capture system, Capture. Four out of the twelve classrooms are equipped with cameras and audio equipment for classroom lecture recording capabilities.

- All classrooms are equipped with projectors
  - Epson 3LCD
    - Brightlink
    - Smartboard Interactive Pens ELPPN02
- Three classrooms are equipped with smart board technology

### **Library Equipment**

The library has several computer workstations that provide access to the internet and networked to a multifunction printer. Using the computer workstations, students can access the online databases and print word processing documents. The multi-functional printer offers productivity-enhanced features that meet the student's needs. Such as, black and white printing, color printing and scanning capabilities. Also, the library is equipped with wireless internet access where faculty and students can connect to the internet from personal devices. Computers are reviewed annually by Library personnel to ensure functionality and relevance and updates and replacements are requested and made as needed.

- Nine (5 LAX, 4 SFV) Dell desktop student computer workstations
- The libraries each have a Kyocera Copystar CS 3051ci Multiple Functional Printer

## ADMISSIONS

### *Admission Requirements*

Enrollment applications are accepted on a continuous basis. Terms commence in the 5 yearly Spring 1, Spring 2, Summer, and Fall 1, Fall 2 terms. The Admissions Committee uses a prospective student's college transcripts, professional experience, personal statement, and letters of recommendation in determining eligibility for the program.

### ***Graduate Program Admissions Requirements***

The University of West Los Angeles – Master of Science program admissions requirements are outlined below.

In an effort to ensure that the University maintains high academic integrity, the School of Business will consider admission to the programs if the applicant meets the following conditions:

- Completion of a baccalaureate degree from a regionally accredited college or university, nationally accredited institution, or BPPE approved institution.
- A minimum cumulative grade point average of 2.00 on a 4.0 scale (2.7 is highly recommended)
- Complete application with \$50 fee
- Personal Statement (note: This will serve as your writing sample)
- Resume
- Two letters of recommendation- Recommenders may be asked to expound upon their personal perspectives of your intellectual ability, your research and academic skills, the quality of your work, and future potential.
- One copy of an official transcript **must be mailed directly to UWLA- School of Business-- from ALL Colleges/Universities attended.**
  - Students may submit unofficial transcripts for initial review and conditional acceptance but must have official transcripts and complete student file no later than the 30 days after the start of the student's first term
- Entrance interview with an advisor.

Forward all documents to:



University of West Los Angeles School of Business  
9800 S. La Cienega Blvd.  
12th Floor  
Inglewood, CA 90301

**Attention:** School of Business Admissions Department- Masters Program

### ***International Students***

As of Fall 1 2018, UWLA does NOT accept international students for the Master's program. UWLA is currently awaiting SEVIS approval. However, in anticipation for SEVIS approval UWLA provides the following standards for future international students:

The University of West Los Angeles looks forward to welcoming international learners. UWLA plans to provide resources that serve the needs of international students and visiting scholars through a variety of advising services, programs. UWLA plans to assist with issues related to immigration, academics, and life in the United States.

The University of West Los Angeles - School of Business admissions requirements for international students are the same as outlined above. However, international students must have their transcripts verified by a UWLA or State approved Transcript Evaluator, such as, World Education Service and students should indicate if undergraduate work was completed in a language other than English.

### ***Graduate Program Admissions Requirements- International Students***

- Completion of a baccalaureate degree from a college or university.
- A cumulative grade point average of 2.7 on a 4.0 is highly recommended
- Complete application and \$50 fee
- Personal Statement (this will serve as the writing sample)
- Resume
- Two letters of recommendation- Recommenders may be asked to expound upon their personal perspectives of your intellectual ability, your research and academic skills, the quality of your work, and future potential.
- One copy of an official transcript **must be mailed directly to UWLA- School of Business-- from ALL Colleges/Universities attended**
- Entrance appointment with an advisor.
- See page 8 for International Students' Language Requirements

### ***Academic Credential Evaluations from Other Colleges and Universities***

International students must have their transcripts verified by a UWLA and State approved Transcript Evaluator, such as, World Education Service and students should indicate if undergraduate work was completed in a language other than English. Additionally, students who wish to transfer credits from institutions based outside the United States or Canada must first have those credits evaluated by an organization or agency accepted by the University of West Los Angeles. UWLA recognizes all members of the National Association of Credential Evaluation Services (NACES). A list of the members of NACES can be found at [www.naces.org](http://www.naces.org).

**Forward all documents to:**

University of West Los Angeles - School of Business  
9800 S. La Cienega Blvd.  
12th Floor  
Inglewood, CA 90301

**Attention:** School of Business Admissions Department- Masters Program

**LANGUAGE PROFICIENCY**

All instruction is provided in English and does not offer English language services, assistance or instruction. To be successful with the coursework, students are encouraged to have a mastery of the English language.

***Language Requirements- International Students***

International applicants must demonstrate proficiency in English by satisfying one of the following requirements:

- Submit official results of the Test of English as a Foreign Language (TOEFL) with a minimum score of 71 or better (internet-based test- iBT); or 527-530 (paper-based test- PBT).
- Submit International English Language Testing System (IELTS Academic Version) – a score of 6 or better is required for admission.
- West Los Angeles College (WLAC) Language Academy Examination



## GRADUATION REQUIREMENTS

Students must complete (12) three-unit courses at UWLA for a total of 36 units for Master's degree. The project focused course, the UWLA Impact Course, is required for the completion of the program.

### *Enrollment Agreement*

All students enrolled in the program are required to sign an enrollment agreement before beginning classes or online instruction. The Enrollment Agreement includes information necessary to make an informed decision in order to enroll in the SOB program.

The Enrollment Agreement is a legally binding agreement between the student and University once accepted by authorized personnel. The Enrollment Agreement acknowledges that the student has read and understands the terms and provisions.

### *New Student Orientation*

Prior to each term, new students are encouraged to participate in an orientation designed to assist them in achieving success at UWLA. The orientation allows students to begin new relationships and includes information sessions with the Dean, faculty members, and staff. New Student Orientation covers University policies and procedures along with helpful information to assist new students in successfully navigating their degree program and preparing for their learning experiences.

## TRANSFERABILITY OF CREDITS AND CREDENTIALS

UWLA is a private institution that **accepts** transfer credit for Master's-level coursework from accredited and/or BPPE approved institutions. UWLA does **not** accept credits earned through prior experiential learning, or for ability-to-benefit students. Course transfers are accepted on an individual basis. No more than 20% of units or credits earned at outside institutions may be applied towards the award of a degree.

Students who wish to transfer credits from institutions based outside the United States or Canada must first have those credits evaluated by an organization or agency accepted by UWLA. UWLA recognizes all members of the National Association of Credential Evaluation Services (NACES). A list of the members of NACES can be found at [www.naces.org](http://www.naces.org).

## **TRANSFER CREDIT POLICY AND PROCEDURES**

**UWLA's policy and practice for the evaluation and award of transfer credit is based on the student's educational experience and credentials garnered at another institution. It is at the full discretion of UWLA which credits will or will not be accepted for transfer. There may be differences between the acceptance of credit for admission purposes and the applicability of credit for degree purposes. UWLA staff of admission representatives initially reviews each student's transcript looking at the comparability of the nature, content, quality, and level of transfer credits and the appropriateness and applicability of the credit earned. Each member of the Admission staff has received training on recognizing credits and the resources available to ensure proper transfer requirements. UWLA will, at times, accept previous work and enter it and its credit value on the transcript, however, because of the nature, rigor, quality, or other various factors determined by analysis, may be determined to have no or partial applicability to a specific degree to be purposed by the student at UWLA.**

**UWLA will consider all modes of education for credit transfer. To judge the quality of the credits earned to ensure they are qualified for credit, UWLA will review information from the institution including course catalogs, syllabi, other materials and contacting faculty/staff at the institution. Courses must meet the good standing requirement of the University in which the credits were taken. If a student has a challenge to credits that are denied, they may inform their admissions representative in writing and receive a one-time review of the denied credits.**

**Accreditation status of the students' prior institution will be reviewed. Non-Department of Education recognized accredited institutions credits will be accepted but face additional strenuous review to ensure academic quality. If the student is an international student, their credits will be reviewed based on the policy herein and UWLA will use materials from the institutions of the transferring student along with assistance from the Council on International Educational Exchange, the National Council on the Evaluation of Foreign Student Credentials (CEC), NAFSA: Association of International Education, or the National Liaison Committee on Foreign Student Admissions (NLC) if and when necessary.**

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at UWLA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Master's transfer credits and/or degree in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the transfer credits, degree, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your

coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending UWLA to determine if your credits, degree or certificate will transfer.

**Forward all official transcripts to:**

University of West Los Angeles School of Business  
9800 South La Cienega Blvd.  
12th Floor  
Inglewood, CA 90301  
Attention: School of Business- Masters Degree Admissions

**TRANSFER OR ARTICULATION AGREEMENTS**

UWLA's School of Business has currently entered into one or more transfer or articulation agreements with outside colleges or universities.

***Articulation Agreement between University of West Los Angeles and Newport International University***

This Agreement records the understanding between University of West Los Angeles and Newport International University, collectively, the Parties, for the development and delivery of an Agreement on Joint Program (hereafter referred to as an "Articulation Agreement" or the "Agreement") allowing for credit transfers between Newport International University and University of West Los Angeles and contributing to the award of Bachelor of Science, masters of Science in Organizational Leadership and Business Innovation and Juris Doctor Degrees.

The Parties agree on the terms and conditions stated below:

**1. The Parties**

- 1.1 The University of West Los Angeles, School of Business and School of Law, hereinafter referred to as "UWLA"
- 1.2 Newport International University, School of Business and School of Psychology, hereinafter referred to as "NIU"

**2. Objectives**

- 2.1 The primary objective of this Articulation Agreement is to develop a program that benefits both UWLA and NIU by offering NIU students the opportunity to earn a Bachelor of Science, Master of Science in Organizational Leadership and Business Innovation, or Juris Doctor Degree, at UWLA. Development of this program is anticipated to facilitate further collaborations between NIU and UWLA.

**2.2** The Parties seek to establish (2+2, 2+2+1, 2+2+3, 4+1, and 4+3) undergraduate (and graduate) whereby students from partner institution will be admitted to the undergraduate and graduate programs at UWLA.

## **SCHEDULE OF FEES**

Total Charges for a period of attendance: \$3,835.00

Estimated Total charges for Master's program: \$23,010.00

A period of attendance is defined as two courses or 6 units. Each period of attendance includes an \$85.00 Technology Fee.

## **TUITION AND FEES**

Tuition --\$625.00 per unit  
\$575.00 per unit- UWLA Alumnus

12 courses    Total: 36 units

Tuition total = \$22,500.00 (Does not include fees. See list of fees below.)

Approx. Book/Materials cost per term: \$80.00

Non-refundable Student Tuition Recovery Fund included = \$0

Non-refundable application fee: \$ 50.00

Non-refundable (one-time) registration fee: \$ 100.00

## **STUDENT FEES: FEES ARE CHARGED WHEN SERVICES ARE RENDERED, AS APPLICABLE: (OTHER FEES MAY APPLY**

Graduation and Diploma Fee: \$200.00

Additional Diploma Fee: \$75.00

Official Transcript Fee: \$35.00

Unofficial Transcript Fee: \$10.00

Expedited Transcript Fee: \$50.00 (expedited is 3-5 business days)

Late Registration Fee: \$25.00

Returned Check or Credit Card Fee: \$25.00

Declined Credit Card Fee: \$10.00

Drop Fee per Course: \$45.00

Petition Fee: \$25.00

The Deferred Payment Plan Fee (per term): \$125.00 (the Deferred Payment Late fee is \$75.00)

Technology Fee: \$85.00 per term

### **TUITION AND FEES- INTERNATIONAL STUDENTS**

Tuition --\$625.00 per unit  
\$575.00 per unit- UWLA Alumnus

12 courses    Total: 36 units

Tuition total = \$22,500.00 (Does not include fees. See list of fees below.)

Non-refundable international student fee: \$750.00 per term (6 terms).

Non-refundable Student Tuition Recovery Fund included = \$0

Non-refundable application fee: \$ 50.00

Non-refundable (one time) registration fee: \$ 100.00

Processing, Administration and Clearance fee: \$25.00 per term

### **STUDENT FEES: FEES ARE CHARGED WHEN SERVICES ARE RENDERED, AS APPLICABLE: (OTHER FEES MAY APPLY)**

Graduation and Diploma Fee: \$200.00

Additional Diploma Fee: \$75.00

Official Transcript Fee: \$35.00

Unofficial Transcript Fee: \$10.00



Expedited Transcript Fee: \$50.00 (expedited is 3-5 business days)

Late Registration Fee: \$25.00

Returned Check or Credit Card Fee: \$25.00

Declined Credit Card Fee: \$10.00

Drop Fee per Course: \$45.00

Petition Fee: \$25.00

Technology Fee: \$85.00 per term

The Deferred Payment Plan Fee per year: \$125.00 (the Deferred Payment LATE fee is \$75)

Deferred Administrative Fee per scheduled payment: \$25.00

\*Additional Shipping and Servicing Fees may apply

## **TAX INCENTIVES FOR HIGHER EDUCATION**

The tax code provides a variety of tax incentives for families who are saving for, or already paying, higher education costs or are repaying student loans.

For specific information about the following incentives, please confer with your financial advisor or accountant:

1. Students may be able to claim a Hope and Lifetime Learning Credit for the qualified tuition and related expenses of the students in their family who are enrolled in eligible educational institutions.
2. Students may be able to claim a tuition deduction of up to \$4,000 of qualified education expenses paid during the year for themselves, their spouse, or their dependent.
3. Students may be able to deduct interest paid on a qualified student loan.

## **FINANCIAL SERVICES**

Financial Services staff is available for new and existing UWLA students to advise them on available tuition payment options. Students are urged to meet with the Financial Services department prior to or during the admission process. Student payments or satisfactory arrangements must be made prior to the first day of the session.

It is UWLA's Financial Services goal to provide financial options by which a student can continue his/her education. Financial programs at UWLA are administered according to the following principles:

- Financing education relies on the student available resources and his/her family contribution.
- When total family resources do not meet their educational expenses, UWLA will guide students and assist them with seeking alternative funds for their post-secondary education.

Interested applicants will be made aware of available financing options throughout the year. Upon request, a confidential financial package may be developed and offered to students based on individual need and circumstances, without regard to age, sex, race, color, religion, national origin or handicap.

Planning/counseling sessions are important and can be helpful to students planning their finances for the most efficient use of resources for education expenses. A meeting with the Financial Services office can be scheduled on an as-needed basis. Financial Services operates within guidelines and other standards of individual loan programs and scholarship programs available.

## **CHARGES DUE UPON ENROLLMENT**

Student tuition and fees are charged at the beginning of each session for the enrollment period. A non-refundable application fee, a non-refundable registration fee, full payment of tuition for enrolled courses during the session, and any other applicable fees must be made or arrangements for payment entered into with UWLA at the time of registration. Tuition and fees must be paid in full or a negotiated Deferred Payment Plan for the duration of the year is required upon enrollment.

## **FEES**

A non-refundable Application fee, non-refundable registration fee, student tuition recovery fund fee (No longer applicable as of January 2015) must be paid in advance of the session. Full payment of tuition for enrolled session and any other applicable fees must be paid or satisfactory arrangements for payment entered into with UWLA at the time of registration. Satisfactory Arrangements means that an

executed Deferred Payment Plan (DPP) with a \$125 fee has been signed and provided to the Financial Services Office with defined scheduled payment(s) for each month. This must be completed before a student's registration is considered complete and the student can attend classes.

## **FINANCING OPTIONS**

Student payment or finance options must be determined and approved by UWLA prior to or at the same time as acceptance of the Enrollment Agreement. Students have **five** payment options:

1. A student may pay for tuition due with Check, Credit Card or money order for the session. All non-refundable fees must be paid in full at the time of registration.
2. A student may choose the **Deferred Payment Plan (DPP)** which will include a \$125 DPP fee, as well as, a signed DPP contract. All tuition is due and owed at the start of the session (payment period), however, payments will be scheduled monthly throughout each session for the first year of the program at the time via the Enrollment Agreement.
3. A Student may apply for **Federal Financial Aid** (*See Consumer Guide to Federal Financial Aid section on page 18*)
4. A student may apply for an alternative **student loan** through available lenders in which a future disbursement date has been set and a disbursement roster has been generated. Once courses are confirmed and enrollment status is confirmed, the University will certify enrollment and payment will be issued via Electronic Funds Transfer (EFT) for the enrollment period. The student will be advised via EFT of the disbursement(s) issued.
5. Other Alternative Funding: The student understands that if a separate party is financing his/her education, that the student, and the student alone, is directly responsible for all payments and monies owed to UWLA listed on this Enrollment Agreement. Students may elect to apply for alternative private loans through outside lenders. If a student obtains a loan to finance his/her education, the student is responsible for the terms of that loan.

### ***Alternative Loans***

The student understands that if a separate party is financing his/her education, that the student, and the student alone, is directly responsible for all payments and monies owed to UWLA listed on this Enrollment Agreement.

Students may elect to apply for alternative private loans through available lenders. If a student obtains a loan to finance his/her education, the student is responsible to repay the full amount of the loan plus interest, less the amount of any refund.

### ***Scholarship Programs***

Students interested in scholarships are encouraged to meet with the Admissions Office for available scholarship programs for UWLA students. Contact the Financial Services office for more information at (310) 342-5210 or email: [dreeves@uwla.edu](mailto:dreeves@uwla.edu). Refer to UWLA's website [www.uwla.edu](http://www.uwla.edu) for a list of available scholarships.

### **FAILURE TO MAKE PAYMENTS**

A student who has opted to execute a Deferred Payment Plan and fails to make scheduled payments may be considered sufficient cause to:

1. Rescind registration and/or admission.
2. Suspend or dismiss the student.
3. Disallow the student to register for future terms or courses.
4. Nullify the student's attendance for any classes previously attended and prevent the student from participating in classes or from taking any exams.
5. Nullify the student's performance on any exams and/or require the student to re-take an exam.
6. Withhold diplomas, scholastic certificates, and degrees.

### **UWLA Federal Student Financial Aid Information Guide**

#### **Overview**

Most students enrolled in any UWLA degree track/seeking program will qualify for low interest loans in amounts sufficient to cover a percentage of tuition, fees, books and related costs. These loans may either be subsidized (where the government pays the interest charges during the term of enrollment) or unsubsidized (where interest is accrued during the term of enrollment and eventually paid by the student).

#### **Basic Eligibility Requirements for Federally Insured Student Loans**

To be eligible for Federal Insured Students Loans during your enrollment at UWLA, you must:

- Be approved for admission to a UWLA degree track program;
- Be a U.S. citizen or an eligible non-citizen;
- Have a high school diploma or GED;
- Have a Social Security number;

- Remain in good academic standing by meeting Satisfactory Academic Progress standards, as detailed in UWLA's *Satisfactory Academic Program Policy found in this catalog*;
- Demonstrate financial need (This requirement does not apply to unsubsidized loans.);
- Not have borrowed more than the aggregate loan limits under Title IV programs at any institution;
- Certify that you are not in default on a federal student loan or owe money on a federal student grant;
- Certify that you will use federal student aid for educational purposes only; and
- If you are a male, comply with Selective Service registration requirements.

Degree seeking students that are U.S. citizens or eligible non-citizens enrolled in an eligible program may apply for student financial aid as a means of assisting with financing their education.

UWLA participates in the Federal Direct Loan Program degree track students. The Federal Direct Loan Program includes Stafford Unsubsidized Loans, Stafford Subsidized Loans, and Federal PLUS Loans.

**It is important to note that students enrolled in all other University programs that are NOT degree track are NOT eligible for these loans.**

The University does NOT participate in the following Federal Aid Programs:

- Federal Perkins Loans
- Academic Competitiveness Grant
- National SMART Grant
- Federal Supplemental Educational Opportunity Grant

Students may also be eligible to reduce their tuition through University Scholarship/Grant offers. Student eligibility is need based or merit based. Additional information on Grants may be found on the UWLA website or inquire with the Admission Department.

## **Student Rights and Responsibilities**

Students receiving Federal Student Aid have varying rights and responsibilities.

These rights and responsibilities include receiving the following information:

- the need-based and non-need-based federal financial aid that is available to students;

- the need-based and non-need-based state and local aid programs, University aid programs, and other private aid programs that are available;
- how students apply for aid and how eligibility is determined;
- how the school distributes aid among students;
- how and when financial aid will be disbursed;
- the terms of, the schedules for, and the necessity of loan repayment and required loan entrance and exit counseling; and
- the criteria for measuring satisfactory academic progress; and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid.

### **Statement of Educational Purpose**

Federal Financial Aid is to be used solely for the student's educational expenses related to their enrollment in UWLA eligible programs.

### **Application Process**

Students may apply for student financial aid after applying for admission to the University through the Admissions Department.

### **The following forms are required to begin the application process for student financial aid loans.**

- Free Application for Federal Student Aid (FAFSA)
- Federal Direct Loan Master Promissory Note (for individuals interested in Stafford loans)
- Entrance Counseling Form
  - UWLA Enrollment Agreement documents
  - All students are required to submit a government issued form of identification, which includes both a signature and a picture. (i.e. drivers license, passport, military ID or government ID)
  - If applicable, complete and submit a Withdrawal/Clearance Letter to release prospective student's prior FSA obligation at prior school.

The Department of Education sets both an aggregate limit and an annual limit for the amount of loans that a student may borrow in Federal Student Aid. **Regardless of the number of schools that a student attends during an academic year, a student may not receive more than the annual limit for loans for their grade level.** If a student has received Federal Student Aid at another institution before enrolling at UWLA, the amount of that Federal Student Aid will be taken into consideration when determining his/her eligibility for Federal Student Aid.

We highly recommend following our online financial aid process listed on our website at <http://www.uwla.edu>.



This link will give the student an overview of the steps to complete the required student financial aid documents, which begins with the Free Application for Federal Student Aid (FAFSA) form. A student must apply for Federal Student Aid for each academic year of study.

***The average processing time for financial aid is 30-60 days. Prospective students should plan accordingly.***

## **Verification**

A student may be chosen to participate in the verification process of information submitted on his or her FAFSA. Students will be selected by the Department of Education's Central Processor (CPS), following procedures established by federal regulations. The CPS prints an asterisk next to the EFC on the ISIR, SAR or SAR Acknowledgement to identify students who have been selected for verification. If a student is selected for verification, the University will usually request the student to complete a verification worksheet. An IRS Transcript may also be required. Additional documents may be requested by the University to complete the verification process. Student will receive written notification from the University of verification requirements and the timelines for completion of the process. Additionally, if an applicant's Institutional Student Information Record (ISIR) indicates that a tax return "will be filed" and it has not been filed and is considered delinquent (after October 15th deadline), then UWLA will require that the applicant file his or her tax return. This will be required to be done prior to packaging the aid award. If an ISIR indicates that a tax return "will be filed" and it is before the October 15th deadline, then UWLA will not require the tax return be filed prior to packaging the aid award.

Verification must be completed no later than **60 days past the last day of the student's enrollment for each academic year**. Corrections involving the federal processor must be made prior to the Federal Student Aid Report (SAR) correction deadline. An applicant's failure to provide required documentation within the specified time frame will result in the loss of all Title IV aid and the tuition balance becomes due immediately.

Any conflicting information, even if the ISIR is not selected for verification, must be resolved before federal student aid may be disbursed.

Students will be notified of any changes made to an ISIR because of the verification process. Any information which requires a change to the ISIR will be made and the student notified. A student who becomes aware of the need for a change to the ISIR should notify the Financial Services Department, so the necessary correction can be made.

Should the student receive a payment and then withdraw from the University and this withdrawal results in an overpayment; the Financial Services Department will complete a Return of Title IV Funds and notify the student of his/her responsibility in making repayment.

## **Federal Student Aid Programs**

**Federal Direct Loans** Federal Direct Loans are received from the federal government. The loans students receive will be subsidized and/or unsubsidized.

A *subsidized* loan is awarded on the basis of financial need. Student will not be charged any interest before student begins repayment or during deferment periods. The federal government subsidizes the interest during these periods.

An *unsubsidized* loan is not awarded on the basis of need. Student will be charged interest from the time the loan is disbursed until it's paid in full. If student allows the interest to accrue while student is in school or during other periods of nonpayment, it will be added to the principal amount of his or her loan and additional interest will be based on that higher amount. Student can choose to pay the interest as it accumulates.

The amounts students can borrow will depend on his or her grade level, determined at the time application for admission is submitted, and his or her dependency status. The following table indicates Stafford Loan funding limits based on student's status of dependent undergraduate, independent undergraduate, or a graduate student. A student whose parent cannot obtain a PLUS loan is allowed to borrow additional unsubsidized Stafford amounts. Student's dependency status will be determined based on his or her answers to questions on the FAFSA.

## **Federal Direct Stafford Loan Limits**

Annual Loan Limits for Subsidized and Unsubsidized Federal Direct Stafford Loans

### **1ST YEAR (Freshman)**

Dependent Undergraduate Student

\$5,500—No more than \$3,500 of this amount may be in subsidized loans

Independent Undergraduate Student

\$9,500—No more than \$3,500 of this amount may be in subsidized loans

### **2ND YEAR (Sophomore)**

Dependent Undergraduate Student

\$6,500—No more than \$4,500 may be in subsidized loans

Independent Undergraduate Student

\$10,500—No more than \$4,500 of this amount may be in subsidized loans.

### **3RD and 4TH YEAR**

Dependent Undergraduate Student

\$7,500—No more than \$5,500 may be in subsidized loans

Independent Undergraduate Student

\$12,500—No more than \$5,500 of this amount may be in subsidized loans.

Graduate/Professional Student

\$20,500—No more than \$8,500 of this amount may be in subsidized loans.

### **Maximum Total Debt from Stafford Loans Upon Graduation**

Dependent Undergraduate Student

\$31,000—No more than \$23,000 of this amount may be in subsidized loans

Independent Undergraduate Student

\$57,500—No more than \$23,000 of this amount may be in subsidized loans.

Graduate Professional Student

\$138,500—No more than \$65,500 of this amount may be in subsidized loans.

*The graduate debt limit includes Stafford Loans received for undergraduate study.*

***Please note that student may also receive less funding if student receives other financial aid (such as private or military tuition assistance) that is used to cover a portion of his or her Cost of Attendance.***

### **Processing of Federal Aid**

After submitting a current Free Application for Student Aid (FAFSA) and the student has completed and forwarded the Master Promissory Note (MPN) to the Department of Education, the School will retrieve and review the information and then an award letter will be prepared and sent to the student. The award letter will inform the student of the types (subsidized, if eligible, unsubsidized or PLUS) and amount of student loans awarded for the loan period. The student will also receive a disclosure statement from Direct Loans with the same information. At the time disbursements are processed by the School the Department of Education will email/mail a disclosure statement and notify student of anticipated disbursement dates. Prior to the funds requested, the University will verify that student has maintained eligibility and is currently registered for classes. Any changes and/or breaks in attendance or failure to start classes as scheduled, may prevent federal student aid from being disbursed.

Loans are processed for an academic year. Students can reapply for subsequent loans after successfully completing these requirements. The University will disburse the loan in two installments, with the first half disbursed approximately 38 days

after the beginning of the academic year and the second half disbursed at approximately 26 weeks after the first disbursement, provided student maintains satisfactory academic progress as defined.

Entrance counseling will be provided to first time Federal Direct Loan borrowers before the first disbursement of a loan will be made and exit counseling upon leaving the University. If student withdraws prior to completing the exit counseling process, student may have the opportunity to complete online exit counseling or materials will be mailed to his or her last known address and should be completed and returned to the address provided.

### ***Federal Direct PLUS Loans***

Graduate students are now eligible to borrow under the PLUS Loan Program up to the cost of attendance minus other estimated financial assistance from the Federal Direct Loan program. This loan is credit-based. The terms and conditions applicable to the Parent PLUS Loan also apply to Graduate PLUS loans. Applicants are also required to complete the FAFSA and are given an opportunity to request the maximum eligibility under the Federal Direct Loan Program when applying for a Graduate PLUS loan. Students are responsible for all interest accrued during the life of the loan.

### ***Financial Aid Entrance and Exit Counseling***

Before a Direct Loan borrower takes out a loan, the University will ensure that entrance counseling is conducted. Entrance counseling will include an explanation of the use of an MPN, the importance of the repayment obligation, a description of the consequences of default, sample repayment schedules, information in reference to a borrower's rights and responsibilities, as well as other terms and conditions. Loan exit counseling will be provided when student completes his or her course of study or withdraws from the University.

### **Entrance Counseling**

The following information will be included in Entrance Counseling, which will be presented prior to a first Direct Loan disbursement made to a first-time borrower at the University. Entrance counseling is completed by the student who will review the following information on the U.S. Department of Education's website. The student must take and pass a quiz regarding entrance counseling information.

- Information will be provided in reference to the seriousness and importance of the repayment obligation. Although payment coupons or billing statements may be sent as a convenience for the borrower, not receiving them does not relieve the borrower of his or her obligation to make payments.

- The counseling information provided will describe the likely consequences of default, including adverse credit reports. Federal offset and litigation. In addition, charges might be imposed for delinquency or default, such as the lender's or guarantor's collection expenses (including attorney fees). A defaulter is no longer eligible for any deferment provision, if he or she would otherwise qualify. Finally, a defaulter's federal and state tax refunds may be seized, and wages garnished, and the borrower loses eligibility for any further funding from the student financial aid programs.
- The multi-year feature of the Master Promissory Note (MPN) will be explained indicating that students will be able to obtain additional loans from the Direct Loan programs without having to sign a new promissory note for each period of enrollment. Student will be required to complete a new MPN when first enrolled at the University or upon expiration of existing MPN.
- Information will be provided about Graduate PLUS loan eligibility for graduate degree students and include the requirement that students must have applied for the annual loan maximum under the Federal Direct Subsidized and Unsubsidized Loan Program. Students must also complete both the Free Application for Federal Student Aid (FAFSA) and the PLUS MPN. It will be explained during entrance counseling that the student borrower is obliged to repay the full loan even if he or she doesn't finish the program, can't get a job after graduating, or is dissatisfied with the University's educational program or other services.
- The student should be aware that all forms of aid (i.e. scholarships, grants and loans) are considered when determining a student's eligibility for federal student aid. The student should be informed of the Cost of Attendance for their program. Information that the Expected Family Contribution from the ISIR, is then deducted from the Cost of Attendance to arrive at the student's need, must be given to each student. Any scholarship that the student receives is then deducted and the remaining need may be filled with student loans.
- The student must be made aware of the office to contact when he/she wishes to withdraw. An exit interview will be conducted by the Student Financial Services Department. A student, who does not complete a program within the required time frame and is asked to leave the school, must complete an exit interview with the Student Financial Services Department. The name of the person to contact should the student wish to withdraw, must be provided to the student.
- A student may access NSLDS through the website, [http://www.nslds.ed.gov/nslds\\_SA/](http://www.nslds.ed.gov/nslds_SA/). The student will need his/her FSA User ID to receive access to this site. This website has a listing of all loans that a student received at all schools that the student attended.

- A sample monthly repayment schedule based on the average borrower indebtedness of Direct Loan borrowers at the University will be provided and will include the current interest rate and also provide the applicable grace period.
- The counseling process will stress the student's obligation to keep the lender informed about address changes, changes in enrollment, name changes or changes in a Social Security Number. A student is required to inform the lender when he or she graduates, changes schools or withdraws from the school.
- The borrower will be reminded of the refund and other policies that may affect withdrawals and the status of Direct Loans.
- The importance of keeping loan records will be stressed to assist in referencing school and lender documents.

### **Exit Counseling**

- Some of the information presented at the entrance counseling session will again be presented during the exit counseling.
- Several topics that were present in the entrance counseling will be reviewed during exit counseling to include the consequences of default and the importance of the repayment obligation, the use of the MPN and the obligation to repay the loan even if the borrower drops out, doesn't get a job, or is otherwise dissatisfied with the quality of the University's education programs and services.
- A sample monthly repayment schedule based on the average borrower indebtedness of Direct Loan borrowers at the University will be provided and will include the current interest rate and also provide the applicable grace period.
- A comparative analysis of each payment plan including actual payments as compared to average payments. The following website allows the student to enter the amount of each type of loan borrowed into a form and the website will calculate the payments under each payment plan: <https://www.StudentLoans.gov/>. The average payments are contained in the Exit Counseling Guide for Direct Loan Borrowers.
- Terms and conditions to obtain full or partial loan forgiveness or discharge: Discharge refers to cancellation of a loan, even one in default, due to a school closure, false certification, the student's death or total and permanent disability.



- Cancellation or sometimes forgiveness of a loan is based on the borrower performing certain types of service such as teaching in a low-income school. A defaulted loan cannot be cancelled based on qualifying service. Terms and conditions to obtain a full or partial loan forgiveness or discharge may be reviewed by going to the website <http://studentaid.ed.gov/>. This same website can be used to view the terms and conditions to obtain deferment and forbearance.
- The exit counseling will review the options for loan repayment, such as the standard, extended, graduated and income-contingent plans. The option of consolidating loans will also be provided.
- In addition to a review of debt management strategies, the counseling will reinforce the availability of forbearance, deferment and cancellation for certain situation and indicate that in most cases the borrower must start the process by applying to the lender.
- Prepayment: Should a student be in a position where he/she can pay the loan in its entirety, he/she has the option to do that at any time. A student may request a shorter repayment schedule or change repayment plans at any time as long as the student is not in default.
- A student must repay his/her loan even if he/she did not complete the program or did not complete the program within the regular completion time of that program, is unable to obtain employment, or is dissatisfied with the education received.
- Exit counseling will also explain the availability of loan information on NSLDS and the availability of the FSA Ombudsman's office. The borrower's loan history can be viewed online at the Website for the National Student Loan Data System (FSA User ID required for access). The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed. Borrowers should first attempt to resolve complaints by contacting the University, company, agency or office involved. If the borrower has made a reasonable effort to resolve the problems through normal processes and has not been successful, he or she should contact the FSA Ombudsman.
- Exit counseling will include a request to obtain the borrower's expected permanent address after leaving the University, the address of the borrower's next of kin and the name and address of the borrower's expected employer. The University will also request changes in the borrower's name, address, Social Security Number, or references, and will obtain the borrower's current driver's license number and state of issuance.

- A student who fails to make loan payments on time or if the student defaults on his/her loans, the consequences are serious:
  1. The entire unpaid balance and accrued interest on the loan would be immediately due and payable.
  2. Deferment options are lost
  3. No further federal student financial aid may be received
  4. The account will be turned over to a collection agency, increasing the total debt by late fees, additional interest, court costs, collection fees, attorney's fees and other costs
  5. The debt will be reported to credit bureaus as delinquent which may damage the student's credit rating
  6. The federal government can take your federal tax refunds.
  7. The employer, at the request of the federal government can withhold (garnish) part of your wages and give them to the federal government.
  8. The Federal Government may take legal action

### **Effects of Loan Consolidation:**

The interest rate on a consolidation loan is the weighted average of the interest rates on the loans being consolidated.

Depending on the loan amount, Consolidation loans can be repaid over 10-30 years. This may be longer than the repayment period on your current loans. A longer repayment period means a lower monthly repayment, but it also means that you will be paying more interest over the life of the loan, so your total repayment amount will be higher. If you are comfortable with higher monthly repayments, you have the right to ask for a shorter repayment period. You can also choose to prepay the loan.

A student may consolidate student loans that are in their grace period as well as loans that are in repayment. However, you lose the benefit of any remaining grace period. There is no grace period on a Consolidation loan and the first payment will usually be due within 60 days of the day of disbursement.

The same deferment and forbearance provisions are available, as for a Stafford Loan (in particular the in-school deferment and the unemployment and economic hardship deferments).

Consolidation loans do not have a cancellation/forgiveness provision for teachers at low-income schools or for child-care providers. However, all of the other cancellation provisions that are available for a Stafford Loan are also available with a Consolidation loan, including permanent disability, unpaid school refund, forgery of aid documents and attending a school that closed.

### **National Student Loan Data System**

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data. The University updates student's enrollment status in NSLDS every 60 days.

The student may, at any time, go into NSLDS, through the following website: [http://www.nslds.ed.gov/nslds\\_SA/](http://www.nslds.ed.gov/nslds_SA/). The student must have his/her FSA User ID to receive access. NSLDS has the most up-to-date information on student loans.

### **Application of Funds to Student's UWLA University Account**

Through completion of the Federal Direct Loan Master Promissory Note, the student will have authorized the University, to apply federal funds to his or her University account. The funds must be applied to the student account within 3 days of receipt from the Federal Government. If student is eligible to receive any remaining funds, the excess funds will be mailed via Certified 1st Class Mail to the student's address of record to the student in the form of a check. At that time, the student will be notified of the disposition of the funds that the University retained. The University must disburse excess loan funds to the students within 14 days.

### **Prior Loan Deferments**

University of West Los Angeles students are eligible to defer repayment of existing federally insured student loans during their enrollment period. Students enrolled in any University System programs are eligible for this benefit. There is no charge for the completion of loan deferral forms. Deferment forms should be obtained from the loan servicer. Students must submit all deferment forms to the Student Financial services office. The financial services representative will make the final determination of granting the deferment request. Students receiving federal education loans may also obtain deferments while serving in the Peace Corps; under the Domestic Volunteer Service Act; and as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field on community service. Borrowers must formally request a deferment through the procedures established by the holder of their loan(s).

### **Financial Policies and Procedures**

Payment Policies Tuition for each course must be paid according to the terms and conditions as outlined on the tuition and fees exhibit to the student's Enrollment Agreement. All tuition, fees and payment policies are determined prior to enrollment and outlined in the enrollment documents.

**Overpayment of Federal Funds** In rare circumstances a student may have received FSA funds in error. Such a student who owes an overpayment as a result of withdrawal from the University and a subsequent Return of Title IV Program funds calculation will retain FSA funding eligibility for 45 days from the date that the University sends a notification to the student of the overpayment. During the 45 days, the student will have the opportunity to take appropriate action that can continue their eligibility for FSA funds. This may be accomplished by repaying the overpayment in full to the University or by signing a repayment agreement with the U.S. Department of Education. If the student does not take one of these two actions during the 45-day period, he or she becomes ineligible for future funding on the 46th day. Further information on signing a repayment agreement with the U.S. Department of Education may be obtained from the University's Financial Services Office. A student is not obligated to return a grant overpayment of less than \$25 and is therefore, eligible to receive FSA funding if the student returns to the University. A student is liable for an overpayment of less than \$25 when that amount is a remaining balance. A remaining balance occurs when the overpayment amount was originally \$25 or more, but it is now less than \$25 because the student has made payments.

### **Post-Withdrawal Disbursement**

If the total amount of FSA funds the student earned as calculated under the Return of Title IV funds policy is greater than the total amount disbursed, the student may be eligible to receive a post-withdrawal disbursement of FSA funds. The University will offer any loan amount to a post-withdrawal disbursement that is due within 180 days of the date that the University determined that the student withdrew by providing a written notification that will include the following:

- The type and amount of FSA funds that make up the post-withdrawal disbursement that is not credited to the student's account.
- The type and amount of FSA funds that have been credited to the student's account.
- An explanation that the student or parent may accept or decline some or all of the post-withdrawal disbursement that is not credited to the student's account.
- A request for confirmation to credit loan funds to the student's account. If the confirmation is not provided, the student and/or parent, for a parent PLUS loan, may not receive any loan funds as a direct disbursement unless the University concurs.
- Information in reference to the student and/or parent's (for a parent PLUS loan) obligation to repay the FSA loan funds if disbursed.
- An explanation that no post-withdrawal disbursement will be made if the student and/or parent, for a parent PLUS loan, do not respond within 14 days of the letter date.

If the student and/or parent, for a parent PLUS loan, respond to the University's notice within 14 days and instruct the University to make all or a portion of the post-withdrawal disbursement, the funds will be requested and disbursed in the manner specified in their response within 180 days of the date of the University's determination that the student withdrew. If the student and/or parent do not respond to the University's notice, the post-withdrawal disbursement of grant funds will be made only for appropriate outstanding charges.

### **Requirements for Officially Withdrawing from UWLA**

Any student who may find it necessary to interrupt their studies by withdrawing from any program should follow the procedures set forth in their Enrollment Agreement. For refund calculation purposes, any withdrawal shall become effective on the date the student notifies the University, in any manner, of his or her intention to withdraw. It is recommended, but not required, that a student contacts Student Services prior to requesting a withdrawal to investigate possible alternatives such as requesting a leave of absence or restarting a semester or academic year.

### **Student Rights and Grievances**

In addition to the specific policies outlined in the Student Handbook regarding harassment and appeals for reevaluation of grades, UWLA provides the following process to file a formal grievance in the unlikely event that a dispute cannot be easily or immediately resolved.

Fundamental to the process is the principle that all parties make good-faith efforts to resolve all issues prior to initiating a formal grievance. The following actions are recommended to resolve any issue, complaint or grievance.

1. **Informal Resolution:** The complainant is encouraged to resolve the issue informally with the faculty or staff member involved.
2. **Formal Grievance Filing:** If a prompt resolution cannot be achieved through informal discussion the complainant should document in writing and submit it to the Director of Student Services. Current students should use the Request and Appeal Form. A copy of this form, which may be reproduced, is included as Exhibit "B" of the Student Handbook.

A formal grievance must clearly and concisely set forth what is sought, the reasons therefore, and any supporting information or documentation. The Director of Student Services will conduct an initial review of the grievance and convene the faculty, Program Dean, and administration as necessary to arrive at a resolution. Additional information may be requested from the complainant. If the requested information is not received within 15 days, the complaint may be considered abandoned and may not be continued. If no resolution can be reached in a reasonable amount of time (generally 1 -2 weeks), the grievance and supporting

documentation will be forwarded to the Dean who will render a decision in writing within 1 week.

The Dean's decision shall be final. In all cases, the University will take follow-up action as necessary based on the review and the decisions rendered. The complainant will be kept informed of progress throughout the grievance process. Records of all formal grievance filings are kept on file at the University.

Any complainant that does not believe that his or her grievance has been satisfactorily resolved may lodge a complaint with UWLA's state or regional regulatory body.

### **STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE**

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if the following applies:

1. You are not a California resident, or are not enrolled in a residency program.

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 the 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 this 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.

\*STRF Fee: Effective January 1, 2015, the STRF fee is currently \$0

## **ACADEMIC POLICIES**

### ***Attendance Policy***

#### **Attendance**

The School of Business considers attendance an essential component of the program. Students are expected to attend all class periods of a course. It is the student's responsibilities to address the issues related to his/her absenteeism, whatever the circumstances, and are responsible for obtaining materials covered during an absence. Upon assessment of the absences, administration may withdraw a student from the course up to the twenty-first (21st) day of the session if the student has more than 7 hours of absence online, in class, or a combination thereof. An absence is assessed each time a student does not attend a regularly scheduled class or engage online for the minimum time required during any week of the term, whether or not it is an excused absence. Students who have or acquire more than 7 hours of absences and who are enrolled as of midnight (PST) of the twenty-first (21st) day of the session will be issued a letter grade of "F", "U" or "W" as appropriate for the grading criteria of the class when more than 7 hours of absences are recorded prior to the end of the course. Tardiness and early departures from classes, or inadequate weekly online engagement accrue at 15-minute intervals and have the potential to cumulatively affect absences.

#### **Online (Distance Education) Attendance**

Students are required to attend class and/or log in to the course and participate in a class discussion within the first seven days during the week in which the course

officially begins. Students who fail to attend class and participate in an online discussion within the first seven days of their course may be 'administratively dismissed' from the course.

Students should check-in to their online courses at least three times each week to complete required assignments and/or post material within a required discussion forum. Engagement per week per course is usually no less than 4 hours.

Distance learning attendance is determined by the completion of required weekly assignments and/or posting material within a required discussion forum and any additional required online engagement. **D2L Learning Management System has a built in tracking system to monitor student's online participation.**

## **STUDENT ACADEMIC PARTICIPATION**

### ***Academic Participation and Substantive Interaction- In-class and Online Instruction***

Students are required to participate in their courses in a regular, timely, and substantive manner. Regular, timely, and substantive academic participation includes the following elements:

1. Navigating through the course syllabus and modules to identify and understand course expectations by the professor.
2. Engaging in the assigned and background readings for each module including viewing of video and/or PowerPoint presentations by the professor.
3. Participating in class lectures and discussions and posting substantive comments in the class discussion areas in D2L. Simple agreement or disagreement with comments posted by others will not be considered substantive interaction. In order for a student's discussion comments to be considered substantive, there must be explanations of agreement or disagreement and introduction of new ideas or personal experiences related to the subject matter.
4. Conducting independent research for any Case Study assignments, using the various UWLA library databases as well as sites on the Internet bearing on the subject matter of the curriculum, which may include government and educational sites.
5. Preparing and completing assignments – communication with the professor for clarification of expectations and guidance.
6. Submitting assignments via D2L or in class at the end of each module. Students may refer to the academic calendar or syllabus for specific due dates.

7. Incorporating professor feedback into subsequent assignments and modules.

8. Attending and participating in class meetings as well as on line chats or conferences when applicable.

Should obstacles arise that might preclude active participation or substantive interaction, students must immediately communicate with their professors and/or advisors for guidance with respect to applicable University policies related to extensions, leave of absences, etc.

For purposes of determining the last date of such activity, UWLA uses the last date of activity that UWLA can readily document through attendance or its student services systems, D2L, i.e., posting of a discussion comment or submission of assignments and/or projects. Residential students last date is determined documented attendance.

### ***Copyright Protection Policy***

Students are held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright protected materials such as computer programs, music, photographs or written materials and are expected to report violations if they become aware of them.

### ***Academic Integrity Policy***

UWLA regards academic integrity as vital to the success of its students and to the reputation of the University as an institution of higher learning. Students' academic experience is enriched when there is effective learning. Effective learning occurs when students conduct their own research and are the sole authors of their work. The assessment of that learning is undermined when the originality of students' work is questionable. The University therefore expects students to adhere to the highest standards of academic integrity in all their work.

The most common form of academic dishonesty is presentation of the work of another person as one's own, and is referred to as "plagiarism." Plagiarism is a serious academic infraction that tarnishes everyone associated with the infraction. Civil and criminal penalties may also apply where conduct violates U.S. copyright laws.

### ***Plagiarism includes, but is not limited to:***

1. Contract Cheating – Hiring another person or organization to prepare/complete academic work on your behalf;

2. Copying and Pasting - Piecing together the work of other people, section by section or as a whole, and presenting such copied work as your own;
3. Direct Duplication - Manual or electronic copying of the work of another person, including from an article, website, book, online repository or another student and presenting such copied work as your own;
4. Paraphrasing - Restating another person's work with minor changes but maintaining the essence or meaning of the statement without properly citing the source;
5. Submitting or Facilitating the Submission of Prior Work- Submitting work previously submitted for assessment whether created by oneself or another student.

Facilitating academic dishonesty is also a violation of UWLA's Academic Integrity Policy. It includes, but is not limited to:

1. Intentionally assisting another student to commit an act of academic dishonesty;
2. Attempting to assist another student to commit an act of academic dishonesty.

While facilitating academic dishonesty may not directly benefit the facilitator, it does assist another student in violation of the policy.

### **To Avoid Plagiarism:**

1. Never represent the work of another person as your own. Use your own words in referring to the ideas or concepts of others, even when collaborating with other students.
2. When you do use the idea of another person, give credit to the author/source. For example, you may state: "Another point of view, as espoused by Sam Smith, is that ... [Smith, 2000]". Place words written by another person, up to two sentences in length, in quotation marks and properly cite the source.
3. Place words written by another person of more than two sentences in length separately from the text of your report by single spacing and indenting from both right and left margin (an offset quote), and properly cite the source.
4. Familiarize yourself with the course guidelines and the elements of a well-written paper. For questions or concerns regarding plagiarism, students are urged to contact their professor.

### ***Procedure for Reporting and Resolving Charges of Plagiarism***

Charges of plagiarism may be raised by anyone including but not limited to:

1. Professors
2. Administrators
3. Peers (other students or co-workers)

The following procedures apply when a student is suspected of plagiarism:

1. The relevant details shall first be presented to the course professor.
2. If the charge is deemed credible, the professor shall contact the student and request an explanation.
3. After communicating with the student, the professor may do any of the following:
  - Accept the student's explanation and deem the matter closed
  - Direct the student to resubmit the assignment(s) in question
  - Assign a failing grade for the assignment(s) in question
  - Assign an appropriate final grade in the course
  - Impose any other appropriate educational/academic sanction
  - Refer the matter to the Dean or designee for appropriate sanctions.
4. A student may not avoid an academic integrity allegation or assigned sanction by dropping or withdrawing from a course.
5. UWLA reserves the right to review all current and previous coursework (whether graded or ungraded) of any student found to have engaged in plagiarism. Where plagiarism in prior coursework is confirmed, appropriate sanctions may be applied by the College Dean or the Dean's designee.

### ***Right of Appeal***

In cases where a penalty/sanction is applied, the student shall have the right of appeal as follows:

1. Any decision rendered by a professor may be appealed to the Dean of the School of Business within 5 business days of the decision. However, the student must first make reasonable effort to discuss and resolve the penalty/sanction with the Professor prior to appeal.
2. Any decision rendered by the Dean of the School of Business may be appealed to the campus President or designee within 5 business days of the decision.
3. In all cases, the decision of the President shall be final and not subject to any further appeals or other proceedings.

## **STUDENT SERVICES**

UWLA Director of Student Services or Dean will supervise students accepted into the SOB Program. All new students will be required to meet with the Director of Student Services, Enrollment Department or Dean's office during orientation period or another time in their first -term of attendance. Advising will take place through a combination of online meetings or face-to-face visits, telephone calls, and/or email communication. Students will have continual online and by-appointment access to the faculty and administration throughout their course of study.

In addition, an administrative assistant will provide any additional services, especially support for the efficient and effective handling of paperwork and student files.

### ***Academic Advising***

Mandatory Academic Counseling (MAC) is designed to help students who have trouble with a particular subject or with study skills in general. Participation in MAC will be required of students earning a course grade of D (1.00) or below with a cumulative GPA below 2.5. MAC students must confer with the Dean, Director of Student Services, or faculty member for academic counseling. Any student requiring additional assistance with course work should contact his/her instructor. UWLA also provides academic support options such as tutoring and peer assistance for students facing academic troubles.

### ***Placement Services***

Prior to graduation students may meet with the Director of Student Services for assistance with the following:

- Career Services
- Resume Review
- Job Postings

- Notice of Events

Placement assistance is one of the most important services offered by the University of West Los Angeles. Placement services are available for graduate.

Note: Schools are not permitted to make a guarantee of placement and therefore we do not. However, UWLA emphasizes placement efforts for each qualified graduate.

### ***Job Classification***

The School of Business Master's degree program prepares its graduate for their future in the job market. The following job classifications are identified by the United States Department of Labor's Standard Occupational Classification Codes (SOC).

The job classifications are as follows:

- SOC 11-1021 General and Operations Managers
- SOC 11-2011 Advertising and Promotions Managers
- SOC 11-3011 Administrative Services Managers
- SOC 11-9199 Managers, All Other
- SOC 13-1011 Agents and Business Managers of Artists, Performers, and Athletes
- SOC 13-2011 Accountants and Auditors
- SOC 25-1011 Business Teachers, Postsecondary

### ***Student Housing***

The University of West Los Angeles, School of Business does not assume responsibility for student housing, and does not have dormitory facilities under its control, nor offer student housing assistance. According to, [www.rentals.com](http://www.rentals.com) for Inglewood, CA, rental properties start at approximately \$900 per month.

### ***Library***

UWLA maintains libraries at each campus location. The LAX campus is located at 800 S. La Cienega Boulevard, Inglewood, CA 90301. The SFV campus is located at 9201 Oakdale Avenue, Chatsworth, CA 91311.

The University has an outstanding library for onsite research and for use as a study facility for students, faculty, and alumni.

On-Line Public Access Catalog, (OPAC) is the library's database to the collection. It provides students with easy electronic access to view the library's collection. Any

student who has access to an electronic device that is capable of connecting to the Internet can access the library's OPAC. It is accessible via the university's website.

School of Business students have access to ProQuest, which is a complete online library of books, periodicals, and scholarly sources.

### ***Library Cards***

The UWLA identification card also serves as a library card. A student must present an identification/library card to access the library and to check out materials from the Reserve Collection.

### ***Circulation***

The Library's collection circulates inside the Library only and cannot be taken out. All materials in the collection may be used inside the Library.

The Library features several computer workstations available for students and faculty to use. All computer workstations are attached to a network printer. Students can use the workstations to access D2L courses, email or Microsoft Office.

Online resources are available 24 hours a day, 7 days a week.

Students may use the library M-Th 1:30 p.m. – 9 p.m., Fri and Sat 9 a.m -5 p.m.



**SOB ACADEMIC CALENDAR: 2019**

| <b>DATE (S) IN 2018</b> | <b>DAYS</b> | <b>EVENT</b>                    |
|-------------------------|-------------|---------------------------------|
| January 1               | Tuesday     | New Year's Day                  |
| January 3               | Thursday    | New Student Orientation         |
| January 4               | Friday      | Spring I Registration Deadline  |
| January 7               | Monday      | Spring I Term Begins            |
| January 21              | Monday      | Martin Luther King Day          |
| February 18             | Monday      | President's Day                 |
| March 9                 | Saturday    | Spring I Term Ends              |
| March 10-17             |             | Term Break                      |
| March 14                | Thursday    | New Student Orientation         |
| March 15                | Friday      | Spring II Registration Deadline |
| March 18                | Monday      | Spring II Terms Begins          |
| May 18                  | Saturday    | Spring II Terms Ends            |
| May 19 - 26             |             | Term Break                      |
| May 23                  | Thursday    | New Student Orientation         |
| May 24                  | Friday      | Summer Registration Deadline    |
| May 27                  | Monday      | Memorial Day                    |
| May 28                  | Tuesday     | Summer Terms Begins             |
| June (TBD)              |             | Commencement                    |
| July 4                  | Thursday    | Independence Day                |
| July 27                 | Saturday    | Summer Term Ends                |
| July 28-August 11       |             | Term Break                      |
| August 8                | Thursday    | New Student Orientation         |
| August 9                | Friday      | Fall I Registration Deadline    |
| August 12               | Monday      | Fall I Term Begins              |
| September 2             | Monday      | Labor Day                       |
| October 12              | Saturday    | Fall I Term Ends                |
| October 14              | Monday      | Columbus Day                    |
| October 15 - 19         |             | Term Break                      |
| October 17              | Thursday    | New Student Orientation         |
| October 18              | Friday      | Fall II Registration Deadline   |
| October 21              | Monday      | Fall II Term Begins             |
| November 11             | Monday      | Veterans Day                    |
| November 28             | Thursday    | Thanksgiving                    |
| December 21             | Saturday    | Fall II Term Ends               |

Registration opens two weeks before each term begins.

## **ACADEMIC PROGRAMS- MASTERS OF SCIENCE DEGREE**

### ***Instruction and Degrees Offered***

Masters of Science in Organizational Leadership and Business Innovation

**Prerequisite:** A Bachelors of Arts or Bachelors of Science degree from a college or university

### ***Student Learning Experiences and Assessments***

The School of Business Master's degree curriculum is designed to prepare students to evaluate, analyze, and strategically approach real world problems. Students devise appropriate recommendations, draw effective conclusions and outline execution and implementation processes to resolve or address specific obstacles and change events within an organization. The program is focused on providing useable workplace skills to allow students to add immediate value and learn directly from professors who in many instances are industry experts. To facilitate achievement of this objective, the learning experiences the student will encounter are designed to challenge and develop high level critical thinking skills required in today's competitive workplace. During the course of the program, instructors may elect to utilize the following types of learning methodologies in order to facilitate the best learning pedagogies and properly assess the students and the program:

#### **Case Studies (CS)**

The case study is a written description of a real world problem or situation. The intent of the case study is to place the student in a position that will require research, analysis, synthesis, and evaluation of information as well as critical thought and analysis about a particular issue, problem or obstacle or change event. Students will be asked to differentiate pertinent factors or information from extraneous ones, disaggregate that information, and develop sound rationales to make informed recommendations or action plans based on data presented in the case. This aspect of the learning experience provides an opportunity for students to improve their ability to think and reason critically and rigorously and sharpen problem-solving skills. Case studies are submitted weekly per the instructor's direction and instruction.

#### **Class Discussions (CD)**

Class discussions are open ended, thought provoking questions designed to provide students with the opportunity to analyze real world issues, problems, obstacles, change events, etc., in the workplace among themselves with instructor facilitation. Class discussions are designed to provide students with synchronous as well as asynchronous discussion opportunities. Class discussions offer students the opportunity to engage in robust discourse with each other and apply critical analysis and critical thought techniques and approaches to various discussion prompts, ideas, and concepts as well as course materials. Students are expected to engage and post comments, questions or insights at least TWO times per week responding to the initial question posed and also responding to a classmate's post.

### **Presentation/Project (P)**

The Presentation or Project is designed specific to each course at the instructor's discretion for students to apply course materials and discussion points relative to the examination, synthesis, evaluation or analysis of an issue, problem, obstacle, or change event. It may be a presentation or a different demonstration of the ways in which an individual student has met the Program's learning outcomes.

### **Examinations (E)**

Many classes will require a regular, mid-term or final examinations to test the understanding and comprehension of the class material and concepts.

Students will be responsible for proper study, testing, and the integrity of the examination. Students will be made aware of the weight of the examinations prior to the exam and will be able to measure their grasp of the course via these examinations.

## **ACADEMIC PROGRAM MEASUREMENT –CREDIT HOURS**

Calculation of credit hours in an online course is based on the consideration of the following activities:

1. The number of screens viewed in the course of online instruction. The average time spent on a "screen" is generally calculated as being between 3-5 minutes per screen.
2. The run time for required media asset assignments calculated on a 1:1 ratio seat time. Run time may be factored to account for expected multiple viewings of the asset for review and reinforcement of the material. Assets may include:

- Self playing videos or animations, or

- Audio podcasts and recordings

3. Links to external learning assets – calculated as an average of the time required to consume content such as by

- Reading an article
- Watching a self-paced instructional video
- Playing an instructional game

4. Assignments – the instructor expectation of time spent in online instructional assignments and activities such as:

- Postings to group discussion site/bulletin boards
- Online group project work
- Use of class social media sites for group discussion/participation
- Student-teacher interaction

5. Additional D2L online engagement as mandated by the professor

Calculation of credit hours in a residential course is based on the consideration of the following activities:

1. The number of lecture hours of residential instruction. The average time spent in class per week is generally calculated as being 3.5 hours per class per week.
2. The number of hours reading assigned course material and completing class assignments outside of class. The average time spend outside of class per week is estimated to be 2 hours for every 1 hours of in class Instruction. Students will spend at least 12 hours per week reading, conducting research and completing assignments.

Students will spend 3.5 hours per course per week in class for the residential portion of the hybrid program. Each hour of residential study is equivalent to one credit hour. Students will be expected to spend 3 hours per course per week completing distance (online) learning and engagement. Each hour and half of online engagement will be equal to one credit hour.

In the program, students will complete at least 31.5 hours of in-classroom lecture and at least 27 hours of distance learning engagement. Students will also have additional work and projects to complete as coursework. Therefore, students will receive three (3) semester units of credit for each course completed.

### **STUDENT TO TEACHER RATIOS**

In an effort to afford students the most personalized academic experience and individualized attention and support, UWLA prides itself on the goal of maintaining student to teacher ratio, which in most instances will not to exceed 1:25 per course per instructor.

### **STUDENT RIGHTS**

#### **CANCELLATION, WITHDRAWAL, AND REFUND POLICIES**

##### ***Students' Right to Cancel***

Students have the right to cancel the enrollment agreement and receive a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation is effective on the date the written notice of cancellation is sent or hand delivered to the Registrar: 9800 S. La Cienega Blvd., 12<sup>th</sup> Floor, Inglewood, CA 90301. Students may also email their request to cancel to the Registrar at **registrar@uwla.edu**. Refunds will be paid within 45 days of cancellation unless the cancellation occurs after the student has either received class materials, attended the first class session or it has been seven days after enrollment, but prior to those events, in such cases, the institution shall make the refund of all charges within 45 days.

- Cancellation may be by mail, email or by hand delivery and must occur prior to the receipt of the first lesson and materials, which will occur within seven days after UWLA admits a student for admission.
- The written notice of cancellation, if sent by mail, is effective on the date when it is deposited in U.S. regular mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the agreement.
- Send correspondence to the address below:

University of West Los Angeles- UWLA  
9800 S. La Cienega Blvd., 12<sup>th</sup> Floor,

Inglewood, CA 90301.

**Attention:** School of Business

Refunds will be paid within 45 days of cancellation unless the cancellation occurs after the institution has student has either received class materials, attended the first class session or it has been seven days after enrollment, but prior to those events, in such cases, the institution shall make the refund within 45 days after your return of materials.

**WITHDRAWAL FROM THE PROGRAM**

You, the student, may withdraw from the school at any time and receive a pro rata refund so long as you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00, within 45 days of withdrawal. This is only applicable in the current term but not a prior term.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student must provide a written notice to the UWLA Registrar of his/her withdrawal or as of the date of the withdrawal, whichever is later.
- UWLA terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the SOB; failure to meet financial obligations to UWLA; and/or for cause determined within UWLA's sole discretion.
- The student fails to return from an authorized leave of absence.
- **OFFICIAL ENROLLMENT:** Official enrollment in a class requires registration with the Registrar prior to the first class meeting. Faculty is not authorized to allow non-registered students to attend class or to receive grades beyond the third class session.
- **ATTENDANCE:** Refer to the attendance policy in the catalog herein

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fee, minus the non-refundable application fee divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days are based on a five-day week, which does not include Saturday or Sunday, or any holiday defined within this catalog.

For programs beyond the current “payment period,” a payment period is defined as an academic term. If you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. . Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student

For the purpose of determining the amount of the refund, the date of the student’s withdrawal or dismissal shall be deemed the last date of recorded attendance/participation. A change of status form along with a fee of \$45 must accompany the request to voluntarily withdraw from the University. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

#### Mandated Holidays (Refunds)

- January 1<sup>st</sup> .
- January 21<sup>st</sup> , known as “Dr. Martin Luther King, Jr. Day.”
- February 18<sup>th</sup> , known as “Lincoln Day.”
- April 19<sup>th</sup> , known as “Good Friday.”
- May 1<sup>st</sup> known as “Cesar Chavez Day.”
- May 27<sup>th</sup> ,known as “Memorial Day.”
- July 4<sup>th</sup> , know as “Independence Day.”
- September 2<sup>nd</sup> , known as “Labor Day.”
- September 9<sup>th</sup> , known as “Admission Day.”
- September 27<sup>th</sup> , known as “Native American Day.”
- October 14<sup>th</sup> , known as “Indigenous Peoples’ Day.”
- November 11<sup>th</sup> , known as “Veterans Day.”
- December 25<sup>th</sup> , known as “Christmas Day.”

## **GRADING SYSTEM AND ACADEMIC POLICIES**

Students are graded on their class discussions, case studies, projects, and examinations as set forth in the syllabus for each course. Upon completion of the course, students are awarded a letter grade, which correlates to the four-point grading system, as follows:

|    |      |               |
|----|------|---------------|
| A  | 4.00 | Outstanding   |
| A- | 3.70 |               |
| B+ | 3.30 |               |
| B  | 3.00 | Above average |
| B- | 2.70 |               |
| C+ | 2.30 |               |

|       |                       |               |
|-------|-----------------------|---------------|
| C     | 2.00                  | Average       |
| C-    | 1.70*                 |               |
| D+    | 1.30*                 |               |
| D     | 1.00*                 | Below average |
| D-    | 0.70*                 |               |
| F-    | 0.00*                 | Failure       |
| "I"-  | Incomplete            |               |
| "U"-  | Unofficial Withdrawal |               |
| "TC"- | Transfer Credit       |               |
| "W"-  | Withdrawal            |               |
| "IP"- | In Progress           |               |

\* Refer to Satisfactory Academic Progress, (SAP) guideline under the "Course Repetition Policy." section of this catalog.

Students receive a course grade for each subject taken in the program, according to the above scale. Term and cumulative grade point averages (GPA) are calculated at the end of each term and appear together with course grades on the student's transcript.

## **GRADING ERRORS**

A student claiming that an assignment or a course grade was the product of clerical, recording, or computational error in the calculation of the grade should, within two weeks after the grades are released, inform the instructor and request that the matter be investigated. If the matter is not resolved to the student's satisfaction, the student may petition the Dean of the School of Business for relief. This petition must be filed within one week after the School of Business has notified the student of the results of the investigation.

## **UNFAIRNESS OR DEPARTURE FROM ESTABLISHED GRADING POLICY**

A student claiming that an examination grade or a course grade was the product of unfairness or was a departure from established grading policy may, within two weeks after the grades are released, petition the Dean of the School of Business for relief.

The student is strongly encouraged to meet with the relevant instructor in order to discuss the basis of the grade prior to petitioning the Dean. The instructor cannot change the grade. If the student did not meet with the instructor, the student must state in the petition the reason(s) such a meeting did not take place.



In any event, the petitioning student must present clear and convincing factual evidence supporting the claim that a grade was unfair or was a departure from established grading policy.

If the student fails to state a proper basis for the petition, fails to present clear and convincing factual evidence to support the petition, or fails to act timely, the Dean may deny the petition summarily.

However, if the student satisfies the procedural and substantive requirements of the petition process, the Dean may request a statement from the instructor involved. The Dean may also request other information the Dean deems appropriate. The Dean will notify the student in writing of the outcome. The Academic Council's decision on the student's petition is final.

### **COURSE REPETITION POLICY**

A student who receives a grade of 'D' (1.00) or above in a course will receive academic credit. A student is neither permitted nor required to repeat that particular course.

A student who receives below a 'D' (1.00) in any course will not receive academic credit for that course; however, students are allowed to repeat that particular course for a higher grade. A course cannot be repeated more than once. A student who has received below 1.00 in a course is required to adhere to the Mandatory Academic Counseling outlined in this catalog. The transcript will reflect the higher grade and the repeated course will receive an asterisk (\*) next to the course to denote the repetition of the course. If a student receives a grade below 1.00 in any two courses during the program will be Academically Dismissed and must petition to reenter the program. If the student did not receive an "F" (0.0), students will have a one-time opportunity to file a petition for special action to receive academic credit for the course but will keep the grade as was given and it will be applied to the cumulative GPA. Students will still be required to attend "MAC."

If a student is required to retake a course, the new grade will be used in the GPA computation and the previously earned lower grade will not be used. The transcript will reflect the higher grade and the repeated course will receive an asterisk (\*) next to the course to denote the repetition of the course.

A cumulative GPA of 2.5 or above is considered good standing. The first term in which a student who maintains a GPA below 2.5 will be on Academic Probation and must follow the guidelines for Mandatory Academic Counseling. A student who retains a cumulative GPA below 2.5 for any two terms will be eligible for Academic Dismissal and must petition to continue the program.

Requests to repeat courses for reasons other than those listed above must be approved, via written petition, by the Dean, prior to a student being eligible to enroll in the desired course.

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

Students must be making satisfactory academic progress toward a degree. Federal regulations require financial aid recipients to maintain satisfactory academic progress. To obtain and retain financial aid funding, UWLA students must maintain satisfactory progress according to the guidelines herein and complete all degree requirements in a timely manner. All students will be evaluated for Satisfactory Academic Progress (SAP) at the end of each semester or term. The evaluator will review a student's grade point average (GPA) and pace, which is the ratio the total of earned credits vs. attempted credits.

#### **Quantitative – School of Business BS/MS and School of Law JD**

The maximum time in which a student is expected to finish a program is defined as 150% of the program length. All students must pass at least 67% of all credit hours attempted. Accepted transfer credits are included in the pace calculations. Students who fall below standards for SAP will be notified and issued a warning status. If they fall below after receiving warning, the student will be required to meet with the Dean or his/her designee to create an acceptable academic plan that will ensure student is able to meet SAP standards by a specific time frame.

#### **Qualitative – School of Business BS/MS**

In order to ensure students complete the Program within the prescribed time, all courses in which a student fails to earn a grade of "C-" or higher for the MS program and a D- or higher for the BS program, must be repeated and in compliance with course requirements and the satisfactory academic policy in order to graduate. If a student repeats a course, only one course will apply toward the completed credit count.

If a higher grade is earned in the repeated course, it will be used to compute the Cumulative Grade Point Average (CGPA). Repeated courses will be included in the calculation for credits earned/attempted for satisfactory academic progress. All repeated final grades reflected on the official transcript are designated with an asterisk (\*).

All students are required to maintain a cumulative grade point average of 2.0 (BS) or 2.5 (MS) on a 4.00 scale at the completion of each semester or term.

#### **Regaining Eligibility Status**

Any student who has exceeded the maximum timeframe and loses eligibility or status based on earning an unsatisfactory grade point average (GPA) may petition to regain status or eligibility via the Petition for Action form. Student may state the extenuating circumstances or changes that caused the delay in progress and the Petition will be reviewed and a decision will be made within two (2) weeks of submission. If the petition is approved, students will be placed on Probationary status and must meet with the Dean or Associate Dean of their program and prepare an Academic Progress Plan or Course Schedule to ensure satisfactory progress until program completion.

### **Academic Warning**

A student whose cumulative grade point average (GPA) is less than a 2.00 for the JD program, a 2.00 for the BS program, and a 2.50 for the MS program after the most recent semester is not making Satisfactory Academic Progress (SAP), will be placed on Academic Warning and is subject to dismissal. A student will also be placed on Academic Warning when he/she re-enrolls in UWLA's School of Law or School of Business program of study after being Academically Dismissed. Students under Academic Warning will be placed on a Student Academic Improvement Plan (SAIP) for the following semester. A student may be on Academic Warning for only one semester. If at the end of the next semester of being on Academic Warning, a student fails to achieve the required semester and cumulative GPA, a student will be placed on Academic Probation and is subject to dismissal.

### **Financial Aid Warning**

A student whose cumulative grade point average (GPA) is less than a 2.00 for the JD program, a 2.00 for the BS program, and a 2.50 for the MS program, after the most recent semester is not making Satisfactory Academic Progress (SAP), will be placed on Financial Aid Warning and is subject to dismissal. A student will also be placed on Financial Aid Warning when he/she re-enrolls in a UWLA program of study after being Academically Dismissed. Students under Financial Aid Warning will be placed on a Student Academic Improvement Plan (SAIP) (*see attached*) for the following semester/term. A student may be on Academic Warning for only one semester/term.

Assuming that all other components of SAP are satisfied, students with a Financial Aid Warning status are considered eligible for financial aid. If at the end of the next semester of being on Financial Aid Warning a student whose cumulative grade point average (GPA) is less than a 2.00 for the JD program, a 2.00 for the BS program, and a 2.50 for the MS program will lose further federal financial aid eligibility.

### **Financial Aid Probation**

Student must appeal to regain Financial Aid eligibility for a second payment period. If appeal is granted, a student will be put on Financial Aid Probation and may retain

financial aid eligibility for one additional payment period by complying with that student's SAIP. If at the end of the payment period while on Financial Aid Probation, should the minimum SAP requirement not be achieved (or at the midpoint of the Program), the student loses further financial aid eligibility and may be subject to dismissal.

## **STUDENT ACADEMIC IMPROVEMENT PLAN**

### **GOOD ACADEMIC STANDING**

A student is in good academic standing if the student has fewer than two failing grades and maintains the minimum cumulative grade point average (GPA) of 2.70. All such students are in good academic standing unless they are dismissed or are placed on academic probation or otherwise subject to disciplinary action.

### ***Academic Warning, Probation, and Disqualification***

Students are expected to remain actively engaged in their academic work and maintain the following minimum grade point averages.

Students are expected to maintain a minimum cumulative GPA of 2.50 for all Master's level coursework applying toward the degree.

Academic progress will be measured and evaluated after each term. Students who receive failing grades or who fail to maintain the required grade point average for their respective degree programs will receive formal notice of an academic warning via email from the Office of the Registrar. The notice will identify the requirements to be met by the student in order to be removed from warning status.

The requirements may include repeating failed courses and/or raising the cumulative GPA above the minimum required for graduation from the program. A copy of the notice will become part of the student's permanent file.

The performance of a student on academic warning will be reviewed every term. When the academic performance requirements have been met, the student may be removed from academic warning. A formal notice will be sent to the student via e-mail from the Office of the Registrar. A copy of this notice will become part of the student's permanent file.

Students with multiple failed grades or two terms below a 2.5 GPA will be subject to academic disqualification. Approval of academic disqualification will be based on factors including, but not limited to, the number of failed grades, the student's overall past academic performance, the level and length of academic deficiency, and

the student's probability of achieving satisfactory academic standing within a reasonable time frame consistent with the University policy on the maximum timeframe for completion of a degree. Notice of academic disqualification will be sent to the student by the Office of the Registrar and will become part of the student's permanent record.

Academically disqualified students may submit a one-time request (petition) for reconsideration and readmission to the Office of the Dean. The Dean or designee will render a decision on the request within 7-10 business days. Approval of readmission does not guarantee financial aid eligibility.

Students, regardless of cumulative GPA, are placed on academic warning for the following academic session of enrollment if they have a course grade below 1.70. Students will be notified via email of the warning.

Students are placed on academic probation when their GPA falls below the acceptable minimum standard of a cumulative 2.50 GPA.

Students are dismissed from SOB if they are placed on probation for two (2) terms and do not raise their GPA to the acceptable minimum standard of a cumulative 2.50. Students may appeal a dismissal, via petition, to the Academic Standing Committee. This appeal must be submitted to the SOB Office by 12:00 p.m. by the Monday of the second week of classes following the subsequent academic session.

The Academic Council must meet within 10 days and may choose to:

- Uphold dismissal,
- Suspend the student for a minimum of one session with or without expectations to be met during their absence,
- Place a student on a third academic probation, or
- Rescind academic probation.

Students who receive an academic suspension or probation will be placed on a Mandatory Academic Counseling (**MAC**) contract upon return for the next session of enrollment. During sessions of academic suspension, the student will be considered a non-enrolled student. This status permits to campus facilities, counseling services, and academic tutorials. Non-enrolled students are not allowed to audit classes without written approval from the Dean. Upon notification of dismissal, the student may no longer take courses but may make a written appeal on the decision of dismissal by the Academic Standing Committee to the Dean.

## **DEGREE CONFERRAL**

Students may complete the program at the end of a summer, fall, or spring term. Degrees are awarded at the end of each semester or term; diplomas are issued after the commencement ceremony.

## **EXTENSIONS AND INCOMPLETE GRADES**

It is the mission of UWLA to support students towards the successful completion of their academic programs. Students who pursue an uninterrupted course of study have the highest probability for graduation. Those students also tend to be the best performers within their course of study and receive the maximum benefits from their learning experiences. UWLA also realizes that adult learners face real-life challenges that often require temporary breaks in enrollment or interruption of their program of study.

Grades of Incomplete may be assigned when circumstances prevent students from completing and receiving a passing grade for a course. The assignment of a grade of Incomplete is not a student's "right." It is a courtesy. The request for a grade of Incomplete must be submitted in writing to the Dean's Office for each specific course prior to the published deadline.

The request will not be approved without satisfactory completion of 66.7% (6 weeks) of the course. If approved, the 'Incomplete' grade will be assigned with an extension of one (1) to twenty-one (21) days.

If the student fails to complete the course by the deadline, the 'Incomplete' grade is changed to an F (or the appropriate letter grade based on the course work submitted to date).

Students should note that any approved extension does not alter the financial obligations a student may have with the University. Students must also comply with all tuition assistance and financial aid requirements.

If a student requests a grade of 'Incomplete' and extension for the last course in the degree program, the student will be reported as "withdrawn" to ensure the student enters the grace period/repayment timely in compliance with federal regulations. If the student completes the course with a passing grade, the student's status will be updated from "Withdrawn" to "Graduate".

The last date to submit a request for an Extension or Incomplete:

Students have until 3 p.m. PST the Friday of the 6th week of class to request an Extension or Incomplete.

## **LEAVE OF ABSENCE POLICY**

The SOB Master's program is designed as a series of uninterrupted courses. Students with extenuating circumstances may be granted a leave of absence (LOA), at the discretion of the Dean. Extenuating circumstances include but are not limited to the following:

Serious illness or injury.

Maternity leave (this includes an adoption of child).

Activation for military or reserve service.

Emergency health care situations involving self or immediate family member (spouse, children, parents).

Bereavement (spouse, children, parents).

The total amount of the leave may not exceed 180 days in a 12-month period and students must return within that timeframe on an established start date as outlined in the most current version of the University catalog. If the student does not return within the timeframe, the student will be withdrawn.

A request for a leave of absence must be made in writing and signed by the student. The Dean will notify the student in writing within 5 business days of the result. If a leave of absence is approved, the student will be granted a leave of absence not to exceed 180 days within a 12-month period.

## **ACADEMIC WITHDRAWAL AND DISMISSAL POLICIES**

Students who wish to withdraw from the University from an ongoing term or a course after the published drop deadline must submit a request in writing to the Office of the Registrar. If approved after review, the student will be deemed as officially withdrawn with a grade of 'W' assigned for the course(s) in an ongoing session. Such request can only be made prior to the official ending date of the session and will not be considered retroactively. Students requesting to withdraw will be responsible for all applicable tuition and fees.

### ***Unofficial Withdrawal***

Should students cease attending courses without officially informing the Administration, such a cessation of active and regular participation, renders students "unofficially withdrawn." The grade reflected on the student transcript will be a "U."

Students receiving financial assistance are urged to consult with the Financial Services Office regarding approved breaks in enrollment and requirements for course completion.

## **ADMINISTRATIVE DISMISSAL**

An administrative dismissal is an action that the University takes that results in the student's withdrawal from the University. Administrative dismissals may occur when a student has not:

### ***Residential***

- Attended his/her class within the first seven (7) days of the course
- Complied with the University's Student Code of Conduct

### ***Distance Learning***

- Participated in his/her online coursework within the first seven (7) days of the course..
- Actively participated in his/her online coursework within 7 days from the last date of recorded attendance/participation as indicated by the Desire 2 Learn platform.
- Complied with the University's Student Code of Conduct

## **READMISSION AND REINSTATEMENT**

Students wishing to resume their studies at UWLA following an absence of less than six (6) months may be reinstated upon request under the same academic status, provided that the student was in good standing (meeting GPA requirements) at the time the absence began. No formal application process is required; however, students must inform the University and provide the Office of the Dean or the Dean's designee all official transcripts of any academic credit earned or attempted at other institutions during their absence. Academically disqualified students are not eligible for reinstatement.

## **ACADEMICALLY DISQUALIFIED STUDENTS**

Academically disqualified students may apply for admission to UWLA on a one-time basis after one year from the time of disqualification. Students are required to complete the admission process and provide all official transcripts of any academic credit earned or attempted at other institutions since disqualification.

## **STUDENTS WITH UNAPPROVED ABSENCES EXCEEDING ONE YEAR**



Any student seeking to return to UWLA after an unapproved absence exceeding one year may seek readmission by completing the admission process, including a new application. Students must inform the University and provide the Office of the Registrar all official transcripts of any academic credit earned or attempted at other institutions during their absence.

Readmission to UWLA will be determined by the Dean or the Dean's designee based on student status when leaving the institution including GPA, number of courses remaining, academic warning status, etc. Notice of readmission will be issued by the Registrar to the student.

### **READMISSION OF SERVICE MEMBER**

To minimize the disruption to the lives of persons performing service in the uniformed services, allowing a student to return to the institution without penalty for having left because of such service, UWLA will promptly readmit service members with the same academic status. Student Agreements for military students with breaks in attendance of five years or fewer will not be invalidated, and a student's activity will not be exclusively defined by taking courses with the home college.

- There will be no fee for students wishing to be readmitted. Students who reenter must provide any updated transcript information from all other institutions attended during the time of deferment or break in enrollment from UWLA (including CLEP, JST, etc.).
- A service member will be promptly readmitted (in the next available session following student notification of intent to reenroll) with the same academic status prior to going into a deferred status.
- A service member will be entitled to rights and benefits he/she had prior to going into a deferred status.
- A service member will be readmitted to the same program unless the service member requests or agrees to admission to another program (if the program is no longer offered, the service member will be readmitted to the program that is most similar).
- A service member will be readmitted with the same tuition charges as when the service member left unless the service member's military benefits will pay increases, if any, but never more than the institution is charging other students.
- If a service member is not prepared to resume the program where the service member left off or is unable to complete the program, the institution must make reasonable efforts\* (at no additional cost to the service member) to help the service

member become prepared, or to enable the service member to complete the program including, but not limited to, providing refresher courses.

- A service member must meet the following criteria to be eligible for readmission:

- Provide notice of absence for service (cumulative length of absences may not exceed five years); and

- Provide notice of intent to return to UWLA.

\*Reasonable efforts are actions that do not place an undue hardship on the institution. An undue hardship exists if an action requires significant difficulty or expense when considered in light of the overall financial resources of the institution and the impact otherwise of such action on the operation of the institution.

## **WITHDRAWN STUDENTS**

Students officially withdrawn from the University who wish to return to UWLA may seek readmission by completing the Admission process including a new application. Students must inform the University and provide the Office of the Registrar all official transcripts of any academic credit earned or attempted at other institutions while withdrawn. Students readmitted after withdrawal will be subject to the most current program requirements.

## **DENIAL OF READMISSION**

If UWLA determines that there are no reasonable efforts to be taken to prepare the service member to resume at the point where the service member left off, or to enable the service member to complete the program, readmission may be denied.

## **TERMINATION OF READMISSION ELIGIBILITY**

A service member's eligibility for readmission terminates upon the occurrence of:

- A dishonorable or bad conduct discharge.

- A dismissal of a commissioned officer permitted under section 1161(a) of Title 10 USC by sentence of a general court martial, in commutation of a sentence of a general court-martial, or, in time of war, by order of the President.

- A dropping of a commissioned officer from the rolls pursuant to section 1161(b), Title 10 USC

- Absence without authority for at least three months, separation by reason of a sentence to confinement adjudged by a court-martial, or a sentence to confinement in a federal or state penitentiary or correctional institution.

## **ADDING/DROPPING COURSES**

The University understands that students want to graduate in the least amount of time possible. In order to achieve that objective, students will often “double up” on their courses to expedite this process. Unfortunately, the University does not normally permit students to add additional courses unless special circumstances exist and petition is approved. The dates for the last day to drop a class with a refund and withdraw from a class without academic penalty are prior to the courses second course meeting of the current term. A student may not drop or withdraw from a course after the deadlines set by the University without the permission of the University Dean.

Students who withdraw from a course before the deadline to drop without academic penalty will have a grade of “W” recorded on their academic record. Students who stop “attending” class after the last day to withdraw without academic penalty will receive a grade of “F,” except under mitigating circumstances. The student must document the mitigating circumstances and receive approval of the University Dean.

## **ACADEMIC HONORS**

### ***Dean’s List***

At the completion of each term, a Dean’s List is published to honor those students whose GPA for that particular semester is 3.3 or above.

To be eligible for the Dean’s List, a student must have completed a minimum of 6 credit units for the term.

## **HONORS UPON GRADUATION**

Students who graduate with the following cumulative grade point average do so with honors as follows:

Academic Honors- Required Grade Point Average  
3.50 and above      Summa Cum Laude

3.20 - 3.49      Magna Cum Laude

3.00 - 3.19      Cum Laude

The student with the highest GPA will be the Class Valedictorian.

## **INSTRUCTIONAL DELIVERY**

The School of Business' instructional delivery utilizes a hybrid format—a combination of distance (online) and traditional (in-class) instruction. Distance education coursework is instructor facilitated and traditional instruction is conducted in the classroom.

### ***Classroom Locations:***

University of West Los Angeles  
9800 S. La Cienega Boulevard  
12th Floor  
Inglewood, California 90301

Or

University of West Los Angeles  
9201 Oakdale Ave., #201  
Chatsworth, CA 91311  
(Satellite Location)

310.342.5291  
[www.uwla.edu](http://www.uwla.edu)

### ***Faculty Response Time for Assignments- Distance Education***

Approximately four to seven days will elapse between the receipt of student lessons, projects, or assignments and instructor feedback response time frame.

### ***Program Scheduling and Delivery***

UWLA's academic year is divided into 5, 9-week terms. Students must attend and participate **BOTH** the in-class AND online class sessions of each course in order to be eligible to receive a satisfactory grade. Good standing in the program is defined herein as cumulative GPA of 2.50.

### ***Sequence and Frequency of Lessons (Meeting Days, Hours, and Location)***

Each course meets one day per week in the classroom. Students should expect to attend two courses per week per term. Students complete a total of seven hours (7.0) of instruction per week, per course in class.

### **Instructional Modes/Methods**

This course utilizes the hybrid instructional format which is a combination of online and on ground instruction. Each in-class session is conducted for three and-a-half (3.5) hours. Each online session is conducted for four hours (4) via the D2L Learning Management System; (LMS). The in-class sessions are comprised of lectures, written work, and group assignments. The online component is comprised of Discussion Forums, online exercises, and teacher-led collaborative learning assignments. Key segments will be synchronous and others asynchronous.

### ***Online Distance Education Equipment Requirements***

Computer platform requirements apply to all versions in the listed series of products. Students may use Apple or PC products as both are compatible with UWLA's system

### **System and software requirements**

|                                | Required  | Recommended                         |
|--------------------------------|---|-------------------------------------|
| Operating system               | Windows XP, Vista, Windows 7, Mac OS X          | Windows 7<br>Mac OS X v10.7 (Lion)  |
| Video                          | Minimum resolution of 1024 x 600                | Resolution of 1024 x 768 or greater |
| Internet speed                 | 56K modem                                       | 56K or cable modem, DSL             |
| Java Runtime Environment (JRE) | JRE 1.6.x (Required to run the Equation Editor) | JRE 6 update 31                     |
| JavaScript                     | Enabled   | Enabled                             |
| Cookies                        | Enabled   | Enabled                             |

### **Browser Support**

| <b>Windows Browser</b> | <b>Status</b>           |
|------------------------|-------------------------|
| Internet Explorer 9    | Supported (recommended) |
| Internet Explorer 8    | Maintenance             |
| Firefox (newest)       | Supported (recommended) |
| Firefox 10.0           | Maintenance             |

|  |                            |
|--|----------------------------|
| Chrome (newest)                            | Supported                  |
| <b>Mac OS X Browser</b>                    | <b>Status</b>              |
| Safari 5.1                                 | Supported                  |
| Safari 5.0                                 | Maintenance                |
| Safari 4.0                                 | Maintenance                |
| Firefox (newest)                           | Supported<br>(recommended) |
| Firefox 10.0                               | Maintenance                |
| Chrome (newest)                            | Supported                  |
| <b>Mobile Web Operating System/Browser</b> | <b>Status</b>              |
| iOS (Newest)                               | Supported                  |
| iOS 5 (Safari 5.1)                         | Supported                  |
| iOS 4 (Safari 5.0)                         | Maintenance                |
| iOS 3 (Safari 4)                           | Maintenance                |
| Android (Newest)                           | Supported                  |
| Android 4.0 (Ice Cream Sandwich)           | Supported                  |
| Android 3.2 (Honeycomb)                    | Supported                  |
| Android 2.3 (Gingerbread)                  | Supported                  |
| Android 2.2 (Froyo)                        | Supported                  |
| Android 2.1 (Eclair)                       | Maintenance                |
| Android 1.6 (Donut)                        | Maintenance                |
| Android 1.5 (Cupcake)                      | Maintenance                |
| Blackberry 6                               | Supported                  |

## STUDENT POLICIES AND PROTECTIONS

### SEXUAL HARASSMENT POLICY

It is the policy of the University of West Los Angeles to provide all students and employees with an educational, employment, and business environment free from all forms of harassment, exploitation, intimidation or unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct or communications of a sexual nature as defined and otherwise prohibited by the California Fair Employment and Housing Act, California Education Code and state and federal rules, regulations, statutes and laws prohibiting sexual harassment and retaliation.

The University expressly forbids sexual harassment of its students and employees by faculty, managers, supervisors, employees, other students or members of the general public. The University will take whatever action may be needed to prevent,

correct, and, if necessary, discipline those engaged in inappropriate behavior. Where evidence of sexual harassment is found, student disciplinary actions shall be taken. Sexual harassment should be reported immediately to the campus President, and every effort will be made to ensure that confidentiality is maintained.

## **RETENTION OF RECORDS**

UWLA Registrar's office maintains records in full compliance with the California Code of Regulations, Division 7.5 Private Postsecondary Education, Chapter 3. Institutional Operating Standards, Article 3. Maintenance and Production of Records §§ 71920 & 71930 and California Education Code 94900 and 94900.5 which states as follows:

### **71920. Student Records.**

- (a) The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.
- (b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:
  - (1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
    - (A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;
    - (B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;
    - (C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
    - (D) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;
  - (2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
  - (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;

- (4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
- (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:
  - (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
  - (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
  - (C) Credit for courses earned at other institutions;
  - (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
  - (E) The name, address, website address, and telephone number of the institution.
- (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
- (7) The dissertations, theses, and other student projects submitted by graduate students;
- (8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- (10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
- (11) Copies of any official advisory notices or warnings regarding the student's progress; and
- (12) Complaints received from the student.

#### 71930. Maintenance of Records.

- (a) An institution shall maintain all records required by the Act and this chapter. The records shall be maintained in this state.



(b)(1) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.

(2) Notwithstanding (b)(1), the institution shall maintain records relating to federal financial aid programs as provided by federal law.

(c) A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

(1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;

(2) For a record that is current, the institution maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at the institution's primary administrative location in California. For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two (2) business days.

(3) The institution has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and

(4) Any person authorized by the Act or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

(d) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.

(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

(f) If an institution closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.

CEC 94900-94900.5

(a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

(1) The degree or certificate granted and the date on which that degree or certificate was granted.

(2) The courses and units on which the certificate or degree was based.

(3) The grades earned by the student in each of those courses.

And

(a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

(1) The degree or certificate granted and the date on which that degree or certificate was granted.

(2) The courses and units on which the certificate or degree was based.

(3) The grades earned by the student in each of those courses.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED**

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

- A student has the right to inspect and review his/her education records within 45 days of the day the Institution receives a request for access. Students should submit to the campus Registrar written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the

records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed.

- A student has the right to request the amendment of his/her education records that the student believes are inaccurate or misleading. The student should write the institution official responsible for the record, clearly identify the part of the record he/she wants changes, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

### **Disclosure of Educational Records**

Information defined as Directory Information may be released without a student's consent. The University of West Los Angeles defines Directory Information to include:

- Name
- Address
- Phone Number
- Email Address
- Enrollment Status/Grade Level (e.g., first term, second term, etc.)
- Date of Graduation
- Degrees and Honors Received
- Photos (for identification purposes only)
- Major Field of Study
- Dates of Attendance
- Most Recent Institution Attended

A student's social security number is never considered a part of the Directory Information.

A student may opt out of Directory Information disclosure by submitting a written request to the Registrar.

A student has the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Generally, universities must have written permission from the student in order to release any information from a student's educational record. However, FERPA allows universities to disclose those records without consent to the following parties or under the following conditions (34 CFR § 99.31):

- University officials with legitimate education interest
- Other universities to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the University
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile system, pursuant to specific state law.

The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
Department of Education  
Independence Avenue,  
SW Washington, DC 20202-4605

## **STUDENTS WITH DISABILITIES**

The University of West Los Angeles is committed to providing services and reasonable accommodations to students with disabilities unless an accommodation would present an undue hardship to the SOB. The ADA Compliance Officer monitors our ADA Program.

Any student who desires to receive services from the ADA Program should carefully review all the program's policies and procedures. While the University of West Los

Angeles recognizes its legal obligation to provide reasonable accommodations to students with disabilities, students requesting and/or utilizing these services have certain obligations and responsibilities surrounding their use of such services.

### **NOTICE OF NON-DISCRIMINATION POLICY**

UWLA admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, military discharge or status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at UWLA. UWLA does not discriminate on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, military discharge or status, marital status, parental status, or any other protected status in administration of its educational policies, admission policies, scholarship and loan programs, and other administered programs.

### **RIGHTS RESERVED**

University of West Los Angeles School of Business reserves the right to change, at any time, without notice, the policies and procedures announced in this agreement, technical standards, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in its catalog or other official documents. UWLA reserves the right to refuse to admit or readmit any student at any time should it be deemed necessary in the interest of the student or of UWLA to do so. UWLA reserves the right to require the withdrawal of any student at any time for misconduct and who fails to give satisfactory evidence of academic ability, earnestness or purpose, who fails to cooperate in all requirements of their enrollment or for cause as determined within the sole discretion of UWLA.

### **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: \_\_\_\_\_

## **Masters of Science in Organizational Leadership and Business Innovation**

### **Course Descriptions**

#### **LI601: Leadership and Management (3 units)**

This course is an introduction to the study of leadership qualities and management styles while examining leaders in a historical context. Students focus on effective leadership in an organizational setting. Students examine elements of administration and management. Assignments require students to complete projects with a hands-on management approach.

#### **LI602 Strategic Management and Organizational Behavior (3 units)**

This course addresses the connection of strategic management and organizational behavior. Students focus on the strategic, organizational, cultural, and leadership challenges that organizations experience. Essential to the course is the examination of theoretical perspectives and how corporations formulate a vision, develop strategies, allocate resources, and create synergies across various businesses. The course will also examine the characteristics of leaders who manage successful organizations. Students learn how to communicate a vision, build a team, and identify key strategies to increase performance of an organization.

#### **LI603 Human Resource Management and the Diverse Workforce (3 units)**

This course focuses on the skills leaders utilize to effectively manage employees. Through case studies and supplemental readings, students study human resource elements that contribute to business success, as well as methods to maximize the human capital of an organization. Students examine demographic diversity in the global environment by exploring issues of gender, family, age, ethnicity, disabled

workers and learn how businesses have adapted to changes in the workforce to achieve a competitive advantage.

### **LI604 Ethics and Critical Thinking (3 units)**

This course offers students the opportunity to study ethics and to critically evaluate the value systems of other individuals, groups, and societies. Students examine principal-client relationships, fiduciary duties and accountability, respect for human rights, professional and personal responsibility. Students learn to differentiate between social faux pas, actionable wrongs, and to understand logic, reasoning, and professional responsibility. Case studies emphasize the importance of professional and personal ethical codes and the effects of particular choices on an organization.

### **LI605 Negotiation and Alternative Dispute Resolution (3 units)**

This course focuses on strategies and methods for effective negotiation in legal, business, and social environments. Students learn techniques such as mediation and arbitration, as well as the art of negotiation. Additionally, students will explore theories of alternative dispute resolution as viable tools to settle conflicts and disagreements. Students gain valuable knowledge as to how to communicate diverse values, ethics, and philosophies effectively and efficiently in business.

### **LI606 Statistical Analysis and Research Management (3 units)**

This course acquaints the student with the delicate balance between computation, decision-making, and conceptual understanding. This course assists the student in the planning and execution of empirical social research. The student gains a working knowledge of techniques used by behavioral scientists, such measuring objectives, collecting data, working with significant levels, analyzing variances, and interpreting questionnaires, interviewing, conducting ethnographic studies, observing participants and studying documents. Related issues such as reliability, validity, and scaling will also be covered.

### **LI107 Understanding Business Financial Statements (3 units)**

This course focuses on the key concepts in financial management and fiscal responsibilities. Students review, dissect, and analyze financial statements to understand the dynamics of an organization in order to determine its financial condition and subsequently manage the condition of the business. Students examine documents to learn accounting practices, financial reporting, and analysis processes.

### **LI108 Data Usage and Reporting (3 units)**

The correct use and application of data is an art form. Today's organizational leaders must be able to appropriate use and apply information to fund projects, change policies, and inform decisions. Students use case studies, supplemental readings, and class assignments to deeply explore why data is important, and how students can use it to attain their goals. Students explore the use of both qualitative and quantitative methods and learn how adapting to diverse audiences can improve the success of a leader or business.

### **LI109 Social Media and its Application in the Business World (3 units)**

This course explores the use of social media in business and examines why businesses build an online presence. Students learn how to find and establish an audience in social media while exploring the benefits of social media as a tool to grow a business.

### **LI110: New Organizational Development and Innovation Protocol (3 units)**

This course focuses on the impact of technological advances and how these developments have changed the way organizations conduct business. Students explore how organizations use technology to research, strategize, plan, and implement ideas. Through case studies and assignments, students examine how companies engage in strategic development, branding, and marketing.

### **LI611: Entrepreneurship Practicum (3 units)**

This course provides students with the information to assist an individual to become a successful entrepreneur. Students learn the processes required to start a business including elements of a business plan, teamwork, and creation of a presentation. This course highlights hurdles and challenges entrepreneurs encounter and allow students to gain valuable practice addressing these issues.

### **LI111: UWLA Impact Course**

This course provides an array of the skills, topics, theory and outlook that is intended to add impact to the student and give them skills and ideas to impact the business world. Students have a chance to combine various areas of business and implement thought and knowledge to create exciting real world ideas and projects.

## **FACULTY INFORMATION AND QUALIFICATIONS**



Every faculty member teaching in a term will hold “virtual office hours” weekly. Faculty members are required to be available at least one hour per week for each course taught. Students will be able to access their instructor via email or telephone. The faculty member’s office hours are published within the course syllabus.

Faculty members possess diverse educational backgrounds and meet all minimum requirements as outlined by the Bureau for Private Postsecondary Education as duly qualified faculty. All faculty members have expertise in their field of specialty or in the emphasis that they teach. UWLA maintains documentation that demonstrates each faculty member is duly qualified to teach in the area that the faculty member was assigned.

All School of Business Faculty have over four years of professional experience in their respective industries/fields and have documented educational credentials to teach the courses assigned. Refer to the Faculty List below for a list of current School of Business faculty members and their respective qualifications (this list may not contain all professors as the SOB may periodically add new professors to the program).

#### **ACADEMIC FREEDOM STATEMENT**

The School of Business has a policy of academic freedom that ensures faculty members and students have the ability to exercise their reasonable and informed judgments.

The University shall establish no policy that will inhibit academic freedom. Faculty members have the right and obligation to examine all aspects of problem areas, to gather data and to question assumptions. Faculty members are free and secure to teach, investigate, and participate as responsible citizens in community activities. The faculty and the administration shall attempt to maintain an educational climate that is conducive to the free exploration of all ideas and of varying points of view.

Any faculty member who finds that a possible violation of academic freedom cannot be resolved informally with the Dean may submit the concern in writing to the general faculty, which may appoint an investigative committee to ascertain the facts of the alleged violation and make recommendations for the resolution of the matter to the Dean and the general faculty.

Students are also encouraged the freedom of thought, belief and inquiry. Students are free to engage in debate free from the fear of retaliatory repercussions or censorship.

Views of both students and faculty can express their views openly in all modalities and be free of the fear of sanction unless those views are harassing, threatening, intimidating, ridiculing, or imposing of personal views on another.

## **FACULTY LIST**

### **A**

#### **Aghakhanian, Armond**

MBA, Woodbury University, Burbank, CA (2006)

BA, Political Science, Pepperdine University, Northridge, CA (2002)

#### **Anastasov, Bob**

MBA, Healthcare Management, Baker College, Flint, MI (2003)

BS, Biology, Central Michigan University, Mount Pleasant, MI (1999)

### **B**

#### **Baird, Joseph**

J.D., St. Thomas University, Miami Gardens, FL (2005)

BA, Classical Culture, University of Oklahoma, Norman, OK (2002)

California State Bar #98342

#### **Bellamy, Sherice**

Ed.D, Higher Education Leadership, Nova Southeastern University, Orlando, FL (2016)

MBA, International Business, University of La Verne, La Verne, CA (2006)

BS, Management, Pepperdine University Graziadio School of Business, Malibu, CA (2001)

#### **Bloomquist, Lara**

J.D., Whittier Law School, Costa Mesa, CA (1978)

BA, California State University Long Beach, Political Science, Long Beach, CA (1975)

#### **Bowman, John**

JD, University of West Los Angeles, School of Law, Inglewood, CA

MSBA, Financial & marketing Management, West Coast University, Los Angeles, CA (1975)

BSEE, Electrical Engineering, Milwaukee, WI (1969)

#### **Brooks-LeFridge, Sheila**

MA, Organizational Management, University of Phoenix, Phoenix, AZ (2001)

BS, Health Science, California State University, Northridge, CA (1989)

**Brown, Lauren**

Ph.D., Social Policy, Florence Heller School of Social Policy & Management, Brandeis University, Waltham, MA (2008)

MPP, Irving B. Harris School of Public Policy, University of Chicago, Chicago, IL (1994)

BA, Sociology, University of California Los Angeles, Los Angeles, CA (1991)

**Brown, Steven**

MBA, Emphasis: Finance, Pepperdine University, Malibu, CA (2003)

B.S. Economics/Business, University of California, Los Angeles, CA (1990)

**Brown, Talon**

J.D., Pepperdine University School of Law, Malibu, CA (2011)

BS. Finance and International Business, Villanova University, Villanova, PA (2008)

California State Bar: 281501

**Brown, Troy**

MBA, University of West Lo Angeles, Inglewood, CA (2016)

**C**

**Clifton, Romunda**

MA, Public Administration, California State University Dominguez Hills, Carson, CA (1995)

BA, Human Service Adult Life & Gerontology, California State University Dominguez Hills, Carson, CA (1992)

**Cole, A. Beverly**

J.D., Fordham University, New York, NY (1977)

MBA, Wharton School, University of Pennsylvania, Philadelphia, PA (1983)

BA, Asian & International Studies, Boston University, Boston, MA (1973)

**D**

**Davis, Jamil**

MS, Nursing, Albany University, Albany, GA (2012)

BS, Nursing, Albany University, Albany, GA (2008)

Georgia Registered Nursing License #RN188113

**Day, Vivian**

Ph.D., Education, Capella University, Minneapolis, MN (2012)

BS, Health Care Administration, St. Joseph's College, Standish, ME (1986)

**DeGarmo, Alana**

J.D., University of LaVerne, Woodland Hills, CA (1997)

BA, Political Science, California State University Northridge, Northridge, CA (1992)

California State Bar #192449

**DeGyarfus, Bridgette**

J.D., Southwestern University School of Law, Los Angeles, CA (1994)

BS, Computer Information Systems, Arizona State University, Tempe, AZ (1984)

California State Bar #175368

**E**

**Ellis, Aubrey**

J.D., University of California, Davis (1974)

MA, Behavior Science: Negotiation and Conflict Management, California State University Dominguez Hills, Carson, CA (1990)

BA, History & Criminology, University of California Berkeley, Berkeley, CA (1970)

**F**

**Fullerton, Kristina**

MS, Public Safety Program, Criminal Justice, Capella University, Minneapolis, MN (2008)

BS, Criminology, University of Southern Maine, Gorham, ME (2006)

**G**

**Gilliam, Dreana**

MBA, Everett College, Danville, VA (2010)

BBA, Everett College, Danville, VA (2005)

MA, Organizational Leadership, Biola University, La Mirado, CA (2007)

BS, Human Development, Hope University, Fullerton, CA (2005)

**Gonzalez, Teresita**

DHA, Health Administration, University of Phoenix, Phoenix, AZ (2009)

MBA, University of Phoenix, Pasadena, CA (2004)

BA, English, Ateneo University, Davao City, Philippines (1970)

**Gougis, Nicole**

J.D., Boalt Hall School of Law, Berkeley, Berkeley, CA (2004)

MA, Cognitive and Social Psychology, University of California Los Angeles (2000)

BA, Psychology, University of California Los Angeles (1999)  
California State Bar #232986

**Gonzalez, David**

MA, Organizational Leadership, Biola University, La Mirada, CA (2007)  
BS, Human Development, Hope International University, Fullerton, CA (2005)

**H**

**Hernandez, Esperanza**

M.Ed., Adult Education and Training, University of Phoenix (2011)  
BS, Criminal Justice Administration, University of Phoenix (2008)

**House, Loren**

MA, Negotiation & Conflict Management, California State University Dominguez Hills, Carson, CA  
MBA, Taxation, Golden Gate University, San Francisco, CA (1991)  
BA, Political Science, Howard University, Washington DC (1980)

**Hyatt, Josh**

MHL, Health Law, Nova Southeastern University, Fort Lauderdale, FL (2004)  
BA, Psychology, Florida International University, Miami, FL (1995)

**J**

**Jain, Sundeep**

MSM, Business Management, Oakland City University, Oakland City, IN (2001)  
BA, Business Administration, University of St. Francis, Fort Wayne, IN (1988)

**K**

**Klein, Judith**

Ph.D., Public Health, Walden University, Minneapolis, MN (2010)  
MS, Public Health, Walden University, Baltimore, MD (2008)  
MBA, National University, La Jolla, CA (1996)  
BS, Microbiology & Immunology, McGill University, Montreal, Canada (1976)

**L**

**Leinweber, Robert**

MS, Management, University of Redlands, Redlands, CA (2002)  
BS, Applied Management, Azusa Pacific University, Azusa, CA (1999)

**Letter, Gordon**

J.D., Hasting College of the Law, San Francisco, CA (1977)  
BA, University of California Los Angeles (1974)  
California State Bar #86328

**Leventhal, Jonathan**

J.D., University of West Los Angeles School of Law (2009)  
California State Bar: 262910

**Luo, Benny**

BA, Psychology, University of California, Irvine (2010)

**M****Manzo, Dennis**

MA, Management, University of Redlands (2012)  
BS, Human Resource Management, Kaplan University, Chicago, IL (2007)

**Martin, Clarissa**

MBA, Management and Leadership, University of LaVerne (2004)  
BA, Business Administration, University of LaVerne (2003)

**Mathur, Neil**

Ph.D., Business Administration/Health Care Administration, Union Institute and University, Cincinnati, OH (2003)  
M.Ed., Health Psychology, Cambridge College, Cambridge, MA (2000)  
BA, Psychology and Administration, Carleton University, Ottawa, Canada (1996)

**McAlpin, Kahlil**

J.D., Whittier Law School, 1998  
MBA, Management, California State University Dominguez Hills, Carson, CA (2007)  
BA, Economics, California State University Dominguez Hills, Carson, CA (1994)  
California State Bar #199512

**Meade, Russ**

J.D., St. John's University, Queens, NY (1975)  
BA, History, Adelphi University, Garden City, NY (1968)

**Michaels, Connie**

J.D., University of Southern California, Los Angeles, CA (1986)  
MA, Communications Management, University Southern California, Los Angeles, CA (1986)  
BA, Mass Communication and Political Science, University of California Berkeley, Berkeley, CA (1983)

**Mongeon, Jannine**

MBA, Escuela de Administracion de Negocis para Graduados, Lima, Peru (1999)  
BS, Industrial Engineering, University of Lima, Lima, Peru (1996)

**N**

**Nicholas, Vanita**

J.D., Texas Southern University, Houston, TX (1975)  
BA, Modern Foreign Languages, Fisk University, Nashville, TN (1969)

**Nicholson, Michael**

MS, Business Administration, New Jersey Institute of Technology, Newark, NJ (1998)  
BA, Psychology, Rutgers University, Piscataway, NJ (1990)

**O**

**Offiah, Martin**

MBA, Criminal Justice Administration, Oklahoma City University, Oklahoma City, OK (1998)  
BA, Criminal Justice, University of Central Oklahoma, Edmond, OK (1989)

**P**

**Pierson, Patrick**

MS, Leadership and Executive Management, Kaplan University, Chicago, IL (2011)  
BS, Higher Education Management, Everest University, Tampa, FL (2008)

**Pistone, Paul**

MA, Philosophy of Religion and Ethics, Biola University, La Mirada CA (2011)  
BA, Philosophy, University of California San Diego (2006)

**Price, Curren**

J.D., University of Santa Clara, Santa Clara, CA (1976)  
BA, Political Science, Stanford University, Palo Alto, CA (1972)

## Q

### **Quarles, Starlett**

MS, Industrial/Organizational Psychology, California School of Professional Psychology, San Diego, San Diego, CA (2000)

BS, Sociology, University of California at Los Angeles, Los Angeles, CA (1994)

## R

### **Rogers, Paulette**

MSM, Finance, Argosy University, Pittsburgh, PA (2012)

BA, Marketing, Strayer University, Herndon, VA (2009)

### **Ruiz, Cynthia**

MS, Counseling, California State University Los Angeles, Los Angeles, CA (1980)

BS, Counseling, California State University Los Angeles, Los Angeles, CA (1978)

## S

### **Safaie, Majid**

J.D., University of West Los Angeles, Los Angeles, CA (1995)

MA, Economics, California State University Los Angeles (1981)

BS, Accounting, Woodbury University, Burbank, CA (1979)

California State Bar #185129

### **Scott, Bradley**

MBA, Marketing, Ashford University, Clinton, IA (2011)

BS, Mechanical Engineering, Milwaukee School of Engineering, Milwaukee, WI (1994)

### **Sebhatu, Peter**

Ph.D., Leadership and Organizational Behavior, United States International University San Diego, San Diego, CA (1994)

MBA, National University, Los Angeles, CA (1989)

BA, Business Administration Union Institute, Los Angeles, CA (1987)

### **Semple, Odetta**

MS, Strategic Leadership; Leadership and Development, Mountain State University, Berkeley, WV (2011)

BS, Organizational Management and Leadership, Bluefield College, Bluefield, VA (2008)

### **Smith, Almuhtada**



J.D., University of California Los Angeles, Los Angeles, CA (2008)  
BA, Business Administration, Morehouse College, Atlanta, GA (2005)  
California State Bar #263762

**Stancil, William**

J.D., New York University School of Law, New York, NY (1979)  
BA, Political Science, University of Michigan, Ann Arbor, MI (1976)

**Strauss, Sasha**

MS, Strategic Corporate Communications Management, University of Southern California, Los Angeles, CA (2005)  
Executive Business Management Certificate, University of California, Los Angeles, Los Angeles, CA (2003)  
BA, Political Science, University of California, Irvine, Irvine, CA (1999)

**T**

**Thompson, Beverly**

MA, Behavioral Science, California State University Dominguez Hills, Carson, CA (1999)  
BS, Business Administration, Chapman University, Orange, CA (1996)

**Tooley, Tonya**

J.D., Loyola University College of Law, New Orleans, LA (1997)  
BA, Communications, Howard University, Washington, DC (1990)

**Tremblay, Aaron**

MBA International Management, Western Michigan University, Kalamazoo, MI (2008)  
BA, Pre-Law General Business Administration, Western Michigan University, Kalamazoo, MI (2006)

**V**

**Vanderpool, Jan**

Ph.D, Education, University of Southern California, Los Angeles, CA (2008)  
MA, Psychology, Pepperdine University, Malibu, CA (2005)  
MA, Educational Technology, Pepperdine University, Malibu, CA (2004)  
MBA, Finance & Accounting, New York University, New York, NY (1977)  
BA, Psychology & Chemistry, Luther College, Decorah IA (1971)

**Velasco, Alejandro**

MBA, University of LaVerne, LaVerne, CA (2012)  
BS, Biology, Bio-Technology/Medical Technology, California State University  
Northridge, Northridge, CA (2003)

## **W**

### **Washington, Aldina**

MBA, Keller Graduate School, Naperville, IL (2000)  
BA, Organizational Management, Southern California College/Vanguard University,  
Costa Mesa, CA (1996)

### **Wat, Eric**

MA, American Studies, California State University, Fullerton, Fullerton, CA (1999)  
BA, Communication Studies, University of California, Los Angeles, Los Angeles, CA  
(1992)

### **Watts, Monique**

Ed.D, Education, Pepperdine University, Malibu, CA (2016)  
MPA, Public Administration, California State University Dominguez Hills, Carson, CA  
(2004)  
BS, Political Science/Business Administration, California State University  
Dominguez Hills, Carson, CA (2001)

### **Willingham, Gloria**

Ph.D., Education, Claremont Graduate University, Claremont, CA (1996)  
MNSc, University of Arkansas Medical Science Campus, Little Rock, AR (1984)  
BSN, Nursing, Regents College, University State of New York, Little Rock, AR (1981)

### **Wimsatt, Carman**

M.A., Psychology, Pepperdine University, Malibu, CA (1996)  
B.A., Sociology, University of California, Berkeley, CA (1993)

### **Winslow, Oscar**

J.D., Southwestern University School of Law, Los Angeles, CA (1997)  
BS, Psychology, California State University Long Beach, Long Beach, CA (1985)  
California State Bar #233882

## **Y**

### **Yedgarian, Vahick**

Ph.D Business Administration, Northcentral University, Prescott Valley, AZ (2016)  
MS, Psychology, University of Phoenix, Phoenix, AZ (2011)  
MBA, Global Management, University of Phoenix, Pasadena, CA (2007)  
JD, Newport University/Janus University, Newport Beach, CA (2006)  
BS, Business Administration, University of Phoenix, Pasadena, CA (2000)

## **FACULTY INFORMATION AND QUALIFICATIONS**

Every faculty member teaching in a term will hold “virtual office hours” weekly. Faculty members are required to be available at least one hour per week for each course taught. Students will be able to access their instructor via email or telephone. The faculty member’s office hours are published within the course syllabus.

Faculty members possess diverse educational backgrounds and meet all minimum requirements as outlined by the Bureau for Private Postsecondary Education as duly qualified faculty. All faculty members have expertise in their field of specialty or in the emphasis that they teach. UWLA maintains documentation that demonstrates each faculty member is duly qualified to teach in the area that the faculty member was assigned.

All School of Business faculty have over four years of professional experience in their respective industries/fields and have documented educational credentials to teach the courses assigned. Refer to the Faculty List below for comprehensive list of all current School of Business faculty members and their respective qualifications.

## **Appendices**

A / [Student and prospective student code of conduct and discipline]

B / [Grade changes]

C / [Grade change form]

D / [School of Business change of status form]

E / [Incomplete grade form]

F/ (Complaint and Grievance Procedures)

## **Appendix A**

### **STUDENT AND PROSPECTIVE STUDENT CODE OF CONDUCT AND DISCIPLINE**

The School of Business has adopted this Code of Conduct and Discipline that sets the standard of conduct expected of students admitted to or attending the School of Business. ALL students are bound by the provisions of the Code of Conduct by virtue of their admission to and attendance in the School of Business.

While pursuing a degree encourages debate, advocacy, and expression of a difference of opinion, students are expected to conduct themselves in a respectful and ethical manner. The School of Business is actively committed to creating and maintaining an environment that respects the dignity of individuals and groups.

### Prohibited Conduct

For any of the following causes, a student may be subject to disciplinary action by the Dean:

1. Willful violation of a rule of the School of Business that requires the student to do or refrain from doing an act connected with or in the course of the student's conduct as a student of the University. All such rules shall be issued by the University and distributed in such a manner as to furnish adequate notice to students. All students have the responsibility to read same and shall be deemed to have actual knowledge of rules so distributed.
2. Willful interference with the orderly conduct of the educational or administrative functions of the University.
3. Willful physical abuse or threat of such abuse to: a faculty member, administrator, official or employee of the University, another student of the University, another person on the University premises or at a University approved, sponsored or supervised event.
4. Theft or willful abuse of University property or property of another on the University premises.
5. Distribution or possession for purposes of distribution, any controlled substance or illegal drug on the University premises. Also, the use or possession of any controlled substance or illegal drug on University premises.
6. Forgery, alteration or misuse of University documents, records, keys, or identifications.
7. Willful and material misrepresentation or non-disclosure concerning qualifications for admission to the School of Business.
8. Commission of a criminal act, including computer crime that reflects adversely on the student's honesty and/or trustworthiness.
9. Engaging in conduct whether or not criminal that reflects negatively upon the student's moral character. This conduct includes but is not limited to acts of harassment, disorderly or lewd conduct, dishonesty, fraud, deceit or intentional misrepresentation.

10. Committing an act of dishonesty, which may include any of the following:

- a. Cheating: Copying of work of another student or permitting copying by another student; completing an assignment for another student; submitting material produced by someone else; altering graded work after instructor evaluation and resubmitting it.
- b. Plagiarism: Taking the words or substance of another and either copying or paraphrasing the work without giving credit to the source (e.g., through footnotes, quotation marks, reference citations).
- c. Other: Providing material to another person with knowledge it will be improperly used; possessing another student's work without permission; selling or purchasing materials for class assignments; altering another student's assignment; knowingly furnishing false or incomplete academic information; altering documents affecting student records; forging a signature of or falsifying information on any official academic document.

The above rules and Code of Conduct are absolute. This prohibition is applicable at all times and in all places –real time and real space, as well as cyber time and electronic space. This prohibition includes oral, written, and electronic communications of all kinds.

### **Disciplinary Code**

The Dean may impose discipline for a violation of the Code of Conduct, a University policy or a campus regulation. These sanctions are not mutually exclusive and may be imposed in combination. A record of a prior violation of the Code of Conduct or University policy may be considered in determining the appropriate sanction for a subsequent violation.

### **The following are authorized sanctions for such violations:**

- 1. **Denial of Admission:** Denial of admission or re- admission to the University for an indefinite period.
- 2. **Warning:** Written notice that continued or repeated violations of specified University policies or campus regulations may be cause for further disciplinary action, normally in the form of Loss of Privileges and Exclusion from activities, suspension or dismissal.
- 3. **Loss of Privileges and Exclusion from Activities:** Exclusion from participation in designated privileges and extracurricular activities for a specified academic term or terms. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities or violation of University policies or campus regulations during the period of the action may be cause for further disciplinary action, normally in the form of suspension or dismissal.

**4. Suspension:** Termination of student status for a specified academic term or terms with reinstatement thereafter a specified time. Violation of the conditions of Suspension or of University policies or campus regulations during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.

**5. Dismissal:** Termination of student status for an indefinite period. Re-admission to the University shall require the specific approval of the Dean.

**6. Exclusion from the Campus:** Exclusion of a suspended or dismissed student from campus when there is reasonable cause to believe that the student's presence there will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions, or other disruptive activity incompatible with the orderly operation of the campus.

**7. Interim Suspension:** Exclusion from classes, or from other specific activities on the campus, set forth in the Notice of Interim Suspension, before final determination of an alleged violation. A student shall be restricted only to the minimum extent necessary when there is reasonable cause to believe that the student's participation in University activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions or any disruptive activity. A student placed on Interim Suspension shall be given prompt notice of the charges and the opportunity for a prompt hearing on the Interim Suspension.

**8. Reinstitution:** Reimbursement for damage to or misappropriation of University property may be imposed either exclusively or in combination with other disciplinary action. Such reimbursement may take the form of monetary or appropriated service to repair or otherwise compensate for damages. Reinstitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.

**9. Academic Penalty:** Whole or partial withdrawal of credit for a course or examination (including the awarding of a failing grade) or a combination of such penalties. An academic penalty may be imposed only with respect to the course(s) in which the violation occurred, and only with the consent of the respective professor.

**10.** Loss of scholarship or financial aid consistent with governmental regulations.

**11.** Any other sanctions the Dean deems appropriate. In the event of an expulsion or suspension that terminates a student's right to attend class during a

semester or summer session, the University shall retain only that portion of the total semester or summer session tuition as the number of weeks of class completed before termination bears to the total number of weeks of class in the semester or summer session. The balance, if any, paid by or on behalf of the student, shall be returned to the student or lender, or in the case of a scholarship, refund proceeds shall first be paid to the scholarship funding the source, and the balance, if any, shall be paid to the student. The term “scholarship” used herein shall include grants.

### **Disposition of Alleged Violation**

Alleged violations of the Code of Conduct or other campus policies are to be reported to the Dean. If the Dean believes action should be taken on the charge, the Dean will notify the student who is the subject of the charge that an investigation will ensue. The Dean is responsible for conducting the investigation.

The Dean shall have the power to question persons with pertinent information, to examine pertinent materials, and to question the accused student if s/he is willing to speak. If the accused student intends to defend against or explain the alleged conduct that led to the potential violation, the student must speak with the Dean about the conduct and identify potential witnesses or documents that would support the accused student’s position. The Dean must interview the potential witnesses and review the documents identified by the accused student.

Upon conclusion of the investigation, the Dean shall submit the results of the investigation to a panel, which will be composed of the Chair of the Faculty Senate, a member of the faculty currently on staff of the accused student’s choosing, and a member of the faculty currently on staff of the Chair of the Faculty Senate’s choosing.

The Panel will review the results of the Dean’s investigation. The accused student may submit a written statement to the Panel for its review, but the statement may not include any information, potential supporting witnesses, or potential supporting documents that the student did not previously provide to or identify for the Dean unless the information was unknown or unavailable to the accused student previously.

The Panel shall determine whether or not a violation has occurred. If no violation is found to exist because the allegation is without merit, the conduct is de minimus, or the evidence is insufficient, the Dean shall keep a record, separate from the student’s permanent file. Such record will not be disclosed except under compulsion of law or upon signed consent from the student.

Following a final decision that no violation has occurred, the Dean shall notify the accused student and the person(s) who filed the notice of the alleged violation.

Should the Panel determine that a violation did occur; the Panel shall inform the Dean. The Dean shall determine any sanction(s) imposed. The Dean shall provide the student with written notice describing the violation and the sanction(s) imposed.

#### **Review Process**

The President may review the disciplinary action upon written petition of the student or prospective student against whom disciplinary action has been taken. The written request must be submitted no later than 10 days after official notice of the disciplinary action. No petition for review will be accepted after that time. The President shall make and render a decision within 30 days. The President's decision is final.

## **Appendix B**

### **GRADE CHALLENGES**

It is the right of every UWLA student to challenge and/or appeal grades that have been posted on their student record. However, students are required to follow published policies and procedures for formal grade challenges and requests for grade changes. Below is an outline of these policies and procedures:

#### **Modular Assignment Grades**

The following policies and procedures apply to all challenges to grades awarded for modular assignments:

1. A challenge to an assignment grade must be submitted to the professor of record for the course within 5 business days after the student receives the official assignment grade notice.
2. The professor shall issue a formal response to the grade challenge within 3 business days of receipt.
3. If approved by the professor, a grade change will be reflected in the course record.
4. Grade challenges denied by the professor may be appealed to the Dean within 2 business days after the student receives the formal response from the professor.
5. The Dean shall issue a formal response to the assignment grade appeal within 5 business days of receipt. This response shall be copied to the professor. If approved by the Dean, the appropriate grade change will be reflected in the course record.



6. The decision of the Dean may be appealed to the President (or designee) for blind review within 2 business days, only if and when an assignment grade adversely impacts the course final grade. Otherwise, the decision of the Dean on an assignment grade challenge is final.

7. Students choosing to appeal the decision of the Dean acknowledge and agree that the final grade after appeal might be: the same grade as prior to the appeal; a higher grade; or a lower grade than that assigned by the course professor.

### **Final Course Grades**

The following policies and procedures apply to all challenges to final course grades:

1. A grade challenge must be submitted to the professor of record within 5 business days after the official final grade notice.

2. The professor shall issue a formal response to the grade challenge within 5 business days of receipt.

3. Grade challenges denied by the professor may be appealed to the Dean within 2 business days after formal response from the professor.

4. The Dean shall issue a response to the appeal within 5 business days of receipt.

5. If approved by the Dean, a grade change recommendation shall be submitted to the Office of the Registrar.

6. In the event of denial by the Dean, the student may appeal to the President (or designee) of the appropriate program.

7. Any appeal to the President shall be submitted within 2 business days of the response from the Dean.

8. Challenges must include a statement clearly identifying the course, the courses number, the Session and the professor,

9. Challenges must include the reason for the challenge and all relevant facts and documentation to allow the President (or designee) to make a decision concerning the challenge.

10. The burden of proof for all grade challenges/appeals rests with the student who must clearly demonstrate that the grade being challenged or denial of earlier challenges were the result of error or discrimination, or were otherwise arbitrary or capricious.

11. The President (or designee) may subject the student's coursework to blind review and shall respond to the student in writing within 10 business days of receipt of the student's appeal.
12. Students choosing to challenge a course grade acknowledge and agree that the final grade following a grade appeal might be: the same grade as prior to the appeal; a higher grade; or a lower grade than that assigned by the course professor.

### **Grade Petition for Extraordinary Circumstances**

UWLA recognizes that students face unforeseen special, extraordinary or extenuating circumstances in their lives that adversely impact their ability to complete and submit course requirements timely. UWLA is committed to working with students facing such circumstances to identify appropriate and flexible solutions to ensure successful completion of educational objectives. In the event of special, extraordinary or extenuating circumstances leading to a failing grade in a course, students may submit a formal grade petition requesting an opportunity to submit missing work for a grade change. The following procedures apply to all grade change petitions:

1. A grade change petition must be submitted within 30 days of posting of the course final grade.
2. The petition must be supported by documentation of special, extraordinary or extenuating circumstances.
3. The Dean (or designee) shall review the petition and supporting documents, consider the academic record of the student, and render a decision within 5 business days.
4. If the petition is approved, the student will be permitted to submit missing coursework required to complete the course objectives within a specified timeline.
5. The course Professor will review and assign appropriate grades to the new submissions.
6. Upon completion of the review, the Professor shall post a final grade within 5 business days.
7. Students acknowledge and agree that approval of a grade change petition is not guaranteed.
8. Students further acknowledge and agree that the final grade will depend on the quality of the assignments submitted and that approval of a grade change petition does not guarantee a passing grade.

9. Approval of the grade petition does not alter a student's obligations under any tuition assistance program or financial aid agreement.

10. Denial of any grade petition may be appealed to the college Dean within 5 business days. The Dean shall render a decision within 5 business days. The decision of the Dean on all grade petition appeals shall be final.

## **Appendix C**

### **GRADE CHANGE FORM**

Instructors should complete and submit this form to the Registrar's Office to request a change of grade. The form may be utilized to address 3 distinct grade change situations:

1. Change a grade submitted in error by the instructor electronically, for the most recent semester. This form will not be accepted by the Registrar's Office once 45 days from the last day of the class for which the "I" was given has elapsed.

2. Change an "Incomplete Grade" to a final letter grade.

3. After specific review or educational assessment and a determined grade change necessary

**Date of Submission:** \_\_\_\_\_

**Course Term:** \_\_\_\_\_

**Student's Name** \_\_\_\_\_

**Student ID** \_\_\_\_\_

**Name of Course for Which "I" Was Given** \_\_\_\_\_

**Course Number** \_\_\_\_\_

**Current Letter Grade**\_\_\_\_ **Letter Grade to be Assigned**\_\_\_\_

**Justification for Grade Change Request:**

\_\_\_**Data Entry Error**

\_\_\_**Computational Error**

\_\_\_**Other**

**“Incomplete Grade” Requirements Completed**

**Other (Please Specify Reason):** \_\_\_\_\_

**Instructor’s Name** \_\_\_\_\_

**Instructor Contact Information (Email and Telephone)**

**Appendix D**

**SCHOOL OF BUSINESS CHANGE OF STATUS FORM**

DATE \_\_\_\_\_ NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
PHONE # \_\_\_\_\_  
EMAIL \_\_\_\_\_  
Last Day Attended \_\_\_\_\_  
Cumulative GPA: \_\_\_\_\_

Petitioner specifically requests the following action(s) to be taken:

- ☐ Leave of Absence (\$25.00)
- ☐ Voluntary Student Withdrawal
- ☐ Dropping Courses (\$25.00)
- ☐ Administrative Dismissal

Note: If you are requesting a Leave of Absence, you must submit a written statement indicating why you are requesting the leave.

Be advised that approval of certain requests is governed by criteria that are outlined in the most current version of the campus catalog. Any false statement is a violation of the Student Code of Conduct.

I declare that the statements contained herein are true to the best of my knowledge.

\_\_\_\_\_  
STUDENT’S SIGNATURE      DATE

FOR OFFICE USE ONLY

\_\_\_\_\_  
DATE      GRANTED      DENIED

FOR INTERNAL USE ONLY

Grade entered on\_\_\_\_\_ Signature\_\_\_\_\_ Date\_\_\_\_\_

Dean's Signature\_\_\_\_\_ Date\_\_\_\_\_

## **Appendix E INCOMPLETE (I) GRADE FORM**

### **Explanation of Form:**

No credit used for verifiable, unavoidable reasons. Since the "Incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" "Incomplete" have been awarded must be completed within 45 days or another grade (A, B, C, D, or F) may be awarded by the instructor based upon course work that has been completed. A "W" grade should be awarded by a Dean only under mitigating circumstances, which must be documented, and a copy of this documentation must be placed in the student's academic file.

### **Instructions to Faculty Member:**

- 1.This form must be filled out for each "Incomplete" assigned on your grade roster(s).
- 2.The grade roster(s) and Incomplete Form(s) are DUE in the Dean's Office for submission to the Registrar's Office no later than the 5 business days after classes have ended. The Dean's or Registrar's Office will immediately send a copy to the student to inform him/her regarding what is needed to complete the class for a grade.
- 3.The original of this form will remain in the permanent student file. Please keep a copy for your records.

Student Id Number

Student's Name

Semester Fall\_ Spring\_ Summer\_\_\_ 20\_\_

Course Prefix Number Section

List the work that needs to be made up (test, quiz, exam, research paper, other):  
Instructors may include specific deadlines for assignments if they choose.

### **REQUIRED**

Grade to be awarded if missing work is not made up A\_ B\_ C\_ D\_ F\_  
(If no grade given, then an F will be assigned).

Instructor's Signature

Date

## **Appendix F**

### **COMPLAINT AND GRIEVANCE PROCEDURES**

Students are advised to utilize the appropriate administrative procedure for resolving complaints. The School of Business has separate policies that govern student conduct, sexual harassment, sexual assault, and discrimination (based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status or physical or mental disability.)

Students are advised to contact the Dean or Director of Student Services if unsure of which policy applies to their particular situation.

If a student has a complaint or grievance that does not fall into one of the stated policies, the student may utilize the general Grievance Procedure listed below.

#### **Grievance Procedure**

The University has an open door policy that encourages students to bring suggestions, complaints, and grievances to the administration for discussion and, when appropriate, informal resolution.

The Grievance Procedure has been established to give students a vehicle to resolve situations, conflicts or disputes in a professional, unbiased, and documented procedure. Matters that have been resolved by another procedural process outlined in the Catalog are considered final and may not be the subject of a grievance under this policy.

#### ***Informal Resolution***

The parties involved in the situation are encouraged to meet and confer in an effort to resolve the situation. This encourages communication between the student and the faculty, staff, administrator or other student involved and enhances an opportunity to reach an agreement. No written records are maintained in the student file at this stage.

While it is hoped that resolution is reached at the informal resolution meeting, there is no requirement to meet informally prior to filing a formal complaint.

#### ***Formal Resolution Process***

To file a formal complaint, the student must complete Notice of Grievance Form and submit it to the Dean. (The form is available in the UWLA Business Office and

published in the Catalog. Upon receipt of the submission, the Dean will request a response to the allegations from the party or parties identified in the student's Notice of Grievance Form. Said response will be due to the Dean 15 days from said request.

Once the Dean has received the response(s), the Dean, may, after review and investigation,

1. Conduct a formal meeting with all parties to discuss and attempt to resolve the grievance or,
2. Issue a written resolution statement that is to be followed by all parties.

If the Dean finds that the issue cannot be resolved in his or her office, the Dean must directly forward the issue to the President's Office within five days. The President's Office will file and date the Dean's Letter of Findings on the day of acceptance.

The President then has 15 days to either (1) have a formal meeting with any/all parties concerned to resolve the matter, or (2) issue a written statement on the resolution or findings to be followed by all parties concerned. The decision of the President is final and binding on all parties.

When the Dean has resolved the matter and the student is not satisfied with the Dean's written resolution statement or the results of the formal meeting, the student must submit all relevant material with a Notice of Appeal – Grievance Determination to the Office of the President within 10 days of receipt of the Dean's decision. The Office of the President will date and file receipt of the Notice of Appeal on the day of acceptance. The President has 15 days after receipt of the Notice of Appeal to either (1) conduct a formal meeting with any/all parties involved in the grievance, or (2) issue a written statement of resolution or findings, which is to be followed by all parties concerned. The decision of the President is final and binding on all parties.

#### **PROCEDURE FOR STUDENT GRIEVANCES AND/OR COMPLAINTS OF UNLAWFUL HARASSMENT OR DISCRIMINATION**

The School of Business (SOB) has an open door Grievance Policy, which encourages students to bring suggestions, complaints, and grievances to the administration for discussion and, when appropriate, informal resolution. Members of an academic community must be able to study in an atmosphere of mutual respect and trust. The University of West Los Angeles is committed to creating and maintaining an environment which respects dignity of individuals and groups.

The goal of the School of Business is to have a process that is sensitive to the needs of students as well as the rights of those against whom allegations have been made.

Students who believe they have been harassed or discriminated against based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability shall have a right to file a complaint. Such complaints will be handled pursuant to the UWLA policies covering the specific area of the complaint.

Complaints must be filed one year of the alleged unlawful harassment or discrimination or within one year of the date on which the complainant knew or should have known of the facts of the harassment or discrimination incident.

### *Informal Process*

A student who has reason to believe that he/she may have been a victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability may resolve the matter through an informal process under this procedure. Participation in the informal process is optional and not a prerequisite to filing a formal complaint

The school of Business has established the following informal procedure to resolve charges of harassment or discrimination within 30 calendar days:

1. A student who alleges that he/she has personally suffered harassment or discrimination should be referred to the Dean to directly discuss his/her concerns.
2. The dean shall meet with the student to:
  - a. Understand the nature of the concern;
  - b. Give the student a copy of the School of Business' policy and procedure concerning such lawful discrimination and inform the student of his/her rights under the informal and formal complaint procedures
  - c. Assist the student in any way advisable.
  - d. \*If the student is willing to resolve the matter informally, it may not be necessary to pursue a formal investigation (unless warranted by the seriousness of the charge).
3. The Dean shall inform the respondent of the possible complaint and allow the respondent an opportunity to state the facts as known to him/her
4. If, after meeting jointly or separately with the Dean, the parties agree to a proposed resolution, the resolution shall be implemented and the informal process shall be concluded. At any time during the informal process, the complainant may initiate a formal complaint.
5. The Dean shall keep a written log of discussion and a record of the resolution. This information shall become part of the official investigation file if the complainant initiates a formal complaint. If the parties reach an agreement resolving the complaint, a letter summarizing the informal



investigation and the resolution agreed upon shall be sent to the complainant and the respondent and kept as part of the record.

6. Once a complaint is put in writing and signed by the complainant, the complaint is considered to be formal and the formal complaint procedures should be followed.

#### *Formal Process*

1. A student who alleges that he/she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, or physical or mental disability shall complete and sign the Complaint form within one year of the alleged incident or within one year of the date on which the complainant knew or should have known of the facts of the harassment or discrimination incident.
2. On the complaint form, the complainant shall describe in detail the alleged harassment or discrimination and the action the complainant requests to resolve the matter. All written requests should be signed and dated by the complainant and shall contain at least the name(s) of the individual(s) involved, the approximate date(s) of the event(s) at issue and a detailed description of the actions constituting the alleged harassment or discrimination. Names, addresses and phone numbers of witnesses or potential witnesses should be included if possible.
3. Within three (3) working days after receipt of a signed complaint, the Dean will review the complaint to determine whether it describes the kind of harassment or discrimination which is prohibited under these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct. (In the event the complaint is made against the Dean, the President shall make the determination). If the complaint does not describe the kind of prohibited conduct the University investigates under the procedures, the complainant will be notified and will be referred to the appropriate process. If the complainant does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding whether the alleged misconduct is covered under these procedures, the complaint will be returned and the complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.
4. Within three (3) days of receiving a complaint or amended complaint, the Dean shall appoint an outside investigator to investigate the charges. The Dean shall send a copy of the complaint to the President and a notice of the complaint and these procedures to the respondent.
5. The outside investigator shall, within ten working days of the complainant's referral to the formal process, give the complainant an opportunity to meet with the outside investigator to review the nature of the complaint and identify the scope and nature of the investigation. If the complainant fails to meet with the outside investigator within a reasonable time (usually 30 working days); the investigation will continue based on the written formal complaint. Within ten working days of the meeting with the complainant (or

- 30 days as noted herein), the outside investigator shall give the respondent an opportunity to meet with the outside investigator to receive the respondent's answer to the complaint and to review with respondent the scope and nature of the investigation. Parties may inform the outside investigator of witnesses to contact and may present documents in support of their positions. Each party has the right to be aided or represented by an advisor (at their expense).
6. The outside investigator shall complete a full investigation. Prior to completing the investigation the outside investigator shall meet again with the complainant and the respondent, separately, to give an overview of the steps taken during the investigation, to ask complainant and respondent for the names of any other individuals the outside investigator should speak with and to request any additional information.
  7. After completion of the investigation, the outside investigator shall meet with the Dean who shall be responsible for reviewing the report of the outside investigator, making factual determinations, reaching a conclusion regarding the charges and recommending appropriate action if any.
  8. In the event the action is against the Dean, the President shall review as outline in #7. In the event the action is against the President, the investigator will present the complaint and report findings to the Chair of the Board of Managers for Board consideration and any final action.
  9. The investigation shall be completed within 90 calendar days of receipt of the complaint/amended complaint.
  10. Within 150 days of receiving a complaint, the following will be forwarded to the complainant and respondent:
    - a. Summary of the investigative report;
    - b. A written notice setting forth:
      - i. The findings of the outside investigator and the Dean/President as to whether harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical/mental disability did or did not occur with respect to each allegation in the complaint
      - ii. Description of actions to be taken, if any, to remedy any discrimination or harassment that occurred, and to prevent similar problems from occurring in the future
      - iii. Proposed resolution of the complaint
      - iv. Complainant's right to appeal
      - v. Respondent's right to file a written response to the findings of the Dean/President within ten working days of the receipt of the findings
      - vi. The investigation report shall be made available to all parties involved.

## **Appeal Rights**

If the complainant is not satisfied with the results of the formal administrative determination, the complainant may appeal the determination by submitting objections to the Board of Managers within 15 calendar days of receipt of the determination. Within 45 calendar days of receiving the appeal, a copy of the final Board decision shall be forwarded to the complainant, President, Dean, and respondent. The Board of Manager decision is final.

**Academic Freedom Grievance**

Students who are involved in an Academic Freedom grievance or concern are encouraged to make a complaint using the informal or formal procedures listed within. The process will be resolved using the procedures as detailed above in hopes for an efficient and fair resolution

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