Bradford University

Knowledge for Humanity®

Institutional Catalog

(Complete Volume)

2019-2020

Number One, Volume One

The Effective dates of this Catalog: January 1, 2019 to December 31, 2020

Main Campus/Administrative and Records Office Location:

Bradford University, 7251 Owens mouth Suite 11, Canoga Park, CA 91303

Web Address: www.BradfordUniversity.us

Phone: *818-796-5036,* **Email:** *information@BradfordCollege.us*

Location of Class Sessions: All courses at Bradford University are offered by distance and online using Bradford SIS/LMS platform. The University maintains an administrative office for the maintenance of all academic and institutional records.

"Notice to Prospective Degree Program Students"

Bradford University Copyright 2018

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 **October 11, 2019** and full accreditation by **October 11, 2022.***

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

Disclaimer

Bradford University reserves the right to change location and policy, adjust requirements, and revise the standards as described in this publication at any time without prior written notice.

Effective Catalog Dates

*The effective date of this edition of Bradford University Institutional Catalog is from **January 1, 2018 through December 31, 2018**. The University is required by the law to update its catalog annually. Any changes to the contents of this catalog during the year will be referenced with a number as a part of volume one. This catalog and all its contents, in print and digital format, are protected under the copyright laws of the United States and all international copyright laws.* This catalog is updated annually.

Bradford University's Catalog is the document of authority for all students. The program requirements listed in the Bradford University's Catalog supersede any information may be contained in any bulletin, web site, brochures, or other contents. The University reserves the right to change its policies, rules, regulations, requirements for graduation, course offerings and any other contents of this catalogue at any time.

Non-discrimination Policy

Bradford University does not discriminate on the basis of race, color, religion, national origin, gender, age, sexual orientation, or disability. Bradford University complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments
Act of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act; and all civil rights laws of the state of California. Accordingly, equal opportunity for employment and admission will be extended to all persons, and the institution will promote equal opportunity and fair treatment.

Bradford University is a private postsecondary provisionally approved to operate by The California Bureau for Private Postsecondary Education (BPPE).

Bradford University welcomes international students to apply and to enroll for its academic programs.

The University does not offer visa services to international students and does not provide any service related to F1 or M1 visa.

International students who maintain their student visa status at another institution are welcomed to enroll at the University for additional training.

*Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the **Bureau for Private Postsecondary Education (BPPE)** at:*

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-818
Web Site: www.bppe.ca.gov
Phone Number: (916)431-6959, Toll Free: (888)370-7589, Fax Number: (916)263-1897

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

A student or any member of public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

*The transferability of credits you earn at **Bradford University** is at the complete discretion of an institution to which you may seek to transfer.*

Acceptance of the certificate or degree, Executive Certificate in Information Security Management, Executive Certificate in Information Management, Executive Certificate in Project Management, or Master of Business Administration in Information Management, you earn at this institution are not accepted at the institution to which you may seek to transfer. If the credits, diploma, 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 course work at the 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 Bradford University to determine if your earned diploma or certificate courses will transfer.

*The University encourages and accepts international students for all its online/distance programs. **Bradford University does not offer any visa services to its students and does not vouch for student status.***

*All students including the international students must demonstrate their proficiency of English language. All communications, academic contents and instructions are online and in English language. Please refer to the requirements stated for each program. **Availability of Catalog and School Job Performance***

The institution's catalog and the school job performance (if applicable) to the public, the prospective students, and the current students is via pdf documents than can be downloaded from the institution's web site, the BPPE's web site, as well as been requested by email. Please contact the University's admissions to request your copy.

A Message from Our President

Welcome,

On behalf of all members of Bradford University Learning Community, I would like to welcome you to our distinguished institution. As a member of our learning community, you will acquire skills and competencies that will help you and our global community for years to come. Our mission at the institution is to offer educational programs and opportunities that will help our learners for life. Our programs and courses enrich our students' quality of life, help our graduates to improve their current profession and their decision-making opportunities, and educate our learners to be responsible and fair individuals who will have long-lasting and positive impacts on their lives, their family, their community, the humanity, and our planet with the high respect for global diversity and individual freedom and choice. With the best wishes for your academic success,

Michael Rahni, MBA, PhD

President,

Bradford University

About Bradford University

Bradford University is located in City of Canoga Park California, approximately twenty-five miles Northwest of City of Los Angeles. Bradford University is a DBA of Richfield Technology Corporation, a Domestic Corporation incorporated under the laws of the State of California.

Richfield Technology Corporation does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has never had a petition in bankruptcy filed against it under chapter 11 of United States Bankruptcy Code.

Richfield Technology Corporation is California Corporation dedicated to the global advancement of information technology. The corporation's founder and its staff bring years of successful course development and offerings in the field of information technology and management.

Bradford University is provisionally approved to operate as a private postsecondary institution by the State of California Bureau for Private Postsecondary Education (BPPE). "Approval to operate" means that the Bureau has determined and certified that an institution meets minimum standards established by the Bureau for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of its program. The University at this time does not accept international F1 visa students.

Mission Statement

Bradford University's mission is to serve the lifelong learning needs of its diverse global community members by offering academic and professional educational programs and research opportunities that will prepare our students to enhance their managerial and technical knowledge and skills based on their respected enrolled programs. Bradford University's missions is to offer quality and meaningful education and research, an efficient collaborative environment, a modern virtual learning setting, and information technology tools for making effective decisions that will improve the personal and professional lives of individuals in the global community they serve. The core elements of Bradford University's mission are to facilitate learning, collaboration, and research in our diverse and challenging global environment by utilizing information technology tools. Bradford University's mission is to prepare new generations of technology managers and critical thinkers for effective and ethical leadership, ready to act as global citizens in addressing international and national information, knowledge, and technological issues and needs across cultures.

Vision and Values

Bradford University values striving to improve one's life and to have positive an impact on the lives of others. We understand that to be able to achieve these noble goals, one must have access to knowledge and be able to use it effectively.

At Bradford, we are offering quality instructions that will improve our learners' knowledge and skills and assist them in utilizing information technologies that will optimally collect and enhance data and information and will make it available for effective decision-making.

We understand that the global challenges the organizations and societies face today can only be met by collaboration between the individuals who represent different communities and share their global vision with their fellow learners.

We strongly believe the educational contents must be available in a format that is accessible by the learnings across different communities and locations.

We promote respect for diversity and global citizenship. Through diversity, respect for human dignity and rights, and global interaction and cooperation, all will have an opportunity to improve their lives and the lives of others.

Our vision is to provide quality and affordable resources for our learners to assist them in pursuing their dreams by acquiring knowledge and skills that are on demand in their communities.

Bradford University's goal is to become a partner for life for our learners and graduates. We are thankful for the opportunity to help our students and graduates in pursuing their life dreams.

Our vision is to work with all of our community members to develop programs and courses that will enhance our learners' career competencies, decision-making abilities, and research skills. We value the input from our community leaders, employers, members of our advisory committees, and community of intellectuals and experts. We strongly believe through continuous and effective dialog between learners, faculty members, the University's governance, the University advisory and partners, and the community, we will be able to develop and deliver courses and programs that will provide academic, professional, and research advancement for our learners

We value privacy, learners' rights, and the availability of physical and virtual resources conducive to learning. We continuously strive to improve our learning resources, educational programs and courses, instructional contents, and delivery methods, global effectiveness, and assessment tools and techniques.

We value education and professional experience. Our faculty and staff possess the educational and professional background that will combine academic instruction and hands-on training with real-life examples and projects.

The vision of the University's graduate studies program is to assist working professionals possessing academic and professional experience in studying and conducting at graduate levels and to prepare them to meet the challenges of their global communities.

Mission and Purposes of Offered Academic Programs

The main mission and purpose of the University is to provide meaningful learning opportunities to its diverse community members. All programs offered at the University prepare the students to improve the quality of their personal and professional lives and the lives of individuals in the

communities they serve. The programs serve the needs of all of its student population in the following areas:

Help the students to improve their current work functions by acquiring new skills and competencies.

Help the students to improve their knowledge and skills and to make managerial and leadership decisions in areas of informational technology that will help their respective work and living communities.

Help the students to utilize information technology tools to improve their productivity and work efficiency.

Statement on Diversity and Global Citizenship

Bradford University is committed to promoting diversity and global awareness for the advocacy of peace and world welfare through knowledge and informational management. We welcome international students and are committed to serve a diverse multicultural body of students in an atmosphere that promotes pride, respect, and teamwork. Our students come from different ethnic and community backgrounds. All programs at Bradford University recognize the value of respect for diversity and global citizenship and cooperation. Our learning community provides a learning climate that recognizes the value of originality and diversity, the richness of diverse thinking and dialog, the value of offering alternative perspectives and solutions, and the effectiveness of developing focused instructional content that will serve the needs of individual learners and their respected communities.

Advisory and Community Partnership

At Bradford, we are committed to high quality academic training and meaningful research. We strongly believe that our global mission can be achieved through genuine partnership with the community leaders and progressive institutions.

Bradford advisory committees are comprised of community leaders, industry professionals, public officials, and community employers who formally meet at least once each year, and who may be called as needed to make recommendations to the University community.

The Bradford Partner University initiative provides great opportunities for institutions around the world to share their knowledge, resources, and expertise with other institutions with common goals and visions. The University is actively seeking educational and research partnership with other educational institutions worldwide.

Bradford Association of Information Executives brings Global executives and leaders around the world together to share their knowledge and organizational resources to advance their organizational objective and improve the lives of people who live in their community.

The Bradford Knowledge Club accepts membership from the community at large and offers technical and learning solutions tailored to the community's needs and demands.

Bradford's Community Leader Lecture Series provides a great opportunity for the University's learners to have personal dialog and knowledge-exchange meetings with the community leaders.

Bradford Global Center for Knowledge Management has been established to encourage interdisciplinary research in various areas of knowledge management, information services, and technical leadership to further serve the global business community by bridging quality research to the industry needs and challenges. Bradford Alumni Association offers great opportunities to the institution's former learners to share their success stories with their fellow graduates and current students.

Bradford's President Circle brings local community leaders together to share their knowledge and resources and to offer recommendations and advice for life quality improvements.

Bradford's advisory and community organizations all provide valuable input and recommendations in areas of global direction and strategic planning, career development and occupational training, facility and infra-structure, admissions and graduation requirements, program and course contents and assessments, academic and community research, instructional resources, and other important issues related to improving the University's educational and research programs and functions.

Physical and Virtual Facilities

Bradford University maintains its administrative office in the City of Canoga Park, California. The University's virtual infrastructure is located on the shared and dedicated servers which are located in the in the contacted virtual and cloud spaces outside its physical facility. All digital records and contents have local backup in the University's administrative office. The Bradford University virtual campus utilizes state-of-the-art technology hardware and software to assist its students' learning process and instructional technology needs.

The University facilities and equipment fully comply with Federal, State, and local ordinances and regulations including Accessibility, Building, Fire, and Health/Safety.

All University facilities and resources including library, SIS/LMS platform, student and administrative records are only available virtually online. The University does not have any classroom, physical library, or any other physical resources in its campus. The University maintains a small administrative office for maintenance of the records as required by law. Students must possess their own computer and access to The Internet.

Bradford University Virtual Library and Resources

The Virtual Campus: *All lectures, webinars, and live class sessions are offered through the University's SIS/LMS. Admitted students will receive an access code prior to start of each course.*

Information Technology Support Center: *All information technology services to the students, and faculty is provided by the institution's information manager as well the contracted SIS/LMS service provider online.*

Virtual Library and Media Center: *The University has virtual library and media center available to all its community members. The learners have access to thousands of e-books, training software and videos, as well as other online tools to enhance their learning experience.*

Broadband and the Internet Access: *The facility is internet and network ready with high broadband capacity provided by reliable telecommunication services. Wireless access is provided throughout the campus via commercial firewall-router devices.*

Bradford University SIS/LMS Portal: *Student access, all academic contents, and course are available on the SIS/LMS platform and backed up on the University secured servers*

E-mail server and e-mail accounts: *The University maintains a state-of-art campus e-mail exchange server. The server is secured and maintained by the University information technology specialist via contracted services.*

Online educational content and reference environment: *The institution has utilized a number of online content services for all students who taking onsite and online courses. These services provide on-campus and off-campus access to a large number of academic and professional contents and data stores.*

Data and File Security: *All important physical files in print formats are stored in a secured and fireproof vault located in the admissions and records office with a backup depository in an out-of-campus facility. All digital files are securely located on the servers in the admissions and records office with the backup securely stored on the contracted servers outside the campus.*

Student Services:

Bradford University is committed to work with the students with all necessary services, resources, and advisement to ensure their success with their academic education.

All student support services are provided through the LMS platform. The University's staff are available to provide support to the students regarding their access and work with the institution's learning platform, registration, and other support services.

Hours of Operation:

The University's administrative office is available during business hours as posted. The current hours of operation are from 9:am PM (Pacific Time) to 5:00 PM (Pacific Time). All administrative and student support services are available online and according the posted schedule during the University business hours. The virtual services are available 24/7 and can be accessed by the students at any time.

Holiday Calendar:

Bradford University observes the following holidays:

Day before New Year's Day	*Labor Day*
New Year's Day	*Thanksgiving*
Presidents' Day	*Friday following Thanksgiving*
Memorial Day	*December 24*
Independence Day	*December 25*

Housing Information:

Bradford University does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities. The University does not provide housing assistance services to the students. All programs offered at the University are offered online and are non-residential.

Academic Calendar:

Bradford University academic calendar is made of six eight-week terms. The following is a typical academic calendar for the institution:

Term	Semester	Period
One	*Fall (A)*	*September/October*
Two	*Fall (B)*	*November/December*
Three	*Winter*	*January/February*
Four	*Spring (A)*	*March/April*
Five	*Spring (B)*	*May/June*
Six	*Summer*	*July/August*

Language of Instruction

The instructional language at Bradford University is English. Students applying to all programs offered at the University must demonstrate English language proficiency before admission to their respected applied program.

Academic Programs

Academic Freedom Policy

Bradford University is dedicated to the holistic development of students and to the production of graduates who can anticipate and respond effectively to the changing world, the University affirms the vital role of diverse perspectives in helping students to develop their own knowledge and their ability to evaluate knowledge claims critically. The administration, faculty, staff and students share responsibility for fostering a climate that is favorable to the free exchange of ideas and to the examination of conflicting ideas and interpretations using generally accepted disciplinary standards of inquiry. Freedom of speech and expression extends to all members of the academic community, subject to commonly accepted constitutional limits on speech that is libelous or slanderous, incites violence, or discriminates against or harasses others.

Academic freedom is essential to the integrity of intellectual inquiry and scholarly criticism, to the dissemination of knowledge, and to the search for truth and wisdom. It is the foundation upon which the all of the intellectual activity of the University rests. Faculty members are free to pursue scholarly interests without fear of censure, discipline, or reprisal. This freedom extends to the display, publication, and performance of creative work. Faculty may speak freely on all matters of University governance, and may speak, work, or act as an individual in the public arena without fear of institutional discipline or restraint.

The Academic Programs Organization

Bradford University's organization structure and operations has been planned and established to offer a number of academic programs in an effective virtual delivery format and LMS platform. In order to facilitate the learning progress and to ensure students' academic success, the institution has developed and executed a comprehensive strategic plan that will accommodate

Bradford University Non-Resident Distance/Online Academic Division

Distance Certificate Programs

Executive Certificate in Information Security Management

Executive Certificate in Information Management

Executive Certificate in Project Management

Distance Academic Degree Programs

Master of Business Administration in Information Management

Organization, Delivery, and Format

Bradford University Distance/Online Academic Division programs are offered all through the University's SIS/LMS platform. The programs in this division do not require in class attendance by the students. All lectures, coursework, communication. Knowledge sharing, discussion, collaboration, and other activities related to the program and the courses are conducted via a learning management learning system platform.

At Bradford, all distance/online courses are taught and managed by qualified faculty members who have documented experience and qualifications in teaching distance/online classes. The online professors interact with a student of a group of students by utilizing telecommunication tools and through an effective learning management software.

Bradford University has strategically selected Sycamore SIS/LMS, platform is recognized as the platform of choice a global leader in online learning platform. In addition, based on the availability of online contents by the publisher of the textbook and the online course contents as well as the professor's contributions to the course contents' shell, the publishers' contents are integrated into the platform. This model provides the most effective method of distance educational delivery available in higher education.

Documents and other academic work developed by the students are all prepared in digital format, and are uploaded and shared according to the instructor's guidelines and platform specifications. Selected documents are shared and will be available in the University archive and for knowledge sharing for effective academic enhancement.

The Method of Instruction:

All academic and certificate programs at the University are offered in the following format:

All course and research work are done online using Bradford University SIS/LMS platform. This format does not require campus residency or onsite class attendance.

Online Readiness Assessment Requirements

All prospective students who plan to enroll in Bradford University Distance Learning Programs/Courses must successfully take an online readiness assessment test. The test is free to all prospective students and its access can be requested from the admissions office.

Bradford University Copyright 2018

To find out if you have the technical and student skills necessary to succeed with online learning, take the Online Learning Readiness Assessment. Upon submission, you will be provided with feedback based on your results.

The distance learning student system, software, and the internet connect requirements

The minimum client/student side system and software requirements for the distance/online courses are:

a. *PC or Mac Workstation (Mac with dual operating system) with Windows XP, Windows 7, or Windows 10.*

b. *Internet Explorer 7 or higher (please contact the information technology manager if you plan to use any other browser)*

c. *A minimum processing speed of 1.8 MHZ and 2 GB RAM memory*

d. *An Internet Connection (via Dial-up, ISDN, DSL, cable, or satellite modem)*

e. *A productivity software preferable Office 2010 ,2013, or Office 2016. Students who have Open Office can use the program due to its compatibility with Microsoft Office documents.*

Program Enrollment Process

All students must take and successfully pass the test which indicates their knowledge and ability to take online courses. All students will be required to acknowledge their access to the Internet and the required hardware. Students who fail the online readiness test must successfully complete a free online course and review the online course guideline before retaking the test.

Evaluation of Foreign Transcripts

The process of evaluating the prior academic coursework/transcript is handled by the academic dean or the designated evaluation committee via the admissions and registrar offices. Transcripts from foreign institutions is recommended to be reviewed and evaluated by an accredited member of the National Association of Credentialing Services (NACES) are generally accepted as the proof of prior academic work.

You can visit www.naces.org/members.htm for a list of approved agencies. In order to facilitate the verification and authentication of the foreign transcripts, it is highly recommended that all transcripts be sent to the University registrar and admissions offices directly from the attended institutions.

All transcripts submitted to the admissions and registrar offices will be evaluated for validation and transfer approval evaluation. Any foreign transcript and diploma submitted by students for

degree equivalency evaluation is subject to a non-refundable processing and evaluation fee of two hundred fifty dollars prior to processing and evaluation.

Admission Policies, Procedures, and Process

Students applying to Bradford University's programs must have a strong academic profile and coupled with impressive prior personal and professional achievements. The following admissions criteria must be met before an applicant will be considered for the admission to any program:

    a. *Completion, submission, and approval of the application form and the supporting documents including the payment of the required fees.*

    b. *Possession of a high school diploma. Submission of official high school transcripts from a state approved high school or its equivalent. High school diplomas earned outside the United States must be evaluated and approved by Bradford University Admissions Office before admission to any program.*

    c. *Proficiency in English evidenced by one of the following:*

    d. *70% or above passing score on Bradford University English Placement Test.*

    e. *A score of 600 or above on The Test of English as a Foreign Language (TOEFL)*

    f. *High School Diploma or a minimum of one-year University education at an institution with English as its official instructional language.*

    g. *Payment of all necessary fees according to Bradford Tuition and Fee Schedule.*

Admissions Policies, Procedures and Process:

Bradford University's admissions office will make the final decision on accepting or rejecting an application for the program. All prospective students will be provided with the University's institutional catalog prior to admission and enrollment. The catalog is available for download on the University's web site and will be sent to the prospective student upon request.

After receipt and verification of the application and all the supporting documents, the admissions office completes the following process:

    h. *Document Receipt and Acknowledgement: After all documents are received, the admissions office will notify the applicant by e-mail or postal mail.*

    i. *Document Verification and Validation: At this stage all documents will be verified, evaluated, and validated by the admissions office. The applicant will be communicated for any additional information or requirements.*

Bradford University Copyright 2018

j. *Application Review and Decision: The applicant's completed application file will be forwarded to the admissions committee headed by the academic dean or his representative. The committee will make the final decision on the acceptance or rejection of the application. The applicant will be notified by the admissions office of his/her admissions status*

k. *The applicants notified of their admissions will finalize their program registration by completing the enrollment and registration form and by submitting the tuition and fee for their enrolled program.*

l. *A maximum of 20% of courses completed at other BPPE approved or accredited institutions may be approved for transfer to the admitted program. The University's academic dean must approve the transferrable courses. The courses petitioned for transfer must be determined by the Academic Dean to be equivalent in contents and level to the courses for the enrolled program and have been earned a minimum of C (70%) or higher to be eligible for transfer.*

m. *As a newly provisionally approved institution, the University does not have any transfer or articulation agreement with any other school at this time.*

n. *The University does not accept the courses earned through challenge exams and achievement tests. All students admitted must have a high school diploma or a bachelor degree as required for each academic program.*

o. *Bradford University requires that all admitted students have a high school diploma or a General Equivalency Diploma (GED) certificate. Bradford University does not admit applicants without a high school diploma or GED. The University does not award credit for prior experimental learning. The University does not charge for assessing the completed courses petitioned for transfer.*

Potential students should contact Bradford University by visiting the institution and meeting with an Admissions Representative. The representative will give the prospective student a tour of the campus, provide detailed information regarding the school's educational programs and student related policies, discuss the applicant's qualifications and previous education, and assist him/her in determining the best way to meet his/her educational and career objectives. The applicant will also meet with a Financial Services representative to discuss tuition and possible financing.

All potential students must take an English Placement Test and a School Entrance Test and pass it with a minimum score as recommended by the test developer. All potential students must be interviewed by an Admissions Representative.

Handicapped students are encouraged to call for an appointment prior to visiting the school.

The University will make proper arrangement to meet the students in a handicap-friendly facility.

All online contents meet the required accessibility requirements in their design and access.

Evaluation of Foreign Transcripts

The process of evaluating the prior academic coursework/transcript is handled by the academic dean or the designated evaluation committee via the admissions and registrar offices. Transcripts from foreign institutions is recommended to be reviewed and evaluated by an accredited member of the National Association of Credentialing Services (NACES) are generally accepted as the proof of prior academic work. You can visit www.naces.org/members.htm for a list of approved agencies. In order to facilitate the verification and authentication of the foreign transcripts, it is highly recommended that all transcripts be sent to the University registrar and admissions offices directly from the attended institutions. All transcripts submitted to the admissions and registrar offices will be evaluated for validation and transfer approval evaluation. Any foreign transcript and diploma submitted by students for degree equivalency evaluation is subject to a non-refundable processing and evaluation fee of two hundred fifty dollars prior to processing and evaluation.

Students admitted to Bradford University are required to complete an orientation workshop about the University's policies and procedures related to safety, security, sexual harassment awareness, academic honesty, student conducts, academic freedom, and student's privacy rights as well as academic records keeping policies and procedures.

Bradford University informs applicants of their acceptance/denial once the enrollment agreement and the above items are completed and/or provided. If the school does not accept an applicant, Bradford University refunds all fees paid by the applicant.

Credit Evaluation and Acceptance Policy

Bradford University is committed to provide meaningful learning opportunities for all of its students. Students who have completed courses similar to the courses offered at the University for their enrolled program, are provided the opportunity to petition their request for credit evaluation and approval toward their enrolled program based on the following conditions and criteria:

The maximum number of credit units/ hours accepted toward any certificate or diploma program at Bradford University 20% of all required credit units/hours. Only courses completed at another BPPE approved or accredited institution will be accepted if the academic dean determines that the course duration and contents in similar to the required course in the program.

Courses completed in foreign institutions must be evaluated by the academic dean before consideration for credit transfer approval.

No challenge examination is given courses in Bradford University's certificate or diploma programs.

Awarding of Credit for Prior Experiential Learning

Bradford University does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its programs.

Financial Aid and Assistance

Bradford University is not participating in any federal or state financial aid program. Students who wish to apply for private financial assistance and loan must search for financial assistance and loan services and providers outside the University. The University is not affiliated with any private loan or assistance services and does not have information about their services.

In order to help the students with their tuition and fees, Bradford University, will accept monthly tuition payments for each program according to the following terms and conditions:

All tuition and fees due must be paid before the completion of the enrolled program.

The monthly tuition payment must be paid no later than the first week it is due. There is a 5% late fee charge for each late monthly tuition installment payment.

The entire tuition and fees can be paid before graduation with no interest charges.

No transcript of certificate/diploma will be issued till all the remaining balance of tuition and fees are paid.

Students that are behind in their monthly tuition installment payments for more than sixty days will be dropped from the program and their remaining balance will become due immediately. The account may be assigned or transferred to a collection agency or third-party entity for collection. Interest charges, legal and filing fees, and other collection fees will be added to the remaining balance of the tuition.

Policy and Standards for Academic Progress and Achievement

Bradford University recognizes its obligation to ensure that enrolled students have the ability to successfully complete their program. To successfully complete a course and the respected enrolled program. The students must comply with the satisfactory academic progress requirements established by the University described in this catalog. The core elements of the policy include the following:

Satisfactory completion of each course and all the courses required for each certificate or diploma program.

Satisfactory attendance.

Compliance with all the University's policies and procedures including academic and student conduct policies.

Scholastic and Academic Performance Standards

1. *The University's grading system for each subject in all programs is as follows:*

A   =   90% - 100%   4.00   =   Excellent

B   =   80% - 89%   3.00   =   Good/Average

C   =   70% - 79%   2.00   =   Passing

D   =   60% - 69%   1.00   =   Poor

F   =   00% - 59%   0.00   =   Fail

P/F   Pass / Fail   =   Credit/No Credit

I   =   No Points Assigned   =   Incomplete

W   =   No Points Assigned   =   Withdrawal

General Grading Guidelines

"A" = clearly stands out as excellent performance. Definitively completes all the course requirements in a superior fashion, has unusually sharp insight into material and initiates thoughtful questions, goes beyond the basic requirements of the course by incorporating additional research, sees many sides of an issue, articulates well, and writes logically and clearly; integrates ideas previously learned from this and other disciplines/courses and anticipates the next steps in the progression of ideas.

"B" = Clearly completes all the course requirements in a professional way, grasps subject matter at a level considered to be good to very good, is an active listener and participant in class discussion, speaks and writes well, accomplishes more than the minimum requirements, and produces work in and out of class that is of high quality.

"C" = Demonstrates a satisfactory comprehension of the subject matter, accomplishes only the minimum requirements, displays little initiative, communicates orally and in writing at an acceptable level for a graduate student, and has a generally acceptable understanding of all basic concepts.

"D" = Quality and quantity of work in and out of class is below average, unsatisfactory and barely acceptable.

"F" = Quality and quantity of work in and out of class is unacceptable.

Bradford University Copyright 2018

Note: To remain in good standing, a degree student must maintain a minimum cumulative GPA of 2.0 or higher.

I, Incomplete (Incomplete is given with the instructor approval for extension of time to complete the remaining requirements of a course. The incomplete must be initiated and approved by the registrar office. Any incomplete course must be completed in no more than of one tri-semester after its approval.)

W, Withdrawal (W indicates that the student was withdrawn from the course either by his/her request or by the registrar's office. A grade designation of W indicates that the student has attended and then subsequently withdrawn from a course after the end of the Add/Drop period and prior to completing 80% of the scheduled clock hours for the course. A student who withdraws from a course after at least 80% of the scheduled clock hours in a course have passed receives an F.

The credit designation of W does not contribute to a student's cumulative GPA, and the student receives no semester credit units toward his/her degree completion requirements. Semester credit units will count toward the total number of credits attempted. Credits attempted count toward determining full- or part-time academic status.

NC, Non-credit is given for any graduate course enrolled by students for the purpose of personal and professional knowledge enhancement. The courses taken as no-credit are not qualified for credit unit's designation and will not count toward any degree or certificate program at the University. The transcript issued for the classes taken as NC (non-credit) will show that the courses were taken as non-credit. A certificate of achievement will be issued for the non-credit course(s).

Grade Point Average (GPA) Calculation

A "weighted grade point average" is computed by assigning a numerical value of 4, 3, 2, 1, or 0 to the letter grade of A, B, C, D, and F respectively; then multiplying the numerical value of each grade by the number of credit units for each course completed to determine grade units. The total number of grade units is then divided by the total number of completed credit units to determine the weighted grade point average.

An "F" (Failing) grade which is repeated will remain on the transcript but will not be factored into the weighted grade point average. The new grade for the repeated course will be factored into the weighted grade point average.

A "W" (Withdrawal) grade or an "I" (Incomplete) grade will not be factored into the cumulative grade point average but will be used in the computation of credit units attempted.

3.   Interruption/Termination due to Unsatisfactory Grade or Progress—Students must maintain a cumulative GPA of 2.0 ("C" or 70%) or better to maintain satisfactory progress. Students whose GPAs fall below 2.0 is placed on academic probation. Students will be

required to attend make-up classes or tutoring to assist them to attain the minimum GPA. Students have one tri-semester (eight weeks) to attain the required minimum 2.0 GPA; otherwise, they will be terminated due to unsatisfactory grade or progress.

Clock-Hour/Semester Credit Unit System

Bradford University Diploma and Certificate Non-degree programs are approved based on the total clock hours of each program. The University has defined and converted the clock hours in semester credit hours. The school has adopted United states Department of Education definition of semester/unit hours. Each tri-semester unit is 15 hours of faculty instructed hours, 30 hours of faculty supervised lab and 30 hours of document project/assignment work outside the class hours.

30 Attendance Standards and Policies

Attendance – Students must attend online classes according to their established schedules. Frequent tardiness and unexcused absences are cause for placing a student on probationary status. To be considered for graduation, the student must complete a cumulative attendance of 70% of the required number of clock hours in the program. Students whose cumulative attendance fall below 70% will be placed on probation and are allowed a maximum of 60 days to bring their cumulative attendance to 70%. If 70% attendance is not achieved at the conclusion of the probationary period, students will be terminated, or, if mitigating circumstances are presented, they will be placed on active suspension for up to 30 days to be given the opportunity to either attain a cumulative 70% attendance or be terminated.

***Absences**—Absences will be considered as excused under valid reasons substantiated in writing and at the discretion of the University president.*

***Tardiness-** Tardiness is a disruption of a good learning environment and is discouraged. Excessive tardiness or leaving early may be cause for placing a student on probationary status.*

Interruption for Unsatisfactory Attendance—Students with four (4) unexcused absences in any class will receive a written notification of academic probation for a period of one month.

***Termination due to Unsatisfactory Attendance-** Students who did not comply with the terms of their probationary status due to attendance infractions will be terminated. Students with 21 consecutive calendar days of unexcused absence will be withdrawn from the school.*

***Make-up Work/Time -** Any regularly scheduled class hour that is missed may require make-up time. Missed work assignments will be required to be made up within thirty (30) school days. Students should see the instructor or director of the program for make-up procedure.*

***Leave of Absence (LOA) –** A written request for a leave of absence will be considered, and the School Director or Assistant School Director may grant such leave to students for bona fide reasons. A maximum of 60 days leave of absence may be granted. The student will be withdrawn upon failure to return to school on the scheduled date.*

Re-Entry Procedure—any student wishing to re-enter Bradford University must first obtain an approval from the School Director. Additionally, students who were dismissed or terminated must present a written appeal demonstrating evidence that the conditions, which caused the dismissal/termination, have been rectified before re-entry shall be considered.

If a student is terminated for being in non-compliance of financial obligations, the previous account balance must be settled first and/or payment arrangements should be made before the student is officially reinstated.

Course Incomplete—Students have one tri-semester to complete the requirements of an Incomplete grade; otherwise, they will receive an F (Fail) grade. Students whose programs require externships must clear their Incomplete grades prior to the commencement of their externship training.

Course Repetitions—In the event of a repetition of a course, the higher of the two grades obtained will be counted.

Non-credit Remedial Courses—the school does not offer non-credit remedial courses.

PROBATION AND DISMISSAL/TERMINATION POLICIES

Students who do not meet the minimum requirements for satisfactory academic progress or satisfactory attendance will be placed on probation. If during the next 30 days following being placed on probation status, the student achieves a minimum cumulative grade point average of C or better when under academic probation, or maintains a cumulative attendance of 70% or better when under attendance probation, the student will be removed from probationary status.

Bradford University reserves the right to dismiss any student who is not meeting satisfactory academic progress or whose attendance, academic grades, financial standing, or personal behavior does not comply with the school standards, regulations, and rules. Students who have been dismissed or terminated can submit an appeal in writing and the mitigating circumstances must be well documented. The student can present his or her and the school will observe the Appeal Procedures and the Student Grievance Procedures.

REPEATED COURSES AND MAKE-UP WORK

Students have the option to repeat a module in which a grade of "C" or less was earned in order to improve his or her grade point average. The higher of the two grades will be considered in the overall GPA calculation.

PROGRAM WITHDRAWALS

Students must submit a written request to the Student Services Department for processing a withdrawal. The request must be approved by the School Director. Once the withdrawal has

been approved, approval must also be directed to the Financial Department to complete the withdrawal process. After the process has been completed, a grade of "W" will be awarded for the current module. A student can only withdraw once per program.

GRADUATION REQUIREMENTS

To graduate a student must have a cumulative minimum grade point average of 70% ("C" or 2.0) or better, successfully complete each module with a minimum grade of 70% (C) or better, maintain at least a 70% attendance ratio, fulfill all other requirements stated in this catalog, and be in good financial standing with the school. Please reference the requirements under the respected program. Upon graduation, a Diploma shall be awarded within 30 days from the date of program completion.

ACADEMIC APPEAL PROCEDURES

A student can appeal an unsatisfactory progress classification to the School Director by explaining in writing any extenuating circumstances relevant to the situation. The School Director will evaluate the circumstances presented by the student upon appeal and will respond in writing. If it is determined that the student's circumstances warrant exception, the student will be placed on probation.

RETENTION OF STUDENT RECORDS/RIGHT TO PRIVACY

The Federal Right to Privacy Act (FERPA) of 1964 enables all students to review their academic records, including grades, attendance and advising reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission from the student. Pursuant to 94900(b) of the Code and 71930(b)(1) of the Regulations, the institution is required and will permanently retain student transcripts. Graduates can review their records during regular business hours by appointment. Copies of transcripts are made available to students at a minimal charge. Receipt of written consent from the student is required before records are released to a third party.

STUDENT ACADEMIC ADVISING

Academic advising is available for all students while attending Bradford University. Academic Advisement is provided at no cost by qualified faculty and staff members online

SMOKE FREE, DRUG AND ALCOHOL-FREE POLICY

Bradford University promotes, encourages and, maintains a smoke-free, a drug-free, and alcohol-free institution. As such, all students, staff and faculty members are required to sign a campus smoke free and drug-free statement prior to enrollment or employment.

STUDENT GRIEVANCE PROCEDURES

Students are encouraged to settle disputes, misunderstandings, and complaints amicably with the other person involved. Students may file a complaint by communicating verbally or in writing to any teacher, administrator, admissions personnel, or counselor. If a student delivers the complaint verbally and the complaint has not been resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the student to submit a written complaint to the Student Services Department. The institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the institution shall provide the reasons for the rejection. Complaints that are not resolved by the Student Services Department to the satisfaction of the student should be directed confidentially, in writing by the student, to the Assistant School Director. The student may also make an appointment with the School Director for final resolution.

***Definition:** A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant.*

***Steps towards Resolution:** Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the Assistant School Director. Resolution shall be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Student Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure.*

***Procedures for Official Hearings:** If informal recourse fails to resolve the grievance within a reasonable time after filing, the School Director will schedule a Student Grievance Committee meeting. The voting members of this Committee shall be comprised of the School Director, the Director of Student Services, and one faculty member who are a current or former instructor of that particular student.*

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such qualified members may make recommendation, as appropriate, for disciplinary actions or for changes in policy to the appropriate administrative officials.

***Recourse after Hearing:** A student can at any time write or call*

Bureau for Private Postsecondary Education (BPPE),

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95798-0818

Phone Number: (916)431-6959, Toll Free: (888)370-7589, Fax Number: (916)263-1897

Web Site: www.bppe.ca.gov

Complaints should be made in writing and mailed, faxed, or emailed to the Bureau. The letter of complaint must contain the following:

1. *A detailed description of the problem(s);*

2. *The approximate date(s) that the problem(s) occurred;*

3. *The full name(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;*

4. *Evidence demonstrating that the institution's complaint procedure was followed prior to contacting BPPE;*

5. *The name and mailing address of the complainant.*

6. *In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded (e.g., the student's enrollment agreement, correspondence between the student and the institution, or school catalog).*

Bradford University maintains a Complaint Log documenting name of complainant, date of complaint, date of resolution, and staff member responsible for resolving the issue.

CONDUCT POLICY

Students shall at all time when on the school premises conduct themselves in an orderly and considerate manner and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for dismissal. The following standards are presented for students to observe while in attendance at Bradford University:

1. *Willful disobedience to directions of school officials acting in the performance of their duties.*

2. *Dishonesty, such as cheating or knowingly furnishing false information.*

3. *Forgery, alteration, or misuse of school documents, records, or identification.*

4. *Obstruction or disruption of classes, administration, disciplinary procedures, or authorized school activities.*

5. *Dress Code and Behavior: Bradford University is a professional career institution, and students are working professionals who are preparing to advance their position or to*

continue their education in a higher learning institution. It is recommended that students will groom, attire, and behave in a professional manner consistent with standards of the workplace during on-campus visit and presentations. This includes cleanliness in dress and personal hygiene. Appearance is vitally important in the technical and business world.

6.   *Illegal Drugs: The use or sale of non-prescription, "controlled substance" drug(s), including but not limited to marijuana, cocaine, stimulants, and anti-depressants, will not be tolerated at Bradford University or at any school sponsored function off campus. Any student believed to be under the influence or in possession of a non-prescribed "controlled substance" drug will be temporarily prohibited from attending classes pending investigation of the incident. Should it be determined that the student was under the influence, in possession, or involved in the purchase and/or sale of controlled substances while on or off the premises, will be dismissed. Should it later be determined that the student was not involved, he or she will be reinstated and lost class time will be added to the normal completion date.*

7.   *Food and Drinks: No food or drinks are allowed on the school premises.*

8.   *Cell Phones, Pagers, and Electronic Devices: As a courtesy to the other students and to the instructor, all cell phones must be deactivated (in silent mode) while class is in session.*

Grounds for Disciplinary Action—a student may be suspended, placed on probation, or dismissed/terminated for:

1. *Falsification of previous educational status on the Enrollment Agreement.*

2. *Failure to obtain satisfactory academic and attendance progress as specified in this school catalog.*

3. *Failure to fully pay the program costs as agreed in writing.*

4. *Destruction or damage to any property of the school (the student will also be liable for repair and/or replacement of any damaged property).*

5. *Any unlawful or improper conduct (including but not limited to the unlawful possession, use, or distribution of illicit drugs or alcohol), conduct contrary to the best interests of the Institution, or any conduct that discredits or mars the Institution or its reputation.*

6. *Disruption of normal classroom discipline or any act of insubordination.*

7. *Breach of any term of the Enrollment Agreement or this catalog.*

8. *Cheating or dishonesty, such as during examinations, etc.*

All disciplinary matters will come before the Student Grievance Committee, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, dismissal of the student, probation, suspension for a particular length of time, or other appropriate action.

Leave of Absence Policy

Bradford University recognizes the fact that emergencies happen and students may be called to service and jury duties. Furthermore, the student may have to temporary disrupted his/her University studies for other important events like illness, pregnancy, and the care of family members.

All students who plan to take a leave of absence must inform and get the approval from the registrar office. The registrar may require documentations that will justify the petition. The maximum time allowed for any such leave of absence cannot be longer than 50% of the duration of the enrolled program. The student must indicate in his/her petition for leave of absence the reason and departure and return dates. No additional tuition or fees will be imposed for an approved leave of absence. Any unapproved leave of absence will result in the termination of the student from the program. The re-admission must be approved by the academic dean and may result in additional tuition and fees due to the changes required to adjust the program. The student who takes a leave of absence must be informed that after his/her return; he/she may have to wait for an available class based on the extended time period.

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

Cancellation

For all online certificate and degree programs, the student has the right to cancel his or her agreement for a course of instruction including any equipment, until midnight of the 11th. business day after the day on which the student did any of the following: a) attended the first session of the enrolled online class of the program of instruction that is the subject of the agreement, b) received a copy of the notice of cancellation, c) received a copy of the agreement and disclosures as required by subdivision (a) of Section 94859, whichever is later.

Cancellation shall occur when the student gives written notice of cancellation to the school at the address shown on the cover page of this catalog. He or she can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The student will be given two notices of cancellation forms to use at the first day of class, but he or she can use any written notice that he or she wishes. If the school has given the student any equipment, including books or other materials, he or she shall return it to the school within 30 days following the date of his or her notice of cancellation. If the student fails to return this equipment, including books or other materials in good condition within the 30-day period, the

school may deduct its documented cost for the equipment from any refund that may be due to him or her. Once the student pays for the equipment, it is his or hers to keep without further obligation.

If the student cancels this Agreement, the school will refund any money that the student paid, less any deduction of equipment not timely returned in good condition, within 30 days after his or her notice of cancellation is received.

Withdrawal/Termination from Course

The student has the right to withdraw from a course of instruction at any time. Students must submit a written request to the Registrar for processing a withdrawal. The request must be approved by the Student Services Director. A student can only withdraw from his or her course once per program. A grade of "W" will be recorded in the student's transcript and the semester units will be used in the computation of units attempted.

If the student withdraws from the course of instruction after the period allowed for cancellation of the agreement or he or she is terminated, the school will remit a refund less a registration fee, if applicable, not to exceed $100 within 30 days following his or her withdrawal. The student is obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount the student paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which he or she has not received but for which he or she has paid, and the denominator of which is the total number of hours of instruction for which he or she has paid. If the student obtains equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of his or her withdrawal, the school shall refund the charge for the equipment paid by him or her. If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the school may offset against the refund the documented cost to the school of that equipment. The student shall be liable for the amount, if any, by which documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, the student will never be charged for more than the equipment charges stated in the contract.

IF THE AMOUNT THAT THE STUDENT HAS PAID IS MORE THAN THE AMOUNT THAT HE OR SHE OWES FOR THE TIME HE OR SHE ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT THE STUDENT OWES IS MORE THAN THE AMOUNT THAT HE OR SHE HAS ALREADY PAID, THEN HE OR SHE WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

If the student withdraws per California Education Code, Section 94820 prior to completion of the course he or she is enrolled in, a refund will be made of the unused portion of the tuition. The amount charged to the student shall not exceed the pro rata portion of the total charges for

tuition. The calculation is based on the length of the completed portion of the course relative to its total length.

Eligibility for Licensure

None of the certificate or degree programs at Bradford University qualify the students for California State licensure. Due to the variations and the types of licensure requirements at state and federal levels, please check the appropriate agency to find oud if they would accept the course and programs you have completed at the institution. None of the programs currently offered at the institution lead or meet the eligibility for any state or federal licensure.

None of the programs offered at the institution have been designed or intended for job placement of state licensure.

Statement of the institution's Accreditation Status

Bradford University's certificate and degree programs are not accredited by an accrediting agency recognized by United States department of Education.

The University is in its initial step to seek accreditation by a nationally recognized Accrediting Commission. Generally, the accrediting commissions only consider the application by any institution who has graduated a minimum number of students from its programs and has certain number of currently enrolled online students. The institution plans to achieve accreditation candidacy in two years and full accreditation in five years.

Important note to all prospective students:

A. The graduates for the certificates or the degree program earned at Bradford University will not be eligible for the applicable licensure exam in California or any other state.
B. All certificate and degree programs at Bradford University are unaccredited. A degree from an accredited institution is not recognized for some employment positions including the positions with the State of California.
C. A student enrolled at unaccredited institution like Bradford University is not eligible for federal financial aid.

Review of and Return of the Student's Course Work Policy

1. All coursework by distance/online students will be return in no later than 72 hours.
2. Online faculty members are required to interact with online students a minimum of three times per week
3. All the work submitted and returned will be digital and via the institution's E-Learning portal.

SCHEDULE OF TOTAL CHARGES (CERTIFICATE PROGRAMS)

Program	Tuition Fee	Registration Fee (Non-Refundable)	Technology Access Fee	Total including eBooks
Information Security Management Certificate 18 Semester Units	Total $3,600 $200.00, Per Semester Unit	$100	$500	$4,200
Information Management Certificate 18 Semester Units	Total $3,600 $200. 00, Per Semester Unit	$100	$500	$4,200
Project Management Certificate	Total $3,600 $200. 00, Per Semester Unit	$100	$500	$4,200

SCHEDULE OF TOTAL CHARGES DEGREE PROGRAM (MBA)

Program	Total Tuition Unit Cost	Registration Fee (Non-Refundable)	Technology Access Fee	Total including e-books
Master of Business Administration (MBA) in Information Management 36 Semester Units	Total $7,200 $200, Per Semester Unit	$100	$500	$8,000

PAYMENT METHODS AND TERMS OF PAYMENT

Payment for an enrolled program can be made either by paying the total tuition or by payment of the tuition and fees for courses enrolled in each trimester. The University does not charge any interest for the courses enrolled and not paid for. The enrolled for each trimester is

conditioned upon the advanced payment of the tuition and fees for the courses the student plans to take during the upcoming trimester.

REGISTRATION, TESTING, AND OTHER FEES

Registration for any course or program is a non-refundable fee of $100.   Bradford University does not sponsor any testing with any testing agency. Bradford University students will be admitted based on the results of a language placement test.

FEES FOR PROGRAM/COURSE CHANGE AND SPECIAL FEES

Students who transfer from one program or course to another may do so upon approval from the University President. Students are given financial credit for monies already paid, but will be charged additional fees if the number of units for the new program or course exceeds the old program. Fees for special seminars offered through the year are based on a one-time fee. These fees are posted in the Admissions Department when a seminar is being offered.

STUDENT TUITION RECOVERY FUND (STRF)

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California student who attends a private postsecondary institution from losing money if your prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

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

1.   You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

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 STRF and you are not required to pay the STRF fee, if either of the following applies:

1.   You are not a California resident.

2.   Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools

approved by, or registered to offer Short-Term Career Training with, the Bureau for Private Postsecondary Education.

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

The school closed before the course of instruction was completed.

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.

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.

The school's breach or anticipatory breach of the agreement for the course of instruction.

There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.

The school committed fraud during the recruitment or enrollment or program participation of the student.

Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered "California residents."

To qualify for STRF reimbursement, you must file the STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file the STRF application. If a judgment is obtained, you must file the STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents monies paid to the school.

Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education (BPPE),

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95798-0818

Phone Number: (916)431-6959, Toll Free: (888)370-7589, Fax Number: (916)263-1897

BUYER'S RIGHT TO CANCEL

You may cancel your enrollment agreement and receive a full refund without any penalty or obligation within ten business days from the date you attended your first online class. If you cancel, any payment you have made will be returned to you within 10 days following the school's receipt of your cancellation notice. To cancel the school contract, mail or deliver a signed and dated copy of the Cancellation Notice (or other written notices) to the University's registrar office. REMEMBER, YOU MUST CANCEL IN WRITING. In the event of a cancellation, books and other supplies received from school must be returned in an "as new" condition within 10 days. Otherwise, their cost will be deducted from the refund amount.

CANCELLATION and REFUND POLICY

Students withdrawing after more than 10 business days are entitled to a partial refund. The amount of that refund shall be pro-rated according to the uncompleted portion of the course. The refund will be calculated on the tuition fees only. The registration fee is non-refundable and will not be part of the pro-rated calculation. Refunds will be made within 30 days of determining that the student is no longer enrolled in school. Please see the refund scenarios below.

1.   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 with the school. The student will be given a form to use on the first day of class, but he or she can use any written notice that he or she wishes.

3.   If the school has given the student any books or equipment, he or shall return it to the school within 30 days following the date of his or her notice of cancellation. Refund will be made within 30 days following the date upon which the student's withdrawal has been determined.

3.   The institution's refund policy for students who did not cancel pursuant to paragraph 1 shall be a pro-rata basis. The refund under this paragraph shall be the amount the student paid for the instruction (minus the registration fee) multiplied by a fraction, the numerator of which is the number of hours of instruction in the course which the student has not received, for which the student has paid, and the denominator of which is the total number of instruction hours for which the student has paid.

4.   All refunds due will be made within the 30 calendar days of the first scheduled day of online class or the date of cancellation, whichever is earlier?

5.   Full refund will be made if a class was cancelled by the University.

Refund Calculation for different payment and attendance scenarios:

1. *The student did not attend any online course after admissions: All paid tuition and fees except the registration fee of $ 100.00 will be refunded to student*
2. *The student attends the online course before the 11th business day: All paid tuition and fees except the registration fee of $ 100.00 will be refunded to student*
3. *The student attended the online course after the 11th. Business day: No refund will be made for any online course attendance beyond the 11th. For the courses attended prior to the 11th. Business day full refund will be made to the student. The registration fee of $100.00 is non-refundable*
4. *The above scenarios are based on the availability of the online course contents to the student prior to the 11th. Day of class enrollment. The University, as a matter of policy, will make all the contents for the enrolled class to the student no later than 48 hours of his/her enrollment.*

Policies regarding Financial Aid, Loans, and the required disclosures

1. *Bradford University does not offer and is not eligible federal and state financial aid for any of its certificate and degree program.*
2. *Bradford University does not offer any loans to students.*
3. *The students will receive and acknowledge the documents containing all the required disclosure prior to their admissions and enrollment to their respective program.*

Student Progress Reports

Students are apprised of their academic status at the conclusion of every term, and students are encouraged to communicate with their faculty when dealing with concerns about their progress. Students who are placed on academic warning or probationary status are informed at the time the action is taken, and appropriate advising is provided. Student progress is evaluated through a variety of methods such as daily assignments, assessments of hands-on work, quizzes, and written examinations. Progress is measured by use of the grade point system.

Tutoring Program

At some point in nearly every student's training program, he/she may find it necessary to seek some additional help with coursework. The University can provide help through the free Tutoring Program. Tutors are available on an as-needed basis. The Tutoring Program is also a viable means for advanced students to help other students and earn some income. Students have found tutoring to be an advantageous addition to their resumes, as employers find this to be a very valuable skill. Students may inquire about the Tutoring Program through the Student Services Department. In addition, online tutoring support is available for a variety of courses.

Transcripts

A student may request an unofficial copy of his/her transcript from the Registrar. Official academic transcripts may also be requested from the Registrar; however, the University reserves the right to withhold issuing any transcript if the student's financial or other obligations to the University are not current. The first official copy is free and the University may charge a fee of $10.00 for each additional official transcript.

Academic Excellence Awards

A. Graduation Award

All graduate degree and certificate students achieving a 3.75 CGPA or higher upon completion of the program will graduate with highest honors.

B. President's List

Students maintaining a term CGPA of 4.0 will be placed on the President's list.

C. Dean's List

Students maintaining a term CGPA of 3.75-3.99 will be placed on the Dean's list. Factors

Affecting Program Length

Bradford University makes every effort to ensure students complete their programs in the disclosed program length. Factors that may increase a student's program length may include, but are not limited to: less than full-time enrollment, withdrawal from courses, re-taking courses, and financial ability. Students are advised to work closely with the department Program Chairs, the registrar, and the Business Office to ensure proper progression through their program.

Academic Standards

Academic Integrity and Honesty Policy

The Academic Integrity Policy is designed to foster a fair and impartial set of standards of conduct against which academic honesty will be judged. All students (both current and those seeking enrollment) are required to adhere to these standards.

This system defines dishonest acts as those that are cited in the following paragraphs. This list is not all-inclusive, as faculty may establish other standards based upon the nature of the course or the setting in which the course material may be delivered or applied. The following, however, constitutes the minimum standards against which academic integrity will be measured.

All Bradford University students have a responsibility to adhere to the Academic Integrity Policy, as do all members of the University community. Students are expected to prevent and confront academic integrity violations by:

1. Reporting violations of the Academic Integrity Policy to:

> *A. The faculty member teaching the course,*

> *B. The Program Chair, or*

> *C. The Academic Dean.*

2. Making it difficult and unacceptable for other students to violate the Policy.

Professional Conduct of Students

At Bradford University, the student is assumed to have a high degree of loyalty and responsibility to the institution, as well as to himself or herself in personal, social, and intellectual pursuits. Students are expected to conduct themselves in a professional manner at all times. Each student is expected to be an example of proper conduct. This includes the student attitude, actions, appearance and attire. The school's administration has the authority to take appropriate action through the administrative disciplinary measures if this code of conduct is not adhered to.

The student may be dismissed for the following types of misconduct:

1. *Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the school, alteration or use of University identification documents with the intent to defraud.*

2. *The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on University premises.*

3. *Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other University activities.*

4. *Failure to comply with directions of University officials acting in the performance of their duties.*

5. *Physical or verbal abuse of any person on school premises or at University-sponsored or supervised functions.*

6. *Blatant disrespect directed toward staff, instructors, or other students.*

7. *Theft of Bradford University property or damage to University premises or to the property of a member of the University community on the institution premises.*

8. *Copying University owned software or placing any personal software onto University computers, or bringing their hardware without staff permission.*

9. *Any violation of Federal, State, or local law on the University premises or at the University sponsored functions.*

10.   *The University is not responsible for the loss of personal property belonging to students in any building or on any grounds owned by the University.*

11.   *Students not in compliance with the Professional Dress Standards will be sent home and recorded absent.*

Bradford University reserves the right to make the administrative and educational decisions as to whether the "Honor System" or code of conduct has been violated. All cases are reviewed on an individual basis. The University's decision is final.

Honor System

Students are expected to do their own work and receive no unauthorized assistance during examinations or in completing assigned projects. If students have learning difficulties, they should seek assistance from their instructor. Violations of the Honor System are grounds for dismissal.

Disclosure of Educational Records

Bradford University is responsible for maintaining academic records on each student, with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93380 as amended.

The law provides that the institution will maintain the confidentiality of each student's educational records. Written consent is required before education records may be disclosed to third parties, with the exception of accrediting commissions or governmental agencies authorized by law.

Record Retention and Information Security

All student records are stored on computer disks and kept in a locked fireproof safe organized alphabetically by the student's last name, address, telephone numbers, and other relevant data.

Access to student records is restricted to management, staff, and instructors on a "need-to-know" basis. However, the records are maintained on computer storage media for five years and academic transcripts are maintained for fifty years.

Students Rights: Examination of Student Educational Records

The Family Educational Rights and Privacy Act (FERPA) give students certain rights with respect to their educational records. Bradford University complies with FERPA as follows:

1.   Students have the right to inspect and review their educational records within 45 days of the day Bradford University receives a request for access.

2.   The Academic Dean oversees the maintenance of the educational records. Students may request a review of their records by writing to the Academic Dean or his/her designee. Such review will be allowed during regular school hours under appropriate supervision. A copy of the records may be obtained for $2 per page. When grades are included, additional transcript and diploma fees applies.

3.   A student may request that the University amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right of privacy.

4.   Challenging the record for purposes of correcting or deleting any of the contents must be done in writing with the reason fully stated. However, the following apply:

A.   the Program Chair involved and/or the Academic Dean will review the written challenge and meet with the student. A decision will then be made to retain, change, or delete the disputed data.

B.   Should further review be requested, a grievance hearing will be held at which time the student will be afforded a full and fair opportunity to present evidence relevant to the disputed issues.

C.   A copy of the challenge and/or a written explanation of the contents will then be included as part of the student's permanent record.

The following are exceptions to the Privacy Act:

1.   A Parent's Confidential Statement and other financial need data cannot be reviewed by a student seeking to view his or her own educational record.

2.   A parent, who would not normally have access to his/her child's educational records, may be granted such access if the parents can certify that the student is financially dependent, as defined in Section 152 of the 1954 Internal Revenue Code. This access is granted at the discretion of the institution.

3.   Access to a student's educational record is granted to a University official who has a legitimate educational interest and needs to review an educational record in order to fulfill his/ her professional responsibility. A University official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, employment agency, or loan management agency); a person serving on the Board of Directors; or a student serving on an official committee or assisting another University official in performing his/her tasks.

4.   A student may not view confidential letters of recommendation received by the University prior to January 1, 1975. As to such letters received after 1975, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors.

5.   Educational records do not include University security records kept by the University's security department, and are thus not protected under FERPA.

6.   Education records do not include employment records for University employees as long as they are not also current students. Thus, these records are not protected by FERPA.

7.   Education records do not include records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment. These records are therefore not protected by FERPA.

8.   Records requested through court action or subpoena can be released without a student's written consent.

Directory Information

The University may disclose directory information without the consent of the student unless the student has restricted the release of this information. The University has designated the following categories of personal student information as directory information:

_ Name

_ Photograph

_ Field of Study

_ Dates of Attendance

_ Degree

_ Honors and Awards Received

_ Participation in Officially Recognized Activities

This information may be provided to third parties by the University. Students may block the disclosure of directory information (all or in part) by notifying the Registrar's office in writing. Although the initial request may be filed at any time, requests for nondisclosure will be honored by the University until removed, in writing, by the student.

Student Resources

Advising

Bradford University is dedicated to helping students remove obstacles to achieving success. Student Advisors are available to all students to assist in such areas as problem-solving, setting goals, attending class, academic success, financial concerns, or personal issues. Informal, one-on-one meetings give students the chance to seek assistance, air frustrations and share accomplishments with direct feedback from University staff who will take action, if necessary, to help students alleviate the concern, and, more importantly, encourage the student's continued success. These meetings with advisors can be held anytime during regular University hours (online or onsite). In addition, the University offers peer- mentoring programs that provide students the opportunity to connect with currently attending students. These peer-to-peer relationships can be great networking opportunities as well as a chance to learn about the student experience from another student's perspective.

Orientation for Success Class

Orientation for Success Class is the first day of class for all entering students. This unique orientation session teaches students the keys to being a successful student at Bradford University. It is a fun and

engaging way to "learn the ropes" and meet other students. Ask a Student Services Advisor when the next session is going to be held. The orientation for the online students is held on line.

Students with Disabilities

Bradford University is dedicated to providing opportunities for all qualified students to participate fully in the academic environment. Bradford University recognizes and supports the role that Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws have in achieving that success. Bradford University is committed to making reasonable accommodations for students with qualifying disabilities and making its campus and facilities accessible as required by applicable law. Bradford University

Cannot make accommodations that fundamentally alter the nature of Bradford's programs, cause undue burdens on Bradford, or create a direct threat to the health or safety of students or others.

Student Responsibility

It is the responsibility of the student to request an accommodation and to follow the processes set forth in the Bradford University policy titled, "Provision of Accommodations to Students with Disabilities." This document, as well as all accommodation-related forms, may be obtained from the Student Services Department. A student who does not request an accommodation will not be given one. Likewise, a student with a disability who chooses not to have any accommodations is under no obligation to seek or obtain one.

Procedure

Students with disabilities who require accommodations, aids, or services should submit to the Student Services a Request for Accommodation form at least six weeks prior to the start of the term. Students who request accommodations must include documentation from their health care provider or diagnostic professional regarding the nature and extent of their disability in the request. Students must then submit their signed and completed Request for Accommodation to the Student services, who forward it to the student services office for its review and consideration. Students granted accommodations will receive a Letter of Accommodation from the University Accommodation Committee setting forth the specific accommodation(s) granted. Whether to grant an accommodation and the type of accommodation granted by the committee are decisions made at the discretion of the University pursuant to governing law.

Bradford University will make all reasonable efforts to respond to a Request for accommodation and arrange for any granted requests before the term commences. However, Bradford cannot guarantee that all requests will be resolved by the first day of class. A student who submits a Request for Accommodation with insufficient time for the student services office to consider and resolve the request before the term commences, may opt either to attend classes without the requested accommodation or to delay attending classes until the request is decided.

Appeals

A student may appeal to the University president for any final written decision of the student services office. All appeals should be in writing utilizing the Accommodation Appeal form. The student should submit the completed appeal form to the Student services within five business days after the student receives the student services office's written decision. Student Services forwards the appeal form to the University president. The University president will render a decision as soon as possible but generally no later than five business days from receipt of all information from the student-appellant and the student services office and the completion of hearing any testimony or oral presentations. The University president shall notify the student-appellant, in writing of the decision. The president's decision on submitted appeals is final.

Bradford University prohibits unlawful discrimination or harassment on the basis of disability. A student who believes that he/she has been harassed or discriminated against on the basis of disability in violation of Section 504 of the Rehabilitation Act, the ADA or any applicable law may file a complaint under the procedures described in this catalog in the Student Services section under STUDENT COMPLAINT/GRIEVANCE PROCEDURE.

Campus Life

Student Activities

The University provides the opportunity for students to participate in a number of extracurricular activities. Those interested in joining a club or participating in extracurricular activities should the Student Services Office. Students are encouraged to take advantage of activities, clubs, and events that are offered both on- and off-campus. These events are designed to help students feel a part of the campus community and to develop career-readiness skills. Students often report that the more engaged they are in campus events, the more beneficial and enjoyable their Bradford experience and education is.

Student Harassment Policy

Bradford University intends to provide an educational environment that is free from harassment of students based on sex, race, color, religion, national origin, age, disability, sexual orientation, veteran, or marital status. This policy prohibits any student, employee or visitor from harassing another student, employee or visitor at Bradford University location on the basis of sex, race, color, religion, national origin, age, disability, sexual orientation, veteran or marital status.

Forms of Prohibited Harassment

A.   Any verbal, physical or other conduct based on a person's sex, race, color, religion, national origin, age, disability, sexual orientation, or veteran or marital status that has the purpose or effect of

threatening or intimidating or coercing another, or impairing academic performance, career development, or any other aspect of education is prohibited harassment. This policy not only prohibits faculty harassment of students, it also prohibits misconduct by any member of our educational community toward a faculty member, staff member, or a fellow student.

B.   Prohibited harassment (including sexual harassment) does not refer to behavior or occasional compliments of a socially acceptable nature. However, some behavior that is acceptable in a social setting may not be appropriate in the workplace or school setting. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and, therefore, interferes with academic performance.

C.   The victim does not have to be the person toward whom the unwelcome conduct is directed, but may be someone who is affected by such conduct when it is directed toward another person. For example, the harassment of an employee or student may create for another employee or student an intimidating, hostile, or offensive environment.

Definition of Sexual Harassment

A.   Any act of "quid pro quo" ("something for something") sexual harassment, where a student, supervisor, faculty or other employee with the power or authority to grant or withhold benefits or privileges, demands sexual favors in exchange for benefits or privileges. No student or employee should so much as imply that another student or employee's "cooperation" with sexual demands will have any effect on academic performance, career development, or any other aspect of education.

B.   Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for decisions or has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating or hostile environment.

C.   Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for decisions or has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating or hostile environment.

Examples of conduct that is prohibited by this policy include, but are not limited to, the following conduct:

_ Explicit or implicit demands for sexual favors in return for benefits or privileges.

_ unwelcomed letters, email communications, or telephone calls of a sexual nature.

_ Distribution or display of materials of a sexual intended as harassment, and not perceived as such by the person, to whom they are directed, may be offensive and unwelcome to another employee or student who overhears them.

_ Affording favorable treatment to those who grant sexual favors, or unfavorable treatment to those who refuse to submit to or reject requests for sexual favors.

D.   This policy prohibits sexual harassment of people of the opposite sex (male toward female, female toward male) or people of the same sex (male toward male, female toward female). This policy not only prohibits faculty sexual harassment of students, it also prohibits misconduct by any member of our educational community toward a faculty member, staff member, or a fellow student.

Student Responsibilities for Reporting Prohibited Harassment, Including Sexual Harassment

A.   It is the duty and obligation of all students to comply with this policy and to report conduct that they believe to be prohibited harassment.

B.   Any student who believes that he/she is being harassed is encouraged to confront the person or persons responsible for causing the offense. Often the simplest and most effective way to put an end to harassing behavior is to tell the harasser that the behavior is offensive and unwelcome and to stop.

C.   If the misconduct continues, or if the student feels uncomfortable about confronting the harasser, he/she should bring the improper conduct to the attention of the appropriate member of management using the following complaint procedure:

1. Any student who believes that he/she is being harassed should promptly report his/her concerns to:

_ Office of Student Services, and/or

_ Academic Dean's Office, and/or

_ Campus President

2. It is the responsibility of each supervisor within his/ her area of control to report student complaints in writing to the Campus President.

3. Bradford University will investigate all harassment complaints; including talking with witnesses as appropriate, and in doing so will make every effort to treat the complaint and resulting investigation discreetly.

4. If the report of prohibited harassment is substantiated, Bradford will take corrective action it deems appropriate. Based on the severity of the offense in the case of an employee violator, the action may include, but is not limited to, oral or written reprimand, demotion, suspension, or termination. Based on the severity of the offense in the case of a student violator, the action may include, but is not limited to, oral or written reprimand, suspension, or expulsion.

D. If students have any questions regarding sexual harassment

In the workplace or this policy, they should contact the Office of Student Services, the Academic Dean, or Campus President.

E. The law prohibits retaliation for reporting any form of illegal harassment, or for filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing regarding any form of illegal harassment. Bradford University will take appropriate measures to ensure that no such retaliation occurs.

F. Continued compliance with these policies will assure that the learning environment at Bradford University remains harassment free and that employees and students treat each other with mutual respect.

False Claims

As harassment charges are taken with tremendous concern, any person who knowingly makes a false claim of harassment may be subject to disciplinary action up to and including expulsion from the University.

Student Complaint/Grievance Procedure Resolution of Student Concerns

Bradford University recognizes that, on occasion, a student may have a concern or issue that necessitates a prompt and fair resolution. To address this issue, the student is to follow the prescribed series of steps in an effort to obtain a mutual and satisfactory resolution of the student's concern or issue. If a student has an academic issue or concern (e.g., make-up work, instruction), the first person to talk to is the faculty. If talking with the faculty does not result in a satisfactory resolution, the next steps are to talk with the Program Chair and the Academic Dean. These staff members can resolve a vast majority of concerns or issues.

If a student has a nonacademic issue or concern, with the exception of the Student Harassment Policy referenced above, (e.g., parking, ID cards), the first person with whom the student should talk is the manager of the department where the concern is focused. Talking to the Director of Student Services is the next step in the process. The director will attempt to coordinate a mutual and satisfactory resolution with the individuals or departments involved.

If a student would like to appeal a Letter of Accommodation from the University Accommodation Committee, a separate process can be found in the STUDENT SERVICES section under STUDENTS WITH DISABILITIES.

If a student still cannot find a satisfactory resolution, he/she can take the next step and initiate a grievance process by presenting a written and signed grievance to the Campus President. In the event

a mutual and satisfactory resolution has not been achieved at this level, the student may take his/her written and signed grievance to subsequent levels within the Bradford University organization. The steps in resolving a grievance are summarized in the STUDENT GRIEVANCE PROCEDURE.

If a student does not feel that the University has adequately addressed a complaint or concern, the student may consider contacting the accrediting agency. All complaints considered by the agency must be in written form, with permission from the complainant(s) for the agency to forward a copy of the complaint to the University for a response. The agency will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. A copy of the agency's Complaint Form is available at the University and may be obtained by contacting the Academic Dean or the Director of Student Services.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE). Also, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free: (888)370-7589or by completing a complaint form, which can be obtained on the bureau's Web site. Questions or concerns that are not satisfactorily resolved by University officials for California students

May be brought to the attention of:

Bureau for Private Postsecondary Education (BPPE):

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95798-0818

Phone Number: (916)431-6959, Toll Free: (888)370-7589, Fax Number: (916)263-1897 Web

Site: www.bppe.ca.gov

Copyright Infringement Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

The Higher Education Opportunity Act of 2008 (HEOA) includes provisions that are designed to reduce the illegal uploading and

Downloading of copyrighted material through peer-to-peer (P2P) file sharing. These provisions include requirements that:

_Institutions certify to the Secretary of Education that they have developed plans to "effectively combat" the

Unauthorized distribution of copyrighted material._

Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials.

Institutions publicize alternatives to illegal file sharing. Bradford University currently employs bandwidth-shaping technology to prioritize network traffic, and blocks students' ability to access these sites from the student computer networks.

Bradford University responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act and directs both its Information Technology and Compliance departments to investigate and respond.

Sanctions

Bradford University will cooperate fully with any investigation by public authorities related to illegally download copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic loss of Bradford University network access, and possible suspension. Penalties for copyright infringement include civil and criminal penalties.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially its FAQs at www.copyright.gov/help/faq

Annual Disclosure and Education

Consistent with its educational principles, Bradford views education as the most important element in combating illegal sharing of copyrighted materials. The University uses a wide variety of methods to inform its community about the law and its internal response to copyright infringement claims:

In order to use University computing resources, all students enrolled in Bradford University will endorse a Computer User Agreement that includes a section on copyright compliance.

_ Posters are being mounted in student computer labs and Learning Commons to educate students and discourage illegal file sharing.

Bradford University's statement concerning the Digital Millennium Copyright Act and its response to infringement claims are published on Bradford's public web site as well as on the students' internal network.

Alternatives to Illegal File Sharing

Bradford University does not block access from campus to all legitimate sources of copyrighted material. Although it cannot maintain an up-to-date list of alternatives, its points students to the Educause list at: http://www.educause.edu/Resources/Browse/LegalDownloading/33381. Bradford University will review this plan each year to insure it is current and maintains the appropriate and necessary information to effectively combat illegal file sharing, as well as update the methods employed as new technological deterrents become available.

Bradford University   Alcohol and Drug Abuse Policy

Bradford   University students are expected to comply with local, state, and federal laws relating to the use of drugs and alcohol. The University will not tolerate conduct that disrupts the campus or the academic environment. The University values its relationship with the adjoining community, and recognizes the right of its neighbors to be secure from abusive conduct, and potentially dangerous behavior caused by use of drugs and alcohol on campus property. With this in mind, Bradford University has established a clear, concise policy related to the use of alcohol and drugs: The use, possession, sale, or distribution of any controlled substance; the use, sale, possession, or distribution of alcohol by anyone under the age of 21; and the unauthorized possession of any alcoholic beverages on campus property, or used in the course of school sponsored activities, are strictly prohibited.

Bradford University has established sanctions for violations of this policy. The sanctions, ranging from warnings and substance abuse awareness programs for minor offenses to dismissal and/or referral to civil authorities for major and/or multiple offenses, are applied consistently and fairly. These sanctions, as well as the judiciary process that is followed, are discussed in detail in the Annual Safety and Security Report. The Institution recognizes that while the sanctioning process is educational in nature, students must understand that they will be held accountable for their actions in both the University setting and the external world. Therefore, Bradford University administrators will cooperate fully with law enforcement actions regarding use of drugs or alcohol on school grounds.

The Institution unequivocally prohibits the illegal possession and/or professionally unsupervised use of all prescription drugs, and controlled substances, including marijuana, by any member of its community. It is an especially serious offense to sell, provide, share, or distribute drugs. Drug paraphernalia discovered on Bradford campuses may be subject to confiscation. Selling or

distributing drugs will result in suspension or dismissal from the University, in addition to possible prosecution by local authorities.

Information regarding Bradford's alcohol and drug abuse prevention program is published in the Annual Student Safety and Security Report, which also includes information on the physical effects of drugs and alcohol, as well as local resources and abuse prevention programs. The document, distributed each year to all members of the Bradford community as a component of the Student Righto-Know Notices and Disclosures mailing, is available from the Student Services office at each campus, in addition to being posted on the Bradford University website and included in the University catalog.

Drug Free Schools Act Policy

Bradford forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty, or staff anywhere on the University's property or at University-sponsored events off-campus. Anyone in violation of state, federal or local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and campus disciplinary action.

Drug-Free Schools and Campus Act Policy

Bradford University is a state approved private postsecondary institution that is required to have all students follow all of the standards of conduct required by the state of California regarding the Drugfree Schools and Campuses Act. This law prohibits all use or unlawful possession, or distribution of illegal drugs and alcohol on school property. It must be clearly understood by all students that the sanctions for violating these State and Federal laws will be strictly enforced.

Possession or being found under the influence of drugs can be punishable by imprisonment in state jail for up to one year for the first offense.

In addition to the legal risks associated with drugs, a health risk should also be of concern to students attending the institution. For your information listed below is a description of the expected health risks that are common to students: **Health Risk of Using Drugs**

1. *Nerve cell damage*

2. *Impairment in learning, and memory, precision, and judgment*

3. *AIDS, hepatitis and other disease caused by injecting cocaine with contaminated equipment*

4. *Death by cardiac arrest or respiratory failure*

5. *Addiction*

6. *Health Risks of Using Alcohol*

7. *Dizziness and Slurred Speech*

8. *Nausea, Vomiting and Hangovers*

9. *Impaired Motor skills*

10. *Fetal Alcohol syndrome*

11. *Respiratory Depression and Death*

12. *Addiction*

Bradford University does not provide drug counseling, treatment, or rehabilitation programs as part of our student services but we will give students a referral to counseling treatment or rehabilitation programs available to all students. If a student has a problem

With any association with drugs and alcohol, they will be tested by a certified testing agency. If the tests result in a positive determination by Lab Inc. of America, the student will be referred to counseling. Students who are terminated from the program because of testing positive for drug use can only be re-admitted after they have successfully completed a certified rehabilitation program.

Emergency and Life Safety Procedures

Call for:

Medical Emergency   911

Police   911

Fire   911

Life Safety Systems

Emergency exit lights are located at all exit points.

Fire extinguishers are located in several locations throughout the building.

Medical Emergency Policy

Purpose

The Medical Emergency Policy provides procedures to follow for emergency medical

Care for Bradford University students, employees and visitors as required.

Policy

Medical Emergency Policy will be distributed to All School students, faculty and staff

To ensure that medical emergencies receive appropriate treatment as swiftly as possible.

If an individual is physically injured or suffers an accident on Advanced University

Premises, the following shall apply:

Procedure

Remain calm at all times

Immediately assess the situation.

If they indicate pain, do not move the person however, if unless there is a threat to life, the person should be left in that location.

If the person is injured, call 911. Reply to all questions asked by the dispatcher before you hang up...

Be sure to indicate to which floor the responders should report. Make sure that Send someone meets

The emergency medical services and rescue crews at the building entrance.

Call a faculty or staff member to assess the situation.

Wait for emergency medical services or a faculty member to properly administer first aid safely so as not to jeopardize the health of others.

Medication to individual who is in emergency situation should not be provided.

Remain with the individual until emergency medical services and rescue crew arrives.

Comfort the individual by reassuring him/her that medical assistance is on its way.

Give the emergency medical service and crew room to administer first aid. Stay close should they have any questions.

Student Emergency Information

All students will be requested to provide their personal emergency contact information upon enrollment. Students should be responsible for keeping their emergency contact information up-to date by contacting the School Admission and records Office during normal business hours or the Evening Coordinator during the evening class hours.

Employee Emergency Information

In the same manner, All School employees will be requested to provide their personal emergency contact information up-to-date. Employee emergency contact information can be found by contacting the Office Manager during normal business hours or the Evening Coordinator or during the evening class hours.

Fire Procedures

1. Anyone who sees fire or smoke should obtain the nearest fire extinguisher and operate according to instructions.

2. Immediately notify a member of the administrative staff.

3. Administrative staff should call 911 and give instructions for immediate building evacuation.

Power Failures

During power failures, all equipment's, verified by Administrative staff, and should be turned off.

Campus Crime and Security Act Policy

Bradford University is in compliance with the Campus Crime and Security Act of 1990 and publishes an annual report on approximately December 15 of each year. Should students become witnesses to or victims of a crime on campus; they should immediately notify University officials and report the incident to the local law enforcement agency. Emergency numbers are located throughout the campus.

Safety Information

The security of all members of the campus is a primary concern to the University. Each year, Bradford publishes a report outlining security and safety information and crime statistics for the campus community. This report provides important policy information about emergency procedures, reporting of crimes, and information about support services for victims of sexual assault. The report on such crimes is available from the Director of Student Services, who is responsible for maintaining records of all crimes that occur on campus.

Lost and Found

Please contact the Student Services Department for the location of the lost and found. **Parking**

Policies

Please contact the Student Services Department for parking policies at the campus.

Student Identification Card

Student identification cards are received during registration/orientation. Student ID cards can also be issued through Student Services during regular business hours. Student ID cards are required for class attendance, testing, and all business transactions.

Transportation

Please contact the Student Services Office for information regarding carpooling and public transportation.

Visitors

All visitors, including a student's guests, must register with the receptionist. The student is responsible for the guest's behavior while visiting Bradford. **Cancelled Enrollments**

Any student who does not complete Bradford's enrollment process in a timely manner, or who cancels after enrolling but prior to beginning class, may have his/her application cancelled. Application fees may be refundable, consistent with terms on the enrollment agreement.

Returning Students

A student who returns to University within one year of his/her last day of attendance does not need to complete a new application or enrollment agreement unless there has been a program change. However, a returning student whose start date is beyond one year of his/her last date of attendance needs to complete another enrollment agreement and application.

Students who withdraw from University must be aware that if a program is changed during their withdrawal period, they will automatically be entered into the new version of the program. If this occurs, a new enrollment agreement is required. A program change may include credit hours, clock hours, program length or content. Exceptions may be approved on a case-by-case basis

Based upon a student's expected graduation date and program. In all cases where a new application and enrollment agreement are required, the student must pay the non-refundable $75 application fee.

Re-Enrollment

If an individual does not start class in the term for which he/she originally applied for admission, the application charge will remain valid for three terms. This includes the current term applied and the two subsequent terms. To renew the enrollment process, the student must re-apply with his/her Admissions Representative and a new application will be required. In all cases where a new application and enrollment agreement are required, the student must pay the application fee.

Late Admission

Classes start on the date indicated in the Academic Calendar. Late starts are considered on an individual basis after assessing the student's ability to make up the work that has been missed. Under no circumstances, however, will a student be allowed to enter class after the last day to add/drop classes without the permission of the campus president.

Text Books

Books prices are being frequently changed by vendors. Purchasing books, equipment, and supplies represents the student's responsibility. The school maintains a list of all student books including title, author, ISBN, and price (new books, used books, and e-books). A list of equipment and supplies is also available.

Students may purchase textbooks from any source. As a service, Bradford University may ship textbooks and other academic support materials to students through mail services or download (e-book). Students may choose to opt out of this service. Students using the University service will receive books at their home mailing address unless specific arrangements are made with the campus registrar during continuing campus registration each term. Students are responsible for keeping their current address, email, and phone number on file with the campus at all times. Students will be charged the total amount listed on the book voucher including shipping and handling. Students have the option to return books to the online bookstore at their own expense. Requirements for return of the books are found on the voucher that accompanies each book order. Any credits accepted by the online bookstore will appear on the student account card. Please allow up to 60 days from receipt for credits to be posted.

Federal and State Financial Aid Eligibility and Available

Bradford University is not eligible and does not offer federal or state financial aids for any of its certificate or degree programs. All prospective students will receive a statement document regarding this status prior to their admissions.

Student Services

Bradford University offers a range of student services to all its student population including the following:

1. *SIS/LMS Access Support*
2. *Digital Library and Interlibrary and Book lending Support*
3. *Academic Advising and tutoring support*
4. *Free Assistance for transfer to other institutions*
5. *Support in forming student association*

Job Placement Services

Bradford University does not maintain any placement office. The University does not offer any placement services to its students.

The Description of Library Holdings, Services, and Other Learning Resources

1. Bradford University is a distance education institution with all its courses offered online. This will eliminate the need to maintain a physical library. In order to have adequate and diverse resources available to all the students, faculty members, and academic researchers, the institution has developed an integrated infrastructure with the following components:
   a. Online access and subscription to a large number of academic and research contents in different disciplines with focus on information technology, computer science, and management. The University is continuously increasing the available online resources by subscription to online contents services and partnership with different university library systems. (see attached list)
   b. The University's SIS/LMS platform is expanding. For each online course offered, e-books, course presentations, projects, and other course related materials are placed in the portal for access by students and faculty. This is an on-going process.
2. In order to make physical library resources available, through inter-library relationship, students can join their local university and public libraries using the institution's student identification card. This will provide additional resources available to students.
3. The institution has developed a number of policies and procedures to ensure adequate access and availability of academic and research contents and references to all students and researchers. The policies and procedures include the following:
   a. Allocation of adequate funds to maintain and to increase the online resources available to all online students.
   b. The integration of all course-related resources in the institution's online e-learning platform.
   c. The development of customized online contents with the partnership with the text publishers. The University is currently using Pearson and Cengage online resources as its strategic online content developers.
4. Procedures for students access to library materials:
   a. All enrolled students will be provided access code and user name for all online library and third-party subscription to online academic libraries and resources.
   b. Students can request borrowing books in print form from interlibrary services by emailing the librarian or by completing an online form
   c. There is no charge to students for any online library or reference academic resources.

University Staff and Administration

Michael Rahni, Ms., MBA, PhD   President/Chief Executive and Operating Officer,

Chief Academic Officer

Roya A. Nik   Vice President, Business and Student Services, Registrar

Robert Shagari, D. Fin.   Dean, Distance learning

Dr. John Phalen   Director, Research and Development

Nick Ansari   Director, Information Technology

Carolina Laxness   Librarian, Instructional Media Specialist

26 University Faculty and Their Qualification

All faculty members at Bradford University hold graduate degrees from BPPE approved or institutions accredited by United States department of Education. The faculty members at the institution have experience in teaching distance/online courses, possess years of teaching at other institutions of higher learning.

Faculty Name	Degree and Institution	Teaching Subject and Concentration
Art in Mortician, MS, MPM	Master of Science in Management Information Systems, DeVry university, California Master of Science in Project Management, DeVry University, California	Project Management Management Information System
Gerard Arietian, MS	Master of Science in Management Information Systems, DeVry University, California Bachelor of Science in Industrial Management	Information Security Management Systems Management Information Systems
Robert Shagari, MS, Doctor of Finance Associate Dean, Distance Education	Doctor of Finance, SMC University, Switzerland Master of Science in Information Technology, Western Governors University, Texas	Information Technology Information Security Finance
M. H. Rajnagar, PhD Research Associate	Ph. D., Electrical Engineering, University of Southern California. M. S., Electrical Engineering, University of Southern California. B. S., Electrical Engineering, Shiraz University, Shiraz, Iran.	Mathematics Statistics Research Methodology

John Phalen, Th.D. Director, Research	Doctor of the Science of Theology, San Francisco Theological Seminary, CA Master of Divinity, Yale Divinity School, CT Certificate in Classical Music , Union University, NY	Research Methodology Music Arts Religion
Michael Rahni, MS, MBA, PhD. Chief Academic Officer	PhD in Management Information Systems, Kensington University, CA Ph.D. Studies in International Relations, University of Southern California MBA in Marketing, West Coast University, CA M.S. in Management Science, West Coast University, CA	Management Information Systems Information Technology Marketing Management Science Research methodology
William A. Platz, PhD	PhD Candidate, Claremont Graduate University, CA MBA, International Management, University of Connecticut, CT	Global Leadership Management International Business Politics
Tambours A. Afshar, PhD	Ph.D. in Economics, Indiana University, Bloomington, Indiana M.A. in Economics, Indiana University, Bloomington, Indiana	Accounting Finance and International Finance Statistics Economics International Business

	M.B.A. in Finance, Indiana University, Bloomington, Indiana	

Bradford University Academic Certificate and Degree Programs

Certificate and Degrees Offered:

Executive Certificate in Project Management

Executive Certificate in Information Security Management

Executive Certificate in Information Management

Master of Business Administration in Information Management

Executive Certificate in Project Management

Program Description

Bradford University Executive Certificate in Program Management has been designed to train the working managerial and supervisory professionals in planning, budgeting design, implementation, and the assessment of information and innovative technology projects. The program is focused on global businesses with mission to develop innovative information technology products and applications. The systematic approach used in the program will assist the project managers in the development and the on-time delivery of information technology projects.

Admissions Requirements and process

Students applying to Bradford University's Project Management Certificate program must have a strong academic profile coupled with impressive professional business experience. The following admissions criteria must be met before an applicant will be considered for the admission to the program:

1. A bachelor or a higher degree with a minimum "C" grade points average from a nationally accredited educational institute of higher learning in the United States or from an equivalent foreign institute. All foreign documents including certificate and transcripts are subject to evaluation and validation by Bradford University's admissions office. Certified English translated copies must accompany all documents in a foreign language.
2. Proficiency in English language. This requirement is satisfied by any of the following:
   a. Documents evidencing the completion of English as a Second Language Program from a recognized language school.
   b. TOFEL exam results with a minimum of 600.

     c. Documents showing the completion of a minimum of 60 units after high school in a country with English as its official language.

     d. A minimum of 70% test score from Bradford University English Language Test

3. Educational goals and objectives summary document written by the applicant outlining his/her academic goals while pursing graduate study at Bradford University. This document must be submitted as a part of the application documents for admission.

4. Employment verification letter verifying present or prior work in a managerial position.

5. Two letters of recommendation from individuals who are familiar with the application's ability and qualifications to pursue graduate studies and research.

6. Payment of all necessary fees according to Richfield Tuition and Fee Schedule.

Admissions Process:

Bradford University's admissions office will make the final decision on accepting or rejecting an application for the program. After the receipt and verification of the application and all the supporting documents, the admissions office completes the following process:

- Document Receipt and Acknowledgement: After all documents are received, the admissions office will notify the applicant by e-mail or postal mail.
- Document Verification and Validation: At this stage all documents will be verified, evaluated, and validated by the admissions office. The applicant will be communicated for any additional information or requirements.
- Application Review and Decision: The applicant's completed application file will be forwarded to the admissions committee headed by the academic dean or his representative. The committee will make the final decision on the acceptance or rejection of the application. The applicant will be notified by the admissions office of his/her admissions status
- The applicants notified of their admissions, will finalize their program registration by completing the enrollment and registration form and by submitting the tuition and fee for their enrolled program.

Evaluation of Foreign Transcripts

The process of evaluating the prior academic coursework/transcript is handled by the academic dean or the designated evaluation committee via the admissions and registrar offices. Transcripts from foreign institutions is recommended to be reviewed and evaluated by an accredited member of the National Association of Credentialing Services (NACES) are generally accepted as the proof of prior academic work. You can visit www.naces.org/members.htm for a list of approved agencies. In order to facilitate the verification and authentication of the foreign transcripts, it is highly recommended that all transcripts be sent to the University registrar and admissions offices directly from the attended institutions. All transcripts submitted to the admissions and registrar offices will be evaluated for validation and transfer approval evaluation.

Academic Requirements

1. Course requirements: The Executive Certificate in Project Management requires the satisfactory completions of the following 18 semester units with a minimum course and program GPA of 2.0 (70%)

Core Courses (9 Units)

GCC 500 Research Methodologies and Applications-3 Units
GCC 510 Information Technology Tools-3 Units
GCC 520 Information Ethics, Privacy-3 Units

Major Courses (9 Units)

MPM 503 Business Project Management-3 Units
MPM 521 Strategic Management of Technological Innovation-3 Units
MPM 562 Managing Quality-3 Units

Program Contents and Duration

Project Management Executive Certificate is an 18-unit graduate certificate program. Based on the University's semester system, the program can be completed in 6 months by the successful completion of two 3-units' graduate courses (full-time enrollment) per trimester (eight weeks). Students who enroll a minimum of one course per trimester (eight weeks) will be able to graduate in two years. The minimum length required to complete the program is 6 months. The maximum allowed time to complete the program is 18 months. Students who are not able to complete the program in 18 months will only receive a transcript of their completed courses and will be dropped from the University.

Project Management Executive Certificate Course Requirements				
CODE	**SUBJECT/COURSE**	**Online Class (faculty-led) Hours**	**Out-of-Class Student-Completed/ Documented Hours**	**Semester Credit Units**
Core Required Courses (9 Units)				
GCC 510	Information Technology Tools	45	45	3
GCC 520	Information Ethics, Privacy, and Security	45	45	3
GCC 530	Global Collaboration and Communication	45	45	3
Major Courses 9 Units				
MPM 503	Business Project Management	45	45	3
MPM 521	Strategic Management of Technological Innovation	45	45	3
MPM 562	Managing Quality	45	45	3
TOTAL UNITS (CORE)				9
TOTAL UNITS (MAJOR)				9
TOTAL UNITS REQUIRED				18

Richfield University| Copyright 2012

Program Graduation Requirements

In order to earn the Executive Certificate in Project Management, students must complete all the required courses and to maintain a minimum of 2.0 (C) grade GPA for each course and the program. Each course has a number of assessments and activities including a midterm and a final examination. Please refer to the approved course syllabus for further details.

Executive Certificate in Information Security Management

Program Description

Executive Certificate in Information Security Management at Bradford University has been designed to train the managerial and supervisory professional in planning, budgeting design, implementation, and the management of information security systems and programs. The program is focused on the areas of information technology field directly related to the planning and the implementation of security systems, policies, and controls for the documents and the information knowledge base in the business entity.

Admissions Requirements and process

Students applying to Bradford University's Information Security Management Certificate program must have a strong academic profile coupled with impressive professional business experience. The following admissions criteria must be met before an applicant will be considered for the admission to the program:

7. A bachelor or a higher degree with a minimum "C" grade points average from a nationally accredited educational institute of higher learning in the United States or from an equivalent foreign institute. All foreign documents including certificate and transcripts are subject to evaluation and validation by Bradford University's admissions office. Certified English translated copies must accompany all documents in a foreign language.
8. Proficiency in English language. This requirement is satisfied by any of the following:
    a. Documents evidencing the completion of English as a Second Language Program from a recognized language school.
    b. TOFEL exam results with a minimum of 600.
    c. Documents showing the completion of a minimum of 60 units after high school in a country with English as its official language.
    d. A minimum of 70% test result from Bradford University English Language Test
9. Educational goals and objectives summary document written by the applicant outlining his/her academic goals while pursing graduate study at Bradford University. This document must be submitted as a part of the application documents for admission.
10. Employment verification letter verifying present or prior work in a managerial position.
11. Two letters of recommendation from individuals who are familiar with the application's ability and qualifications to pursue graduate studies and research.
12. Payment of all necessary fees according to Richfield Tuition and Fee Schedule.

Admissions Process:

Bradford University's admissions office will make the final decision on accepting or rejecting an application for the program. After receipt and verification of the application and all the supporting documents, the admissions office completes the following process:

- Document Receipt and Acknowledgement: After all documents are received, the admissions office will notify the applicant by e-mail or postal mail.
- Document Verification and Validation: At this stage all documents will be verified, evaluated, and validated by the admissions office. The applicant will be communicated for any additional information or requirements.
- Application Review and Decision: The applicant's completed application file will be forwarded to the admissions committee headed by the academic dean or his representative. The committee will make the final decision on the acceptance or rejection of the application. The applicant will be notified by the admissions office of his/her admissions status
- The applicants notified of their admissions will finalize their program registration by completing the enrollment and registration form and by submitting the tuition and fee for their enrolled program.

Evaluation of Foreign Transcripts

The process of evaluating the prior academic coursework/transcript is handled by the academic dean or the designated evaluation committee via the admissions and registrar offices. Transcripts from foreign institutions is recommended to be reviewed and evaluated by an accredited member of the National Association of Credentialing Services (NACES) are generally accepted as the proof of prior academic work. You can visit www.naces.org/members.htm for a list of approved agencies. In order to facilitate the verification and authentication of the foreign transcripts, it is highly recommended that all transcripts be sent to the University registrar and admissions offices directly from the attended institutions. All transcripts submitted to the admissions and registrar offices will be evaluated for validation and transfer approval evaluation.

Academic Requirements

2. Course requirements: The Executive Certificate requires the satisfactory completions of the following 18 semester units with a minimum course and program GPA of 2.0 (C)

Core Courses (9 Units)

GCC 500 Research Methodologies and Applications-3 Units
GCC 510 Information Technology Tools-3 Units
GCC 520 Information Ethics, Privacy-3 Units

Major Courses (9 Units)

ISC 551 Managing Information Security-3 Units
ISC 552 Information Systems privacy, Ethics, and Law-3 Units
ISC 553 Security Planning and Control-3 Units

Information Security Management Executive Certificate Course Requirements				
CODE	SUBJECT/COURSE	Online Class (faculty-led) Hours	Out-of-Class Student-Completed/ Documented Hours	Semester Credit Units
Core Required Courses (9 Units)				
GCC 510	Information Technology Tools	45	45	3
GCC 520	Information Ethics, Privacy, and Security	45	45	3
GCC 530	Global Collaboration and Communication	45	45	3
Major Courses 9 Units				
ISC 551	Managing Information Security	45	45	3
ISC 552	Information Systems privacy, Ethics, and Law			
ISC 553	Security Planning and Control	45	45	3

Richfield University| Copyright 2012

TOTAL UNITS (CORE)	9
TOTAL UNITS (MAJOR)	9
TOTAL UNITS REQUIRED	18

Program Contents and Duration

Information Security Management Executive Certificate is an 18-unit graduate certificate program. Based on the University's semester system, the program can be completed in 6 months by the successful completion of two 3-units' graduate courses (full-time enrollment) per trimester (eight weeks). Students who enroll a minimum of one course per trimester (eight weeks) will be able to graduate in two years. The minimum length required to complete the program is 6 months. The maximum allowed time to complete the program is 18 months. Students who are not able to complete the program in 18 months will only receive a transcript of their completed courses and will be dropped from the University.

Program Graduation Requirements

In order to earn the Information Security Management Executive Certificate, students must complete all the required courses and to maintain a minimum of 2.0 (C) grade GPA for each course and a 2.0 GPA for the program. Each course has a number of assessments and activities including a midterm and a final examination. Please refer to the approved course syllabus for further details.

Executive Certificate in Information Management

Program Description

Executive Certificate in Information Management at Bradford University has been designed to train the working managerial and supervisory professionals seeking new opportunities to advance their knowledge and role in the business or in their field... The program is focused on the areas of information technology field directly related to the planning, design, implementation, and the management of information systems, programs, and infrastructure.

Admissions Requirements and Process

Students applying to Bradford University's Information Management Certificate program must have a strong academic profile coupled with impressive professional business experience. The following admissions criteria must be met before an applicant will be considered for the admission to the program:

13. A bachelor or a higher degree with a minimum "C" grade points average from a nationally accredited educational institute of higher learning in the United States or from an equivalent foreign institute. All foreign documents including certificate and transcripts are subject to evaluation and validation by Bradford University's admissions office. Certified English translated copies must accompany all documents in a foreign language.
14. Proficiency in English language. This requirement is satisfied by any of the following:
    a. Documents evidencing the completion of English as a Second Language Program from a recognized language school.
    b. TOFEL exam results with a minimum of 600.
    c. Documents showing the completion of a minimum of 60 units after high school in a country with English as its official language.
    d. A minimum of 70% test result from Bradford University English Language Test
15. Educational goals and objectives summary document written by the applicant outlining his/her academic goals while pursing graduate study at Bradford University. This document must be submitted as a part of the application documents for admission.
16. Employment verification letter verifying present or prior work in a managerial position.
17. Two letters of recommendation from individuals who are familiar with the application's ability and qualifications to pursue graduate studies and research.
18. Payment of all necessary fees according to Richfield Tuition and Fee Schedule.

Admissions Process:

Bradford University's admissions office will make the final decision on accepting or rejecting an application for the program. After receipt and verification of the application and all the supporting documents, the admissions office completes the following process:

- Document Receipt and Acknowledgement: After all documents are received, the admissions office will notify the applicant by e-mail or postal mail.
- Document Verification and Validation: At this stage all documents will be verified, evaluated, and validated by the admissions office. The applicant will be communicated for any additional information or requirements.
- Application Review and Decision: The applicant's completed application file will be forwarded to the admissions committee headed by the academic dean or his representative. The committee will make the final decision on the acceptance or rejection of the application. The applicant will be notified by the admissions office of his/her admissions status
- The applicants notified of their admissions will finalize their program registration by completing the enrollment and registration form and by submitting the tuition and fee for their enrolled program.

Evaluation of Foreign Transcripts

The process of evaluating the prior academic coursework/transcript is handled by the academic dean or the designated evaluation committee via the admissions and registrar offices. Transcripts from foreign institutions is recommended to be reviewed and evaluated by an accredited member of the National Association of Credentialing Services (NACES) are generally accepted as the proof of prior academic work. You can visit www.naces.org/members.htm for a list of approved agencies. In order to facilitate the verification and authentication of the foreign transcripts, it is highly recommended that all transcripts be sent to the University registrar and admissions offices directly from the attended institutions. All transcripts submitted to the admissions and registrar offices will be evaluated for validation and transfer approval evaluation.

Academic Requirements

3. Course requirements: The Executive Certificate requires the satisfactory completions of the following 18 semester units with a minimum course GPA of 2.0 (C)

Core Courses (9 Units)

GCC 500 Research Methodologies and Applications-3 Units
GCC 510 Information Technology Tools-3 Units
GCC 520 Information Ethics, Privacy-3 Units

Major Courses (9 Units)

GCC 530 Global Collaboration and Communication
MPM 521 Strategic Management of Technological Innovation
IMC 503 Business Information Management

		Information Management Executive Certificate Course Requirements			
CODE	**SUBJECT/COURSE**	**Online Class (faculty-led) Hours**	**Out-of-Class Student-Completed/ Documented Hours**	**Semester Credit Units**
Core Required Courses (9 Units)				
GCC 510	Information Technology Tools	45	45	3
GCC 520	Information Ethics, Privacy, and Security	45	45	3
GCC 530	Global Collaboration and Communication	45	45	3
Major Courses (9 Units)				
GCC 530	Global Collaboration and Communication	45	45	3
MPM 521	Strategic Management of Technological Innovation	45	45	3
IMC 503	Business Information Management	45	45	3
TOTAL UNITS (CORE)				9
TOTAL UNITS (MAJOR)				9
TOTAL UNITS REQUIRED				18

Program Contents and Duration

The Executive Certificate in Information Management Certificate is an 18-unit graduate certificate program. Based on the University's semester system, the program can be completed in 6 months by the successful completion of two 3-units' graduate courses (full-time enrollment) per trimester (eight weeks). Students who enroll a minimum of one course per trimester (eight weeks) will be able to graduate in two years. The minimum length required to complete the program is 6 months. The

maximum allowed time to complete the program is 18 months. Students who are not able to complete the program in 18 months will only receive a transcript of their completed courses and will be dropped from the University.

Program Graduation Requirements

In order to earn the Executive Certificate in Information Management, students must complete all the required courses and to maintain a minimum of 2.0 (C) grade for each course and a GPA of 2.0 for the entire program. Each course has a number of assessments and activities including a midterm and a final examination. Please refer to the approved course syllabus for further details.

Master of Business Administration in Information Management

"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* **October 11, 2019** *and full accreditation by* **October 11, 2022.**

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

Program Description

The Master of Business Administration in Information Management is an academic graduate degree program. The program will teach students the necessary concepts and skills needed to excel in top level and managerial positions within the information management and information technology industry. Bradford University Information Management MBA degree program teaches students how to be business leaders that are highly successful, understand how to use business processes and innovative information design, and how to understand and use strategic, financial, and economic concepts and factors to head IT projects within their responsibilities. The programs help students develop exceptional leadership and organizational skills as well as how to face real life issues that will occur in the workplace. The program is for the working professional who want to advance their position within the company and to improve their knowledge in the field.

Admissions Requirements and Process

Students applying to Bradford University's Master of Business Administration in Information Management program must have a strong academic profile coupled with impressive professional business experience. The following admissions criteria must be met before an applicant will be considered for the admission to the program:

19. A bachelor or a higher degree with a minimum "C" grade points average from a nationally accredited educational institute of higher learning in the United States or from an equivalent foreign institute. All foreign documents including certificate and transcripts are subject to evaluation and validation by Bradford University's admissions office. Certified English translated copies must accompany all documents in a foreign language.
20. Proficiency in English language. This requirement is satisfied by any of the following:
    a. Documents evidencing the completion of English as a Second Language Program from a recognized language school.
    b. TOFEL exam results with a minimum of 600.
    c. Documents showing the completion of a minimum of 60 units after high school in a country with English as its official language.
    d. A minimum of 70% test result from Bradford University English Language Test
21. Educational goals and objectives summary document written by the applicant outlining his/her academic goals while pursing graduate study at Bradford University. This document must be submitted as a part of the application documents for admission.
22. Employment verification letter verifying present or prior work in a managerial position.

23. Two letters of recommendation from individuals who are familiar with the application's ability and qualifications to pursue graduate studies and research.
24. Payment of all necessary fees according to Richfield Tuition and Fee Schedule.

Admissions Process:

Bradford University's admissions office will make the final decision on accepting or rejecting an application for the program. After receipt and verification of the application and all the supporting documents, the admissions office completes the following process:

- Document Receipt and Acknowledgement: After all documents are received, the admissions office will notify the applicant by e-mail or postal mail.
- Document Verification and Validation: At this stage all documents will be verified, evaluated, and validated by the admissions office. The applicant will be communicated for any additional information or requirements.
- Application Review and Decision: The applicant's completed application file will be forwarded to the admissions committee headed by the academic dean or his representative. The committee will make the final decision on the acceptance or rejection of the application. The applicant will be notified by the admissions office of his/her admissions status
- The applicants notified of their admissions will finalize their program registration by completing the enrollment and registration form and by submitting the tuition and fee for their enrolled program.

Evaluation of Foreign Transcripts

The process of evaluating the prior academic coursework/transcript is handled by the academic dean or the designated evaluation committee via the admissions and registrar offices. Transcripts from foreign institutions is recommended to be reviewed and evaluated by an accredited member of the National Association of Credentialing Services (NACES) are generally accepted as the proof of prior academic work. You can visit www.naces.org/members.htm for a list of approved agencies. In order to facilitate the verification and authentication of the foreign transcripts, it is highly recommended that all transcripts be sent to the University registrar and admissions offices directly from the attended institutions. All transcripts submitted to the admissions and registrar offices will be evaluated for validation and transfer approval evaluation.

Program Contents and Duration

Master of Business Administration in Information Management is a 36-unit graduate degree program. Based on the University's semester academic systems, the program can be completed in 12 months by successful completion of two 3-units' graduate courses (full-time enrollment) per trimester (eight weeks). Students who enroll a minimum of one course per trimester (eight weeks) will be able to graduate in two years. The minimum length required to complete the program is 12 months. The maximum allowed time to complete the program is 36 months. Students who are not able to complete

the program in 36 months will only receive a transcript of their completed courses and will be dropped from the University

Master of Business Administration in Information Management Course Requirements				
CODE	SUBJECT/COURSE	Online Class (faculty-led) Hours	Out-of-Class Student Completed/ Documented Hours	Semester Credit Units
Core Required Courses (12 Units)				
GCC 500	Research Methodologies and Applications	45	45	3
GCC 510	Information Technology Tools	45	45	3
GCC 520	Information Ethics, Privacy, and Security	45	45	3
GCC 530	Global Collaboration and Communication	45	45	3
Major Courses (12 Units)				
GMC 551	Global Institutions and Organizational Management	45	45	3
GMC 552	Global Leadership Seminars	45	45	3
GMC 553	Global Finance and Commerce	45	45	3
GMC 554	Global Culture, Politics, and Economy	45	45	3
Elective Courses (9 Units, any three courses)				
ISC 551	Managing Information security	45	45	3

ISC 552	Information Systems privacy, Ethics, and Law	45	45	3
ISC 553	Security Planning and Control	45	45	3
ISC 554	Global Networks and Web Security	45	45	3
MPM 503	Business Project Management	45	45	3
MPM 521	Strategic Management of Technological Innovation	45	45	3
MPM 562	Managing Quality	45	3	3
Graduate Capstone Course (3 Units)				
GCS 599	Graduate Capstone	45	45	3
TOTAL UNITS (CORE)				12
TOTAL UNITS (MAJOR)				12
TOTAL UNITS (OPTION)				9
TOTAL UNITS (CAPSTONE)				3
TOTAL UNITS REQUIRED FOR MASTER OF BUSINESS IN INFORMATION MANAGEMENT				36

Master of Business Administration in Information Management program is made of 36 semester units in the following areas:

a. Core Courses (12 units)
b. Major Courses (12 units)
c. Option Courses (9 units)
d. Capstone Course (3 units)

Program Graduation Requirements

In order to earn the MBA in Information Management, students must complete all the required courses and to maintain a minimum of 2.0 (C) grade for each course with an overall GPA of 2.0 and successfully complete and pass a graduate capstone course with a 3.0 (B) grade. Each course has a number of assessments and activities including a midterm and a final examination. Please refer to the approved course syllabus for further details

Requesting Official Transcript and Diploma

In order to receive the official diploma and transcript, the student must complete all the following requirements and criteria:

a) Successful Completion of all program required courses with a minimum passing rate of 70% (C average).
b) Successful Completion of the capstone course according with a minimum grade of 80% (B) for the MBA degree program.
c) Completed and approved petition application for graduation form.
d) Payment of the tuition, fees, and the fulfillment of all other graduation requirements including the return of all borrowed equipment and books.

The official transcript and certificate will be issued only if all the above requirements are met.

Course List and Descriptions

GCC 500 Research Methodologies and Applications-3 Units

The course covers research methods, tools and applications at a graduate level, with an emphasis on qualitative and quantitative research methods adapted from multiple disciplines and applied to real-world research projects. The students will use information technology and traditional tools and methods during the course. **Prerequisite:** None

GCC 510 Information Technology Tools-3 Units

The course introduces information technology systems and software available to managers in decision-making, system analysis and design, and productivity. A number of course projects are completed by using office productivity and project development software packages. **Prerequisite:** None

GCC 520 Information Ethics, Privacy-3 Units

The course addresses information ethics, privacy, and security issues, laws, and challenges in today's business and institutional settings. Students will have opportunities to debate on these important topics and to develop strategies and solutions suited for organization with diverse global infrastructures. **Prerequisite:** None

GCC 530 Global Collaboration and Communication-3 Units

The course covers a variety of communication and collaboration techniques and tools available to professionals both in physical and cyber environments. Traditional communication media, including print and presentation, as well as virtual media like digital communications, online collaboration, and web-based communications are covered. **Prerequisite:** None

GCS 599 Graduate capstone-3 Units

This course Graduate Capstone is the final course for Master of Business Administration in Information Management. The student will develop and present a global information strategic plan for a global institution or business either individually or as a member of a team. The capstone is presented to a panel of professionals who will rate and approve it. The capstone document is produced both in print and digital form. **Prerequisite:** None

MPM 503 Business Project Management-3 Units

This course details how to organize as well as how to manage effective project teams, from planning and scheduling to cost management. Topics include project opportunities and, stakeholder issues, the project charter, how projects relate to an organization's strategic plan, and more, effective communication both within and outside of a team. The course utilizes a project management software to analyze, define, plan, develop, and execute a successful project. **Prerequisite:** None

MPM 521 Strategic Management of Technological Innovation-3 Units

This course addresses the need for managers to understand and manage the technology necessary for competitive advantage in an increasingly sophisticated business environment. Topics include the identification of technological competencies, the evolution of technology, the design and management of systems for technological innovation, the integration of technology and organizations, sourcing technology, and the management of the new product development process.
Prerequisite: None

MPM 562 Managing Quality-3 Units

Managing Quality focusses on the quality function, its implementations, cost, and management in both the manufacturing and service industries. The course provides student with a set of quality concepts, tools, and the knowledge required for their application in quality planning, improvement, and control.   **Prerequisite:** None

GMC 551 Global Institutions and Organizational Management-3 Units

Topics covered include global managerial and leadership issues including culture, sustainability, caring, resource allocation, conservation management and capacity allocation, global collaboration, and technology use. **Prerequisite:** None

GMC 552 Global Leadership Seminars-3 Units

Topics covered include global managerial and leadership issues including culture, sustainability, caring, resource allocation, conservation management and capacity allocation, global collaboration, and technology use. **Prerequisite:** None

GMC 553 Global Finance and Commerce-3 Units

The topics covered in this course include global financial markets, institutions, and banking, global commerce, e-commerce, global trade infrastructures and agreements, and international business entities and regulations. **Prerequisite:** None

GMC 554 Global Culture, Politics, and Economy-3 Units

Living in a culturally, economically, and politically complex world requires global vision and understanding. This course covers the important issues related to our world cultures, economies, and political systems.
Prerequisite: None

ISC 551 Managing Information Security-3 Units

This course examines different options available in managing information security in an organization. It covers information security issues and concerns related to data, software, hardware, people, and environments. Different security and controls are covered. **Prerequisite:** None

ISC 552 Information Systems privacy, Ethics, and Law-3 Units

This course covers privacy, ethical, and legal issues related to collection, processing, storage, and distribution of personal and business data and information. The course explores different options available to insure data and information security and compliance. **Prerequisite:** None

ISC 553 Security Planning and Control-3 Units

This course introduces the development of security policies, procedures, and plans for different organizations. It also covers security audit and security enhancement techniques in handling information across the enterprise. **Prerequisite:** None

ISC 554 Global Networks and Web Security-3 Units

This course examines global network security issues, and solutions, database, and the Internet environment. Security controls and concerns in ecommerce and online transactions are reviewed and assessed. **Prerequisite:** None

IMC 503 Business Information Management- 3 Units

This course details how to organize as well as how to manage business information effectively. The course covers the function and the role of information systems in a business entity. Topics covered include managing digital information systems, supply chain management, developing information systems, and integrating the enterprise information systems. **Prerequisite:** None