

Virscend University Catalog

2018-2019

16490 Bake Parkway Irvine CA 92618

Office: (949)-502-6252

www.virscend.com

admissions@virscend.com

Institutional Mission and Objectives

The mission of Virscend University is to provide educational services at the bachelor's and master's degree levels, with focus on business administration. The special character of this institution is manifested in its commitment to the study of business. The purpose of the institution is to lead students from the local and distance learning community to the attainment of a bachelor or an advanced degree in business administration. Part of our mission is to convey to students the importance of lifelong learning. We endeavor to sustain these course offerings by developing an operational environment that is professionally managed, competently supervised, regularly evaluated and appropriately modified to keep the curriculum current.

In all programs and services, the faculty and administrators of this institution respect the value of diversity among students and faculty. Therefore, we encourage the participation of individuals from all nationalities and races.

The institution's objective is to provide a business and management curriculum that is current to enable graduates to understand the spectrum of issues facing business owners and operators. We strive to develop self-directed adults who are able to work independently and collaboratively and who can benefit from instruction that is intellectually rigorous and practical. The university's objectives include providing students with a challenging and relevant curriculum. It requires that the students consistently demonstrate higher-level thinking skills.

Instructional Location

Virscend University
16490 Bake Parkway
Irvine, CA 92618

BPPE Approval

This institution is a private institution approved to operate by the California Bureau for Private 7) Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

Financial Stability Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

Our Stance on Diversity

Virscend University values diversity. Diversity enables us to provide our educational excellence to a broad range of students nationally and internationally. It enables us to create leaders, learners,

open-minded individuals, in all regions of the world. Our students, faculty and staff represent the broad diversity of our school. Their differences in race, gender, age, religion and disabilities are celebrated in our inclusive environment and we take pride in providing equal access to education. It demonstrates our continued commitment towards a multicultural society where individualistic practices are valued as strengths. It is our commitment to continue to preserve and expand our outreach of talented individuals from all around the world that enrich our school's curriculum.

Description of the Facilities & Type of Equipment Used for Instruction

The school is located on a major thoroughfare in the city of Irvine, in a stand-alone building approximately 10 years old. The school facility is 5,000 square feet in size with 3 standard classrooms, a computer lab, a library/conference room, an administrator's and admissions' office. The classrooms are equipped with white boards, teacher and student desks, a projector with HDMI and mini-display adapters. The computer lab has 14 brand new HP desktops, a projector with a HDMI and mini-display adapters, a white board and 14 modern office chairs. The library has a large table with several swivel chairs, bookshelves against the walls, a separate front desk with swivel chair, a portable whiteboard and a bulletin board. The administrator's and admissions' office have personal computers and servers along with standard peripherals.

Learning Resources

Virscend University provides internet access, an online course management system and a physical and virtual library to students in order to supplement the university's curriculum. They may access the internet using their laptops or a desktop computer from the computer lab during operational hours. The online application Moodle supports classroom instruction. Students can send a message to their instructor regarding a missed assignment via Moodle. They can also access PowerPoint slides and lecture videos for assignments missed or simply to revisit for further studying.

Virscend University has both a physical library and a virtual library to also assist students. The university's physical library houses books, periodicals, journals, and other supporting material that supplement the university's curriculum. In addition, the library offers a communal space for students to work on homework or projects either individually or as a group. The virtual library is composed of various digital libraries that gives students endless access to supplementary information. Students can easily access a list of public digital libraries from the library page on Virscend University website. Furthermore, students in degree programs are encouraged to access and use materials from the existing and growing library of the institution, the nearby public libraries and various online digital resources.

Admissions Policies

Bachelor of Science in Business Administration (2-year degree completion program)

Admission criteria:

- Student must have earned an Associate Degree from an institution approved by the Bureau or previously approved by a predecessor agency of the Bureau; or an accredited institution in the United States or Canada; or other state approved institution that documents that the institution at which the student earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).
- Students must have been awarded an Associate degree or have completed a minimum of 60 units of lower division coursework with a grade of 2.5 or higher.
- Students must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.
- This institution does not accept Ability to Benefit (ATB) students.

Admission Process:

Virscend University accepts admission year-round. Admission decisions are made by the admission committee which consists of the president, an administrator and faculty member.

Submission Instruction (Bachelor of Science Application)

1. Download and print out the PDF application form from our website.
2. Fill out the application form and write a personal essay.
3. Mail the application package including the following documents:

- a. Complete application form
- b. Complete personal essay answering the following prompt: Tell us about a time you encountered a problem and resolved it or a problem that you would like to resolve. Tell us how you would resolve it and why it is of significance to you.
- c. A check or money order in the amount of \$20 USD as an application fee payable to Virscend University
- d. Official transcripts from all colleges attended. Please note that the Bachelor of Science program only accepts transfer students who are at the Junior level of college or higher.
- e. Mail the application to:
Admission, Virscend University

16490 Bake Pkwy, Suite 100, Irvine, CA 92618

NOTE: Failure to mail in ALL documents with payment will result in a forfeiture of their application. In order to prevent such result student is encouraged to contact admissions office for help.

Master of Business Administration - MBA

Admission criteria:

- Student must have earned a Bachelor's Degree from an institution approved by the Bureau or previously approved by a predecessor agency of the Bureau; or an accredited institution in the United States or Canada; or other state approved institution that documents that the institution at which the student earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).
- Students must have been awarded a bachelor's degree with a grade of 2.7 or higher. Students with a grade lower than 2.7 must demonstrate additional qualifications such as extensive work experience in related fields, or special awards.

- Students must pay all applicable fees, as per the current published fee scheduled at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.

Admission Process:

Virscend University accepts admission year-round. Admission decisions are made by the admission committee which consists of the president, an administrator and faculty member.

Submission Instruction (MBA Application)

1. Download and print out the PDF application form from our website.
2. Fill out the application form and write a personal essay.
3. Pay for the application fee (\$20).
4. Mail the application package including the following documents:
 - a. Complete application form
 - b. Complete personal essay answering the following prompt: Tell us about a time you encountered a problem and resolved it or a problem that you would like to resolve. Tell us how you would resolve it and why it is of significance to you.
 - c. A check or money order in the amount of \$20 USD as an application fee payable to Virscend University
 - d. Official transcripts from all colleges attended
GMAT or GRE Score (Optional. Please note that beginning in 2019, GMAT or GRE scored will be mandatory)
 - e. Two (2) letters of recommendation from school or work
 - f. Mail the application to:

Admission, Virscend University

16490 Bake Pkwy, Suite 100, Irvine, CA 92618

NOTE: Failure to mail in ALL documents with payment will result in a forfeiture of their application. In order to prevent such result student is encouraged to contact admissions office for help.

Application Decision

Once the application has been processed (for either B.S or MBA applicants), those candidates who meet the initial requirements will be invited to an on-campus/virtual interview. After the interviews have been completed, the selection process will begin and acceptance/rejection letters will be made thereafter.

Graduation Requirements

To earn a Bachelor of Science Degree, students must complete a total of 20 required courses (60 units) with a GPA of 2.0 or higher.

To earn a Master of Business Administration degree, students must complete 10 required courses with a GPA of 3.0 or higher.

Transfer Policy for BS Program:

Virscend University only takes transfer students for our Bachelor of Science program. Applicants must have an associate degree from a community college or two-year equivalent study from either a two-year or four-year college with a minimum of 60 units and a minimum GPA of 2.5 or other consideration deemed valid by the admission committee. Student will follow our admission process and submit an application along with official transcripts and a \$20 application fee to admissions office (See Admission). For further assistance, call admissions office at (949)502-6252.

Note: The transfer policy is not applicable to the MBA program.

The Transfer of Credits

BS degree completion program (2-year program): Virscend University accepts up to 60 lower division units transferred from an accredited institution based on case-by-case consideration or future articulation agreements. The Admission Committee will evaluate and make judgments about the equivalency of the transfers of credits. The evaluation criteria include the course level

(upper or lower division), the course title and content, the number of units, the accreditation status of the school where the course was taken, the student's grade earned, and the mode of instruction.

MBA program: Virscend University does not accept any transfer units for its MBA programs.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

As mandated by BPPE under E. Code 94909:

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

CREDIT TO HOUR REQUIREMENT

Under federal regulations effective July 1, 2011, credit to hour must comply with the following definition:

Definition of a Credit Hour:

"Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours."

In compliance with the federal law stated above our BS program adopts a semester system and the MBA program adopts a trimester system of 16 weeks in length with 15 weeks as part of the required instructional hours and 1 week reserved for final exams. Each course offers 3 credit units and requires a total of 3 instructional hours per week for a total of 45 hours plus the final exam in

a semester per class. As of now, both of our BS and MBA programs are delivered through direct faculty instruction.

Accreditation Status

Currently, this institution is seeking accreditation from an accrediting agency recognized by the United States Department of Education. However, at this time it is not accredited. These programs do not lead to licensure in California or other states. A degree from an unaccredited institution may be unacceptable for employment positions, including but not limited to, positions with the State of California. Also, courses and degrees from an unaccredited school may be ineligible for course equivalency (See: Notice Concerning Transferability of Credit and Credentials Earned at Our Institution). In addition, a student enrolled in an unaccredited institution is not eligible for federal financial aid.

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Students are always expected to behave professionally and respectfully. Students are subject to dismissal for any inappropriate or unethical conduct including any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to another person(s).
- Disobedient or disrespectful behavior to other students, an administrator and/or instructor.
- Stealing or damaging the property of another.

Any student(s) found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer (CEO) of this institution and such determination will be made within 10 days after meeting with both the corresponding department chair and the student in question.

Policy of Cheating and Plagiarism

Students are expected to maintain high standards of academic integrity. Acting in good conscience is integral to our mission statement. Academic dishonesty is willful and intentional fraud use to

deceive in order to improve a grade or obtain course credit. It includes all student behavior intended to gain unearned academic advantage by fraudulent and/or deceptive means.

Cheating Definition:

Cheating is defined as obtaining or attempting to obtain or aiding another in obtaining or attempting to obtain credit for work or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to:

1. Copying graded homework assignments from another student.
2. Working with others on a take-home test or homework when specifically prohibited by the instructor.
3. Looking at another student's paper or screen during an examination.
4. Looking at text, notes or electronic devices during an examination when specifically prohibited by the instructor.
5. Accessing another student's electronic device and taking information from the device.
6. Allowing another person to complete assignments or an online course on behalf of you.
7. Giving one's work to another to be copied or used in an oral presentation.
8. Giving answers to another student during an examination or for a take-home test.
9. After having taken an exam, informing another person in a later section about questions appearing on that exam.
10. Providing a term paper to another student.
11. Taking an exam, writing a paper, or creating a computer program or artistic work for another.

Plagiarism Definition:

Plagiarism is defined by using someone else's content either by paraphrasing or using word for word or exact image(s) without giving the content writer, creator, maker, owner etc... credit. Whenever the student utilizes material borrowed either from but not limited to the web, books, videos, and podcast, the student must consult Purdue OWL and/or copyright laws to ensure that they have attributed the proper credit to the corresponding person/people/agency/artist etc.... Plagiarism includes, but is not limited to:

1. Using online or written content without giving proper credit.
2. Taking someone else's content without properly providing citation.
3. Taking either clauses, paragraphs and or paraphrasing without any reference to the content from where it was obtained.

Disciplinary Action on Cheating and/or Plagiarism

1. The instructor shall contact the student with evidence of the cheating/plagiarism in writing within one week of discovery of the event.

2. At faculty's discretion, cheating/plagiarism may result in an "F" grade on the assignment or examination, or in the course. If a student denies the charge of cheating/plagiarism, he/she will be permitted to remain in the class until it has been resolved by the Grievance Committee.
3. The Grievance Committee shall determine if any further disciplinary action is required. Disciplinary actions might include but are not limited to: requiring special counseling, loss of membership in organization(s), disciplinary probation, suspension or expulsion from Virscend University.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all program applicants and employment applicants and current students and employees. Therefore, no act of discrimination shall occur against prospective and current students and employees in any program or activity on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that uses biases to preclude the acceptance and/or participation of a qualified individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer (CEO) who is assigned the responsibility for ensuring that this policy is followed.

To file a report against a discrimination act, a student should submit a written report to the Grievance Committee at Virscend University 16490 Bake Parkway, Irvine, CA 92618. The written report must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents, if any, which contain information regarding the problem. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the Administrative Office if you require additional information.

Academic Freedom

Virscend University is committed to ensuring full academic freedom to all faculty and students. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, provided only that these judgments be made within the context of the course descriptions as currently published, and provided that the instructional methods are those officially sanctioned by the institution, methods for which the institution has received oversight approval.

Virscend University encourages instructors and students to engage in discussion and dialogue. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-

disciplines and as long as the discussion or dialogue does not violate our nondiscriminatory or sexual harassment policies.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation, and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. Therefore, we establish an institutional policy against harassing behavior that is applicable to all members, administrators, teachers, students and employees. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution.

Sexual harassment is unwelcomed conduct of a sexual nature that includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, indecent exposure and other verbal, non-verbal or physical unwelcomed conduct of a sexual nature, where such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the individual, and is in fact considered by the individual, as limiting the individual's ability to participate in or benefit from the services, activities or opportunities offered by the university. Sexual harassment also includes gender-based harassment, which may include acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. Virscend University recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

If a student is subjected or is a witness to the aforementioned occurrences, the student should file a grievance directed to the Grievance Committee. The student should document the event giving in as much detail as possible along with names, date, time and location.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund on tuition if it is requested on the first class session, or the seventh day after enrollment, whichever is later. In such case, the institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250). NOTE: If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school's Admissions Office, 16490 Bake Pkwy, suite 100, Irvine, CA 92618 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

In addition, the school may withdraw a student from a course, if within the first two weeks of class the student has not reported to class nor communicated his intent to the instructor and admission office.

Refund Policy

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the BPPE code shall be applied to students who have completed 60 % of the clock hours of instruction in any given period of attendance. The amount refunded will be the total amount paid by the student for the academic semester minus the portion of the educational program that was provided. The calculation is as follows:

The amount owed equals the total amount paid for tuition minus the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received more than 60% (9 weeks) of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy.

If an institution has collected money from a student for transmittal documents in order to act on behalf of the student to pay a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, then the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 980818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897. "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) 370-7589 toll free or by completing a complaint form, which can be obtained on the Bureau's Internet web site www.bppe.ca.gov

Policies and Procedures Regarding Financial Aid

At the moment, the school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Also, as established in BPPE Ed. Code §94911 the following actions may take place:

“An enrollment agreement shall include, at a minimum, all of the following:

(g) A statement specifying that, if the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

(2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.”

Financial Aid Disclosures

While Virscend is working on acquiring financial options for students, at the moment, Virscend university is not affiliated with any private or government financial institution. There are no loan programs or federal financial aid. Students must finance their own tuition or apply for Virscend University’s academic scholarships. Currently, Virscend offers full (100 %) and half (50%) scholarships to qualified students. In general, a candidate with 3.5 or higher GPA is qualified for the full scholarship while a candidate with 3.2-3.4 GPA is qualified for the half scholarship.

To finance their own tuition, students either pay in-person at the Office of Admissions office or online by visiting our website: www.virscend.com. In person, students may pay either using cash, visa, master or American express or a check payable to: Virscend University. Online students pay using credit card only.

To apply for a scholarship, visit the admissions office for information.

STRF Disclosure

Student Tuition Recovery Fund Disclosures:

In compliance with BPPE code, Virscend University must provide the following regulations regarding STRF. The following passages have been copied from the BPPE website.

5 CCR §76215(a) "You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

5 CCR §76215(b) "The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

Grades and Standards for Student Achievement - Satisfactory Progress

Grading Scale

The following grading scale is adopted for use in all University courses.

Grade	Equivalent	Grade Points	Grade Scale
A	Excellent	4.0	90-100
B	Good	3.0	80-89
C	Below Average	2.0	70-79
D	Poor	1.0	60-69
F	Fail	0	0-59
W	Withdraw	0	
AW	Administrative Withdraw	N/A	
I	Incomplete	0	

Grading Criteria

A = Excellent The student demonstrates advanced knowledge of all of the content and skills presented in the course and is able to use professional or personal experience to contribute to class knowledge in a unique and insightful manner. The student has excellent writing skills and participates actively in all aspects of the learning process.

B = Good

The student demonstrates knowledge of most of the content and skills presented in the course and often uses relevant professional or personal experience to contribute to class knowledge. The student has very good writing skills and participates frequently in the online classroom.

C = Below average

The student demonstrates below-average knowledge of the content and skills presented in the course. The student somewhat applies relevant professional or personal experience to class topics. There may be deficiencies in writing skills and course participation may be inadequate.

D = Poor

The student fails to demonstrate sufficient knowledge of the content and skills presented in the course and poorly applies relevant professional or personal experience to class topics. There are deficiencies in writing skills and course participation may be inadequate.

F = Fail

The student has presented an unacceptable quality and/or quantity of work that does not meet with the expectations and/or number of assignments specified by either the university and/or professor.

If the student has not completed the coursework and earned a grade, the student may petition for one of the following grading marks, if and when, the student follows the appropriate guidelines.

NOTE: THE FOLLOWING GRADING MARKS MAY IMPACT A STUDENT'S GPA.

I = Incomplete

If the course has not been completed the instructor may grant an "I" for incomplete. This incomplete status gives a student a two-month extension of the term, at no additional tuition cost. In order to be eligible for an incomplete, the student must be satisfactorily progressing in the course and the instructor must have a valid reason to believe that an extension of time will permit satisfactory completion. If an incomplete is granted, the student has a 2-month extension to submit coursework. Whether or not the student submits the agreed upon coursework within the extension, the student will receive a grade.

AW = Administrative Withdraw

During the first two weeks of the course, if a student is absent, an instructor may withdraw a student from their course. It is the responsibility of the student to contact their instructor prior to the first week of class to notify him/her about any absence. Yet, it is at the discretion of a professor to determine whether the absence can be excused. If a student is administratively withdrawn, a student will have to retake the course. Since an administrative withdrawal only occurs at the beginning of the semester, the student will receive full tuition reimbursement, less administrative fees such as deposit or application fee that will not exceed \$250. **NOTE:** While an AW may appear on students' transcript, an administrative withdrawal is not calculated in a student's GPA.

W = Withdraw

The student may withdraw from any course after 15 days or 3 weeks before the end of the semester. A pro rata refund may be reimbursed if the withdrawal falls under the qualifying deadline, as specified by the academic calendar (See refund policy for more detail). The student will be responsible for a new tuition payment for the repeated course of study. A student who withdraws will have to retake the course.

Attendance Policy — All Programs

Students are expected to attend classes regularly. Classroom participation is often one of the necessary and important requirements to learning and in many classes is essential to the educational objectives of the course. Students are required to attend more than 70% of the scheduled sessions throughout the entire program. When a student falls below 80% of attendance, they will receive a verbal warning from their instructor. When a student falls below 70% of

attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Academic Program Director or department advisor. Students who arrive to class more than 10 minutes after the class is scheduled to commence will receive an unexcused absence for that class period, subject to review by the instructor.

Academic Probation and Dismissal Policies

The Academic Program Director may place a student on academic probation if the student is not making satisfactory academic progress as per Virscend University's GPA requirement. The student's grade point average will be monitored at the end of each semester when grades are posted. Should the student's GPA fall below 3.0 for MBA program student and 2.0 for BS program student, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the Administrative Office:

Virscend University, 16490 Bake Parkway, Irvine, CA 92618

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. The Academic Program Director will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program.

Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the Admissions Office:

Virscend University, 16490 Bake Parkway, Irvine, CA 92618

The written notice must contain a statement of the nature of the request. At the discretion of the Academic Program Director, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Academic Program Director may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Student Grievance Procedures Student Rights

Problems or complaints that students may have about the faculty, staff or the institution can be resolved by directing the concern to the Grievance Committee. However, if this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the campus: Virscend University 16490 Bake Parkway, Irvine, CA 92618. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents, if any, which contain information regarding the problem, evidence demonstrating that the institution's grievance/complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the Administrative Office if you require additional information for the following:

- Complaint procedures
- Right to Cancel Student
- Tuition Recovery Fund
- Notice Concerning Transferability of Credits
- Student Grievance Procedures
- Student Rights to Inspect Records and Obtain Transcripts
- Non-Discrimination Policy
- Academic Freedom
- Sexual Harassment

Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems that interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community. However, this institution does not offer personal counseling assistance.

Placement Services

Career advising is provided by the academic department. Students are advised on career pathways and potential employment opportunities. In addition, faculty can provide additional career advising to the student.

Student Housing

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two-story walkup and garden apartments. Monthly rent for a one-bedroom unit is approximately \$2,000 a month. (www.apartmentguide.com)

Distance Learning

Virscend University currently does not offer distance education.

Student Records and Transcripts

Student records for all students are kept for five years. Transcripts and diplomas are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student, upon review, find that records are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain a student's record, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of a transcript fee of \$25.00 per transcript. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. However, no transcript will be issued until all tuition, other fees and pending charges due to the institution are paid in full.

Professions-Requirements for Eligibility for Licensure

None of the educational services offered lead to occupations that require licensure.

Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Total Registration Fee (\$300 per semester)	Student Tuition Recovery Fund (STRF)	Books & Materials (\$400 per semester)	Total Program Charges
Bachelor of Science in Business Administration (Degree completion program/BS)	\$20,000	\$1,200	0	\$1,600	\$22,800
Master of Business Administration (MBA)	\$24,000	\$900	0	\$1,200	\$26,100

Bachelor of Science in Business Administration

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$5,700

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM **\$22,800**

Master of Business Administration (MBA/Online MBA)

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$8,700

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM **\$26,100**

BPPE Required Disclosures

- The policy of this institution is to update the official school catalog annually, in August of each year.
- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, and/or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's admissions office.
- Any questions a student may have regarding information that is not covered may direct their concern to the admissions office.
- Any questions unsatisfactorily answered by the catalog or admissions office may be directed to our Grievance Committee.
- If a student does not conform with how the Grievance Committee responded to their concern(s), the student may direct their concern to Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 Fax (916) 263-1897
- 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) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.
- This institution currently does not admit students from other countries, so no visa related services are offered.
- For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet-based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution where instruction was provided in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework in English at the college level.
- Instructions will be given in no language other than English.
- This institution does not provide ESL instruction.

Notice to Prospective Degree Program Students

This institution is, provisionally approved by the Bureau for Private Postsecondary Education (BPPE) 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 re-accreditation, as defined in regulations, by April 1, 2019 and full accreditation by July 1, 2020.

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.