



University of Pasadena

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Hours of Operation: 9.00am -5.00pm (Monday to Friday)

Catalog for Academic Year

01/01/2018 – 12/31/2018

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

This School Catalog is reviewed and updated annually.

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

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

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

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



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

Governing Board:

The Governing Board at UPAS is comprised of senior professionals in the industry and academic who are well respected by their peers. They provide strategic advice and focus on the welfare of the Institution than anything else. They exercise independent judgment and conduct themselves with highest ethical standards.

- Dr. Venkat Reddy - Chancellor, University of Colorado, Colorado Springs
- Scott Tingley - Private Education sector startup manager and Regulatory compliance consultant
- Ramanathan Muthu - Ex Alumni & Head of Payment Card Industry Compliance, ATOS North America

Top Administrators:

- Mr. Ashok Kumar – Chief Executive Officer
- Dr. Chockalingam Arunachalam, Chief Academic Officer
- Dr. Narayanan Soleyappan, Chief Operations Officer
- Ms. Kripa Gilbert, Chief Financial Officer
- Mr. Mark Treston, Chief Compliance Officer

Ownership:

University of Pasadena is a C Corporation which is 100% owned by FUJI International

Level One		Level Two	
University Of Pasadena Inc.	100 %	Ashok Kumar	100%

About Online Learning

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

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

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



Mission and Objectives

Mission Statement

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

Objectives:

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

Approval

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

Notice to Prospective Degree Program Students

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

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one- degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: _____

Student Initials: _____

Date: _____

Date: _____

Accreditation: N/A

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

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Phone: (916) 431-6959 Toll Free: (888) 370-7589 Fax: 916.263-1897

Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

School Catalog Policy:

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

UPAS Online Academic Programs

UPAS offers the following programs of study:

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

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

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

Master of Science in General Engineering:

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

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

Objectives:

- Offer Master's degree in General Engineering with the emphasis on specialization in a technical area and management to become corporate leaders in technology companies or entrepreneurs.
- Emphasize on specialization in technical area and management to become corporate leaders in technology companies
- Ensure aspiring students that would like to pursue research programs in their choice.

Program Outcomes:

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

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

Program Delivery:

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

CATEGORY	Courses	Credits
GRADUATE CORE	3	11
ELECTIVES	5	17
CAPSTONE PROJECT	1	4
INTERNSHIP	1	4
TOTAL	10	36

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

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

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

Courses for Master of Science in General Engineering:

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

ADVANCED ENGINEERING ANALYSIS AND STATISTICS (4 credits)

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

BUSINESS PLAN (3 credits)

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

DISRUPTIVE INNOVATION AND TECHNOLOGY (4 credits)

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

Electives:

FUNDAMENTALS OF MACHINE DESIGN (4 credits)

Building on the Engineering Mechanics course, this course introduces students to the fundamental principles of machine design. Topics include analysis and calculation of key metrics like forces, moments, stresses, strains, friction, and kinematics that influence machine design upon completion, students can analyze machine components and make recommendations on component selections for an application.

OPERATING SYSTEMS (3 credits)

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

MOBILE APPLICATION DEVELOPMENT (3 credits)

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

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

SOFTWARE APPLICATION SECURITY (4 credits)

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

CLOUD COMPUTING (4 credits)

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

DIGITAL SIGNAL PROCESSING (3 credits)

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

CONTROL SYSTEMS (4 credits)

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

OPTICAL NETWORKS (4 credits)

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

COMPUTATIONAL FLUID DYNAMICS (4 credits)

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

MECHANICAL VIBRATIONS (3 credits)

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

ADVANCED THERMODYNAMICS (4 credits)

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

SOLID STATE ELECTRONIC DEVICES (3 credits)

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

COMMUNICATION SYSTEMS (3 credits)

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

CAPSTONE PROJECT (4 credits)

Capstone project is a requirement. It is offered to give a chance to the individuals who have inventive thoughts and need to test in instruction. Responsible upon the importance of the theme/exertion required, this task could be worth even two courses subject to the confirmation of the scholarly administration. Illustration of unique thought and response of thorough research system is normal for undertaking this project. The capstone project is the culminating experience of the student's engineering program and provides students with the opportunity to apply and integrate their knowledge and skills gained. Students will take the responsibility to organize, plan and carry-out the various tasks required for successful completion of the project.

Requirements for Capstone project:

- Identify the faculty advisor.
- Identify an appropriate title or problem statement.
- Submit the project proposal describing the project.
- Upon completion of the project submit the report.
- Online presentations of the capstone project through zoom to the faculty.

INTERNSHIP (4 credits)

Internship is a requirement to share your experience that will help long-term professional development. It is a form of experimental learning that integrates knowledge and theory learned in the classroom with the practical application and skills development in a professional setting. Student gain valuable work experience and gratify requirements for a qualification.

Requirements for Internship:

- The students should select the organisation related to their career goal.
- Identify the Internship field supervisor.
- Identify a faculty.
- They should maintain an attendance record.
- Should submit a weekly report to their supervisor and faculty
- Student should get feedback from the faculty.
- Students should get feedback from the employer.
- Online presentations of the Internship through zoom to the faculty

Students would choose electives based on the cluster of their choice. The student can choose Mechanical Engineering Cluster, Electrical Engineering Cluster and Information Technology cluster. The elective courses for each cluster are shown below:

Mechanical Engineering Cluster:

Fundamentals of Machine Design
Mechanical Vibrations
Computational Fluid Dynamics
Control Systems
Advanced Thermodynamics
Entrepreneurship for Scientists and Engineers

Electrical Engineering Cluster:

Communication Systems
Digital Signal Processing
Solid State Electronic Devices
Optical Networks
Wireless Communication
Entrepreneurship for Scientists and Engineers

Information Technology Cluster:

Data Networks and Security
Cloud computing
Operating Systems
Mobile Applications Development
Software Application Security
Entrepreneurship for Scientists and Engineers

Master of Arts in Education:

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

Objectives:

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

Program Outcomes:

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

- Utilize the knowledge and training in educational theories, child psychology, and human resource management and information technology in the practice of teaching and educational administration.
- Understand the design innovative curriculum and teaching/learning methodologies appropriate for the environment in which they practice.
- Transact a trans-disciplinary, holistic curriculum effectively.
- Analyze and display people skills and attitude needed to evolve to leadership positions in education.
- Create the ability to become a lifelong learner

Program Delivery:

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

CATEGORY	Courses	Credits
CORE COURSES	9	27
ELECTIVES	1	3
CAPSTONE PROJECT	1	4
INTERNSHIP	1	4
TOTAL	14	38

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

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

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

Courses for Master of Arts in Education:

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

HISTORICAL AND CONTEMPORARY THOUGHTS ON EDUCATION (3 credits)

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

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

CHILD PSYCHOLOGY: PRINCIPLES AND PERSPECTIVES (3 credits)

The objective of this course is to review the evolution and development of the ideas pertaining to the psychology of children and the implications of various learning theories. The student---teachers will be sensitized to the importance of their impact as role---models and counselors.

LEARNING THROUGH INQUIRY: THE IB PARADIGM (3 credits)

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

TRANS-DISCIPLINARY and HOLISTIC APPROACHES TO EDUCATION (3 credits)

This core course is intended to inculcate among the student teachers, the crux of international teaching and learning methodology: namely breaking the barriers between subjects and helping children learn holistically across disciplines.

COLLECTIVE AND COLLABORATIVE DESIGN AND TRANSACTION OF CURRICULUM (3 credits)

The student/teachers are helped to understand the meaning and nature of curriculum. The processes associated with collaborative design of the curriculum, as well as effective implementation / transaction of the curriculum in the classroom will be discussed in detail.

CONTINUOUS AND COMPREHENSIVE ASSESSMENT OF LEARNING (3 credits)

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

STATISTICAL METHODS FOR TEACHERS AND EDUCATIONAL ADMINISTRATORS ((3 credits)

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

ISSUES IN LANGUAGE TEACHING (3 credits)

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

ARTS, CRAFTS AND PHYSICAL EDUCATION: INTEGRATING INTO CURRICULUM (3 credits)

This core course helps the student---teachers to integrate arts, crafts and physical education into the inquiry method, and enables them to effectively utilize the assistance of specialized teachers for those activities. The process of planning to assessment interrogation is addressed in this course.

Electives:

DESIGN OF ASSESSMENT TOOLS AND RUBRICS FOR DIVERSITY (3 credits)

This elective course facilitates building the competence and skills to design and administer need---based assessment tools for special children.

ROLE OF ICT FOR EFFECTIVE TEACHING AND EDUCATION MANAGEMENT (3 credits)

This elective course is intended for those who would like to go beyond the basics of using ICT in education and develop their own ICT---based tools and aids for enhancing the teaching / learning / assessment processes. Exposure to a variety of learning management systems and their deployment would be part of the hand---on practice.

HUMAN RESOURCES MANAGEMENT FOR EDUCATION MANAGERS (3 credits)

This elective course is appropriate for those who intend moving to educational administration. The team leaders and program coordinators would benefit greatly from the input through this course on managing human resources effectively.

EDUCATION POLICY: LOCAL, NATIONAL AND GLOBAL PERSPECTIVES (3 credits)

Given the diversity of societies across the world, an international educator who aspires to seek positions in different societies would do well to be aware of the diversity in education policy and implications of the role and responsibilities of teachers / administrators. This course aims to provide input towards that objective.

EDUCATION AND SOCIETY: LOCAL, NATIONAL AND GLOBAL DIMENSIONS (3 credits)

Awareness of the crucial nexus between education in a society and the way the society develops is crucial for educators who plan to not only function as teachers but get involved in off---school social entrepreneurial activities. Such individuals would benefit from the discussions in their elective course and contribute meaningfully to society.

CAPSTONE PROJECT (4 credits)

Capstone project is a requirement. It is offered to provide an opportunity to those who have innovative ideas and want to experiment in education. Depending on the gravity of the topic/effort required this project could be worth even two courses subject to the approval of the academic management. Display of original idea and adoption of rigorous research methodology is expected for undertaking this project. The capstone project is the culminating experience of the student's education program and provides students with the opportunity to apply and integrate their knowledge and skills gained. Students will take the responsibility to organize, plan and carry out the various tasks required for successful completion of the project.

Requirements for Capstone project:

- Identify the faculty advisor.
- Identify an appropriate title or problem statement.
- Submit the project proposal describing the project.
- Upon completion of the project submit the report.
- Online presentations of the capstone project through zoom to the faculty.

INTERNSHIP (4 credits)

Internship is a requirement to share your knowledge that will help in long-term specialized development. Student gain work involvement and gratify requirements for a stipulation. UPAS supports internship programs that provide growth and learning opportunities to students in high school, college and trade schools.

Requirements for Internship:

- The students should select the organisation related to their career goal.
- Identify the Internship field supervisor.
- Identify a faculty.
- They should maintain an attendance record.
- Should submit a weekly report to their supervisor and faculty
- Student should get feedback from the faculty.
- Students should get feedback from the employer.
- Online presentations of the Internship through zoom to the faculty

Student Technology Requirements

Online education in UPAS is made easy with 24/7 student support, if they find difficulty in accessing the course content or other resources that are available to them.

We expect our students to be familiar with usage of computers, Internet, and e-mail and be able to follow instructions to configure programs and course work. To enroll in UPAS online programs, they are expected to have the following minimum requirements fulfilled:

Hardware

- Desktop/Laptop with i3 Intel processor or equivalent
- Color monitor with 1024 x 768 resolution
- Minimum 20 GB free Hard Disk Space
- Minimum 2 GB RAM
- High-speed broadband (6 Mb/s or higher) connection
- Audio speakers/headphone and microphone

Software

- Windows 7 or later, Mac OS 10.11 or higher
- Internet Explorer 11 or higher or another equivalent browser
- Microsoft Office 2007 or higher version
- Adobe Flash Player
- Adobe Acrobat Reader (version 9,11 or DC)
- Additional software depending on the need for any course

Email

- Have a personal email account

Admissions & Enrollment

Why should you choose UPAS?

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

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

About Online Learning

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

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

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

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

Evaluation Standards (Grading):

The evaluation of student achievement is based on students meeting the objectives for each program. At the beginning of each class, the instructor will provide the students with a syllabus identifying the objectives and grade determination criteria. Student should achieve a cumulative grade of 3.0 or higher. In a course in which a failing grade has been received, a student who has feasible reasons may ask the instructor to grant permission to take a re-examination or complete a reassignment of enough quality to raise the grade to a passing score. Such work must be completed within 21 days after notification of a failing grade. If the grade is raised to a passing grade, the student receives credit for the course, but no grade points are counted into the calculation of the student’s *Grade Point Average* (GPA). If the student repeats a course after having received an F grade initially, the previous F grade remains factored into the *Grade Point Average* (GPA), as does the new grade.

Grade Point Determination:

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

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

Grading:

- Faculties use the total course grade calculated at the end of the course to provide a letter grade to the student.
- When more than 5 students take a particular course, faculties may use curving to award letter grades.
- If the number of students is less than 5, then the following is a suggested scale for the faculty to award letter grades

Percentage	Grade	Points for GPA
80 or above	A	4.00
75-80	A-	3.75
70-75	B+	3.50
65-70	B	3.00
60-65	B-	2.75
55-60	C+	2.50
50-55	C	2.00
45-50	C-	1.75
40-45	D	1.00
less than 40	F	0.00

	Semester	Credit Hours	Grade	points	Total Points
Course1	1	4.00	A	4.00	16
Course2	1	3.00	B-	2.75	8.25
Course3	2	4.00	A-	3.75	15
Course4	2	4.00	B	3.00	12
		15.00			51.25
				GPA = TotalPoints/TotalCreditHours	51.25/15.00= 3.42

Students must achieve a cumulative GPA of 3.0 or above for graduation as shown in the example below.

Admission Process

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

- Start of Admission cycle: 8 weeks before start of the term
- Close of Admission cycle: 2 weeks before start of the term

Admission requirements:

- The prospective students must fill a questionnaire, which will be evaluated by the admissions/recruitment team to determine if our programs can meet the student requirements.
- Official transcripts and undergraduate degree (B.A or B.S) in the relevant field of study from an approved institution.
- Official transcripts for the courses for which students would like to transfer credits from any approved institution.

- Personal statement for seeking admission @ UPAS
- Satisfactory performance in the UPAS entrance exam to demonstrate web-based online learning capability
- Have a desktop/laptop with Internet broadband (6 Mbs or higher) connection and familiar with using Internet, email and other software programs with instructions provided on how to connect to the learning platform to complete the course work.
- UPAS accepts transcripts only in English. If the potential student interested in our programs has transcripts in any language other than English, the student must use the service of third-party transcript evaluators approved by the institution.
 - Academic & Professional International Evaluations, Inc. (APIE) P.O. Box 5787 Los Alamitos, CA 90721-5787 Telephone: (562) 594-6498 APIE@email.msn.com Website: <http://www.apie.org>
 - Academic Credentials Evaluation Institute (ACEI) P.O. Box 6908 Beverly Hills, CA 90212 Toll Free: (800) 234-1597 (USA Only) or (310) 275-3530 Fax: (310) 275-3528
 - Email: acei@acei-global.org
 - Website: <http://www.acei-global.org>

Admission Procedure:

- Prospective student will visit our website (Admissions tab) to download application (free of cost) which contains separate tab “Admissions”
- Prospective student must register with UPAS with basic information (name, email ID. Date of birth and phone number with area/country code)
- After registration, students will receive an Application ID along with login details
- Students will use the login details to upload the filled application along with course registration

information and other related documents like degree certificates, course details, etc.,

- Once the application is submitted, the students will receive an email with a link to make payment for application fees with the fee amount. The students can also make payment at the time of submitting the application using the payment link available to them once they submit the application.
- Students will receive an email acknowledging that application has been received. If payment is made, acknowledgment email of the application fee payment has been received will be sent. If application fee payment is not received with 1 business day of submitting the application, a transfer reminder email will be sent to the student. The submitted application will not be processed until the application fee is received.
- Students can also see the status of their application in their student dashboard once they login.
- An official email will be sent to the students within 5 working days from the date of application regarding acceptance or denial of admission with the reason. The outcome of the admission request is communicated to the prospective student by the admission team and all the documents used along with the reason for approval or rejection is documented in the online student file.
- The possible reasons for denial of admission are unfair transcripts /undergraduate degrees, Transcripts and undergraduate degrees from an unapproved institution. Unsatisfactory performance in the UPAS entrance exam or false declaration or document manipulation may also lead to denial of admission at UPAS.
- UPAS will send an email with Application transfer request outcome and entrance exam details (link) with user name (email ID) and password (date of birth) within 3 working days of the receipt of the application fee. Students can appeal the transfer of credits outcome by sending email to cao@upasadena.org. The response to the appeal will be given within 3 working days.
- Students will have to take the entrance exam within 2 working days or else, they will have to reapply. Entrance exam notification will also be available in the student dashboard.
- If the student is accepted, UPAS will send the enrolment agreement and the fee details to the student within 3 working days from the date entrance exam was taken.
- Student must send the signed enrollment agreement and pay the tuition fees within 3 working days of the receipt of the enrollment form. Email will be sent to the student with the payment details. UPAS web site also has a link to make payment for tuition fees. UPAS will send a reminder email if fee payment is not received within 2 working day of the receipt of the enrollment form.
- UPAS will send an Acknowledgement email for fees payment received.
- Students will receive the Welcome kit within 2 working days of the receipt of the fees.
- Student will start the program enrolled at University of Pasadena (UPAS).

Graduate Degree Programs:

Admission requirements:

- Official transcripts and undergraduate degree (B.A or B.S) in the relevant field of study from an approved institution.
- Official transcripts for the courses for which you would like to transfer credits from any approved institution.
- Personal Statement for seeking admission @ UPAS
- Satisfactory performance in the UPAS entrance exam to demonstrate web-based online learning capability
- Have a desktop/laptop with Internet broadband (6 Mbs or higher) connection and

familiar with using Internet, email and other software programs with instructions provided on how to connect to the learning platform to complete the course work.

Graduation Requirements

- Satisfactory completion of 36 credit hours in the chosen field of study.
The capstone project submitted by the student as part of the graduate program must be approved by our university faculty committee for an award of master's degree
- Minimum 50% of the credits towards the degree must be taken from UPAS
- Cumulative GPA must be 3.0 or higher.
- All graduate students are expected to complete the degree program within 3 years from the date of enrollment after which a request must be made to the admission department in the university asking for an extension. Continuous request for extension will not be encouraged and the student will be dropped from the program and won't be eligible for a degree.

Admission Policy

An official email will be sent to the students within 5 working days from the date of application regarding acceptance or denial of admission with the reason. The outcome of the admission request is communicated to the prospective student by the admission team and all the documents used along with the reason for approval or rejection is documents under student file online. The reason for denial can be any of the following:

- Unable to submit official Transcripts and/or undergraduate degree copies.
- Transcripts and undergraduate degree from an unapproved institution.
- Unsatisfactory performance in the UPAS entrance exam.
- False declaration or document manipulation may lead to denial of admission at our university.

International Students

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

English Proficiency

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

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

Visit www.toefl.org for more information on the TOEFL.

Applicants holding a baccalaureate or advanced degree from an accredited college or university in the US are exempt from the TOEFL requirement.

Policies & Regulations

How to start taking courses?

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

Course duration

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

Leave of absence

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

Non-active or unable to reach

If they are not active (except in case of leave of absence) with their course work or the university is unable to contact them for a period of 12 (twelve) months, they will be de-registered from the program and they will not be eligible for the university degree.

LMS Uptime

We make all efforts to ensure that our LMS platform is up 99.999% of the time, but in case they have trouble accessing the platform or issues with the platform, can email to it@upasadena.org

Contact our enrollment advisor

They can contact our enrolment advisor through email: admissions@upasadena.org

ACADEMIC CALENDAR

Spring 2018 Start

Monday, Jan 8, 2018

Mid-Term Week

Mon-Fri: Feb 26 to Mar 2

Final Exam Week

Mon – Fri: April 16 to April 20

Summer 2018 Start

Monday, May 14, 2018

Mid-Term Week

Mon-Fri: July 2 to July 6

Final Exam Week

Mon-Fri: Aug 20 to Aug 24

Fall 2018 Start

Monday, Sep 10, 2018

Mid-Term Week

Mon-Fri: Oct 29 to Nov 2

Final Exam Week

Mon-Fri: Dec 17 to Dec 21

Tuition & Fees

All students enrolling in UPAS online engineering degree program pay the same fees regardless of whether they are in or out of the US. Tuition and fees are due before the start of classes in each academic session unless a payment plan with a different or differed payment schedule is agreed. All non-refundable fees are non-refundable once they are paid (Application and Registration fees).

Optional fees like Transfer of credit fee is non-refundable once they are paid. No other optional fees are charged. Most of the communication is done by email. There is no charge for shipping to students residing in the United States if using ground US Postal Service. No expedited shipment available.

Graduate Degree Program Tuition and Fees:

Minimum Requirement: 36 Credits; Duration: 2 years

FEES	Basis	Per Unit cost	Units	Cost
**Application Fee	One Time	\$50	1	\$50
**Registration Fee	One Time	\$200	1	\$200
*Transfer of Credit fees (optional)	One Time	\$30	1	\$30
**Tuition Fee (subject to change)	\$200 per credit	\$200	36	\$7200
***Textbooks	\$200 per semester	\$200	2	\$400
***Computer & Internet	The computer and internet cost is estimated at \$2600.00 per year			

TOTAL ESTIMATED COST FOR THE PROGRAM: \$10450.00

*Transfers of Credit is non-refundable, one-time, optional fee

**Registration and Application fee are non-refundable, one-time, mandatory fees

***Paid to a third party who provides these services.

Required Equipment:

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

Hardware	Software	Internet & Email
Desktop/Laptop with i3 Intel processor or equivalent,	Windows 7 or higher, Mac OS 10.11 or higher	High speed broadband (4 Mbs or higher) connection
Color monitor with 1024 x 768 resolution	Internet Explorer 11 or higher or another equivalent browser	Have a personal email account
Minimum 20 GB free Hard Disk Space	Microsoft Office 2007 or higher Version	
Minimum 2 GB RAM	Adobe Flash Player	
Audio speakers/headphone and microphone	Adobe Acrobat Reader (9.11 or DC)	

Payment Options:

All payments should be paid in full using Pay pal, Check, ECH Transfer or Credit Card (VISA, Master, and Amex) as per the schedule for each semester unless prior arrangements (payment plan) are made.

UPAS does not offer loans. However students are allowed to make the fee payment as one full payment or in two equal instalments.

Fee Collection Policy:

Student fees and charges are due by the specified due dates. Two options are available to the student for payment of fees:

- First option - Payment is made in full by the mentioned due date - typically on the first day of the semester.
- Second Option - Payment is made in two equal instalments - the first instalment is due on the first day of the semester; the second instalment is due on the first working day of the eighth week of the semester.

There are no additional costs or fees to the students in making payments in instalments hence TILA requirements are not applicable.

Payment non-compliance:

If the students are unable to make the tuition payment by the agreed upon payment schedule or due date, UPAS will initiate the following actions:

Delinquent Fee Collection procedure: All student fees and charges are required to be collected by the specified due date. When a student continues to have outstanding fees even after the specified collection date, the following steps will be taken.

- Course registrations for students who have not made payment by the payment due date will be canceled.
- Where a student opts to pay by instalment and if he/she misses their instalment payment and doesn't respond to email and/or phone calls, Learning Management System access will be withdrawn until payment is received.
- Students with unpaid accounts will be prohibited from enrolling in subsequent semesters. Additionally, students with unpaid accounts are prohibited from receiving their University transcript.
- Delinquent accounts will be assigned to debt collection agencies. Collection agencies are authorized by the University to collect unpaid accounts in accordance with the Federal Fair Debt Collection Practices Act. The University also in some circumstances pursues legal action to secure a court ordered judgment as a means of collecting unpaid accounts.
- Delinquent account information is provided to national credit reporting agencies and may impact an individual's credit rating.

Tuition Assistance:

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

Refund and Cancellation Policy

Cancel a Course:

All students enrolling in UPAS online degree program pay the same fees regardless of whether they are in or out of the US. Tuition and fees are due before the start of classes in each academic session unless prior arrangements are made. All non-refundable fees are non-refundable once they are paid (Application and Registration). Transfer of credit is the only optional fee and it is also non-refundable. No other optional fees are charged. All communication is done by email. No expedited shipment available.

For Distance Learning Programs:

When instruction is not offered in real time, the student shall have the right to cancel the enrollment agreement and receive a full refund minus the non-refundable charges before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If the School sent the first lesson and materials before an effective cancellation notice was received, the If the School sent the first lesson and materials before an effective cancellation notice was received, the student should return all materials within 15 days of notice of cancellation.

STUDENT'S RIGHT TO CANCEL:

The Student has the right to cancel the enrollment and obtain a refund of refundable charges paid through attendance on the first day of class, or the seventh (7th) day after enrollment, whichever is later. Cancellation occurs when the student gives written notice of cancellation to the Director, at the address of the School, shown below, by phone or by email to admissions@upasadena.org. The Student can mail or hand-deliver the cancellation notice. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. Cancellation notices are to be addressed to: **University of Pasadena, Office of Admissions, 1600 E Francisquito Avenue, West Covina, CA 91791.**

HYPOTHETICAL REFUND EXAMPLE:

Students have a right to a full refund of all charges, less the \$50 application fee and the \$200 registration fee, if the student cancels the enrollment agreement on the first day of class or within the seventh day after signing this agreement. The amount retained by the school will not exceed the **\$50 (fifty dollars) Application Fee and the \$200 (two hundred dollars) Registration Fee for a total of \$250** (two hundred and fifty dollars). Since UPAS is operating based out of the state of California, the refund policies are in compliance with CA state requirements.

If a student withdraws from the program after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition minus non-refundable charges. The date of withdrawal is the date of cancellation and is determined as the date the student notifies the school of the decision to cancel, or the last date of attendance, if the student fails to notify the school. The student will be charged for all hours attended. UPAS follows a 15-week semester and the courses are either 3-credit courses or 4-credit courses. The 3-credit courses are conducted for 3 hours per week and the 4-credit courses are conducted for 4 hours per week. For example, if the student completes 6 weeks of a total of 10 credits of enrolled coursework in a semester, then the student would have completed a total of 60 hours out of the maximum possible 150 hours (15 weeks x 10 hours per week). If the student had paid \$3,000 for tuition--in--full, then the refund amount would be {150 hours minus 60 hours of completed coursework} divided by {total of 150 hours} multiplied by \$3,000 for a refund of \$1,800.

The following table illustrates the refund policy with a hypothetical example:

Enrolled Credits for semester	10
No. of hours of classes per week	10
Tuition fee per credit; Tuition fee per hour	\$30
Total Tuition Fees Paid By Student	\$3000
Hours Completed Before Withdrawal	60
Maximum possible hours per semester for a 15-week semester and 10 credits of coursework	150
Total Due to School	$60/150 * \$3,000 = \$1,200$
Total Due to Student	$90/150 * \$3,000 = \$1,800$

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

UPAS will make all refunds within 30 days of written cancellation.

It is essential that students understand the details about their desired course and curriculum before registering for the courses. If the School sent the first lesson and materials before an effective cancellation notice was received, the School shall make a refund within 45 days after the student returns all materials. If the student is not eligible for any refund and he has paid the tuition-in-full, the student is eligible to receive all materials, kits and equipment as applicable.

All requests for withdrawal or dropping of courses must be submitted in writing for a refund to the following address or by email to admissions@upasadena.org:

University of Pasadena 1600 E.
Francisquito Avenue, West
Covina, CA 91791
Phone: 626.600.8727

Faculty and Staff

All Faculties at UPAS are part-time

Faculty Name/Expertise	Educational Qualifications
Mr. Shiva Palanisamy / Mechanical Engineering	B.E (Mechanical Engineering) M.S (Manufacturing Engineering)
Mr. Ashok Kumar / (Electrical Engineering, Entrepreneurship)	B.E (Electrical Engineering) M.S (Electrical Engineering) MBA
Mr. Subramanian Rama / (Computer Science Engineering, Business)	B.S (Electronics and Communications Engineering); M.S (Computer Engineering)
Mr. Srikanth Subramanian / (Chemical, Network security, Mechanical)	B.E (hons.) (Chemical Engineering); M.S (Computer Engineering and Computational Fluid Dynamics)
Dr.Chockalingam Arunachalam (Chemical, Mathematics, Computer Science)	B.E (hons.) (Chemical Engineering) Ph.D. (Engineering)
Mr. Sridhar Venkataraman/ (Mobile networking, Application development)	M.Sc. (Tech.) (Instrumentation Engineering) M.S (Engineering)
Dr. Narayanan Solayappan / (Electrical Engineering, Management)	B.S (Electrical and Electronics Engineering) M.S (Electrical Engineering) Ph.D. (Electrical Engineering)
Mr. Karthikeyan Doraiswami / Electrical Engineering	B.E (Electrical and Electronics Engineering) M.S (Electrical Engineering)
Mr. Ramasamy Adaikkalavan / Electrical Engineering	B.E (Electrical and Electronics Engineering) M.S (Electrical Engineering)
Ms. Sonali Geed / Education	BA B.Ed. MA M. Ed, Ph.D. in Education
Ms. Kara Cleaver / Education	B. A (Education) M. A
Ms. Karuna Kumar / (Construction, Architecture, Education)	B.Arch. (Architecture) M Arch (Architecture)
Mr. Ram Kumar	M. Lib (Master of Library and Information Science)
Mr. Mark Treston / (Education, Compliance, Human Resources)	B. A (International Relations) M.A (Education) M.A (International Relations)

Contact us:

University of Pasadena

1600 E. Francisquito Av, West Covina, CA

91791 Phone: 626.600.8727

Email: info@upasadena.org

Website: <http://www.upasadena.org>

Hours of Operation: 9.00am -5.00pm (Monday to Friday)

Student Services

Student services staff provides all necessary services to our students and faculty. Our key services include: Transcript requests, information needs and Career Services. For any requests or questions, please email to studentservices@upasadena.org

Placement/Career Services

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

Library Services

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

Librarian is available to answer student questions and provide the necessary guidance students may need in locating further material online. For library services, please email to library@upasadena.org

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

- www.safaribooksonline.com: This is an online digital library that provides resources including books, videos, documents and publications. Every student at UPAS can request for access to this service, which will be provided at additional cost. The school librarian will have access to this service as well and students can exchange information with the librarian and faculty about resources they access through this service. They can also reach out to the librarian to find specific resources at this site.

- **Class mailing lists**, which students use to share information they find with their immediate peers.

Housing:

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

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

Transcript Requests:

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

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

Student Records are kept permanently.

Fees (\$5 per transcript for normal delivery and \$25 for Quick delivery, \$2 processing fee per request)

Method of Payment: VISA, MasterCard, American Express.

Please send your request to:

University of Pasadena

1600 E. Francisquito Av, West Covina, CA

91791 Phone: 626.600.8727

Email: info@upasadena.org

Website: <http://www.upasadena.org>

Note: Request can be made at any time from Monday through Friday during normal working hours, except during university and national holidays.

Attendance Policy:

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

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

Maintaining Official Student Records and Transcripts:

Student academic records are maintained in a paper and digital format while students are currently enrolled. Graduate Students' *Official Academic Transcripts* are kept permanently. Students may contact the school administration through mail info@upasadena.org to order transcripts to receive a copy of their academic records.

Probation or Dismissal Policy:

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

Academic Progress Policy:

The Assessment and Grading Policy establishes a framework for the academic team to ensure that students are progressing at an acceptable pace and working towards completion of their program. This has been put in place to help students achieve their goals.

This policy applies to all members of the academic team. They are expected to be well versed with this policy so that they can answer any questions students may have in this regard.

Graduate Level — Students must meet a 3.0 cumulative GPA with graduate hours to graduate. This includes all credit hours taken by the student while enrolled in the institution as a graduate student.

While the institution offers flexibility to students to choose the number of credits they sign up for in each semester, all students must complete 70% of all credit hours attempted including accepted transfer hours. This completion ratio is obtained by dividing the number of credit hours successfully completed at the end of the semester by the total number of credit hours signed up for by the student at the beginning of the semester.

Successful completion is defined as earning a grade of A, A-, B+, B, B-, C+, C, C, D or S.
Unsuccessful completion is defined as earning a grade of F, WP or WF.

All graduate students are expected to complete the degree program within 3 years from the date of enrollment after which a request must be made to the admission department in the university asking for an extension.

The qualitative component, quantitative components and time frame component for each student are monitored at the end of each semester to provide a formal intervention by the institution for those who do not meet the SAP standards. Such students will be placed on probation.

Counseling sessions will be scheduled with Academic Progress Coordinator (APC) to help the students overcome their issues and get back on track. Once they can prove that they have met the conditions satisfactorily in the following semester, they will be removed from probation.

Confidentiality and Privacy Policy:

The Institution gathers only the following personal information such as name, address, driver license, social security number, email, phone number, date of birth and educational qualifications. No other information is collected. The information collected is not disclosed to third party and is kept for Institution use only. The personal information is classified as confidential and only accessible on a need to know basis by the internal staff. The data is protected by a strict access control mechanism so that only the person who needs to know the data has access to it. All personal data is protected by strong password policy and access is tracked and logged. Anyone who accesses the personal data without proper approval or access will be subject to strict disciplinary actions. The Institution staffs are required to sign the confidentiality agreement that they will follow the privacy policy and related procedures in a proper manner relating to collection, storage, access and disposal of records.

Complaint/Grievance Policy:

The Institution goal is to provide a fair and enjoyable work environment for all employees. The Institution encourages direct communication between staff and their supervisors to resolve any conflicts. Since this is an online institution and most of the staff work remotely, all communication happens online and over the phone. So, the staff is encouraged to directly raise the issue with the supervisor since it is the best way to address any complaints or grievance. Students are also encouraged to directly work with the faculty first to resolve their complaints. The grievance policy addresses work place harassment, supervisor behavior and health/safety. The escalation for student related complaints/grievance are done to the Chief Academic Officer by sending email to cao@upasadena.org. The employee related complaints/grievance are to be sent to hr@upasadena.org. The complaints must be filed within 10-business day of the incident. The Institution is committed in resolving all complaints within 5 business days. The complaint and all responses/decisions are kept permanently in the employee or students file. Any retaliation against the employee or students who file complaints will be taken very seriously and strict disciplinary actions will be taken against those employees, staff or administrators. If the employee or student is not satisfied that the Institution has addressed their concerns to their satisfaction, they can raise the issue with

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Phone: (916) 431-6959 Toll Free: (888) 370-7589 Fax: 916.263-1897

Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

Student Identity Verification Policy:

The Institution is an online university. So, the institution must verify that the student who applies for the program is the same student who participates and completes the program and receives the academic credit. Following methods are used to verify the student identify.

- A secure login and password, which is required to login to the Learning Management System. The student is required to keep the user name and password personal and confidential.
- Proctored examinations – requires face-to-face interaction to minimize the possibility of academic dishonesty
- Valid government issued photo id

All personal information collected to verify the identity of the student will be protected as per the Institution's privacy policy. Students are responsible for providing complete and honest information in any identify verification process. Because technology and personal accountability will not completely ensure academic integrity, faculty and content developers are encouraged to design courses that employ assignments and evaluations that support academic integrity.

Non-Discrimination Policy:

The Institution complies with all applicable federal, state and local laws prohibiting the exclusion of any person because of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, marital status, age or disability subject to the conditions established by the law. This compliance is applicable to both students and employees. Since the institution is an online university and plans to attract students from all over the world, the institution encourages diversity in employees, top administration and student population. Any questions or concerns regarding non - discrimination policy should be addressed to compliance@upasadena.org

Student code of conduct:

By enrolling at the Institution by signing the enrollment agreement, students accept responsibility for compliance with all university's code of conduct. Strict disciplinary action will be taken if the students commit or attempt to commit the following misconduct:

- Academic Dishonesty and integrity are core values of the Institution and if the faculty or staff finds that even one incident of academic dishonesty may merit expulsion. Both students and faculty are jointly responsible for maintaining academic standards and integrity. Academic dishonesty includes plagiarism, cheating and forging.
- Misusing university resources including using identification of another student, accessing records that they are not supposed to access, sending abusive messages, violating copyright laws and unauthorized entry into the university building
- Threat to any person's mental or physical health including physical violence, sexual misconduct and sexual harassment
- Discrimination and retaliation.
- Violation any university policy

State of California Disclosure Statements:

State of California, Bureau for Private Post-secondary Education: **UPAS** is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution follows the California Private Postsecondary Act of 2009.

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

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post-secondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web Site: www.bppe.ca.gov.

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

All instruction is conducted on line

Student, Faculty/Staff Complaint/Grievance Procedures

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

The School Director or The Chief Academic Officer (CAO) is the initial contact for any ethics issues or grievances about classes, students, instructors, staff members, or situations.

Students who have ethics concerns may contact the school to request the name and phone number for the CAO or *School Director*. Any contact/discussion with the School Director or CAO is completely confidential.

STUDENTS' RIGHTS POLICY:

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

Transfer of Credits:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR

INSTITUTION: The transferability of credits you earn at the University of Pasadena (UPAS) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Degree in *Master of Science in General Engineering (MS)*, *Master of Arts in Education (MA)*, you earn is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending UPAS to determine if your degrees will transfer.

Transfer Credit Evaluation:

Credits earned at other institutions will be evaluated using the following criteria: Transcript copies must be forwarded to the Office of Admissions for evaluation.

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

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

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

Transferring Students:

For UPAS to determine whether your course credits can be transferred or not, please mail all your relevant transcripts to the admissions office at UPAS. Acceptance of credits will be based on the

approval from our Chief Academic Officer (CAO) or satisfactory performance in our challenge examinations for the respective course.

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

Student Tuition Recovery Fund (STRF) Fees Disclosures:

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

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

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss because 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 more than tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

ADDITIONAL DISCLOSURES:

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

Title IV

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

Financial Aid

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

Loans

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

Distance Education

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

Student Visas:

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

Licenses:

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

Bankruptcy

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education. Their contact information is:

BPPE Contact Information:

Mailing Address:

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

Physical Address:

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

Currently the University of Pasadena and its degree programs are not accredited by an accrediting agency recognized by the United States Department of Education. A graduate of an unaccredited Degree program may not be eligible to sit for applicable licensure exams in California and other states. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid