



CATALOG

2019-2020

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Institutional Mission and Objectives

The mission of Virscend University is to inspire students with innovative ideas and business intelligence to prepare them to excel in a dynamic global environment. In order to pursue our mission, we provide educational services at the bachelor's and master's degree levels with the 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 bachelors 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 our 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.

Among the institution's objective, we provide a business and management curriculum that is up-to-date 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.

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 **November 1, 2019** and full accreditation by **November 18, 2021.**

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.

As of June 4, 2019, Virscend University has met its first deadline by passing the Eligibility status with WSCUC and is currently pursuing the Initial Accreditation.

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.

Accreditation Status

Virscend University has applied for Eligibility from the WASC Senior College and University Commission (WSCUC). WSCUC has reviewed the application and determined that the University is eligible to proceed with an application for Candidacy and Initial Accreditation. A determination of Eligibility is not a formal status with the WASC Senior College and University Commission, nor does it ensure eventual accreditation. It is a preliminary finding that the institution is potentially accreditable and can proceed within five years of its Eligibility determination to be reviewed for Candidacy or Initial Accreditation status with the Commission. Questions about Eligibility may be directed to the institution or to WSCUC at wscuc@wscuc.org or (510) 748-9001.

It is a huge honor for a school to receive accreditation, so our team of staff and faculty is working diligently to obtain an official seal of approval from WASC.

In addition, Virscend University is in agreement with the Bureau of Private Post-Secondary Education (BPPE) to achieve the following deadline:

- Achieve accreditation candidacy or re-accreditation, as defined in regulations, by **November 1, 2019** and full accreditation by **November 18, 2021**.

As of June 4, 2019, Virscend University has met its first deadline.

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 adapter, 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

and eLibrary with access to EBSCO's eBook Business Subscription Collections and Regional Business News. These resources supplement the university's curriculum. Students may access the internet using their laptops or a desktop computer from the computer lab during operational hours. The online course management system, Moodle, supports classroom instruction. By using Moodle, students can send a message to their instructor regarding a missed assignment. They can also access PowerPoint slides and lecture videos for assignments missed or simply to revisit for further study. 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 eLibrary is composed of various digital libraries. Students can easily access a list of public digital libraries from the library page on Virscend University's website. Students may also access EBSCO's business related databases. The university currently has a subscription to eBook Business Subscription Collection – This collection offers nearly 20,000 business e-books selected to assist students and scholars with various business research, special projects and entrepreneurial needs. A key resource for academic and business school libraries, eBook Business Collection encompasses a variety of topics, such as marketing, finance, supply chain management and entrepreneurship. Titles are available from many noteworthy academic and business publishers, including Oxford University Press, Cambridge Scholars Publishing, World Scientific Publishing Company, Princeton University Press, AMACOM and Gallup Press. Regional Business News - Regional Business News provides full-text regional business publications for the United States and Canadian provinces. Users can search newspapers, magazines and other resources from trusted news sources. Furthermore, students are encouraged to access and use materials from the nearby public libraries and various online digital resources.

Admissions Policies for BS and MBA Program

BS (2-year degree completion program) Admission criteria:

- Student must have earned an Associate Degree from an accredited institution in the United States or Canada; 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 GPA 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 does not accept Ability to Benefit (ATB) students.
- This institution has articulation agreements with domestic and international universities

Admission Process:

Virscend University accepts admission year-round. Admission decisions are made by the Admission Committee which consists of the Director of Admission, faculty and staff.

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. Pay for the application fee \$20
4. Mail the application package including the following documents:
 - a. Complete application form
 - b. Complete personal essay answering one of the following prompts:
 - *Describe a time you encountered a problem and resolved it and explain its significance to you.
 - *Describe a problem that you would like to resolve and explain 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
(Unofficial Transcripts accepted during application process)
*Please note that the Bachelor of Science program only accepts transfer students who are at the Junior level of college or higher.
 - e. TOEFL/IELTS Score: minimum of 500 pb or 61 ib or 6.0 (IELTS)
(ONLY for students with an international degree)
 - 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.

MBA Admission Criteria:

- Student must have earned a Bachelor's Degree from an accredited institution in the United States or Canada; 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 articulation agreements with domestic and international universities.

Admission Process:

Virscend University accepts admission year-round. Admission decisions are made by the Admission Committee which consists of the Director of Admission, faculty and staff.

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 ONE of the following prompts:
 - *Describe a time you encountered a problem and resolved it and explain its significance to you.
 - *Describe a problem that you would like to resolve and explain 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
(Unofficial Transcripts accepted during application process)
 - e. GMAT or GRE SCORE (**Optional**)
 - f. Two (2) letters of recommendation from school or work (**Optional**)
 - g. TOEFL/IELTS Score: minimum of 525 pb or 71 ib or 6.5 (IELTS)
(ONLY for students with an international degree)
 - h. 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 BS 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

BS Degree: To earn a Bachelor of Science Degree, students must have completed a total of 120 credit units, among them a maximum of 60 lower-division units from the college/university previously attended and, in addition, completed a minimum of the 20 required courses (60 units) with a GPA of 2.0 or higher from Virscend University.

MBA Degree: To earn a Master of Business Administration degree, students must complete 10 required courses with a GPA of 3.0 or higher. Students are required to submit final project issued in MBA 650. Once the project is submitted, the turnaround time for evaluation is 2-4 week period.

Validity of Coursework

BS Program

Students have an 8-year period from the date they sign the enrollment agreement and/or register for classes (whichever comes first) to complete the program. Students re-entering the program after the 8-year period must restart the program and retake all courses. Students who under extreme circumstances cannot complete the program within the 8-year period may file for an extension. Upon review of the request, the Academic Committee will make final decision.

MBA Program

Students have a 5-year period from the date they sign the enrollment agreement and/or register for classes (whichever comes first) to complete the program. Students re-entering the program after the 5-year period must restart the program and retake all courses. Students who under extreme circumstances cannot complete the program within the 5-year period may file for an extension. Upon review of the request, the Academic Committee will make final decision.

Transfer Policy

BS Program: Virscend University only takes transfer students for our Bachelor of Science in Business Administration 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 Admissions Committee. The student will follow our admission process and submit an application along with official transcripts and a application fee to the Office of Admissions (See Admission). For further assistance, call the Office of Admissions at (949)502-6252.

MBA Program: The transfer policy is not applicable to the MBA program. Students must be awarded a bachelor's degree from an accredited university, and if, it is an international degree must have their credentials evaluated by a NACES recognized agency that validates the equivalency of the international degree to that of a United States degree.

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 articulation agreements. The Admission Committee will evaluate and make judgments about the equivalency of the transfer 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.

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

Non-Matriculated Student Policy

Non-matriculated students are students who take courses with non-degree related objectives. Non-Matriculated students are not required to apply for admission to the university. Non-Matriculated students register directly for courses. Virscend University allows non-matriculated students to register for fall, spring and summer classes (upon availability and meeting the Non-Matriculated Student Criteria). However non-matriculated students will not be granted a Degree/Diploma. Only matriculated students may receive a degree/diploma from Virscend University. If non-matriculated students decide to pursue a degree, they must apply for admission and credits earned under nonmatriculated status may be applied towards the degree. This applies to both the BS and MBA programs. Note that the 8-year (B.S. program)/ 5-year (MBA program) Validity of Coursework policy applies.

Non-Matriculated Student Criteria:

Bachelor of Business Administration

- High School Diploma
- Prerequisite of coursework (if applicable for the desired course taken)
- TOEFL (for international degrees): minimum score 500 (ppb) or 61 (ib) or meet one of the listed English Proficiency Requirements (See International Degrees & English Requirements)

Master of Business Administration

- Bachelor's Degree (Accredited Institution)
- Prerequisite of coursework, (if applicable for the desired course taken)
- TOEFL(for international degrees): minimum score 525 (ppb) or 71 (ib) or meet one of the listed English Proficiency Requirements (See International Degrees & English Requirements)

Non-Matriculated Student Process:

Bachelor of Business Administration

1. Fill out the registration form for the desired trimester of enrollment.
2. Submit the registration form with the following documents:
 - a. High School Diploma
 - b. Transcripts satisfying proof of prerequisite coursework (if applicable)

- c. TOEFL Scores/Letter of English Medium of Instruction (for international degrees)
- d. A check or money order in the amount of \$320.00 USD (**PRICE INCREASE to \$470 Starting Fall 2020**) as Registration and Activity fee and payment of course(s) (check course pricing) payable to Virscend University
- e. Submit application to
 Financial Services
 16490 Bake Pkwy, Suite 100
 Irvine, CA 92618

Master of Business Administration

- 1. Fill out the registration form for the desired trimester of enrollment.
- 2. Submit the registration form with the following documents:
 - a. Bachelor's Degree
 - b. Transcripts satisfying proof of prerequisite coursework (if applicable)
 - c. TOEFL Scores/Letter of English Medium of Instruction (for international degrees)
 - d. A check or money order in the amount of \$320.00 USD (**PRICE INCREASE to \$470 Starting Fall 2020**) as registration and activity fee and payment of course(s) (check course pricing) payable to Virscend University
 - e. Submit application to
 Financial Services
 16490 Bake Pkwy, Suite 100
 Irvine, CA 92618

International Degrees & English Requirements

All instruction will be delivered in English. Virscend University does not provide any English Language services such as ESL. For students who have obtained their undergraduate/graduate coursework from an institution outside of the United States, the following additional steps must be taken in order to satisfy the application requirements for both the BS and MBA programs:

1. Degree Validation from either WES (World Education Services) or IERF (International Education Research Foundation) or NACES

Students must submit their transcripts, degree and any other documents to either one of the above listed agencies or recognized NACES approved agency. The agency will verify that all documentation is accurate and that it meets the accreditation criteria necessary to transfer their degree into the equivalent of a bachelor's degree, coursework, and/or certificate from an accredited institution of the United States. The agency will report their findings to our school.

2. English Proficiency Requirement

Students who have an international degree must provide proof of English proficiency in either of the following ways:

- 1. Medium of Instruction Letter (MIL): Students may obtain a MIL letter from the respective university in which they have completed their coursework. The MIL letter

serves as a legal document that certifies that all instruction in the foreign institution has been delivered in the English Language Only.

2. Completion and a minimum score as listed below for either of the following exams:

BS Program (2-year degree completion program)

- a. TOEFL: Paper-based: 500, Internet-based 61
- b. IELTS EXAM: 6.0

MBA Program:

- a. TOEFL: Paper-based: 525, Internet-based 71
- b. IELTS EXAM: 6.5

Students who do not have a TOEFL/IELTS nor a MIL may be provisionally admitted to the university upon review of a candidate's work experience and/or English related coursework, and in-house English test. If the student has acquired work experience where English language was the primary language used within their work environment, the student may submit their resume/employer's letter emphasizing the length of employment and department contact information where confirmation of English usage during employment may be verified. Please note that the student must have had a minimum of one year of employment. If the student has completed an English program with a minimum of one year of coursework from an accredited institution, the student may submit transcripts/certificates showing English language coursework taken within the trajectory of a year. Students submitting either work experience or English Language coursework to meet the English Proficiency requirement are subject to an interview and written assessment. Candidates undergo an interview that allows the candidate to demonstrate his/her speaking and listening skills. The written assessment assesses reading comprehension and conventional grammar rules. Both the interview and written assessment have been carefully crafted to assess a candidate's readiness for the program in which he/she is applying. Once conducted the results are assessed and communicated to the Admission Committee.

Further, Virscend University recognizes that second language acquisition is a lifelong endeavor. Students who satisfy the requirements for admission will be monitored periodically to ensure that the students receive language support when necessary. Currently, our staff includes a TESOL certified teacher. Students can schedule one-on-one tutoring sessions with our on-site language support staff. Moreover, Virscend University may require students to partake in a language development course/program to further assist their English development. Currently, the university sponsors Irvine Project Manager Toastmasters. Irvine Project Managers Toastmasters is part of an international educational organization. It is recognized for its focus in communication and leadership development. Students may consider registering for Irvine Project Managers Toastmasters or other language development program upon approval from the Academic Program Director.

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.

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.

Internet Policy

The Internet is to be used responsibly for educational use only at Virscend University. Using the internet inappropriately will not be tolerated; inappropriate use is any negligent or malicious internet intent which includes, but is not limited to, installing malicious software, identity theft, and cyber bullying. An individual's Internet privileges can be revoked at the company's discretion for any reason at any time. In addition, all passwords are to remain confidential at all times. Failure to comply with rules may result in civil and federal prosecution.

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 catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd #225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or (916) 574-8900 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

Financial Aid Disclosure

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 3 types of scholarships Full-scholarship, Three-Fourth Scholarship and Half-Scholarship to qualified students. Full scholarships allow students to waive 100% of the cost of tuition, Three-Fourths allows students to waive 75% of the cost of full cost of tuition and Half scholarships allow students to waive 50% of the full cost of tuition. Candidates who apply for scholarships are evaluated based on individual qualifications which include the following criteria: GPA and work experience. Students must maintain satisfactory academic progress to remain eligible for the scholarships. For more information on our scholarship email us at admission@virscend.com.

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.

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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

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.”

STRF Disclosure

Student Tuition Recovery Fund Disclosures:

In compliance with BPPE code, Virscend University provide the following regulations regarding STRF.

5 CCR §76215(a)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

5 CCR §76215(b)

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd #225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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 cases 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 note, which will be sent to the student by mail or email, 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.

Leave 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 and Student Rights

Problems or complaints that students may have about students, faculty, staff or the institution can be resolved by directing the concern to the Grievance Committee (composed of one faculty and one staff). Currently those serving are Marketing Management faculty member and Deputy Director of Office of Admission. The Grievance Committee is in charge of investigating and providing a resolution to the grievance. In order to process their grievance/complaint, the grievant must submit an email to either committee members or letter directed to the Grievance Committee at the following address: 16490 Bake Pkwy, Suite 100 Irvine CA 92618. The committee will send an acknowledgment by email/mail and schedule a meeting with the student within 10 days from which the letter was received.

However, if the grievant disapproves of the Committee's response, the grievant may submit a complaint to the Director of Academic Programs. The complaint may be sent via email or letter to the following name and address: Virscend University, Office of Academic Programs, 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 (if any) demonstrating that the institution's grievance/complaint procedure was properly followed, and the student's signature. Upon review, the Director of Academic Programs will send a written response to the individual within 10 business days. In addition, student's rights are set forth at various places in this catalog. Contact the University 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

Should a student encounter a personal problem that interferes with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community. For more information contact the Office of Student Services and Technologies.

Placement Services

Career advising is provided by the Director of Student Services and Technologies. 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.

Currently the average rent for a studio apartment in Irvine is around \$1,800 per month, and one bedroom is around \$1,900, and \$2,700 for a two bedroom apartment.

Distance Learning

Virscend University will be offering an online program in the future.

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 (See transcript fees). 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.

Charges: Tuition & Fees

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

Program Name	Program Tuition	Total Registration Fee (\$320 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	\$1,280	0	\$1,600	\$22,880
Master of Business Administration (MBA)	\$24,000	\$960	0	\$1,200	\$26,160

STARTING FALL 2020 REGISTRATION AND ACTIVITY FEE WILL INCREASE to \$470.00.

Bachelor of Science in Business Administration

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$5,720

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM **\$22,880**

Master of Business Administration (MBA/Online MBA)

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$7,920

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM **\$26,160**

Other 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 1747 N. Market Blvd #225 Sacramento, CA 95834, P.O. Box 980818 West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or (916) 574-8900 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 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 offer visa related services.

CATALOG DISCLOSURES

- “Catalog Rights” define a student’s right to the set of requirements, conditions and policies in which he/she was admitted into the program. Both undergraduate and graduate students acquire “Catalog Rights” through their continuous attendance. Continuous attendance is defined as maintaining uninterrupted enrollment in the program and adhering to the attendance policy (See Attendance Policy). A student impacted by circumstances beyond their control may request the Office of Academic Programs to consider his/her situation and allow to maintain “Catalog Rights”. The Academic Program Committee will review and make the final decision.
- As we continue to improve our program and services to meet the educational needs of the 21st century, policies might be created, edited and/or renamed. As part of the enrollment agreement, it is the obligation of the student to become familiar with the latest catalog’s content from Virscend University. Furthermore, while we make every effort to ensure that we provide students with the most updated information, there may be instances where this may not be so. In such cases, we ask students to contact the office in charge of their respective concern.