

University Catalog

September 1, 2021 – August 31, 2022



UNIVERSITY of RIVERSIDE
Strength in Excellence.

University of Riverside
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A Message from the President



Welcome to the University of Riverside. The University of Riverside offers distinctive and outstanding educational programs and opportunities to meet the lifelong learning needs of our students around the world. We deliver non-degree programs via online and on campus delivery modes. We also provide a wide variety of supportive services and resources to assist our students in obtaining their educational goals. In addition, we are dedicated to serving our local as well as global community to enhance the economic and social development for mankind through education.

It is my honor to invite you to participate in any of our challenging degree and certificate programs at the University of Riverside. Our goal is to provide high quality education at a reasonable cost to our students.

Sincerely,

A handwritten signature in black ink, appearing to read "Raj K. Singh". The signature is written in a cursive, flowing style with a horizontal line underneath.

Raj K. Singh, Ph.D.
President

MISSION

The University of Riverside is a private, international, and independent distance learning institution of higher education consisting of the School of Extended Education. The University of Riverside provides undergraduate education. The University of Riverside was established to fulfill the needs of its students so that they may promote civil society in the global village and raise the financial well-being of the communities in which they live.

School of Extended Education

PROGRAM BENEFITS

Customized training designed to meet the educational needs of the business.

Qualified instructors who have extensive experience in the workplace and expertise in their respective fields.

Ability to deliver the same educational knowledge to all at the same time

Offering an opportunity for employees to work as a team to develop workplace skills and learning, and to apply those skills together.

Present flexible and convenient scheduling that can be tailored in a variety of ways: workshops, ongoing training sessions, online courses, classes during days or evenings, and on weekends.

Reduced employee travel and time.

Lower training costs by obtaining group rates.

About Us

Call us Monday through Friday
Hours: 9:00 am to 3:00 pm.
Pacific Standard Time:

Toll-free: 877-637-0108

Local: 951-637-0100

Fax: 951-637-0400

School Location

11840 Pierce Street, Suite 200
Riverside, CA, 92505

www.uofrivside.com

All classes are held at the above location.

Our campus is located at Pierce and Riverwalk
off the 91 Freeway in Riverside, California.

Email us: info@uofrivside.com

Administration

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University Advisory Board Members

- Nidhi Shah, Ph.D.
- Nick Sherwin, DBA
- Henrietta Okoro, D.M.
- Terseer Hemben, Ph.D.
- Alynia Bowen, Ph.D.
- Ernesto Escobedo, Ph.D.

Approvals/Recognitions

University of Riverside is a privately owned, legally operating in California as an educational institution to grant all degrees and/or offer credentials as indicated on its website / catalog. UOR has a governing board with legal and fiduciary responsibility to exercise appropriate oversight over institutional integrity, policies, resource development, and ongoing operations.

On March 2007, University of Riverside received its license to operate by the Bureau for Private Postsecondary Education (BPPE) to grant degrees under the provisions of the California Education Code, Section 94900.

On October 11, 2009, Governor Schwarzenegger signed the Private Postsecondary Education Act of 2009 ("Act") and establishes the Bureau for Private Postsecondary Education (BPPE) within the Department of Consumer Affairs on January 1, 2010. University of Riverside is approved to operate by the current

Bureau for Private Postsecondary Education (BPPE) and is listed in the current Directory of approved BPPE Schools.

The United States government requires that all schools are approved by the governing body of the State in which they are located. This is the only required level of recognition in the United States. University of Riverside is a legally operating educational certificate granting educational provider in the United States.

University of Riverside is approved by the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant F-1 students for academic degrees. The U.S. Consulates / Embassies issue F-1 Visas for all the students from overseas who are accepted for full-time study at UOR. Rules for Visa Application may vary in each country

(A) "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, 1747 N Market Blvd #225, Sacramento CA 95834 www.bppe.ca.gov, Phone: (916) 431-6959, Toll Free: (888) 370-7589, Main Fax: (916) 263-1897."

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

(C) "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 is unaccredited and offers English as a Second Language non-degree certificates. The potential limitations of such a degree program include but not limited to all of the following:

- (A) Whether a graduate of the certificate program will be eligible to sit for the applicable licensure in California and other states.
- (B) A certificate 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.
- (C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Per code CEC 94909 (a) (12), the University of Riverside has never had nor has a petition pending in Bankruptcy. The institution does not have any of the following: no pending petition in bankruptcy, not operating as a debtor in possession, nor has filed a petition within the preceding five years, and does not have a petition in bankruptcy, nor 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.)

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees 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 precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

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 address this subject and express our strong disapproval of sexual harassment. 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. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Admission Requirements

Academic Transfer of Credit Policy

All entering students must arrange to have original transcripts sent to UOR. These arrangements are to be made at the time of the student's application. Upon receipt of these transcripts of high school completion, the Director of Enrollment (with advice from the Academic Dean if needed) will review the documents and make the assessment of the transferability of each course appearing on the transcripts. The maximum credits allowed for transfer towards an ESL program are 5. The following items will be used in the review:

1. Minimal acceptable grade point average of 2.0.
2. Accreditation of the sending institution (credit will not be denied solely because of the accreditation status of the student's previous institution).
3. Types of course that will be considered include any courses offered outside of an institutional setting, such as those offered by the military, in the workplace, through apprenticeship and/or training programs, or other such programs recognized by the American Council on Education's Center for Adult Learning and Education Credentials programs.
4. Credit earned through examinations such as the ACT Proficiency Examination Program (PEP), the College Board's Advanced Placement (AP) program and College-Level Examination Program (CLEP), the Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Testing (DSST), widely accepted industry certification, or institution-developed tests.
5. Credits less than 7 years old.
6. Credits comparable to the program content of the program in which the student will enroll.
7. Documentation should include all proof possible, e.g., transcript, catalog, syllabi, or course outlines.

Documentation Requirements

Individuals must file an application with the application fee made payable to this institution. All entering students must review program requirements. To be admitted to a program, the applicant must arrange to

have official transcripts sent to the Registrar's office. Applicants will be advised, in writing, of any deficiencies in transfer units that must be remedied. A proposed remedy will be sent to the student, in writing, to assist the student through the application and admission process. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. University of Riverside requires that the doctoral degree program be completed in no fewer than two years from the date of initial enrollment or no more than ten years from the date of initial enrollment.

Transcripts

Transcripts in English: Transcripts, one from each college attended. Transcripts must be sent directly from the institutions you have attended directly to the Admissions Office of University of Riverside. The transcripts become college property and will not be copied or released to other institutions. The processing of your application is contingent upon our receipt of required transcripts. Transcripts received from applicants who do not enroll within one year of their application date or who send transcripts but do not subsequently enroll will thereafter be destroyed unless the applicant maintains communication with this institution that indicates the applicant's continuing plan to enroll. In no event will transcripts be held for more than two years from the date of receipt of the documents. Said documents will be shredded prior to disposal.

Transcripts Not in English: Transcripts that are not in English must be accompanied by an official English translation. Many institutions will be able to accommodate your request to have your transcripts issued in English. If your school is unable to issue official transcripts in English, you have a two options:

(1) You can ask your institution to have the transcripts translated into English and notarized. Then have the institution send those documents directly to us in a sealed, preferably signed envelope. If the institution will only release the verification to you, please request that they seal it in an envelope so that you can forward that envelope directly to the University of Riverside; DO NOT open the envelope as that will void the verification. The documents must be received in their original sealed envelope to be considered official.

(2) You can submit your transcripts to a translation service. The translation service can then send those documents directly to us in a sealed, preferably signed envelope. If they send the translation to you, it must be forwarded to us in its original sealed state. Again, DO NOT open the envelope as that will void the translation; the documents must be sealed to be considered official. You should also request that an official copy (in your native language) be sent from your university to us so that we can compare the original to the translation.

International Student Admission

The University of Riverside is approved by the U.S. Immigration and Customs Enforcement through the Student and Exchange Visitor Program (SEVP) to issue I-20's to its International students. The requirements for International Student admissions are listed below:

1. Completed and Signed Application
2. \$100 USD Application Fee
3. Statement of Purpose
4. 2 Letters of Reference (from individuals with no relation)
5. Official Transcripts

6. Evaluated Transcripts from Educational Credential Evaluators (www.ece.org)
7. Completed I-20 Application Form
8. \$250 USD I-20 Application Fee

Application procedures require the submission of the following documents:

1. Evidence of a qualifying TOEFL score of 500 (applicable to students of limited English proficiency who have not completed at least 2 years of university level study delivered in the English language.); a score of 530 for students entering the master's degree program (applicable to students who did not receive their undergraduate degree from a university level study delivered in the English language); and a score of 550 for students entering the doctoral program (applicable to students who did not receive their undergraduate degree from a university level study delivered in the English language).
2. Transcripts, one from each college attended. Transcripts must be sent directly from the institutions you have attended directly to the Admissions Office of University of Riverside. The transcripts become college property and will not be copied or released to other institutions. The processing of applications is contingent upon our receipt of required transcripts. Transcripts received from applicants who do not enroll within one year of their application date or who send transcripts but do not subsequently enroll will thereafter be destroyed unless the applicant maintains communication with this institution that indicates the applicant's continuing plan to enroll. In no event will transcripts be held for more than two years from the date of receipt of the documents. Said documents will be shredded prior to disposal.

Experiential Learning Credit

The University accepts the granting of credit for prior experiential learning. The following indicators will be used when offering credit for prior experience.

1. Credit for prior experiential learning may be granted only at the undergraduate level.
2. The burden of proof is on the student to provide adequate attestation for granting credit.
3. The Academic Dean, the Dean of the Program in question, and one faculty member who regularly teaches the course in question will constitute a review committee to make the decision whether credit will be offered for a certain course.
4. Credit may be granted only for a documented course which falls within the regular curricular offerings of the institution.
5. Credit for all prior experiential learning will not constitute more than 25% of the credits needed for a degree.
6. No assurances are made as to the number of credits to be awarded prior to the completion of the institution's review process.
7. Credit may be granted only to enrolled students, and all credit is to be identified on the student's transcript as credit for prior experiential learning.
8. There is no additional charge for the experiential learning review.

(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:

(7) The institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay;

Gainful Employment

Upon successful completion of a degree program, students will have achieved the preparation to support jobs in the following categories as outlined in the US Dept. of Labor's Standard Occupational Classification codes: 11-0000 Management Occupations 13-0000 Business and Financial Operations Occupations

Academic Policies and Procedures

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

Academic Freedom

This institution is committed to assuring full academic freedom to faculty. 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, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those officially sanctioned by the institution using methods for which the college has received oversight approval.

This institution's administration believes that the most important diversity that can accrue to the benefit of students is the diversity of thought that results from free discussion, the open expression of view-points and opinions on the subject matter at hand, and the diversity of thought that results from the free exercise of research and original thinking in the academic fields related to the institution's course offerings.

Therefore, this institution encourages instructors and students to engage in discussion and dialog. 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 disciplines.

Articulation Agreements

This institution has not entered into an articulation or transfer agreement with any other college or university.

Ability to Benefit Students

This institution does not admit ATB students.

Special notice of Financial Status

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 last five years. It has not 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

Semester Credit Units

Semester units are used to measure course credit. A semester unit is defined as a minimum of 15 contact hours of instruction. Additional time must be invested by the student to assure appropriate preparation for

interaction with classmates and instructors and the research, reading and other work required to properly complete educational assignments.

Attendance Policy

This institution's policy on attendance is based on the premise that regular communication between the teacher and the student and also, among students themselves, has significant value in the learning process. Students must check in to their online classroom and have interaction in the discussion board with a minimum of 2 posts per week to count as having attended that week of class. If the student does not post at least a minimum of 2 responses each week, they will be considered absent.

Students are allowed to be absent for no more than one week per five/six week course. Failure to meet this requirement will result in a drop from the course.

*International and Hybrid students must meet the above requirements as well as a **mandatory** face to face meeting with their instructor for the first and last week of each course. Students who fail to meet this requirement and who are under an I-20 can potentially lose their status immediately.*

Allowances for interruptions in communications with instructors due to illness or personal emergency will be handled on a case-by-case basis between the student and instructor. Students are encouraged to use email to keep instructors fully informed of such circumstances. Arrangements to make up work missed and return to an agreed schedule should be initiated by the student and established with the instructor. If you are unable to stay on schedule due to unusual circumstances, please attempt to seek an accommodation from your instructor, and, if required, seek an official leave of absence.

Leaves of Absence – Drop Policy

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 office of the Academic Dean. At his/her discretion, 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 Dean may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required. A student may drop at any time for any reason by notifying the administrative office, in writing.

Transferability of Units and Degrees Earned at This School

Students wishing to transfer credits to another institution for further work should first consult with that institution before enrolling with this institution or any other college or university. Neither state approval nor accreditation will guarantee acceptability of credits for transfer.

Grades and Standards for Student Achievement

Grades are awarded on a traditional letter grade scale (A, A-, B+, B, ...F). The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C or 2.0 GPA for bachelor and 3.0 GPA for masters and doctorate level degrees.

In calculating a student's grade point average, the following policy applies:

A	4.0 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3.0 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points

C	2.0 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1.0 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades:

I Incomplete If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Academic Probation

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program.

Student Services

Academic Advisement

There are a limited number of issues that a student will encounter since the course requirements are clearly presented in the institution's catalog. The primary issue will be which electives to select. However a mentor will be assigned to every new student who can help in understanding the requirements.

Student Rights - Grievance Procedures

Students have a right to be treated fairly and ethically in all matters and transactions with this institution; therefore, this institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: (1) an effort to define the problem, (2) an effort to identify acceptable options for resolution, and (3) an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve (1) the student's submission of a written description of the specific allegations and the desired remedy accompanied by any available documentary items within 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred, (2) the student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution, (3) the Chief Academic

Officer will notify all parties involved of the receipt and nature of the grievance, (4) a timeline for resolution will be delivered to the principals by the Chief Academic Officer, (5) interested parties will communicate with the CAO in order to make recommendations to resolve the grievance, and (6) the party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary and Education 1747 N Market Blvd #225, Sacramento CA 95834. (888) 370-7589.

Availability of Transcripts

Each student's file will contain student's records 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 the transcript fee of \$15.00 per copy. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due to the institution are current.

Privacy Act, Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept in permanently. Students may inspect and review their educational records. To do so, submit a written request identifying the specific information you would like to review. Should you find, upon your review, that there are records that are inaccurate or misleading, you may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter. It is our intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. Furthermore, it is our intent to protect the privacy of your financial, academic, and other school records. We will not release such information to any individual without having first received your written request to do so or unless otherwise required by law.

Student Housing

This institution does not operate dormitories or other housing facilities. This institution does not accept responsibility to assist a student in finding housing. However, below you will find local housing data as a reference to local options available.

APARTMENT NAME	ADDRESS	DISTANCE	RENT RANGE	ROOMS	SQ FT
Pinnacle Riverwalk	3957 Pierce St	>.5	\$ 725- 1295	1,2	704-986
Esplanade at Riverwalk	11711 Collett Ave	>.5	Call for Details	1 to 3	715-1322
Sierra Gardens	9315 La Sierra Ave	1.8m	\$ 799-1259	1, 2	630-875
Casa Sierra	3935 La Sierra	1.8m	\$ 795-995	1,2	660-840
Sunstone Place	3845 Polk St	2.2m	\$ 785-1062	1,2	630-917
River Oaks Condomiums	3535 Banbury Dr	2.8m	\$ 695-1045	studio-2	470-915
Promenade Terrace	451 Wellesley Dr Corona	2.8m	\$ 910-1675	1 to 3	711-1365
Siena in Corona Hills	2108 HighPoint, Corona	2.8m	\$ 945-1545	1,2	554-1230
The Meadows	10601 Diana Ave	3m	\$ 895-1365	1 to 3	728-1100
Marquessa	2235 Treehouse, Corona	3m	\$850-1305	1,2	543-1230
The Ashton	2178 Stoneridge, Corona	3m	\$885-1430	1 to 3	700-1192
River Ridge Apt Homes	931 Rebecca Corona	5.9m	\$ 1015-1200	1,2	700-900

Placement Services

No placement services are provided. The job classification(s) each program prepares its graduates for based on the US Dept. of Labor's Standard Occupational Classification codes, is code 11-0000 Management & 13-0000 Business occupations

Library Resources

The university has a small library with approximately 300 works. The university also provides access to collections on the internet. The university library is available to faculty, staff and enrolled students of the University of Riverside. The library is not open to the general public. Internet access for students will be limited to one-hour sessions when other students are waiting.

Description of Facilities

The University of Riverside is located in a modern concrete tilt up one story facility and is one building of many in the complex. The structure is approximately five years old and the interior has been customized to provide a modern and multi-media friendly instructional environment for its students.

Language of Instruction

All instruction is delivered in English.

ESL Proficiency

For those students for whom English is not their first language, and who have not completed at least one full year of instruction at the college level, delivered in English, a TOEFL score of 500 is required.

Online Delivery Response and Evaluation

This institution adheres to a policy of requiring that instructors respond to the receipt of student lessons, projects or other submissions within ten school days.

FINANCIAL INFORMATION

Tuition and Fees

NON-DEGREE/DEGREE PROGRAM	Total Semester Units	Tuition per Unit	Total Program Tuition	Estimated Books & Materials	Total Program Charges*
English as a Second Language	48	250	\$12,000	\$2,000	\$14,000

*Plus applicable charges from the miscellaneous fees schedule, below.

Miscellaneous Fees (All Programs) [Non-refundable unless otherwise indicated]

Application Fee (Non-refundable)	\$100	Returned Check Fee	\$25
Registration Per Session	\$ 15	Transcripts	\$15
Technology Fee (Online Students)	\$100	Change of Student Status	\$25
Graduation Fee	\$250	Transfer Credit Fee Per Course	\$50
STRF	\$.00 per \$1,000 of Tuition (CA Residents)		

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

Schedule of Total Charges for a Period of Attendance

The university requires that tuition be paid in advance for the first three courses enrolled, upon commencement of degree program. Tuition is paid one course at a time after this initial period. *Students on I-20 visa are required to pay a deposit at the beginning of course work.

The following is a schedule of charges for an anticipated enrollment in one semester of attendance.

ESL Programs	
12 Units @ \$250/unit	\$ 3,000
Registration Fee per Session	\$ 15
Books & Equipment	<u>\$ 375</u>
Total Charges	\$ 3,390

STRF DISCLOSURE

§ 76215. Student Tuition Recovery Fund Disclosures.

“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.”

“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) 431-6959 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 non-collection 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.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

“The transferability of credits you earn at University of Riverside is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, certificates or credits you earn in the [Bachelor of Business Admin., Master of Business Admin., or Doctorate of Business Admin.], is also at the complete discretion of the institution to which you may seek to transfer. If the [Bachelor of Business Admin., Master of Business Admin., or Doctorate of Business Admin.] degree 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 University of Riverside to determine if your [Bachelor of Business Admin., Master of Business Admin., or Doctorate of Business Admin.] degree will transfer.”

FINANCIAL AID

The school does not provide either State or Federal financial aid.

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 monies not paid from federal student financial aid program funds.

STUDENT'S RIGHT TO CANCEL

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. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Distance Education Programs:

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

Classroom Programs:

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. 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).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Notice Regarding Distance Educational Programs

The school will transmit your first lesson and other materials to you within seven days after your admission. This institution will transmit all of the lessons and other materials to you if (A) you have fully paid for the educational program; and (B) if after having received the first lesson and initial materials, you request in writing that all of the materials be sent. If this institution transmits the balance of the materials per your request, this institution shall remain obligated to provide other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by you. This institution shall not be obligated to pay any refund after all of the lessons and materials have been transmitted.

REFUND POLICY

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received more than 60% 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 stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to 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, 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 the enrollment agreement 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, www.bppe.ca.gov (888) 370-7589 (fax) (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov

Cancellation or Withdrawal Policy

A student may withdraw from a course at any time during the term by the last day of regularly scheduled classes by completing the proper forms from the Office of Admissions & Records. Student's notice of cancellation must be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Official notification in writing must be received before any withdrawal from the University is processed.

Cancellation or Withdrawal Policy Procedure

Students who wish to withdraw from their program of study should send a written notice to the

**Office of Admissions & Records
University of Riverside
11840 Pierce Street, Suite 200
Riverside, CA 92505**

The email address is registrar@uofriverside.com. The notice of cancellation and withdrawal is effective when delivered, postmarked, or e-mailed. Once received, the Office of Academic Affairs will approve the Cancellation or Withdrawal.

ACADEMIC PROGRAMS

Non-Degree Program Descriptions

Instructor Delivery Method

All degree programs are delivered using Canvas online technology platform. Students are required to have a computer with internet access. High speed internet access is highly recommended. The university has a computer lab available for all students.

English as a Second Language

English as a second language is designed to help international students who are looking to improve their English language skills while introducing them to the American culture.

Mission & Objective

The mission of this program is to help international students to be able to speak and read English fluently. This program will also help prepare ESL students to take the TOEFL and IELTS exams in order to further their higher education, here in the United States of America or elsewhere. Each level in ESL is 160 hours.

Course Name	Required Course	Units
BASIC – ESL LEVEL I		
Basic Grammar	X	3
Basic Composition	X	3
Basic Reading, Comprehension & Vocabulary	X	3
Basic Listening, Pronunciation & Conversation	X	3
BEGINNING – ESL LEVEL II		
Beginning Grammar	X	3
Beginning Composition	X	3
Beginning Reading, Comprehension & Vocabulary	X	3
Beginning Listening, Pronunciation & Conversation	X	3
INTERMEDIATE – ESL LEVEL III		
Intermediate Grammar	X	3
Intermediate Composition	X	3
Intermediate Reading	X	3
Intermediate Listening	X	3
ADVANCED – ESL LEVEL IV		
Advanced Grammar	X	3
Advanced Composition	X	3
Advanced Reading, Comprehension & Vocabulary	X	3
Advanced Listening, Pronunciation & Conversation	X	3
TOTAL		48

Administrators

Raj Singh, President, Chief Academic Officer

PhD, Educational Policy Planning and Administration, University of Southern California, 1992

MS, Educational Policy Planning and Administration, University of Southern California, 1989

Engineer's Degree in Industrial and Systems Engineering, University of Southern California, 1980

BS, Engineering, University of Allahabad, 1973

Jeannette Singh, Chief Operations Officer

MBA, University of Phoenix, 2001

BS, Nursing, Loma Linda University, 1997

BA, Spanish, Pacific Union College, 1993

Externships

Not applicable

Faculty – ESL

Berson, Brad

BA, English, California Polytechnic Pomona, 1996

Khan, Nusrat Sultana

BA, English, California State University, San Bernardino, 2008

Sais, Karla

BA, Liberal Studies, San Diego State University, 2005

Tichy, Jane

MA, La Sierra University, 2001

BA La Sierra University, 1997