



UNIVERSITY OF IRVINE

# ACADEMIC CATALOG

## 2021-2022

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### Introduction

The information in this catalog is to provide an authoritative, accessible, and current repository for references that impact the University community members across all programs. The University of Irvine (UI) is intended for information purposes only. UI reserves the right to change any policies, regulations, courses, curricula, or portions of this catalog without prior notice. The information in this catalog is effective for the indicated academic year unless superseded by a revision.

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## **MESSAGE FROM THE PRESIDENT**

I am very pleased to welcome you to the University of Irvine (UI). UI's entire faculty and staff is committed to providing you with a quality higher education that enables you to become successful business persons and make meaningful contributions to global society.

We will sincerely help you accomplish your dreams. We want to see you experience a meaningful transformation through your study at UI and go forth for a successful career in the future.

On behalf of the faculty and staff of UI, I invite you to join us in advance for a bright future.

Sincerely,

*Myung Eun Jin*

Myoung Eun Jin

## **INSTITUTIONAL INFORMATION**

### **MISSION**

University of Irvine (UI) is committed to educating students to be superb professionals and leaders in a global society.

### **INSTITUTIONAL OBJECTIVES (GOALS)**

To fulfill its mission, the University of Irvine pursues to accomplish the following objectives:

1. To offer educational programs academically strong.
2. To provide real-world learning education.
3. To enhance students' communication ability in global business environments.
4. To develop excellent faculty teaching and student advisement.
5. To provide an outstanding educational environment and resources for student learning.

University of Irvine (UI) is committed to equipping students to become successful professionals and leaders in a global society through excellent higher education with an inclusive foundation.

### **DISCLOSURES**

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

The University of Irvine does *not* have a pending petition in bankruptcy; is *not* operating as a debtor in possession; has *not* filed a petition within the preceding five years; and has *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 (11 U.S.C. Sec. 1101 et seq.).

### **NON-DISCRIMINATION STATEMENT**

The University of Irvine states that students of any race, gender, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students are equal to have the right to admission. Everyone has equal opportunity and access to UI's educational programs, administration, and activities. UI also hires staff and faculty without discrimination regarding the above. UI provides full and affirmative compliance with the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

No legal actions are pending against UI or ownership or any of the institution's owners, officers, corporate directors, administrators, or instructors by any federal, state, or local law enforcement agency involving alleged acts of fraud, dishonesty, and financial mismanagement, unpaid liabilities to any governmental agency or claims for pecuniary loss suffered by any student.

The University of Irvine is *not* accredited by a national or regional accrediting agency. The University does not accept Student and Exchange Visitor Program (SEVP) international students. Accordingly, the institution does not provide visa services nor vouch for student status. The University does *not* participate in federal or state financial aid programs.

Educational instruction at UI is provided in English. If your first language is not English, or if your previous education has been conducted in another language, you will be required to demonstrate proficiency in English by fulfilling a minimum TOEFL score of 500 for a paper-based test (PBT) or a score of 60 on the iBT. UI does not offer ESL instruction.

UI offers both offline and online (distance) educational programs. UI does not allow more than seven days between receiving student lessons, projects, or dissertations and mailing of its response or evaluation.

### **APPROVAL AND AUTHORIZATION**

The University of Irvine is a private institution and it is approved to operate by the Bureau for Private Postsecondary Education, Department of Consumer Affairs, the State of California (BPPE), at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone (888) 370-7589 or (916) 574-8900, fax (916) 263-1897.

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the 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. "Approved to operate" or "approved" means that an institution has received authorization, pursuant to the California Private Postsecondary Education Act, to offer the public and to provide postsecondary educational programs. This does not imply that the Bureau endorses programs or that Bureau approval means the institution exceeds minimum state standards [CEC §94909(a)(2) and §94897(l)].

The University of Irvine or any of its degree programs are not accredited by an accrediting agency recognized by the United States Department of Education. The University's educational programs will not be eligible to sit for the applicable licensure exam in California and other states. The University's degree programs are not recognized for some employment positions, including, but not limited to, positions with the State of California. Students enrolled in the University are not eligible for federal financial aid programs. The University's educational programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the state of California.

*This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the 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.*

### **CATALOG AND BPPE INFORMATION**

Before enrollment, the University of Irvine provides a prospective student, either in writing or electronically, with a school catalog. As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact signing Sheet, which must be provided to you.

When students are unable to understand the terms and conditions of the enrollment agreement due to

English not being their primary language, and if recruitment was not conducted in English, they shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in their primary language from a qualified school officer, upon their request.

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

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

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

#### **NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS**

The Bureau provisionally approves this institution for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements: ▪ Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one-degree program.

- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from the date of provisional approval), and full accreditation by (date five years from the date of provisional approval).
- If this institution stops pursuing accreditation, it must:
  - Stop all enrollment in its degree programs, and
  - Provide a teach-out to finish the educational program or provide a refund.

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

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

Institutional Representative Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

#### **NOTICE CONCERNING THE TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:**

The transferability of credits you earn at the University of Irvine is at the discretion of the institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in a Master of Business Administration, a Master of Science in Data Engineering, or a Graduate Certificate in Business Administration is also at the discretion of the institution to which you may seek to transfer. Suppose the degree or certificate you earn at this institution is not accepted at the institution you seek to transfer to. In that case, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make sure 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 the University of Irvine to determine if your degree or certificate will transfer.

### **SELF-MONITORING PROCEDURES**

The University of Irvine makes every effort to inform its students, faculty, and staff of currency in the policies and procedures that are implemented by the Bureau for Private Post Secondary Education (BPPE). The University of Irvine develops and retains policies and procedures that are necessary for its effective operation, consistent with accepted principles and procedures for postsecondary education and with the institution's purpose and objectives and in compliance with the California Private Postsecondary Education Act of 2009 and Title 5 of the California Code of Regulations (CCR). Concerning responsibility and procedure for self-monitoring, the board of directors bears significant responsibility for maintaining the institution in compliance with the institutional mission and BPPE regulations. However, the process engages the entire campus, including CEO, CAO, CFO, faculty, staff, and students.

In consideration of the 5 CCR § 71760. Self-Monitoring Procedures with BPPE, the following procedures will be implied by the University of Irvine:

1. Regularly, the General Affairs Manager reviews pertinent BPPE laws and regulations that affect the operations of the University by the subscription to BPPE email notification with [sunhee.jin@universityirvine.org](mailto:sunhee.jin@universityirvine.org). These include the California Private Postsecondary Education Act of 2009, Senate Bill 1192, Student Tuition Recovery Fund, and Title 5. Division 7.5 California Code of Regulations and Disciplinary Guidelines. Copies of these documents are maintained within the General Affairs Office.
2. In the monthly administrators meeting with Academic Affairs and Student Affairs, the General Affairs Manager discusses BPPE updates and changes. Such changes are incorporated into institutional policies and documents, including enrollment agreements, STRF, performance fact sheets, and catalogs. Amendments to the University of Irvine's policies and procedures are suggested and discussed at the meetings. Copies of these documents are maintained within the General Affairs Office.
3. Once every semester term and as needed, the General Affairs Manager would highlight and discuss BPPE updates on its policies and procedures during the board of directors' meeting. In the meantime, the General Affairs team meets with applicable Corporate and Campus leadership to review current BPPE policies and procedures and to highlight any changes. If regulatory changes necessitate revisions to the University's operational procedures or documentation, these will be implemented and, if applicable, published in a revised version of the University Catalog.
4. Annually, the University reviews its policies and procedures in light of the BPPE regulations and mission. The faculty, administrators, and the board participate in this process. Chief Academic Officer coordinates this process, and the President presents proposals to the board of directors for their review and approval. The board usually approves the policies and procedures in May each year, and the board minutes confirm the approvals. The board minutes record the approval date for each policy and procedure. The board-approved policies are disseminated for administrative operations and academic/financial practices.

In instances where BPPE policies and procedures have been implemented before the publication of a new catalog, the General Affairs Office will bring these to the attention of the students, faculty, and staff through

the following:

1. Posting on the bulletin boards of the Populi, student lounges, and the library
2. Verbal announcements during classes
3. Notice section of the University of Irvine website to <https://universityirvine.org/>

#### **LOCATION AND CONTACT INFORMATION**

University of Irvine  
3660 Wilshire Blvd Suite 1024, Los Angeles, CA 90010  
Phone: (213) 221-4098  
Email: [info@universityirvine.org](mailto:info@universityirvine.org)  
Web Site: <https://universityirvine.org/>

The University of Irvine is located in central Los Angeles city. It is present amid diverse ethnic and cultural communities. All operations and distance education at the University of Irvine are handled at 3660 Wilshire Blvd Suite 1024, Los Angeles, CA 90010.

### **ACADEMIC PROGRAMS**

#### **MASTER OF BUSINESS ADMINISTRATION (MBA)**

##### **Program Description**

The Master of Business Administration (MBA) program provides a business management education that equips students for leadership positions in the global marketplace or career advancement. This program integrates theories with real-world applications, fostering practical business expertise. Students can advance their knowledge, analytical ability, business management, entrepreneurship, and finance skills.

##### **Components of the Program and Time Limit for Completion**

The program is a 36-semester-unit program. The course of study usually spans two years. Students must complete their studies within five years, beginning on their first registration for MBA courses.

##### **Program Learning Outcomes**

Upon successful completion of the program, the graduate will be able to:

1. To evaluate and synthesize relevant data and information to solve business problems and make appropriate decisions.
2. To articulate an advanced knowledge and application of the principles and tools of various business areas, including accounting, finance, marketing, and management.
3. To acquire and apply leadership and team skills for implementing organizational activities and managing change.
4. To project effective strategies in response to problems and threats.
5. To assess and apply cultural commonalities and differences in global contexts to maximize business output.

##### **The Method of Instruction**

The University of Irvine provides the Master of Business Administration program with three types of course delivery: 100% offline (face-to-face), 100% online, and hybrid formats.

- **100% Offline (Face-to-Face) format:** This delivery method allows faculty and learners to meet in person or as a group for regularly scheduled class sessions on campus. The face-to-face format can

bring about synchronous student-instructor and student-student interaction.

- **100% Online Learning format:** All instruction is provided via the internet, and no face-to-face instruction is required. This format is a virtual classroom where course instruction, course content, and external resources such as academic links are provided to learners physically separated from instructors. Instructions are provided electronically and asynchronously. Students in online courses watch and listen to lectures and complete assignments electronically. Students participate in discussion boards or chat sessions.
- **Hybrid format:** The hybrid program involves both face-to-face and distance delivery formats. The hybrid format offers advantages both from traditional classes and from online learning, namely, person-to-person instruction and a convenient electronic learning environment.

### Licensure

The Master of Business Administration program is not designed to prepare students for licensure.

### Occupation and Job Titles

Marketing Managers (11-2021), Financial Analyst (13-2015.00); General and Operations Managers (11-1021.00); Sales Managers (11.2022.00); Administrative Services Managers (11-3012.00) [2018]; Cost Estimators (13-1051.00); Management Analysts (13-1111.00), Accountants (113-2011.01); Auditors (13-2011.02); Budget Analysts (13-2031.00); Financial Examiners (132061.00); Tax Examiners and Collectors and Revenue Agents (13-2081.00 [from the United States Department of Labor’s Standard Occupational Classification Codes: Year 2018]

### Curriculum

Category	Courses	Semester Units
Required	MBA 501 Business Economics	3
Required	MBA 502 Essentials in Accounting and Finance	3
Required	<u>MBA 503 Strategic Management</u>	3
Required	<u>MBA 504 Strategic Marketing</u>	3
Required	MBA 507 Business Writing and Communication	3
Required	MBA 508 Business Law and Ethics	3
Required	MBA 506 Business Statistics & Analysis	3
Required	MBA 510 Leadership and Organizational Behavior	3
Required	MBA 511 Consumer Behavior and Marketing	3

Choose one of the following courses:

Elective 1 Elective 2

MBA 505 Small Business Operation  
3

MBE 502 New Venture Management

Choose one of the following

courses: Business  
MBE 504 Creativity & Innovation in MBE 506 International  
Entrepreneurship

3  
Capstone MBC 601 Comprehensive Exam 3  
Total Units 36

## **Course Descriptions**

### **MBA 501 Business Economics**

It addresses how to increase profitability by applying economic analysis to various business problems. **MBA 502 Essentials in Accounting and Finance**

It thoroughly examines standard financial accounting, including significant financial statements, double-entry accounting methods, accrual and cash accounting, and specific analysis of assets, liabilities, and owner's equity accounts.

### **MBA 503 Strategic Management**

It provides knowledge of business strategy decisions to support the long-term effectiveness of the business organization. Business strategy s relate to decisions and actions that affect the performance and viability of the business organization. This course is focused on information, analysis, organizational processes, and business valuation skills managers should use to design strategy, position their business, and determine the boundaries of business organization.

### **MBA 504 Strategic Marketing**

It covers the marketing process's major elements, including domestic and foreign market assessment, strategic planning, and marketing mix development. Topics include consumer/business buying behavior, market research, brand management, product development, pricing strategies, and the design of marketing channels (promotion and distribution).

### **MBA 505 Small Business Operation**

It incorporates current theory and practice for starting and managing small businesses. It includes comprehensive coverage of critical minor business issues and numerous real-world examples to help students understand how to apply business management concepts in theory.

### **MBA 506 Business Statistics & Analysis**

It emphasizes analyzing data, interpreting the output, and utilizing skills to effectively apply statistical techniques to the design and evaluation of research regarding business practice. The knowledge and skills to select statistical procedures appropriate to a research task and design and the performance of accurate calculations in applying them are included.

### **MBA 507 Business Writing and Communication**

Development of oral and written communication skills, as integral to management strategy and a critical component for success in the workplace, including the use of current computer technology.

### **MBA 508 Business Law and Ethics**

Focus on the legal and ethical aspects of business law. Graduate students will learn the various areas of business law, enabling them to make legal and ethical decisions in the business world.

### **MBA 510 Leadership and Organizational Behavior**

It provides fundamental concepts and insights regarding the technological change, workforce diversity, ethical challenges, globalization, and individual, group, and inter-group organizational behavior.

### **MBA 511 Consumer Behavior and Marketing**

It examines the theories of methods used to identify profitable customers, understands their needs and wants, and how build a bond with them by developing customer-centric products and services directed toward providing customer value. A particular emphasis will be placed on understanding the customer life cycle, market segmentation, acquisition, basket analysis, cross-selling, customer retention, and loyalty.

### **MBE 502 New Venture Management**

It examines the problems and issues confronting entrepreneurs beyond the start-up of a new venture. Well-managed growth can lead to rapid capital appreciation and a company valuation, returning significant market rewards. Students will be prepared to strategically or tactically manage and lead the venture from a start-up to a growing business.

### **MBE 504 Creativity & Innovation in Business**

It gives students an understanding how creativity and innovation can be facilitated and managed in a work setting. Students will learn about theoretical conceptualizations of creativity and innovation and practical applications in fostering creativity and innovation in the workplace.

### **MBE 506 International Entrepreneurship**

It explores the many dimensions and challenges of global venture creation and growth. The course offers a framework for understanding the entrepreneurial process in global contexts and exposes students to critical issues and problems specific to international ventures.

### **MBC 601 Comprehensive Exam**

It guides to assist graduate students in preparing the topics in readiness for the exam questions. The examination will be of a 3-hour duration and consist of writing selected questions under proctored supervision, according to rigorous guidelines.

## **MASTER OF SCIENCE IN DATA ENGINEERING (MSDE)**

### **Program Description**

The Master of Science in Data Engineering (MSDE) program prepares students to become effective data professionals with advanced skills, tools, and technologies. Data engineering emerges as a profession engaging big data for relevant decision-making. In this light, students will learn how to solve real-world problems by analyzing data and gaining insights from data. The core curriculum is built on data engineering essentials, including statistical modeling, data management, data visualization, machine learning, and software engineering.

### **Components of the Program and Time Limit for Completion**

The program is a 36 semester unit program. The course of study usually spans two years. Students must complete their studies within five years, beginning on their first registration for the MSDE program.

### **Program Learning Outcomes**

Upon successful completion of the program, the graduate will be able to:

1. Articulate the major concepts and uses of data engineering, including data mining, machine learning, visualization techniques, predictive modeling, and statistics.
2. Employ principles and tools of data science to analyze big data.
3. Effectively present data analysis results using data visualization techniques.
4. Apply data analysis techniques to the solution of real-world problems.
5. Project relevant decisions and strategies deriving from data interpretation.

### **The method of Instruction**

The University of Irvine provides the Master of Business Administration program with three types of course delivery: 100% offline (face-to-face), 100% online, and hybrid formats.

- **100% Offline (Face-to-Face) format:** This delivery method allows faculty and learners to meet in person or as a group for regularly scheduled class sessions on campus. The face-to-face format can bring about synchronous student-instructor and student-student interaction.
- **100% Online Learning format:** All instruction is provided via the internet, and no face-to-face instruction is required. This format is a virtual classroom where course instruction, course content, and external resources such as academic links are provided to learners physically separated from instructors. Instructions are provided electronically and asynchronously. Students in online courses watch and listen to lectures and complete assignments electronically. Students participate in discussion boards or chat sessions.
- **Hybrid format:** The hybrid program involves both face-to-face and distance delivery formats. The hybrid format offers advantages both from traditional classes and online learning, namely, person-to-person instruction and a convenient electronic learning environment.

### **Licensure**

The Master of Science in Data Engineering program is not designed to prepare students for licensure.

### **Occupation and Job Titles**

15-1210 Computer and Information Analysts, 15-1220 Computer and Information Research Scientists, 15-1242 Database Administrators, 15-2030 Operations Research Analysts, 15-2040 Statisticians, 15-2050

Data Scientists [from the United States Department of Labor’s Standard Occupational Classification Codes: Year 2018]

### Curriculum

Category	Courses	Semester Units
Required	MSD 501 Math for Data Science	3
Required	MSD 502 Programming Language for Data <u>Science</u>	3
Required	<u>MSD 503 Foundations of Data</u>	3
Required	<u>Engineering MSD 504 Introduction to</u>	3
Required	<u>Data Analytics</u> MSD 505 Statistics for Data Science	3
Required	MSD 506 Data Visualization	3
Required	MSD 507 Data Management Systems	3
Required	MSD 508 Data Mining	3
Required	MSD 509 Machine Learning and Deep Learning	3
Elective 1	Choose one of the following courses: MSD 510 Blockchain MSD 511 Natural Language Processing with Deep Learning	3
Elective 2	Choose one of the following courses: MSD 512 Biomedical Data Science MSD 513 Big Data Research for Social Science	3
Capstone	MSC 601 Comprehensive Exam	3
Total Units		36

### Course Descriptions

#### MSD 501 Math for Data Science

It reviews major mathematical concepts for data science and other deals with techniques for building and interpreting mathematical models of real-world phenomena in and across multiple disciplines, including linear algebra, discrete mathematics, probability, and calculus.

#### MSD 502 Programming Language for Data Science

It addresses how to write code in Python. Students will undertake various exercises such as Web

crawling and Machine learning classifier implementation.

### **MSD 503 Foundations of Data Engineering**

It provides an overview of the discipline of data engineering. Students learn about algorithms, data structures, and technologies for storing and processing data. Students practice software development, utilizing tools for syntax checking, testing, debugging, and version control. The course further uses formal models, simulations, and benchmark experiments to evaluate software, systems, and processes.

### **MSD 504 Introduction to Data Analytics**

It surveys the basics of data science and data analytics, including posing a question/wrangling your data into a format you can use and fixing any problems with it/exploring the data, finding patterns in it, and building your intuition about it/drawing conclusions and/or making predictions/communicating your findings.

### **MSD 505 Statistics for Data Science**

Students will learn various statistical theories and techniques essential to analyzing data and gaining insight. The course will emphasize applying statistics to real-world areas such as finance, logistics, and marketing.

### **MSD 506 Data Visualization**

This course addresses experimental data visualization methods for a rich understanding of the data, producing a preliminary understanding before advanced data analysis. Students will learn the grammar of graph principles, various visualization approaches, and interactive graphs.

### **MSD 507 Data Management Systems**

This course articulates modeling and management of various types of big data and knowledge from the data-driven service life cycle perspective. Students learn modern technologies of ingestion, storage, distribution, and processing of big data in parallel and distributed cloud computing environments.

### **MSD 508 Data Mining**

It introduces the basic concepts, principles, methods, implementation techniques, and data mining applications. Students will learn skills to practice and use scalable pattern discovery methods on massive data and discuss pattern evaluation measures, sub-graph patterns, and pattern-based classification.

### **MSD 509 Machine Learning and Deep Learning**

It introduces machine learning and deep learning concepts and techniques, including linear models, optimization and regularization, Kernel methods (support vector machines and kernel trick), deep feedforward networks, convolutional neural networks, and recurrent neural networks.

### **MSD 510 Blockchain**

It provides a comprehensive overview of relevant topics in blockchain space and the technology behind blockchain, identifying real-world applications in technology, industry, and entrepreneurship.

### **MSD 511 Natural Language Processing with Deep Learning**



It addresses diverse tasks in Natural Language Processing, including sentiment analysis, summarization, and dialogue state tracking. The final project will focus on the real-world practical application of the course concepts.

### **MSD 512 Biomedical Data Science**

It relates data science to the area of healthcare. The course introduces the types and characteristics of health-related big data (clinical, public sector, and patient-generated data) and critical components of healthcare analytics for relevant data-driven decision-making.

### **MSD 513 Big Data Research for Social Science**

It addresses data-driven, computational framework and methodology for social sciences. The course elucidates programming concepts and database management for social science data analysis. Major topics are causal inference, survey methodology, data mining of public data and analysis, regression analysis, optimization, and Bayesian analysis.

### **MSC 601 Comprehensive Exam**

It guides to assist graduate students in preparing the topics in readiness for the exam questions. The examination will be of 3-hour duration and consist of writing selected questions under proctored supervision, according to rigorous guidelines.

## **GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION (GCBA)**

### **Program Description**

This certificate program is designed for students who are preparing for an entry-level position in the business. This program builds students' practical knowledge and management, marketing, and accounting skills.

### **Components of the Program and Time Limit for Completion**

The program is an 18 semester unit program. The course of study usually spans one year. Students must complete their studies within three years, beginning on their first registration for the program.

### **Program Learning Outcomes**

Upon successful completion of the program, the graduate will be able to:

1. Articulate core concepts in marketing, management, finance, and accounting.
2. Explain major trends and issues of the global business environment.
3. Identify and solve business problems by applying business principles.
4. Competently demonstrate oral and written communication in business.

### **The method of instruction**

The University of Irvine provides the Graduate Certificate in Business Administration program through three types of course delivery: 100% offline (face-to-face), 100% on-line, and hybrid formats.

- **100% Offline (Face-to-Face) format:** This delivery method allows faculty and learners to meet in person or as a group for regularly scheduled class sessions on campus. The face-to-face format can bring about synchronous student-instructor and student-student interaction.

- **100% Online Learning format:** All instruction is provided via the internet, and no face-to-face instruction is required. This format is a virtual classroom where course instruction, course content, and external resources such as academic links are provided to learners physically separated from instructors. Instructions are provided electronically and asynchronously. Students in online courses watch and listen to lectures and complete assignments electronically. Students participate in discussion boards or chat sessions.
- **Hybrid format:** The hybrid program involves both face-to-face and distance delivery formats. The hybrid format offers advantages over traditional classes and online learning: person-to-person instruction and a convenient electronic learning environment.

**Licensure**

The Graduate Certificate in Business Administration program is not designed to prepare students for licensure.

**Occupation and Job Titles**

Marketing Managers (11-2021); Sales Managers (11.2022.00); Administrative Services Managers (11-3012.00) [2018]; Cost Estimators (13-1051.00); Accountants (113-2011.01) [from the United States Department of Labor’s Standard Occupational Classification Codes: Year 2018]

**Curriculum**

Category Required Required Required  
 Required  
 Elective 1  
 Elective 2 Total Units

MBA 501 Business Econor
MBA 502 Essentials in Acc19
MBA 503 Strategic Manag
MBA 504 Strategic Marke

MBA 505 Small Business Operation
MBE 502 New Venture Management <sup>3</sup>
MBE 504 Creativity & Innovation in Business
MBE 506 International Entrepreneurship <sup>3</sup>

**Course Description**

**MBA 501 Business Economics**

It addresses how to increase a business’s profitability by applying economic analysis to a wide array of business problems.

**MBA 502 Essentials in Accounting and Finance**

It addresses a detailed examination of standard financial accounting, including major financial statements, double-entry accounting method, accrual and cash accounting, and specific analysis of assets, liabilities, and owner's equity accounts.

**MBA 503 Strategic Management**

It provides knowledge of business strategy decisions to support the long-term effectiveness of a business organization. Business strategy s relate to decisions and actions that affect the performance and viability of business organizations. This course is focused on information, analysis, organizational processes, and business valuation skills managers should use to design strategy, position their business, and determine the boundaries of business organization.

### **MBA 504 Strategic Marketing**

It covers the marketing process's major elements, including domestic and foreign market assessment, strategic planning, and marketing mix development. Topics include consumer/business buying behavior, market research, brand management, product development, pricing strategies, and the design of marketing channels (promotion and distribution).

### **MBA 505 Small Business Operation**

It incorporates current theory and practice relating to starting and managing small businesses. It includes comprehensive coverage of critical minor business issues and numerous real-world examples to help students understand how to apply business management concepts in theory.

### **MBE 502 New Venture Management**

It examines the problems and issues confronting entrepreneurs beyond the start-up of a new venture. Well-managed growth can lead to rapid capital appreciation and a company valuation, returning significant market rewards. Students will be prepared to strategically or tactically manage and lead the venture from a start-up to a growing business.

### **MBE 504 Creativity & Innovation in Business**

It gives students an understanding of how creativity and innovation can be facilitated and managed in a work setting. Students will learn about theoretical conceptualizations of creativity and innovation and practical applications in fostering creativity and innovation in the workplace.

### **MBE 506 International Entrepreneurship**

It explores the many dimensions and challenges of global venture creation and growth. The course offers a framework for understanding the entrepreneurial process in global contexts and exposes students to key issues and problems specific to international ventures.

## **ADMISSIONS INFORMATION**

### **ADMISSIONS REQUIREMENTS**

#### **Master of Business Administration (MBA): 100% Offline, 100% Online, and Hybrid**

**Formats** ▪ A completed application form

▪ State-approved or its equivalent bachelor's degree with a minimum GPA of 2.5 ▪ All official transcripts of prior undergraduate and/or graduate work reflecting the degree conferred. Applicants should submit an evaluation of their degrees performed by a foreign credential evaluation service member of

the National Association of Credential Evaluation Services (NACES). ▪ Application essay

▪ A statement of purpose and expectation in regard to the program the applicant seeks to study ▪

A letter of reference

▪ Candidates whose high school instruction was not conducted in English need to submit official TOEFL scores (minimum TOEFL score of 500 for the paper-based test (PBT) or a score of 60 on the iBT)

▪ Two photos

▪ Non-refundable \$100 application fee

### **Master of Science in Data Engineering (MSDE): 100% Offline, 100% Online, and Hybrid**

**Formats** ▪ A completed application form

▪ State-approved or its equivalent bachelor's degree with a minimum GPA of 2.5 ▪ All official transcripts of prior undergraduate and/or graduate work reflecting the degree conferred. Applicants should submit an evaluation of their degrees performed by a foreign credential evaluation service member of the National Association of Credential Evaluation Services (NACES). ▪ Application essay

▪ A statement of purpose and expectation in regard to the program the applicant seeks to study ▪

A letter of reference

▪ Candidates whose high school instruction was not conducted in English need to submit official TOEFL scores (minimum TOEFL score of 500 for the paper-based test (PBT) or a score of 60 on the iBT)

▪ Two photos

▪ Non-refundable \$100 application fee

### **Graduate Certificate Program in Business Administration (GCBA): 100% Offline, 100% Online, and Hybrid**

#### **Formats**

▪ A completed application form

▪ A letter of reference

▪ Candidates whose high school instruction was not conducted in English need to submit official TOEFL scores (minimum TOEFL score of 500 for the paper-based test (PBT) or a score of 60 on the iBT)

▪ Two photos

▪ Non-refundable \$100 application fee

### **GRADUATION REQUIREMENTS**

#### **Master of Business Administration (MBA): 100% Offline, 100% Online, and Hybrid Formats ▪**

Completing all required coursework of 36 semester hours with at least a cumulative GPA of 2.5 ▪

Successful completion of at least 30 semester hours in residency at UI

▪ Successful completion of the graduation capstone: MBC 601 Comprehensive Exam ▪

A settlement of all financial obligations to UI

#### **Master of Science in Data Engineering (MSDE): 100% Offline, 100% Online, and Hybrid Formats ▪**

Completing all required coursework of 36 semester hours with at least a cumulative GPA of 2.5 ▪

Successful completion of at least 30 semester hours in residency at UI

▪ Successful completion of the graduation capstone: MBC 601 Comprehensive Exam ▪

A settlement of all financial obligations to UI

### **Graduate Certificate Program in Business Administration (GCBA): 100% Offline, 100% Online, and Hybrid Formats**

- Completing all required coursework with a minimum grade point average (GPA) of 2.5
- A settlement of all financial obligations with the University

### **ABILITY-TO-BENEFIT, PRIOR EXPERIENTIAL LEARNING, CHALLENGE EXAMS, AND ACHIEVEMENT TESTS**

The University of Irvine does not acknowledge the Ability-to-Benefit policy, students' prior experiential learning, challenge exams, or achievement tests. The University has not signed an articulation or transfer agreement with any other college or university.

### **TRANSFER OF CREDIT**

UI will accept transfer credits from other institutions subject to the following conditions and limitations:

- Credits earned from state-approved or accredited institutions can be accepted.
- No more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward Masters and Doctoral degrees. In regards to certificate programs, no more than 50% are transferred.
- UI reserves the right to deny credit for specific courses.
- Credits accepted in transfer must be at a 'C' or higher grade level.

Students desiring to transfer credits must have an official transcript on file and must confer with the Academic Affairs Office before or during their first semester at UI. UI will provide each approved transfer applicant with a tentative evaluation of credits to be accepted for transfer. After the applicant selects and registers for a degree program, an official evaluation will be made. Transferred credits may not appear on UI transcripts until the student's first semester at UI is satisfactorily completed.

### **ADMISSIONS NOTIFICATION AND REGISTRATION**

The Director of Admissions will inform applicants of the decision by mail within fourteen (14) business days after reviewing the application. All matriculated students are required to register for the following semester by the scheduled registration deadline, which is usually four to five weeks before the start of the new semester. These deadlines are posted on the official bulletin board. Continuing registration fees are \$20.00 per semester. A late registration fee of \$20.00 is assessed to students who do not register within the deadline.

### **SIGNING ENROLLMENT AGREEMENT**

First-time freshman and Transfer students are required to sign an Enrollment Agreement outlining the entire course of study, tuition and fees, and a statement that the University of Irvine reserves the right to raise tuition at any time. The enrollment agreement signed by a prospective student will not become valid and binding until the student visits UI or attends the first instruction class. Prospective students are encouraged to visit the campus before the first day of class for a tour of campus facilities, to ask questions about the program, and to obtain other information that may affect the student's decision to enroll.

### **WITHDRAWAL FROM THE INSTITUTION**

Those who want to withdraw temporarily from UI but intend to remain as continuing students should obtain the approval of the Academic Dean. 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. Students who fail to register for two (2) consecutive semesters without the Academic Dean's approval will be considered withdrawn from UI. Such students must apply for re-admission to complete their program of study at UI. Non-attendance of classes or stopping a check for payment does not constitute withdrawal from UI. Notification must be in writing. The following must take place for any student to withdraw from UI:

- Notify the Academic Dean or Registrar of your withdrawal intent by completing a Withdrawal Notice

form.

- Clear all outstanding debt with UI.

### **READMISSION POLICY**

Former students who have been absent from UI for at least one semester (not including study abroad or an approved leave of absence) must reapply for admission. Those who wish to be considered for reinstatement following suspension must also have approval from the Academic Dean. Official transcripts from other institutions or attempted/completed coursework must be submitted to be evaluated. No one will be permitted to register for classes until officially readmitted or reinstated to UI. Students who have been absent from UI for one or more years will be subject to degree requirements in the catalog of the re-entry year.

### **DISTANCE LEARNING**

The University of Irvine offers both traditional (offline) and distance education programs. Distance education is provided as follows.

#### **Nature and Method**

The University of Irvine uses Zoom and Populi as a platform for its distance education. Though the instructor and students are separated by distance, the distance learning format provides quality education equivalent to traditional on-campus courses through technology. Online courses have start and finish dates equivalent to classroom-based courses. Once enrolled, students can enter their course at anytime and anywhere they can access a computer with an internet connection.

Video-recorded lectures are uploaded each week by instructors who are qualified in the same way as classroom instructors. Online courses feature a high degree of interaction between the student and instructor and among fellow students. Students connect to the online course site four or five days a week. The instructor will post assignments about his or her lectures to foster students' understanding of the course material and to stimulate discussion. Students submit responses and research, receive feedback from the instructor, and discuss what they are learning with fellow students.

UI's online courses include video-recorded lectures, threaded interactive discussions, and course assignments such as journals, book reviews, quizzes, exams, and project papers. UI does not allow more than seven days between receiving student lessons, projects, or dissertations and mailing of its response or evaluation. Despite the difference in delivery method, the actual extent and quality of academic work to complete a course for online programs is equivalent to that expected for an on-campus course. As a result, our online programs are sufficient to meet the education standards that our on-campus programs accomplish.

#### **Technical Facilities and Security of Systems for Distance Learning**

The University of Irvine maintains adequate facilities and equipment to ensure quality online education programs. The Distance Learning & Technical Support Office provides technical support. The distance learning director and assistant maintain and update facilities/equipment for quality education. Distance learning facilities/equipment include two (2) computers, two (2) High Definition Video Cameras, two (2) highly sensitive microphones, and lecture recording/editing software. The University conducts a survey questionnaire for each online course to measure the appropriateness of security of systems and adequacy of support. In addition, the University's comprehensive annual survey of operational and educational effectiveness includes students' evaluation of the adequacy of technical/physical plant facilities and technical assistance services.

#### **Technical Assistance and Training**

The University provides technology training sessions for students, faculty, and staff during the first week of each semester. Our distance learning director and assistant equip them with essential concepts and skills for using hardware, software, the internet, and online educational programs. This training session is also provided electronically to online students and faculty at the University's website. Further, the Distance Learning Director and his/her assistant respond to individual technical needs and inquiries.

### **Ensuring the Capability of Involving Online Learning Environment**

To ensure students learn successfully online, the University requires them to conduct self-assessment on their computer/internet skills before enrolling in online courses.

### **Computer and Internet Skills Self-Assessment**

The following self-assessment is provided to help you determine if you possess the technical skills needed to succeed in an online course.

1. Can you restart your computer if it becomes locked up? Yes No
2. Can you safely turn off your computer? Yes No
3. Can you use the mouse to select and deselect text? Yes No
4. Can you use a mouse to open and close a program by clicking on an icon? Yes No
4. Can you choose a command from the menu? Yes No
5. Can you move, resize and close windows? Yes No
6. Can you use the scroll bars? Yes No
7. Can you open a file? Yes No
8. Can you create folders and move files? Yes No
9. Can you save a file and browse to locate a file? Yes No
10. Can you copy and paste text? Yes No
11. Can you print a file? Yes No
12. Can you download and install programs? Yes No
13. Can you connect to an Internet Service Provider (ISP)? Yes No
14. Can you open a web browser? Yes No
15. Can you create a bookmark or save a favorite webpage? Yes No
16. Can you use a search engine to locate information on the Internet? Yes No
17. Can you use email to create and send a message? Yes No
18. Can you attach files to an email message?
19. Can you reply to an email message? Yes No
20. Do you understand and abide by standard Netiquette? Yes No

Evaluating Your Score and Technically Being Prepared to Complete Online Courses: Yes is **1** point and No **0** point. How many of the above questions did you respond with a 'Yes'? Use the following scale to assess how technically prepared you are to complete an online course:

**20 – 18:** Good ☺ (You have the technical skills to succeed in online courses.)

**17 – 13:** Fair ☺ (Contact the Distance Learning Office before enrolling to get help for specific skills you are in lack.) **12 or**

**less:** Need improvement ☹ (We recommend that you access workshops or tutorials that will help you improve your basic computer and internet skills before enrolling in an online course.)

### **Providing Information about Online Learning**

The University's online programs assure technical assistance and academic advising. The Distance Learning Director provides an orientation session for new students during the first week of the semester.

New students must complete an orientation before entering the course. In this regard, students are required to attend an online course workshop provided by Distance Learning Office or complete an online course tutorial posted at <https://ui.populiweb.com/>. Through this workshop and/or tutorial, students will

ascertain the nature, structure, components, and academic requirements of the online courses, a delivery system, and technological skills.

Program chairs, the Distance Learning Director, and Academic Affair Manager provide advising services for students. Course instructors are expected to reply to students' course and academic inquiries within less than 48 hours. Distance Learning Office staff is available to assist students with questions concerning technical support and delivery methods.

#### **Technology Requirement: Computer and Internet**

- A processor of 2 GHz or faster
- 4 GB RAM or larger
- Internet connection speed with 10 MB/s or faster
- Microsoft® Windows 7 or higher
- Apple® Mac OS X 10.10 or higher

#### **Online Course Access and Security System**

Courses provided using Populi can be accessed through the <https://ui.populiweb.com/> learning portal and require a unique username and password to obtain access. One week before the online course begins, the student will receive an email with a login name and password giving access to the online course. The privacy of students enrolled in distance learning courses is protected. Only authorized persons access student records, which will be stored safely and securely.

Students will receive a password and account designation upon course registration. Since any account can serve as an entry point for theft, damage, or unauthorized use, users shall protect the confidentiality of their personal identification codes and passwords. Furthermore, users shall not attempt to make any unauthorized changes to data or attempt to intercept or access data or communications intended for another. Students are fully responsible for all activities that occur under their password.

Students are expected to immediately notify the University's Distance Learning Office of any unauthorized use of their password or account or any other security breach and ensure they exit from their account at the end of each session. The University of Irvine cannot and will not be liable for any loss or damage arising from the student's failure to comply with the appropriate use of information technology resources.

Upon a security breach being noticed, our Distance Learning Office and Academic Affairs Office will immediately notify students of such a breach by email, text, and phone calls. We will post the same on our school website (<https://universityirvine.org/>) and the campus bulletin board. Our technical support team will seek to identify the cause of any breach and provide a proper resolution, including requesting that students change their login IDs and passwords.

#### **Faculty participation in Distance Learning Program Oversight**

The faculty of the University of Irvine is actively involved in the evaluation and oversight of distance education, ensuring both the rigor of the programs and the quality of instruction. During each semester, faculty members report any problems or suggestions for a resolution to the Distance Learning Director. The Director responds to their inquiries. The issues beyond the Director's control are forwarded to the weekly operational meetings where the President, CAO, and necessary administrators participate. Soon after a Semester is over, the Director holds a meeting with faculty to address instructional, technical, curricular, and any other issues to enhance the quality of education. The faculty's feedback and suggestions are taken seriously and reflected upon for the next semester and long-term planning.

## **FINANCIAL INFORMATION**



**TUITION AND FEES**

Tuition and fees may be paid in person or by mail. The General Affairs Office accepts cash, check, or Visa Card payments. Billing for tuition and fees is done on a semester basis. However, the student may make one payment in full for the entire academic year. Instructions for payment are available to students at the time of registration. It is the student's responsibility to obtain and pay bills on time. Students who fail to do so are charged a late registration fee. UI reserves the right to change the schedule of hours or the courses of study. An installment payment plan may be arranged. Consult with UI's Financial Officer for details concerning an installment payment plan.

**Tuition** (per semester hour)

Master of Business Administration Program ..... \$700 Master of Science in Data Engineering Program ..... \$900 Graduate Certificate in Business Administration..... \$300

**Fees**

Application Fee (one-time non-refundable) \$100 Registration Fee (per semester) \$20 Student Tuition Recovery Fund (non-refundable)..... \$0 Late Registration Fee \$20 Drop/Add Fee (per course) \$10 Library Fee (per semester) \$20 Transcript (per copy) \$10 Misc. Certification Fee (per copy) \$10 Transfer Credit Fee (per credit) ..... \$10 Graduation Fee – Master Degree..... \$300 Returned Check Fee..... \$20

**Estimated total charges for the entire education program** (per semester hour)

Master of Business Administration Program ..... \$30,160 Master of Science in Data Engineering Program ..... \$37,360 Graduate Certificate in Business Administration..... \$7,880

Students should be aware of the expense of textbooks, in addition to tuition and fees. It is the student’s responsibility to purchase textbooks.

UI may withhold permission to register, take the final examination, use campus facilities, and receive services if the student fails to make payments owed to UI until the debt is paid or a suitable payment arrangement has been made with the Financial Officer.

**Master of Business Administration Program**

**Estimated Total Charge for a Semester**

**Academic Semester Charges Amount**

Tuition (9 hours x \$700) \$6,300

Books \$ 1,000

Library Fee \$ 20

Any Other Institutional Charge or Fee \$ 220

**Academic Semester Estimated Total \$ 7,540**

**Estimated Total Charges for Entire Programs**

<b><u>Academic Programs M.B.A.</u></b>	\$ 30,160
<b><u>(36 hours)</u></b>	

<b>Estimated Total Charges</b>
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**Master of Science in Data Engineering Program**

**An Estimated Total Charge for a Semester**

**Academic Semester Charges Amount**

Tuition (9 hours x \$900) \$8,100

Books \$ 1,000

Digital Library Fee \$20

Any Other Institutional Charge or Fee \$ 220

**Academic Semester Estimated Total \$9,340**

**Estimated Total Charges for Entire Programs**

<b><u>Academic Programs M.B.A.</u></b>	<b>\$ 37,360</b>
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<b><u>(36 hours)</u></b>
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<b>Estimated Total Charges</b>
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**Graduate Certificate in Business Administration Program**

**An Estimated Total Charge for a Semester**

**Academic Semester Charges Amount**

Tuition (9 hours x \$300) \$2,700

Books \$ 1,000

Library Fee \$ 20

Any Other Institutional Charge or Fee \$ 220

**Academic Semester Estimated Total \$ 3,940**

**Estimated Total Charges for Entire Programs**

<b><u>Academic Programs GCBA</u></b>
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<b><u>(16 hours)</u></b>
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<b>Estimated Total Charges</b>
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<b>\$ 7,880</b>
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**CANCELLATION, WITHDRAWAL, AND REFUND POLICY**

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. Those students who want to cancel the enrollment agreement or withdraw from UI shall obtain a refund by the following policies and procedures:

- 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) if notice of cancellation is made through attendance at the first-class session or the seventh day after enrollment, whichever is later. The institution shall also provide a pro-rata refund paid for institutional charges for students who have completed 60 percent or less of the period of attendance. No refund is made after 60 percent of the attendance period is complete. In order to cancel this enrollment agreement with UI, the student shall mail or deliver a signed and dated form of "Leave of Absence" or "Withdrawal Notice" along with a "Refund Application" to the Academic affair office. Then, the refund shall be made to the student within 45 days following UI's receipt of the cancellation notice. The refund excludes non-refundable application and registration fees.

- The refund excludes non-refundable registration fees. Suppose a student obtains a loan to pay for an educational program. In that case, the student will be responsible for repaying the total loan amount, less any refund amount. Suppose the student has received federal student financial aid funds. In that case, the student is entitled to a refund of the money not paid from federal student financial aid program funds. Suppose the student is eligible for a loan guaranteed by the federal or state government, and the student defaults. In that case, 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 loan. (2) The student may not be eligible for any other federal student financial aid at another institution or government assistance until the loan is repaid.

## **FINANCIAL ASSISTANCE**

At present, UI is not able to offer federal financial aid to students, such as the Pell Grant and Stafford Student Loan Programs. However, UI awards a limited number of partial tuition scholarships to the truly needy and deserving students who meet the following qualifications:

- a. The applicant must be accepted for admission.
- b. The applicant must submit an application for a scholarship award with the requested documents.
- c. The applicant must have/maintain a cumulative grade point average (GPA) of 3.5 or higher.
- d. The applicant must prove that their financial needs satisfy the requirements for awarding financial assistance established by the Scholarship Committee of UI.

All financial aid is awarded on a year-to-year basis. Students admitted on a provisional basis will not be eligible to receive any financial aid. Apply at least six weeks before the beginning of the semester. Suppose a student obtains a loan to pay for an educational program. In that case, the student will be responsible for repaying the total amount of the loan plus interest, less the amount of any refund. Suppose the student has received federal student financial aid funds. In that case, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

All financial aid is awarded on a year-to-year basis. Students who are admitted on a provisional basis will not be eligible to receive any financial aid. Apply at least six weeks before the beginning of the semester. 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 money not paid from federal student financial aid program funds.

## **ACADEMIC POLICIES**

### **CONTINUING REGISTRATION**

Students are expected to enroll in each consecutive semester. Students must notify the Registrar if they do not intend to register in a semester. Students can apply for and take a leave of absence for two consecutive semesters without penalty. Any student who does not register for the next semester after the expiration of a Leave of Absence must apply for re-admission and be approved by the Admissions Committee. The student is subject to all current academic and administrative policies and procedures, including any new degree requirements in effect at the time of re-admission.

### **COURSE REGISTRATION REQUIREMENTS**

Returning students are required to register for the subsequent semester courses by the scheduled registration deadline and pay tuition and related fees. The registration deadline is usually four to six weeks before the beginning of the new semester. A \$20 late fee is charged to those students who do not register by the posted deadline. UI expects that students will enroll in each consecutive semester. Students must write to the Registrar if they do not plan to register for a semester.

### **LATE REGISTRATION**

Students who have not officially registered by the last day of the registration period may be allowed to enroll in courses by the end of the first week of a semester after completing late registration and paying the late registration fee of \$20. Students cannot register later than the last day for Add/Drop deadline. No enrollment is permitted if a student has missed more than one (1) week of classes. Students returning from a leave of absence or withdrawal status are allowed up to the last day for Add/Drop to enroll in classes without paying the late Registration Fee.

### **ADDING AND DROPPING COURSES**

Students can add or drop a course by the end of the first week of a semester. An Add/Drop form must be submitted to the Registrar's office before the deadline. No more than two courses may be dropped. An equivalent number of courses may be added without penalty (financial or attendance). Failure to officially drop a course will result in total tuition charges and a failing (F) grade.

- All add/drop forms are subject to the approval of the Academic Dean and Financial Aid Officer (if applicable).
- For dropped courses, refunds are calculated from the date the Add/Drop form is delivered to the Registrar's office.
- A grade of W (Withdrawal) will be placed on the student's transcript for a course officially dropped after the start of the second week.

### **COURSE WITHDRAWAL**

Students can withdraw from courses by the end of the first week of the semester without affecting their grade point average (GPA). After that, students must obtain permission from the Academic Dean to withdraw. Withdrawal from enrolled classes after the Add/Drop period but before the 14th week of the semester will result in a "W" grade recorded in the official transcript. All withdrawals must receive permission from the Dean. Students who withdraw from a course must repeat that course in order to receive full credit. Refunds for course withdrawals shall be made according to the UI's tuition refund policy.

### **AUDITING**

Those who want to audit one or more courses may do so and must complete an audit application form. Audit classes are not incorporated in calculating the overall grade point average.

### **GRADING SYSTEM**

Students must have a "C" average to graduate. UI uses the following four-point grade scale:

Letter Grade	Numerical Grade Grade Points	Quality of Performance
A	95-100 4.0	Outstanding
A-	90-94 3.7	Excellent
B+	87-89 3.3	Good +

B	84-86 3.0	Good
B-	80-83 2.7	Good -
C+	77-79 2.3	Satisfactory +
C	74-76 2.0	Satisfactory
C-	70-73 1.7	Satisfactory -
D+	67-69 1.3	Poor
D	64-66 1.0	Very Poor
D-	60-63 0.7	Extremely Poor
F	59 or lower 0	Failure

A Work of the highest quality in all areas; mastery of facts and concepts; creativity; ability to evaluate data and trends.

B Adequate mastery of facts and concepts; creativity and analytical ability, but with some weaknesses and room for improvement.

C Sufficient grasp of facts and general competence of the subject.

D Insufficient grasp of facts and competence of subject. Students who do not demonstrate improvement are subject to dismissal.

F Failure to achieve minimum quality or production of work.

W Withdrawal from a class.

I Incomplete work at the end of the course. This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an "F."

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

UI provides the SAP policy to ensure students complete all the required courses. All students must maintain a minimum of a 2.5 cumulative in order to meet graduation requirements.

The standards of SAP are maintained at all times for students to graduate on time from UI. Failure to maintain SAP can lead to academic probation and eventual dismissal from UI. The maximum time allowed for any student to complete UI's programs is 12 semesters or 6 calendar years.

### **REPEATING COURSES**

Students may repeat only the courses in which D, D-, F, or W grade was given. Whenever a course is repeated for credit, only the highest grade earned will be the official grade and will be used for computing the grade point average. However, original grades will also be shown in the student's transcript. Grades of F

(failure), W (withdrawn), R (repeat), and I (incomplete) are counted as hours attempted. Grades of F (failure) and W (withdrawn) are not counted as hours successfully completed. The student must repeat any required course in which a grade of F or W is received.

A W grade is not replaced when a student repeats the course but remains part of the student's permanent record. To receive an incomplete (I), the student must petition by the last week of the term for an extension

to complete the required coursework.

### **GRADE CHANGE**

To change a grade, the instructor must provide the Academic Dean with appropriate reasons and evidence for the change in writing. Faculty must submit the Change of Grade Forms to the Academic Dean before the Registrar can process the change. Students wishing to contest a grade must do so in writing to the Academic Dean by the end of the first week of the following semester. Any grade change requests made after this day will not be honored.

### **SEMESTER SYSTEM**

Each Academic year at the University of Irvine comprises two 15-week semester terms organized on the semester system. The fall semester usually begins in September, and the spring semester in March, as illustrated in the following Academic Calendar. The campuses are closed on legal holidays. Academic credit is measured on the semester system in semester hours; All courses are, thus, evaluated in terms of semester hours of credit.

### **RESIDENCY REQUIREMENT**

The students who study 100% offline must complete a minimum of 50 percent of their degree program credit requirements in residency at UI to qualify for a degree. The total number of credits in residency required is determined by calculating 50 percent of the total credits required for the student's program of study. On the other hand, residency is not required for 100% distance learning students. Those who study via hybrid format must complete a minimum of 30 percent of their degree program credit requirements in residency.

### **COURSE LOAD**

Students typically enroll for up to 9 hours each semester. With the Registrar's approval, a student who is maintaining a B grade level may be allowed to enroll in up to 12 hours. In the written petition, the student must show that exceptional circumstances should be considered. Students are cautioned that petitions for increased study loads are carefully and thoroughly evaluated.

### **INCOMPLETE GRADES**

This grade is given only if the work is incomplete for valid reasons. The student must finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an "F."

### **ATTENDANCE POLICY**

UI offers only online courses. Regular attendance is required for every student. In this regard, course attendance is monitored, and attendance is defined as completing an academic event within a seven-consecutive day period. Students who do not complete an academic event for three weeks will fail the course and receive an "F" grade.

### **Leave of Absence**

The Academic Dean must approve all leaves of absence to avoid withdrawal status. The duration of an approved leave of absence will not be included in calculating a student's maximum allowed time frame to complete the degree program. A student who wishes to take a leave of absence must make a request prior to or on the first day of instruction by completing the Request for Leave of Absence form. The leave of absence is effective only when the Academic Dean has acted upon the request and granted permission. A student who has taken a leave of absence without the Academic Dean's permission will not be considered a continuing student without persuasive reason(s) and evidence to substantiate such absence. Suppose a student anticipates being unable to enroll for one or more semesters. In that case, he or she must file a

Leave of Absence form with the Registrar. Specific dates and signature must be provided, and specific conditions for the resumption of the study will be prescribed. A student who does not file a leave of absence and fails to register for the following semester is considered to have unofficially withdrawn from the program and may be subject to re-admission provisions.

### **ACADEMIC HONORS**

UI recognizes students' academic achievement. Honors will be awarded to students attaining the following final grade point averages:

- GPA 3.8 -4.0 Summa Cum Laude
- GPA 3.65- 3.79 Magna Cum Laude
- GPA 3.5-3.64 Cum Laude

### **ACADEMIC PROBATION AND DISMISSAL**

Students will be placed on academic probation if a 2.5 graduate grade point average is not maintained. A student on academic probation may only enroll for a maximum of 9 hours until their GPAs reach the minimum requirement of 2.5. Failure to achieve a minimum GPA after two consecutive semesters result in dismissal.

### **EVALUATION OF COURSE AND INSTRUCTOR**

At the end of each semester, students are asked to complete an evaluation of their instructors. Evaluations are one of several tools the administration uses to assess the effectiveness of instruction. Instructors will also receive summaries of the results.

### **STUDENT LIFE AND SERVICES**

The Office of Student Affairs is responsible for providing student support services. The Director of Student Affairs serves as the primary coordinator of student-related issues. The office is open to students seeking counseling on all non-academic concerns.

### **DRUG-FREE CAMPUS POLICY**

UI ensures its learning environment is free of unlawful or banned substances. Specifically, all members of the UI community, which includes administration, faculty, staff, students, and guests, must abstain from the consumption or use of alcohol, narcotics, and/or misuse of prescription drugs while on the UI campus and any field trips or projects sponsored by the school. Violation of this policy could lead to suspension, expulsion, termination, and referral to law enforcement agencies in the context of criminal activity.

### **SEXUAL HARASSMENT POLICY**

UI does not tolerate sexual harassment and seeks freedom from all forms of harassment for students, faculty, staff, and applicants who seek to join UI. Any person violating UI policy on sexual harassment is subject to disciplinary action such as reprimand, suspension, or termination of employment or enrollment. The type of disciplinary action imposed will depend on the severity of the offense. Harassment based on race, color, national origin, ancestry, religion, physical conduct or mental disability, marital status, sexual orientation, or age includes behavior that is expressly prohibited by this policy and is in accordance with applicable state and federal law and will not be tolerated.

## **STUDENT CODE OF CONDUCT**

Each student is expected to observe all institutional policies established for academic and non-academic matters while enrolled in the University of Irvine's educational programs. This includes the student's attitudes, actions, appearance, and attire. UI administration can take appropriate disciplinary measures if the student code of conduct is not followed. It is UI's policy to prohibit smoking and unlawful possession of or use of controlled substances and alcoholic beverages. Firearms possession anywhere on campus is strictly prohibited.

Students are expected to maintain a professional appearance and demonstrate a cooperative and respectful attitude toward all they encounter. Students should strive to develop their ethical and moral character, high professional competence, a sense of composure, and, above all, compassion. Students may be dismissed from UI for behavior disruptive to its educational mission, such as, but not limited to, those stated below:

- Forgery, alteration, or misuse of institutional documents, records, or identification, or knowingly furnishing false information to UI; and
- Misrepresentation of oneself or of an organization to be an agent of UI; and
- Obstruction or disruption on or off campus property, of the educational or administrative process, or other campus function; and
- Physical abuse, on or off campus property, of the person or property of any member of the campus community, or members of his/her family or the threat of such physical abuse; and
- Theft of or non-accidental damage to the UI property or property in possession of or owned by a member of UI; and
- Unauthorized entry into, unauthorized use, or misuse of the UI property; and
- Sale or possession of dangerous drugs, restricted dangerous drugs or narcotics, as those terms are used in California statutes, except when lawfully prescribed under medical or dental care or when lawfully permitted for research, instruction, or analysis; and
- Lewd, indecent, or obscene behavior on the UI property; and
- Abusive behavior directed toward a member of the UI community; and
- Violation of any order of the UI President, a notice of which has been given prior to such violation and during the Academic term in which the violation occurs, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section; and
- Soliciting or assisting another to do any act that would subject a student to dismissal, suspension, or probation under this section; and
- Cheating, bribery, or plagiarism in connection with an Academic program.

## **ACADEMIC DISHONESTY**

Instructors or proctors are authorized to take examination papers from the student and dismiss the student from the room with an automatic "F" grade for that test at any evidence of improper communication, including the use of books or notes in examinations. Such offenses customarily result in a grade of "F" for that course and the student(s) being placed on academic probation. They may lead to the student eventually being expelled. When reported by the proctor or instructor, each Department Chair or Director of Student Affairs will handle cheating offenses. Faculty and staff must report all cheating instances to the Academic Dean's office.



Academic dishonesty includes providing or receiving answers from other students during an examination, plagiarizing the works of others, using informational aids such as "crib sheets" or other types of notes during an examination (if not allowed), or anything else might reasonably be construed as cheating. Students who are found to be academically dishonest will be subject to suspension for one semester and will be placed on Academic probation.

### **STUDENT GRIEVANCES AND DUE PROCESS**

UI desires to resolve fairly and promptly any student complaints or grievances which may arise. Regarding grade grievance, students should not appeal a grade simply because they are unhappy with the evaluation. Appeals should be based on the reasonable assumption that an error has occurred. At first, students with grade grievances seek a resolution by appealing to the instructor involved. Suppose there is no resolution after having dealt with the instructor. In that case, the student may take the matter to the program director. A formal written appeal may be made to the Academic Dean if a resolution is still unreached. The Academic Dean will mediate with all parties involved and resolve the situation.

When academic or nonacademic complaint/grievance arises, a student should try to work out the problem by discussing it with those closest to it. Suppose the problem is unable to be resolved at the interpersonal level. In that case, a student may file a complaint with the Academic Dean's office. At the dean's discretion, a committee may be formed to address the complaint/grievance. Suppose the problem still has not been resolved, and the grieving party wishes to pursue the matter. In that case, it then becomes a Presidential responsibility. Suppose the problem has not been resolved, and the grieving party still wishes to pursue the matter. In that case, the UI Board of Directors will meet with the plaintiff, defendant, and President and reach a decision. This decision shall be considered to be the final word on the matter.

### **SECURITY AND RETENTION OF STUDENT RECORDS**

University of Irvine's recordkeeping complies with CEC 94900.5. The institution maintains, for under five (5) years, at its principal place of business in this state, complete and accurate records of all of the following information: (a) The educational programs offered by the institution and the curriculum for each. (b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each faculty member. (c) Any other records required to be maintained by the ACT.

The University of Irvine maintains a file, including records of the name, address, e-mail address, and telephone number of each student who enrolls in the University, whether or not the student completes the educational service. The University maintains, for each student granted a degree or certificate by that institution, permanent records of all of the following (transcripts): (1) the degree or certificate granted and the date on which that degree or certificate was granted. (2) the courses and units on which the certificate or degree was based. (3) the grades earned by the student in each of those courses.

The file shall contain all of the following pertinent student records, and these records be maintained for five (5) years from the student's date of completion or withdrawal:

1. Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the University or the University's award of credit or acceptance of transfer credits, including the following:

- (A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college-level work, such as successful completion of an ability-to-benefit test; and
- (B) Records documenting units of credit earned at other institutions that have been accepted and applied

by the University as transfer credits toward the student's completion of an educational program; and (C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes; and  
(D) All of the documents evidencing a student's prior experiential learning upon which the University and the faculty base the award of any credit.

2. Personal information regarding a student's age, gender, and ethnicity if the student has voluntarily supplied that information; and
3. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid; and
4. Records of the dates of enrollment and, if applicable, withdrawal from the University, leaves of absence, and graduation; and
5. In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:
  - (A) The courses or other educational programs that were completed or were attempted but not completed, and the dates of completion or withdrawal; and
  - (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit; and
  - (C) Credit for courses earned at other institutions; and
  - (D) Credit based on an examination of academic ability or educational achievement used for admission or college placement purposes; and
  - (E) The name, address, website address, and telephone number of the University.
6. For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course; and
7. The dissertations, theses, and other student projects submitted by graduate students; and
8. A copy of documents relating to student financial aid that is required to be maintained by law or by a loan guarantee agency; and
9. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received; and
10. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent; and
11. Copies of any official advisory notices or warnings regarding the student's progress; and
12. Complaints received from the student. The University of Irvine maintains records relating to federal financial aid programs as provided by federal law.

A record is considered current for three (3) years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

1. The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act; and
2. For a current record, the University of Irvine maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonable proximity to the stored records at the University's primary administrative location in California. For a record that is no longer current, the University shall be able to reproduce exact, legible printed copies within two (2) business days; and
3. The University has personnel scheduled to be present at all times during regular business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and
4. Any person authorized by the Act to inspect and copy records shall be given immediate access to the document reproduction devices to inspect and copy stored records and shall, upon request, reimburse the University for the reasonable cost of using the University's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

The University of Irvine shall maintain a second set of all academic and financial records required by the Act at a different location unless the original records, including records stored under the subdivision of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire-resistant cabinets.

All records that the University is required to maintain by the Act shall be made immediately available by the University for inspection and copying during regular business hours by the Bureau and any entity authorized to conduct investigations.

If an institution closes, the University of Irvine and its owners are jointly and severally responsible for arranging at their expense for the storage and safekeeping in California of all records required to be maintained by the Act for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying during regular business hours by any entity authorized by law to inspect and copy records.

Student records and files are stored in fireproof cabinets to safeguard student records, including graduation and degrees granted. Each student's academic and financial records are stored and maintained in one collective student physical file. Electronic financial files are kept on a private financial intranet system on a server, and electronic academic files are kept on an Internet Cloud.

The University's policy is to maintain the confidentiality of student academic records. No one outside of the institution shall have access to, nor will the University disclose, any information from a student's academic records without the written consent of the student except The University personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies, in compliance with a judicial order, and an emergency in order to protect the health or safety of a student or other persons. The student's academic file is the sole property of the University. The University will not release copies of coursework documents from other institutions attended. All student records have been held for at least five years, and the transcript will be maintained indefinitely.

**The name, physical address, e-mail address, and telephone number of the custodian of records:** Sun Hee Jin, at 235 S Occidental Blvd 403, Los Angeles, CA 90057, sunheejin@universityirvine.org, Tel. 424-390-1919. The physical addresses and telephone numbers of the offices or buildings where the records will be maintained are 3660 Wilshire Blvd. Suite 1024, Los Angeles, CA 90010, Tel. (213) 221-4098.

### **STUDENT TUITION RECOVERY FUND (STRF)**

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 essential 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. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone (888) 370-7589 or (916) 574-8900, fax (916) 263-1897.

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. 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 within the 120 days before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 days 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 awards 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 has 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 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.

### **ACADEMIC ADVISING AND COUNSELING**

The Director of Student Affairs helps students overcome difficulties at UI. UI's counseling services include

the following:

- For Admission Counseling, the Director of Admission provides counseling on admission-related matters. The Admissions Office staff also counsels prospective students in securing the needed documents to complete the admission process.
- For Counseling course selection and other Academic needs, the Academic Dean, Distance Learning Director, Graduate Program Directors, and faculty members provide counseling.
- For Counseling on student issues, the Director of Student Affairs provides counseling.

## **HOUSING**

UI does not have dormitory facilities under its control. Apartments are available around UI and in Los Angeles downtown. Students are encouraged to contact the owners or managers of apartments directly for rental arrangements. Rent ranges from approximately \$1,200 to \$1,800 per month. UI has no responsibility to find or assist a student in finding housing.

## **TRANSPORTATION**

Public bus transportation is available, with stops located close to the campus.

## **PLACEMENT SERVICES**

UI does not provide job placement services for students. Information about employment opportunities will be available in the administration office and the school website. UI makes every effort to assist the students by keeping these postings current.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

Student activities and organizations are important for students to develop personally and professionally. UI-sponsored activities and organizations introduce students to the campus environment and allow students to engage in dialogue and leadership development outside course-specific discussions. Student activities and organizations are provided to all enrolled students. They are required to be structured as inclusive of all members of the UI student community. They may not restrict membership or establish membership criteria that discriminate based on race, religion, age, national origin, gender, sexual orientation, or handicap. UI will recognize no organizations with restrictive membership clauses. The student activities program strengthens student socialization, leadership, and collaborative skills. It offers encouragement to those who are transitioning to the UI life. UI-sponsored activities introduce students to many diverse social and cultural events.

## **RECORDKEEPING: CUSTODIAN OF RECORDS**

University of Irvine's recordkeeping complies with CEC 94900.5. The institution maintains, for under five years, at its principal place of business in this state, complete and accurate records of all of the following information: (a) The educational programs offered by the institution and the curriculum for each. (b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each faculty member. (c) Any other records required to be maintained by the ACT.

The University of Irvine maintains a file, including records of the name, address, e-mail address, and telephone number of each student who enrolls in the University, whether or not the student completes the educational service. The University maintains, for each student granted a degree or certificate by that institution, permanent records of all of the following (transcripts): (1) the degree or certificate granted and the date on which that degree or certificate was granted. (2) the courses and units on which the certificate or degree was based. (3) the grades earned by the student in each of those courses.

The file shall contain all of the following pertinent student records, and these records be maintained for five (5) years from the student's date of completion or withdrawal:

1. Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the University or the University's award of credit or acceptance of transfer credits, including the following: and
  - (A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college-level work, such as successful completion of an ability-to-benefit test; and
  - (B) Records documenting units of credit earned at other institutions that have been accepted and applied by the University as transfer credits toward the student's completion of an educational program; and (C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes; and
  - (D) All of the documents evidencing a student's prior experiential learning upon which the University and the faculty base the award of any credit.
2. Personal information regarding a student's age, gender, and ethnicity if the student has voluntarily supplied that information; and
3. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid; and
4. Records of the dates of enrollment and, if applicable, withdrawal from the University, leaves of absence, and graduation; and
5. In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:
  - (A) The courses or other educational programs that were completed or were attempted but not completed, and the dates of completion or withdrawal;
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  - (C) Credit for courses earned at other institutions;
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7. The dissertations, theses, and other student projects submitted by graduate students; and
8. A copy of documents relating to student financial aid that is required to be maintained by law or by a loan guarantee agency; and
9. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received; and
10. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent; and
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12. Complaints received from the student.

The University of Irvine maintains records relating to federal financial aid programs as provided by federal

law.

(A) A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

(1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act; and

(2) The University of Irvine maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records for a current record. The devices shall be maintained in reasonably proximity to the stored records at the University's primary administrative location in California. For a record that is no longer current, the University shall be able to reproduce exact, legible printed copies within two (2) business days; and

(3) The University has personnel scheduled to be present at all times during regular business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and

(4) Any person authorized by the Act to inspect and copy records shall be given immediate access to the document reproduction devices to inspect and copy stored records and shall, upon request, reimburse the University for the reasonable cost of using the University's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

(B) the University of Irvine shall maintain a second set of all academic and financial records required by the Act at a different location unless the original records, including records stored under subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire-resistant cabinets.

(C) All records that the University is required to maintain by the Act shall be made immediately available by the University for inspection and copying during regular business hours by the Bureau and any entity authorized to conduct investigations.

(D) If an institution closes, the University of Irvine and its owners are jointly and severally responsible for arranging at their expense for the storage and safekeeping in California of all records required to be maintained by the Act for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying during regular business hours by any entity authorized by law to inspect and copy records.

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**FACILITIES AND EQUIPMENT**

The UI campus is located at 3660 Wilshire Blvd. Suite 1024, Los Angeles, CA 90010. Facilities include Administration Office, Student Lounge, Distance Learning & Technology Room, Library, and two Classrooms. All business transactions, including admission, registration, counseling, and payment of tuition and fees, are conducted at the main administrative office. The building, equipment, and other learning resources and

materials used for instructional purposes comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

**A Description of the Physical Facilities**

**Facilities**

Administration Office

Distance Learning & Technology Room

Student Lounge

Library

Classroom

Quantity
1
1
1
1
2

The following table lists the equipment for all educational programs.

Equipment	Quantity Ownership/Lease
Seminar Table	12 owned
Chair	42 owned
Book Case	8 owned
White Board	2 owned
4K UHD TV (70 Inch)	1 owned
DVD Player	2 owned
CD Player	2 owned



HD Camcorder	2 owned
Microphone	2 owned
Computer	4 owned
Printer	3 owned
Copier	1 owned

### **LIBRARY AND LEARNING RESOURCES**

The University of Irvine provides a physical library and quality digital learning resources that align with educational programs to support student learning. The University provides learning resources sufficient to fulfill instructional and research needs for students and faculty toward achieving its educational objectives. UI has a professional librarian professionally experienced in the electronic retrieval of information, who shall provide support for faculty in curriculum matters and actively serve as a resource guide for students. Students can access digital learning resources 24/7. Our librarian assists students and faculty regarding research needs and information literacy, via telephone or email, seven days a week.

The Librarian supports and assists instructional and educational needs for students and faculty as follows: •

Develop and administer policies, rules and regulations regarding learning resource and instructional technology services.

- Coordinate learning resource services with administration, faculty, and students. •

- Support faculty in curriculum matters and actively serve as student resource guides. •

Plan and develop learning resources and instructional technological support.

- Prepare reports, surveys, studies and analysis of learning resources and technological support. •

Assist the Chief Academic Officer with special assignments.

All library services are inclusive of the tuition fees paid by students. Library hours are from 9:30 a.m. to 6:30 p.m. Monday through Friday. The library is closed on the following national holidays:

New Year's Day | Martin Luther King's Day | President's Day | Memorial Day | Independence Day | Labor Day | Thanksgiving Day | Christmas Day

### **Description of Library Service and Holdings**

The library assists students, faculty, and staff in attaining their educational and informational goals in a supportive library environment. They have access to resources in the library.

Total Number of Volumes: about 4,000

Volumes on business: about 1,400

Volumes on social studies: about 1,200

Volumes on humanity: about 200

Volumes on Science: about 1,200

Periodicals 8: Business 4, Data Science & Engineering 4

### **Bibliographic Search System and Online Databases**

Students can do a bibliographic search and access digital texts for online learning resources using the following search engines.

1. Directory of Open Access Journals

Name of Data Base System: Research Library, ProQuest

Multidisciplinary coverage, 150 subject areas, Over 6,400 periodical titles.

Research Library is a multidisciplinary resource featuring a diversified mix of scholarly journals, trade publications, magazines, and other timely sources across the top 150 subject areas. Covering more subject areas than other resources is ideal for serving diverse needs, from the one-time user to the interdisciplinary needs of serious researchers. Research Library provides access to various core academic titles, from business and the sciences to literature and politics. The database expands daily and currently includes over 6,000 titles, 75% of which are available in full text. Subject areas covered include:

- Arts
- Business
- Education
- Health and medical
- History
- Law
- Literature and languages
- Multicultural
- Psychology
- Natural sciences
- Social sciences
- Engineering and technology
- Women's studies

2. Open Library for business and economics

[https://openlibrary.org/subjects/business\\_\\_economics](https://openlibrary.org/subjects/business__economics)

3. Open Access Journal for business  
magazines– Business

<https://doaj.org/subjects>

4. Cornell Univ. Articles about labor and employment statistics

<http://guides.library.cornell.edu/c.php?g=31400&p=207469>

5. Entrepreneurship for research and statistics

<https://eiexchange.com/search?search=Research>

<http://www.oecd.org/industry/business-stats/>

6. General encyclopedia – Columbia Encyclopedia, 6th edition <https://www.factmonster.com/encyclopedia>

7. Google Scholar

This index provides the bibliographical information of roughly 160,000,000 titles. Many of these titles are open-access in PDF, HTML, and DOC formats.

## **BOARD OF DIRECTORS**

### **ADMINISTRATION**

CEO JIN, Myoung Eun  
President AN, Yu Hua  
CFO JIN, Myoung Eun  
CAO AN, Yu Hua  
MBA Program Director AN, Yu Hua  
MSDE Program Director YUN, Seokyong  
Distance Learning Director SHIN, Kil Ho  
Librarian PARK, Soo Hee  
Admissions & General Affairs Manager SUNG, Harry  
Academic Affairs Manager JIN, Sun Hee  
Student Affairs Manager JUNG, Sunny

## **FACULTY**

### **Qualifications of Faculty**

UI's faculty should be qualified to support UI's mission and purposes. The faculty are expected to teach superbly in the disciplines they are assigned to teach. The faculty of UI shall consist of professionally competent persons whose qualifications are equivalent to those of teachers in recognized institutions of similar purpose. The educational background of the instructional faculty shall include adequate preparation in the fields of specialization in which teaching assignments are to be performed.

Each full-time faculty member and adjunct faculty shall have earned terminal doctorates from accredited institutions in the United States or Canada or another state-approved institution that documents that the institution at which the faculty member earned his or her degree is equivalent to an institution that the Bureau approves, 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).

The additional faculty credentials include relevant teaching and professional experience and related research/publications. UI hires instructors with Academic, experiential, and professional qualifications to teach, including a minimum of three years of experience, education, and training in current practices of the subject area they teach.

### **Faculty Responsibility**

The faculty are expected to endeavor to fulfill the educational goals of UI. Their key responsibilities are described below.

- **Teaching:** Faculty members are expected to give careful attention to teaching duties. These duties include the preparation of lectures, lesson assignments, reading lists, study materials, tests, and examinations; providing students with adequate and timely feedback during a course; reporting all student grades.
- **Scholarly and Creative Achievement:** The obligations of faculty members to their own scholarly and creative achievement can be met in part by research and investigations, active participation and attendance at meetings of professional organizations, professional performance, or exhibits. ▪

**Curriculum Development:** Each program chair shall enhance its educational program by reviewing and improving its curriculum.

- **Faculty and Committee Meetings, School Events Participation:** Faculty members shall attend faculty

meetings and committee meetings. The Faculty Meeting is the forum where faculty present their views and discuss Academic issues. Faculty also voice their opinions within other committees. Faculty members are expected to attend school events such as new student orientation and commencement.

- **Student Consultation:** Faculty members are expected to consult with students and assist them in their Academic pursuance and activities.
- **Academic Administration:** Faculty members' Academic administration role includes maintaining/updating the records of students' Academic progress, scheduling courses, and assigning adjunct faculty.

### **Academic Freedom**

Faculty members are free to engage in academic research and publish their results. They are entitled to the freedom to discuss their subject in the classroom. At the same time, they should be careful not to introduce into their controversial teaching matter which has no relation to their subject.

The faculty are citizens, members of a learned profession, and part of an educational institution. When they exercise their rights as citizens, they shall be free from institutional censorship or discipline. However, persons of learning and representatives of an educational institution should remember that the public may judge their profession and institution by their utterances. Therefore, they should at all times be as accurate as possible and should exercise appropriate restraint, demonstrating, at all times, their respect for the opinion of others and the established policy of their institution while adequately identifying themselves to outside audiences as associated with the University should indicate that they are not institutional spokespeople unless specifically commissioned to serve in such a capacity.

### **Instructional Faculty**

#### **AN, Yu Hua**

Professor at Yonsei University, S. Korea

Ph.D. Business Administration Specialized in Finance, Korea University

#### **CHOI, Kanghwa**

Professor in Business School of Hansung University, S. Korea

Ph. D in Operations Management, Seoul National University

#### **KANG, Yoon-Sig**

CEO of Dreamize co. Ltd.

Ph.D. Computer Science: 3D Graphics, Yonsei University

#### **LEE, Jaehyung**

B.S. Statistics, Seoul National University, Spring 1987

M.S. Statistics, Seoul National University, Spring 1989

Ph.D. Statistics, Iowa State University, Spring 1997

#### **LEE, Seongback**

B.S. Industrial Engineering, Seoul National University, 1985

M.S. Industrial Engineering, KAIST, 1987

Ph.D. Industrial Engineering, KAIST, 1991

**MOON, Jong Beom**

B.S. Business Administration, Boston University, Boston, MA, 1997

M.B.A. Seoul National University, Seoul, S. Korea, 2000

Ph.D. Business Administration, Seoul National University, Seoul, S. Korea, 2005

**PARK, Jeong Soo**

B.S. Business Administration, Boston University, Boston, MA, 1997

M.B.A. Seoul National University, Seoul, S. Korea, 2000

Ph.D. Business Administration, Seoul National University, Seoul, S. Korea, 2005

**SU, Dejin**

Professor in Business School of Nanjing Audit University, Nanjing, China

**UGAS, Luz**

B.A. Economics/International Area Studies with Accounting & Computer Emphasis, University of California, Los Angeles (UCLA), 1997

M.B.A. with Finance Emphasis, Pepperdine University, Malibu, CA, 2007

**YOUN, Seokjin**

B.A. Business Administration, Yonsei University, Seoul, S. Korea, 1991

M.B.A. Yonsei University, Seoul, S. Korea, 1993

D.B.A. Yonsei University, Seoul, S. Korea, 1999

**YUN, Seokyong**

B.S., in Metallurgical Engineering, Yonsei University, Seoul, S. Korea, 1987

Master of Information Industry, Soongsil University, Seoul, S. Korea, 2000

Doctor of Engineering in IT Policy and Management, Soongsil University, Seoul, S. Korea, 2018

**SHIN, Kil Ho (Distance Learning Director)**

Bachelor of Engineering in Computer Science, Yonsei University, Seoul, South Korea, 2006

M.S. in Cognitive Science, Yonsei University, Seoul, South Korea, 2008

Ph.D. in Research and Experimental Psychology, University of Southern California, Los Angeles, CA, 2017

**ACADEMIC CALENDAR**

SPRING SEMESTER, FALL SEMESTER		
Registration	Mar 20 – 27 Registration	Aug 28 – Sep 4
New Student Orientation	Mar 24 New Student Orientation	Sep 1
First Day of Classes	Mar 27 First Day of Classes	Sep 4
Last Day to Add-Drop Classes	Mar 27 – Mar 31 Last Day to Add-Drop Classes	Sep 4 – Sep 8
Last Day to Withdraw	Apr 14 Last Day to Withdraw	Sep 22
Last Day to Request Incomplete	Jun 23 Last Day to Request Incomplete	Dec 1
Final Examination Week	Jul 3 – Jul 7 Final Examination Week	Dec 11 – 15

Semester Ends	Jul 7 Semester Ends	Dec 15
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