



School of Business
Bachelor of Science in Business Administration

Catalog August 01, 2024 - July 31, 2025



School of Business Catalog
August 01, 2024 – July 31, 2025
The University of West Los Angeles
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

University of West Los Angeles
School of Business
9800 S. La Cienega Boulevard, 12th Floor
Inglewood, California 90301
310.342.5200
www.uwla.edu

INTRODUCTION

Welcome to the University of West Los Angeles!

University of West Los Angeles (UWLA) has grown into one of the most respected private Universities in Los Angeles while maintaining its integrity and commitment to the community. The School of Business is poised and focused to serve the community with high quality and affordable education and join the highly regarded reputation of our School of Law.

Our goal is to produce intelligent, well-educated, successful people who value a superior education, want to serve their communities and who see themselves as change agents.

Through our guidance, the students of UWLA appreciate that knowledge is the key that unlocks all doors. All UWLA courses and degrees are designed to build successful, meaningful, and productive lives. Not only do we prepare our students for success within their chosen discipline, we also give them the tools, the confidence and the courage to define their futures far beyond UWLA. We teach them to believe, survive, fight and to revolutionize their lives in ways that don't simply define a career, but define a person.

Our rich history, traditions, and methodologies have been created to provide a wide variety of high-quality programs to help you reach your professional goals.

HISTORY

Since 1978, the Committee of Bar Examiners of the State Bar of California (CBE) continuously accredits the University of West Los Angeles, School of Law. UWLA School of Law has maintained its role as a force in the community by preparing individuals in not only the study, but the practice of law. UWLA has maintained 50-year staying power because of the unwillingness to budge on the quality of

education and the care and passion of the educators and staff as well as the students.

The School of Business was created to fit a similar need as the School of Law. UWLA wanted to provide a place where students could get a high quality, affordable business education that included not only the fundamentals of business but focused on real world application and skills.

The School of Business is slowly developing into one of the most successful institutions in the region. We have received formal accreditation with the help of our incredibly persistent students and our graduates who have gone on to have successful careers. As of the publishing of the catalog UWLA Students are currently eligible to receive Federal Financial Aid.

UWLA has received its formal accreditation from the Western Association of Schools and Colleges Senior College University Commission ("WASC") granting accreditation to our institution. WASC is recognized by the US Department of Education.

The University of West Los Angeles has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

ADMINISTRATION

President, Mr. Robert Brown, Esq.
Dean, School of Law, Mr. Jay Frykberg
Dean, School of Business, Mr. Talon Brown
Registrar, Ms. Patty White
Facilities Director, Mr. Rodrigo Covarruibus
Institutional Research, Mr. Jesse Aldava

Board of Managers

President Robert Brown, Esq. is the principal shareholder of Sapere Aude, LLC. The principal policy-making body is the Board of Managers comprised of a diverse group of community leaders who reflect a commitment to the University mission, academic integrity, and the pursuit of excellence.

Board Members of the LLC include: Mr. Robert Brown, Esq., UWLA President; Mr. Jay Askari Chairman; Mr. Chris Huang, Vice Chairman Emeritus; Mr. Dexter Henderson, Secretary and Treasurer; Mr. Jay Allen; Vanita Nicholas, J.D., , Mr. Richard Benbow, Ori Blumenfeld, Simone Liu, Stella Albright, and Sanam Navab.

Management

The Board of Managers has authority to manage and control the business, affairs and property of the University, to make all decisions regarding those matters and to perform activities customary to the management of the University business. However, President Brown heads the administration of the University and has day-to-day responsibility for its business operations. President Brown serves as the Chief Executive Officer.

Board Committees

UWLA has established several committees that include: Executive Committee, Academic Integrity Committee, Administrative, Finance and Institutional Planning Committee, Audit Committee, Presidential Oversight Committee, and Membership & Nomination Committee. Additional committees are established as warranted.

Given the small size of the Board, each member serves on two or more committees. This structure provides transparency and accountability to all Board members and creates an awareness of how the University operates.

BPPE STATEMENT OF APPROVAL

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 in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of the California Code of Regulations. The BPPE code for the University of West Los Angeles is: **29927698**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post Secondary Education by calling the Toll-free telephone number (888) 370-7589 or by completing a Complaint/Notice of Grievance form which can be obtained on the bureau's internet Web site www.bppe.ca.gov

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

PROSPECTIVE STUDENT- THE CATALOG FOR THE SCHOOL OF BUSINESS

Information about UWLA is published in this catalog and contains a description of certain policies, procedures, and other information about School of Business (SOB). UWLA reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in this catalog, in any revisions, supplements and addenda to this catalog, and with all SOB policies. By enrolling at UWLA, the student agrees to abide by the terms stated in this catalog and any changes or revisions to this catalog and all SOB policies.

This Catalog is updated once per year.

All prospective students receive a catalog. Students who view the website and request additional information may receive an email with a PDF version of this catalog. Students who visit the campus and request additional information receive a hard copy, website link, and/or a flash drive with this catalog saved on it. All students receive a catalog prior to signing an Enrollment Agreement.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting <https://www.osar.bppe.ca.gov/>.

MISSION STATEMENT OF THE SCHOOL OF BUSINESS

The mission of the University of West Los Angeles, School of Business is to offer a diverse population high quality Graduate and Undergraduate Degrees and Certificates through a technology-enhanced learning environment in order to develop and enhance their academic and professional business skills and enable them to effectively and immediately contribute to society.

Institutional Learning Outcomes

The goal of UWLA is to offer a premier education. As such, the University achieves this mission by ensuring that academically and professionally our graduates will:

1. Make progress towards becoming engaged and self-reliant learners demonstrating habits of intellectual inquiry and striving toward their maximum potential.
2. Experience an academically rigorous learning environment that challenges them to develop the necessary verbal, written and critical analysis and critical thinking

skills needed to evaluate complex issues.

3. Develop an understanding of advanced concepts and major modes of inquiry using a variety of methodologies/approaches.
4. Be prepared to contribute to a diverse democratic society with a pluralistic perspective of the world.
5. Be able to demonstrate civility, empathy, interpersonal competence, social responsibility and peaceful conflict resolution within the context of their chosen field.
6. Recognize the ethical dimensions of decisions and actions as well as demonstrate the ability to engage in the ethical reasoning necessary to exercise responsibility as an ethical individual, professional, local and global citizen.

PROGRAMMATIC LEARNING OUTCOMES

Students in the Bachelor of Science degree program will receive a substantial and relevant education in the important areas of knowledge in a field of study, its principle resources, and its connectedness with other areas of inquiry while making progress in becoming self-reliant learners. Upon completion of the Bachelor of Science degree program in Business, students will be able to:

1. Describe the relationships between the curriculum and the fundamentals of practices in their field of interests.
2. Demonstrate the necessary verbal, written, critical analysis and critical thinking skills needed to evaluate fundamental business issues and other business and social related topics.
3. Contribute to a diverse society with a pluralistic perspective based on a foundation of reason, ethics analysis and critical thinking.
4. Demonstrate civility, empathy, interpersonal competence, social responsibility, and peaceful conflict resolution within the context of their chosen field.
5. Apply appropriate reasoning for responsibility as individual, professional and global citizens using ethics-based thought processes and analysis.
6. Demonstrate proficiency in current technology from a foundational perspective to efficiently address business dilemmas as well as utilize techniques for strategic business decisions.
7. Apply and evaluate quantitative methods to solve real-world problems presented in numerical graphic form.
8. Develop a basic strategic plan for an organizational unit addressing productivity, quality, and efficiency concepts to current business environments.

DESCRIPTION OF PROGRAM FORMAT

UWLA's Business program is a 9-week, hybrid program. Each week, the students will meet for one on ground session with the professor. The remainder of the week's coursework will be presented online. Students will be assessed in various formats and both in class and online attendance and participation is required.

DESCRIPTION OF FACILITIES

UWLA has two campuses. The main campus (LAX campus) is located at 9800 S. La Cienega Boulevard, Inglewood, CA 90301. The satellite campus (San Fernando Valley campus) is located at 21650 Oxnard St. 2nd Floor Woodland Hills, CA 91367.

UWLA's School of Business on-ground courses are taught at both campuses. The campuses have ample classrooms, meeting rooms, restrooms, a student lounge with a television and vending machines, and administrative offices, as well as distinctive library facilities, computers, printers, and wireless capabilities. Students have access to all these resources.

Classroom Technology

The institution uses D2L as the learning management system as well as the Zoom video conferencing system as part of the learning environment. Currently, classrooms are in the process of becoming retrofitted to Zoom rooms which will include two display monitors. One of the monitors will be an interactive monitor. The rooms will also include a confidence monitor and two cameras (one facing the presenter, and the other facing the audience). Additionally, a touch panel for control would be at the lectern and audio would be embedded in the ceiling. All of this is supported by XIO Cloud management software from Crestron that gives us the ability to remotely manage the Zoom meeting.

Library Equipment

The library has several computer workstations that provide access to the internet. Using the workstations, students can access the online databases as well as word documents. The library is equipped with wireless internet access where faculty and students can connect to the internet from personal devices. Staff is available to assist with copying and printing requests. A huddle station is equipped in the library for collaborative learning. Computers are reviewed annually by library personnel to ensure functionality and relevance as well as updates and replacements are made as needed.

ADMISSIONS

Admission Requirements

Enrollment applications are accepted on a continuous basis. Terms commence in the 5 yearly Spring 1, Spring 2, Summer, and Fall 1 and Fall 2 terms. The Admissions Committee uses a prospective student's prior college credit and/or Associate's Arts degree, grade point average, personal and professional experience, personal statement, and letters of recommendation in determining eligibility for the program.

University of West Los Angeles – School of Business (BS) Admissions Policy

Students applying for admission to the Bachelors of Science in Business Administration program at the University of West Los Angeles (UWLA) must fulfill the UWLA general education requirements from a college or university accredited by an accrediting agency recognized by the United States Department of Education. UWLA admit as regular students only individuals with a high school diploma or its recognized equivalent.

Degrees earned from institutions outside of the US must receive an official translation for degree and subject equivalency comparable to instruction in the United States, provided by a credential evaluation service or UWLA's internal review process. The UWLA admissions office can provide a list of these outside NACES services upon request.

Application and Enrollment Process

The application process requires the necessary information to determine student qualifications. All listed items and documents are required before an application may be submitted for review to the admissions committee. Applications missing any of the items listed below may not be considered. It is important that the application be accurate and complete. Knowledgeable admissions counselors are available to assist students step by step in the application process.

Follow the steps below to apply:

Students applying for admission to the BS program at the University of West Los Angeles (UWLA) must:

1. Complete an application form and submit an application fee. All applicants must pay an application fee of \$50.00 by credit card or debit card for applications to be processed.
2. Write a Personal Statement – Please provide a 2-4 page statement describing personal and professional goals.
3. Provide Letters of Recommendation (2 recommended)
4. Provide official transcripts evidencing all earned units and degrees from a college or university accredited by an accrediting agency recognized by the United States Department of Education or an equivalent degree from a recognized foreign college or university. Transcripts must be sent directly to UWLA by the granting institution(s) or turned in by a sealed official transcript to the UWLA admissions department. * In limited hardship situations, a NACES organization approved official transcript evaluation report will be accepted along with an attestation of validity.
 - a. Degrees earned from institutions outside of the US must receive an official translation for degree and subject equivalency comparable to instruction in the United States, provided by a credential evaluation service or UWLA's internal review process. The UWLA admissions office can provide a list of these outside NACES services upon request.

UWLA reserves the right to deny admission to any applicant and to change entrance requirements without prior notice. Applicants are notified of their admission acceptance or denial in writing. The review process generally takes up to 10 days, unless there are special circumstances that require follow-up with the applicant.

Minimum Requirements Include:

- *A minimum cumulative grade point average of 2.00 on a 4.0 scale (2.7 is highly recommended)
- *Requirement: Minimum of 54 transferrable units (or quarter unit equivalent units) including General Education courses (GE); or, Associate of Arts/Associate of Science Degree; (CLEP Exams accepted)
 - o If no AA or AS, a verified high school completion (or equivalent)

Forward all documents to:

University of West Los Angeles School of Business
9800 S. La Cienega Blvd.
12th Floor
Inglewood, CA 90301

Attention: School of Business Admissions Department- Bachelor's Program

Admissions Requirements- International Students

As of Fall II 2018, UWLA is accepting international students. UWLA has obtained SEVIS approval. UWLA maintains the following standards:

The University of West Los Angeles welcomes international learners. UWLA provides resources that serve the needs of international students and visiting scholars through a variety of advising services, programs. UWLA assists with issues related to immigration, academics, employment and life in the United States.

The University of West Los Angeles - School of Business admissions requirements for international students are the same as outlined above. However, international students must have their transcripts verified by a UWLA and/or State approved Transcript Evaluator, such as, World Education Service and students should indicate if undergraduate work was completed in a language other than English. UWLA issues I20's but does not provide visa services and vouches for student status.

Undergraduate Program Admissions Requirements- International Students

- A minimum cumulative grade point average of 2.00 on a 4.0 scale (2.7 is highly recommended)
- Requirement: Minimum of 54 transferrable units including General Education courses (GE); Associate of Arts or Associate of Science Degree;
- Complete application with \$50 fee
- Personal Statement (note: This will serve as your writing sample)
- Two letters of recommendation- Recommenders may be asked to expound upon their personal perspectives of your intellectual ability, your research and academic skills, the quality of your work, and future potential.
- One copy of an official transcript **must be mailed directly to UWLA- School of Business-- from ALL Colleges/Universities attended.**
- Entrance interview with an advisor.
- See the next page for International Students' Language Requirements

Academic Credential Evaluations from Other Colleges and Universities

International students must have their transcripts verified by a UWLA and/or State approved Transcript Evaluator, such as, World Education Service and students should indicate if undergraduate work was completed in a language other than English. Additionally, students who wish to transfer credits from institutions based outside the United States or Canada must first have those credits evaluated by UWLA's internal evaluation or an organization or agency accepted by the University of West Los Angeles UWLA recognizes all members of the National Association of

Credential Evaluation Services (NACES). A list of the members of NACES can be found at www.naces.org.

Forward all documents to:

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12th Floor
Inglewood, CA 90301

Attention: School of Business Admissions Department- Bachelor's Program

LANGUAGE PROFICIENCY

The UWLA welcomes international students to enroll into a program of their choosing, residential or distance learning. All instruction is provided in English and does not offer English language services, assistance or instruction. To be successful with the coursework, students are encouraged to have a mastery of the English language.

Language Requirements- International Students

International applicants must demonstrate proficiency in English by satisfying one of the following requirements:

- Submit official results of the Test of English as a Foreign Language (TOEFL) with a minimum score of 61 or better (internet-based test- iBT); or 500 (paper-based test- PBT).
- Submit International English Language Testing System (IELTS Academic Version) – a score of 6 or better is required for admission.
- Submit a score of 90 or higher on the Duolingo English Test (DET)
- West Los Angeles College (WLAC) Language Academy Examination
- UWLA Approved Language School/Academy Examination may be presented for waiver
- Submit official results of PTEA with a minimum score of 44

Cost- English Language Pathways Program

As of the date of this catalog, West Los Angeles College's English Pathways Program currently costs \$1,950.00 per session. Please refer to the college website below for up to date cost information.

(<http://www.wlac.edu/West-Language-Academy/index.aspx>).

GRADUATION REQUIREMENTS

Students must complete the remainder of their 120 units at UWLA for a Bachelor's degree.

Enrollment Agreement

All students enrolled in the SOB program are required to sign an enrollment agreement before beginning classes or online instruction. The Enrollment Agreement includes information necessary to make an informed decision in order to enroll in the SOB program.

The Enrollment Agreement is a legally binding agreement between the student and University once accepted by authorized personnel. The Enrollment Agreement acknowledges that the student has read and understands the terms and provisions.

New Student Orientation

Prior to each term, new students are encouraged to participate in an orientation designed to assist them in achieving success at UWLA. The orientation allows students to begin new relationships and includes information sessions with the Dean, faculty members, and staff. New Student Orientation covers University policies and procedures along with helpful information to assist new students in successfully navigating their degree program and preparing for their learning experiences.

TRANSFERABILITY OF CREDITS AND CREDENTIALS

UWLA is a private institution that **accepts** transfer credit for Bachelor's-level coursework from accredited and/or BPPE approved institutions. UWLA does **not** accept credits earned through prior experiential learning, or for ability-to-benefit students. Course transfers are accepted on an individual basis. No more than 50% of units or credits earned at outside institutions may be applied towards the award of a degree. UWLA accepts a maximum of 70 units from transfer students entering their junior year.

UWLA reserves the right to accept or deny credit transfers after review and evaluation. Students may be asked to meet with the School of Business office on certain issues or clarifications regarding transfer of credits.

Students must submit official or unofficial transcripts prior to admission. If a student submits an unofficial transcript prior to admission, absent of emergency situations, student will have 45 days from the start of the term to submit an official transcript. If they do not provide their official transcripts within this time frame, they will immediately be administratively dismissed (and international students

will have their Visas terminated). In limited hardship situations, a NACES organization approved official transcript evaluation report will be accepted along with an attestation of validity.

Students who wish to transfer credits from institutions based outside the United States or Canada must first have those credits evaluated by an organization or agency accepted by UWLA. UWLA recognizes all members of the National Association of Credential Evaluation Services (NACES). A list of the members of NACES can be found at www.naces.org.

All official transcripts should be forwarded to:

University of West Los Angeles School of Business
9800 S. La Cienega Blvd.
12th Floor
Inglewood, CA 90301

Attention: School of Business Admissions Department- Bachelor's Program

TRANSFER CREDIT POLICY AND PROCEDURES

UWLA's policy and practice for the evaluation and award of transfer credit is based on the student's educational experience and credentials garnered at another institution. It is at the full discretion of UWLA which credits will or will not be accepted for transfer. There may be differences between the acceptance of credit for admission purposes and the applicability of credit for degree purposes. UWLA academic administrative staff initially reviews each student's transcript looking at the comparability of the nature, content, quality, and level of transfer credits and the appropriateness and applicability of the credit earned. Each member of the staff has received training on recognizing credits and the resources available to ensure proper transfer requirements. UWLA will, at times, accept previous work and enter it and its credit value on the transcript, however, because of the nature, rigor, quality, or other various factors determined by analysis, may be determined to have no or partial applicability to a specific degree to be purposed by the student at UWLA.

UWLA will consider all modes of education for credit transfer. To judge the quality of the credits earned to ensure they are qualified for credit, UWLA will review information from the institution including course catalogs, syllabi, other materials and contacting faculty/staff at the institution. Courses must meet the good standing requirement of the University in which the credits were taken. If a student has a challenge to credits that are denied, they may inform their admissions representative in writing and receive a one-time review of the denied credits. Accreditation status of the students' prior institution will be reviewed. Non-Department of Education recognized accredited institutions credits will be accepted but face additional strenuous review to ensure academic quality. If the student is an international student, their credits will be reviewed based on the policy herein and

UWLA will use materials from the institutions of the transferring student along with assistance from the Council on International Educational Exchange, the National Council on the Evaluation of Foreign Student Credentials (CEC), NAFSA: Association of International Education, or the National Liaison Committee on Foreign Student Admissions (NLC) if and when necessary.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

TRANSFER OR ARTICULATION AGREEMENTS

UWLA’s School of Business has currently entered into one or more transfer or articulation agreements with outside colleges or universities:

Colleges of the Los Angeles Community College District:

- East Los Angeles College
- Los Angeles City College
- Los Angeles Harbor College
- Los Angeles Mission College
- Los Angeles Pierce College
- Los Angeles Southwest College
- Los Angeles Trade-Technical College
- Los Angeles Valley College
- West Los Angeles College

El Camino College

Santa Monica College

SCHEDULE OF FEES

Total Charges for a period of attendance: \$1,697.00

Estimated Total Charges for entire Bachelor's program: \$16,970.00

A period of attendance is defined as two courses or 6 units. Each period of attendance includes a \$100.00 Registration & Technology Fee

TUITION AND FEES

Tuition --\$255.00 per unit.
\$205.00 per unit- UWLA Alumnus

Approx.: 20 courses, Total: 60 units

Approx. Tuition total = \$15,300.00 (\$7,650.00 per year) (Does not include fees. See list of fees below.)

Approx. cost of books: \$80.00 per term

Non-refundable Student Tuition Recovery Fund included = \$0.00

Non-refundable (one-time fee) application fee: \$ 50.00

STUDENT FEES: FEES ARE CHARGED WHEN SERVICES ARE RENDERED, AS APPLICABLE: (OTHER FEES MAY APPLY):

Graduation and Diploma Fee: \$200.00

Additional Diploma Fee: \$75.00

Official Transcript Fee: \$35.00

Unofficial Transcript Fee: \$10.00

Expedited Transcript Fee: \$50.00 (expedited is 3-5 business days)

Late Registration Fee: \$25.00

Returned Check or Credit Card Fee: \$25.00

Declined Credit Card Fee: \$10.00

Drop Fee per Course: \$45.00

Petition Fee: \$25.00

The Deferred Payment Plan Fee (per term): \$125.00 (the Deferred Payment Late fee is \$75.00)

Non-Refundable Registration Fee: \$100.00 per term

Technology Fee: \$67.00

Independent Study Fee: \$500.00

TUITION AND FEES- INTERNATIONAL STUDENTS

Tuition --\$255.00 per unit
\$205.00 per unit- UWLA Alumnus

Approx.: 20 courses, Total: 60 units

Approx. Tuition total = \$15,300.00 (\$7,650.00 per year) (Does not include fees. See list of fees below.)

Non-refundable Student Tuition Recovery Fund included = \$0.00

Non-refundable application fee: \$ 50.00

International Student fee: \$500.00 (one-time fee)

STUDENT FEES: FEES ARE CHARGED WHEN SERVICES ARE RENDERED, AS APPLICABLE: (OTHER FEES MAY APPLY)

Graduation and Diploma Fee: \$200.00

Additional Diploma Fee: \$75.00

Official Transcript Fee: \$35.00

Unofficial Transcript Fee: \$10.00

Expedited Transcript Fee: \$50.00 (expedited is 3-5 business days)

Late Registration Fee: \$25.00

Returned Check or Credit Card Fee: \$25.00

Declined Credit Card Fee: \$10.00

Drop Fee per Course: \$45.00

Petition Fee: \$25.00

The Deferred Payment Plan Fee per year: \$125.00 (the Deferred Payment LATE fee is \$75)

Deferred Administrative Fee per scheduled payment: \$25.00

TAX INCENTIVES FOR HIGHER EDUCATION

The tax code provides a variety of tax incentives for families who are saving for, or already paying, higher education costs or are repaying student loans.

For specific information about the following incentives, please confer with your financial advisor or accountant:

1. Students may be able to claim a Hope and Lifetime Learning Credit for the qualified tuition and related expenses of the students in their family who are enrolled in eligible educational institutions.
2. Students may be able to claim a tuition deduction of up to \$4,000 of qualified education expenses paid during the year for themselves, their spouse, or their dependent.
3. Students may be able to deduct interest paid on a qualified student loan.

FINANCIAL SERVICES

Financial Services staff is available for new and existing UWLA students to advise them on available tuition payment options. Students are urged to meet with the Financial Services department prior to or during the admission process. Student payments or satisfactory arrangements must be made prior to the first day of the session.

It is UWLA's Financial Services goal to provide financial options by which a student can continue his/her education. Financial programs at UWLA are administered according to the following principles:

- Financing education relies on the student available resources and his/her family contribution.
- When total family resources do not meet their educational expenses, UWLA will guide students and assist them with seeking alternative funds for their post-secondary education.

Interested applicants will be made aware of available financing options throughout the year. Upon request, a confidential financial package may be developed and offered to students based on individual need and circumstances, without regard to age, sex, race, color, religion, national origin or handicap.

Planning/counseling sessions are important and can be helpful to students planning their finances for the most efficient use of resources for education expenses. A meeting with the Financial Services office can be scheduled on an as-needed basis. Financial Services operates within guidelines and other standards of individual loan programs and scholarship programs available.

CHARGES DUE UPON ENROLLMENT

Student tuition and fees are charged at the beginning of each session for the enrollment period. A non-refundable application fee, a non-refundable registration fee/technology fee, full payment of tuition for enrolled courses during the session, and any other applicable fees must be made or arrangements for payment entered into with UWLA at the time of registration. Students must choose and secure a UWLA finance option at the time of enrollment. Those option are: Tuition due for units registered to be paid in full, an approved Deferred Payment Plan (DPP) (\$includes \$125 DPP fee) or an approved for Federal Financial Aid. Full payment of tuition for enrolled session and any other applicable fees must be paid or satisfactory arrangements for payment entered into with UWLA at the time of registration. Satisfactory Arrangements means an executed UWLA finance option. This must be completed before a student's registration is considered complete and the student can attend classes.

FEES

A non-refundable Application fee, non-refundable registration/technology fee. As of April 1, 2024 the student tuition recovery fund fee (currently the amount collected is zero dollars and zero cents (\$0.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program) must be paid in advance of the session. Full payment of tuition for enrolled session and any other applicable fees must be paid or satisfactory arrangements for payment entered into with UWLA at the time of

registration. Satisfactory Arrangements means that an executed UWLA finance option. This must be completed before a student's registration is considered complete and the student can attend classes.

FINANCING OPTIONS

Student payment or finance options must be determined and approved by UWLA prior to or at the same time as acceptance of the Enrollment Agreement. Students have **five** payment options:

1. A student may pay for tuition due with Check, Credit Card or money order for the session. All non-refundable fees must be paid in full at the time of registration.
2. A student may choose the **Deferred Payment Plan (DPP)** which will include a \$125 DPP fee, as well as, a signed DPP contract. All tuition is due and owed at the start of the session (payment period), however, payments will be scheduled monthly throughout each session for the first year of the program at the time via the Enrollment Agreement.
3. A Student may apply for **Federal Financial Aid** (*See Consumer Guide to Federal Financial Aid section on page 19*)
4. A student may apply for an alternative **student loan** through available lenders in which a future disbursement date has been set and a disbursement roster has been generated. Once courses are confirmed and enrollment status is confirmed, the University will certify enrollment and payment will be issued via Electronic Funds Transfer (EFT) for the enrollment period. The student will be advised via EFT of the disbursement(s) issued.
5. Other Alternative Funding: The student understands that if a separate party is financing his/her education, that the student, and the student alone, is directly responsible for all payments and monies owed to UWLA listed on this Enrollment Agreement. Students may elect to apply for alternative private loans through outside lenders. If a student obtains a loan to finance his/her education, the student is responsible for the terms of that loan.

Alternative Loans

The student understands that if a separate party is financing his/her education, that the student, and the student alone, is directly responsible for all payments and monies owed to UWLA listed on this Enrollment Agreement.

Students may elect to apply for alternative private loans through available lenders. If a student obtains a loan to finance his/her education, the student is responsible to

repay the full amount of the loan plus interest, less the amount of any refund and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal student financial aid program funds.

Scholarship Programs

Students interested in scholarships are encouraged to meet with the Admissions Office for available scholarship programs for UWLA students. Contact the Financial Services office for more information at (310) 342-5210 or email: dcarrillo@uwla.edu. Refer to UWLA's website www.uwla.edu for a list of available scholarships.

FAILURE TO MAKE PAYMENTS

A student who has opted to execute a Deferred Payment Plan and fails to make scheduled payments may be considered sufficient cause to:

1. Rescind registration and/or admission.
2. Suspend or dismiss the student.
3. Disallow the student to register for future terms or courses.
4. Nullify the student's attendance for any classes previously attended and prevent the student from participating in classes or from taking any exams.
5. Nullify the student's performance on any exams and/or require the student to re-take an exam.
6. Withhold diplomas, scholastic certificates, and degrees.

UWLA Federal Student Financial Aid Information Guide

Overview

Most students enrolled in any UWLA degree track/seeking program will qualify for low interest loans in amounts sufficient to cover a percentage of tuition, fees, books and related costs. These loans may either be subsidized (where the government pays the interest charges during the term of enrollment) or unsubsidized (where interest is accrued during the term of enrollment and eventually paid by the student).

Basic Eligibility Requirements for Federally Insured Student Loans

To be eligible for Federal Insured Students Loans during your enrollment at UWLA, you must:

- Be approved for admission to a UWLA degree track program;
- Be a U.S. citizen or an eligible non-citizen;
- Have a high school diploma or GED;
- Have a Social Security number;
- Remain in good academic standing by meeting Satisfactory Academic Progress standards, as detailed in UWLA's *Satisfactory Academic Program Policy found in this catalog*;
- Demonstrate financial need (This requirement does not apply to unsubsidized loans.);
- Not have borrowed more than the aggregate loan limits under Title IV programs at any institution;
- Certify that you are not in default on a federal student loan or owe money on a federal student grant;
- Certify that you will use federal student aid for educational purposes only; and
- If you are a male, comply with Selective Service registration requirements.

Degree seeking students that are U.S. citizens or eligible non-citizens enrolled in an eligible program may apply for student financial aid as a means of assisting with financing their education.

UWLA participates in the Federal Direct Loan Program degree track students. The Federal Direct Loan Program includes Stafford Unsubsidized Loans, Stafford Subsidized Loans, and Federal PLUS Loans.

It is important to note that students enrolled in all other University programs that are NOT degree track are NOT eligible for these loans.

The University does NOT participate in the following Federal Aid Programs:

- Federal Perkins Loans
- Academic Competitiveness Grant
- National SMART Grant
- Federal Supplemental Educational Opportunity Grant

Students may also be eligible to reduce their tuition through University Scholarship/Grant offers. Student eligibility is need based or merit based. Additional information on Grants may be found on the UWLA website or inquire with the Admission Department.

Student Rights and Responsibilities

Students receiving Federal Student Aid have varying rights and responsibilities.

These rights and responsibilities include receiving the following information:

- the need-based and non-need-based federal financial aid that is available to students;
- the need-based and non-need-based state and local aid programs, University aid programs, and other private aid programs that are available;
- how students apply for aid and how eligibility is determined;
- how the school distributes aid among students;
- how and when financial aid will be disbursed;
- the terms of, the schedules for, and the necessity of loan repayment and required loan entrance and exit counseling; and
- the criteria for measuring satisfactory academic progress; and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid.

Statement of Educational Purpose

Federal Financial Aid is to be used solely for the student's educational expenses related to their enrollment in UWLA eligible programs.

Application Process

Students may apply for student financial aid after applying for admission to the University through the Admissions Department.

The following forms are required to begin the application process for student financial aid loans.

- Free Application for Federal Student Aid (FAFSA)
- Federal Direct Loan Master Promissory Note (for individuals interested in Stafford loans)
- Entrance Counseling Form
 - UWLA Enrollment Agreement documents
 - All students are required to submit a government issued form of identification, which includes both a signature and a picture. (i.e. driver's license, passport, military ID or government ID)
 - If applicable, complete and submit a Withdrawal/Clearance Letter to release prospective student's prior FSA obligation at prior school.

The Department of Education sets both an aggregate limit and an annual limit for the amount of loans that a student may borrow in Federal Student Aid. **Regardless of the number of schools that a student attends during an academic year, a student may not receive more than the annual limit for loans for their grade level.** If a student has received Federal Student Aid at another institution before

enrolling at UWLA, the amount of that Federal Student Aid will be taken into consideration when determining his/her eligibility for Federal Student Aid.

We highly recommend following our online financial aid process listed on our website at <http://www.uwla.edu>.

This link will give the student an overview of the steps to complete the required student financial aid documents, which begins with the Free Application for Federal Student Aid (FAFSA) form. A student must apply for Federal Student Aid for each academic year of study.

The average processing time for financial aid is 30-60 days. Prospective students should plan accordingly.

Verification

A student may be chosen to participate in the verification process of information submitted on his or her FAFSA. Students will be selected by the Department of Education's Central Processor (CPS), following procedures established by federal regulations. The CPS prints an asterisk next to the EFC on the ISIR, SAR or SAR Acknowledgement to identify students who have been selected for verification. If a student is selected for verification, the University will usually request the student to complete a verification worksheet. An IRS Transcript may also be required. Additional documents may be requested by the University to complete the verification process. Student will receive written notification from the University of verification requirements and the timelines for completion of the process. Additionally, if an applicant's Institutional Student Information Record (ISIR) indicates that a tax return "will be filed" and it has not been filed and is considered delinquent (after October 15th deadline), then UWLA will require that the applicant file his or her tax return. This will be required to be done prior to packaging the aid award. If an ISIR indicates that a tax return "will be filed" and it is before the October 15th deadline, then UWLA will not require the tax return be filed prior to packaging the aid award.

Verification must be completed no later than **60 days past the last day of the student's enrollment for each academic year**. Corrections involving the federal processor must be made prior to the Federal Student Aid Report (SAR) correction deadline. An applicant's failure to provide required documentation within the specified time frame will result in the loss of all Title IV aid and the tuition balance becomes due immediately.

Any conflicting information, even if the ISIR is not selected for verification, must be resolved before federal student aid may be disbursed.

Students will be notified of any changes made to an ISIR because of the verification process. Any information which requires a change to the ISIR will be made and the student notified. A student who becomes aware of the need for a change to the ISIR should notify the Financial Services Department, so the necessary correction can be made.

Should the student receive a payment and then withdraw from the University and this withdrawal results in an overpayment; the Financial Services Department will complete a Return of Title IV Funds and notify the student of his/her responsibility in making repayment.

Federal Student Aid Programs

Federal Direct Loans Federal Direct Loans are received from the federal government. The loans students receive will be subsidized and/or unsubsidized.

A *subsidized* loan is awarded on the basis of financial need. Student will not be charged any interest before student begins repayment or during deferment periods. The federal government subsidizes the interest during these periods.

An *unsubsidized* loan is not awarded on the basis of need. Student will be charged interest from the time the loan is disbursed until it's paid in full. If student allows the interest to accrue while student is in school or during other periods of nonpayment, it will be added to the principal amount of his or her loan and additional interest will be based on that higher amount. Student can choose to pay the interest as it accumulates.

The amounts students can borrow will depend on his or her grade level, determined at the time application for admission is submitted, and his or her dependency status. The following table indicates Stafford Loan funding limits based on student's status of dependent undergraduate, independent undergraduate, or a graduate student. A student whose parent cannot obtain a PLUS loan is allowed to borrow additional unsubsidized Stafford amounts. Student's dependency status will be determined based on his or her answers to questions on the FAFSA.

Federal Direct Stafford Loan Limits

Annual Loan Limits for Subsidized and Unsubsidized Federal Direct Stafford Loans

1ST YEAR (Freshman)

Dependent Undergraduate Student

\$5,500—No more than \$3,500 of this amount may be in subsidized loans

Independent Undergraduate Student

\$9,500—No more than \$3,500 of this amount may be in subsidized loans

2ND YEAR (Sophomore)

Dependent Undergraduate Student

\$6,500—No more than \$4,500 may be in subsidized loans

Independent Undergraduate Student

\$10,500—No more than \$4,500 of this amount may be in subsidized loans.

3RD and 4TH YEAR

Dependent Undergraduate Student

\$7,500—No more than \$5,500 may be in subsidized loans

Independent Undergraduate Student

\$12,500—No more than \$5,500 of this amount may be in subsidized loans.

Graduate/Professional Student

\$20,500—No more than \$8,500 of this amount may be in subsidized loans.

Maximum Total Debt from Stafford Loans Upon Graduation

Dependent Undergraduate Student

\$31,000—No more than \$23,000 of this amount may be in subsidized loans

Independent Undergraduate Student

\$57,500—No more than \$23,000 of this amount may be in subsidized loans.

Graduate Professional Student

\$138,500—No more than \$65,500 of this amount may be in subsidized loans.

The graduate debt limit includes Stafford Loans received for undergraduate study.

Please note that student may also receive less funding if student receives other financial aid (such as private or military tuition assistance) that is used to cover a portion of his or her Cost of Attendance.

Processing of Federal Aid

After submitting a current Free Application for Student Aid (FAFSA) and the student has completed and forwarded the Master Promissory Note (MPN) to the Department of Education, the School will retrieve and review the information and then an award letter will be prepared and sent to the student. The award letter will inform the student of the types (subsidized, if eligible, unsubsidized or PLUS) and amount of student loans awarded for the loan period. The student will also receive a disclosure statement from Direct Loans with the same information. At the time disbursements are processed by the School the Department of Education will email/mail a disclosure statement and notify student of anticipated disbursement dates. Prior to the funds requested, the University will verify that student has maintained eligibility and is currently registered for classes. Any changes and/or

breaks in attendance or failure to start classes as scheduled, may prevent federal student aid from being disbursed.

Loans are processed for an academic year. Students can reapply for subsequent loans after successfully completing these requirements. The University will disburse the loan in two installments, with the first half disbursed approximately 38 days after the beginning of the academic year and the second half disbursed at approximately 26 weeks after the first disbursement, provided student maintains satisfactory academic progress as defined.

Entrance counseling will be provided to first time Federal Direct Loan borrowers before the first disbursement of a loan will be made and exit counseling upon leaving the University. If student withdraws prior to completing the exit counseling process, student may have the opportunity to complete online exit counseling or materials will be mailed to his or her last known address and should be completed and returned to the address provided.

Federal Direct PLUS Loans

Graduate students are now eligible to borrow under the PLUS Loan Program up to the cost of attendance minus other estimated financial assistance from the Federal Direct Loan program. This loan is credit-based. The terms and conditions applicable to the Parent PLUS Loan also apply to Graduate PLUS loans. Applicants are also required to complete the FAFSA and are given an opportunity to request the maximum eligibility under the Federal Direct Loan Program when applying for a Graduate PLUS loan. Students are responsible for all interest accrued during the life of the loan.

Financial Aid Entrance and Exit Counseling

Before a Direct Loan borrower takes out a loan, the University will ensure that entrance counseling is conducted. Entrance counseling will include an explanation of the use of an MPN, the importance of the repayment obligation, a description of the consequences of default, sample repayment schedules, information in reference to a borrower's rights and responsibilities, as well as other terms and conditions. Loan exit counseling will be provided when student completes his or her course of study or withdraws from the University.

Entrance Counseling

The following information will be included in Entrance Counseling, which will be presented prior to a first Direct Loan disbursement made to a first-time borrower at the University. Entrance counseling is completed by the student who will review the following information on the U.S. Department of Education's website. The student must take and pass a quiz regarding entrance counseling information.

- Information will be provided in reference to the seriousness and importance of the repayment obligation. Although payment coupons or billing statements may be sent as a convenience for the borrower, not receiving them does not relieve the borrower of his or her obligation to make payments.
- The counseling information provided will describe the likely consequences of default, including adverse credit reports. Federal offset and litigation. In addition, charges might be imposed for delinquency or default, such as the lender's or guarantor's collection expenses (including attorney fees). A defaulter is no longer eligible for any deferment provision, if he or she would otherwise qualify. Finally, a defaulter's federal and state tax refunds may be seized, and wages garnished, and the borrower loses eligibility for any further funding from the student financial aid programs.
- The multi-year feature of the Master Promissory Note (MPN) will be explained indicating that students will be able to obtain additional loans from the Direct Loan programs without having to sign a new promissory note for each period of enrollment. Student will be required to complete a new MPN when first enrolled at the University or upon expiration of existing MPN.
- Information will be provided about Graduate PLUS loan eligibility for graduate degree students and include the requirement that students must have applied for the annual loan maximum under the Federal Direct Subsidized and Unsubsidized Loan Program. Students must also complete both the Free Application for Federal Student Aid (FAFSA) and the PLUS MPN. It will be explained during entrance counseling that the student borrower is obliged to repay the full loan even if he or she doesn't finish the program, can't get a job after graduating, or is dissatisfied with the University's educational program or other services.
- The student should be aware that all forms of aid (i.e. scholarships, grants and loans) are considered when determining a student's eligibility for federal student aid. The student should be informed of the Cost of Attendance for their program. Information that the Expected Family Contribution from the ISIR, is then deducted from the Cost of Attendance to arrive at the student's need, must be given to each student. Any scholarship that the student receives is then deducted and the remaining need may be filled with student loans.
- The student must be made aware of the office to contact when he/she wishes to withdraw. An exit interview will be conducted by the Student Financial Services Department. A student, who does not complete a program within the required time frame and is asked to leave the school, must complete an exit interview with the Student Financial Services Department. The name of

the person to contact should the student wish to withdraw, must be provided to the student.

- A student may access their Federal Student Aid account through the website, <https://studentaid.gov>. The student will need his/her FSA User ID to receive access to this site. This website has a listing of all loans that a student received at all schools that the student attended.
- A sample monthly repayment schedule based on the average borrower indebtedness of Direct Loan borrowers at the University will be provided and will include the current interest rate and also provide the applicable grace period.
- The counseling process will stress the student's obligation to keep the lender informed about address changes, changes in enrollment, name changes or changes in a Social Security Number. A student is required to inform the lender when he or she graduates, changes schools or withdraws from the school.
- The borrower will be reminded of the refund and other policies that may affect withdrawals and the status of Direct Loans.
- The importance of keeping loan records will be stressed to assist in referencing school and lender documents.

Exit Counseling

- Some of the information presented at the entrance counseling session will again be presented during the exit counseling.
- Several topics that were present in the entrance counseling will be reviewed during exit counseling to include the consequences of default and the importance of the repayment obligation, the use of the MPN and the obligation to repay the loan even if the borrower drops out, doesn't get a job, or is otherwise dissatisfied with the quality of the University's education programs and services.
- A sample monthly repayment schedule based on the average borrower indebtedness of Direct Loan borrowers at the University will be provided and will include the current interest rate and also provide the applicable grace period.
- A comparative analysis of each payment plan including actual payments as compared to average payments. The following website allows the student to enter the amount of each type of loan borrowed into a form and the website will calculate the payments under each payment plan:

<https://www.StudentLoans.gov/> . The average payments are contained in the Exit Counseling Guide for Direct Loan Borrowers.

- Terms and conditions to obtain full or partial loan forgiveness or discharge: Discharge refers to cancellation of a loan, even one in default, due to a school closure, false certification, the student's death or total and permanent disability.
- Cancellation or sometimes forgiveness of a loan is based on the borrower performing certain types of service such as teaching in a low-income school. A defaulted loan cannot be cancelled based on qualifying service. Terms and conditions to obtain a full or partial loan forgiveness or discharge may be reviewed by going to the website <http://studentaid.ed.gov/> . This same website can be used to view the terms and conditions to obtain deferment and forbearance.
- The exit counseling will review the options for loan repayment, such as the standard, extended, graduated and income-contingent plans. The option of consolidating loans will also be provided.
- In addition to a review of debt management strategies, the counseling will reinforce the availability of forbearance, deferment and cancellation for certain situation and indicate that in most cases the borrower must start the process by applying to the lender.
- Prepayment: Should a student be in a position where he/she can pay the loan in its entirety, he/she has the option to do that at any time. A student may request a shorter repayment schedule or change repayment plans at any time as long as the student is not in default.
- A student must repay his/her loan even if he/she did not complete the program or did not complete the program within the regular completion time of that program, is unable to obtain employment, or is dissatisfied with the education received.
- Exit counseling will also explain the availability of loan information on the Federal Student Aid account and the availability of the FSA Ombudsman's office. The borrower's loan history can be viewed online at the Website <https://studentaid.gov> (FSA User ID required for access). The Ombudsman's office is a source for borrowers when other approaches to resolving student loan problems have failed. Borrowers should first attempt to resolve complaints by contacting the University, company, agency or office involved. If the borrower has made a reasonable effort to resolve the problems through normal processes and has not been successful, he or she should contact the FSA Ombudsman.

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- Exit counseling will include a request to obtain the borrower's expected permanent address after leaving the University, the address of the borrower's next of kin and the name and address of the borrower's expected employer. The University will also request changes in the borrower's name, address, Social Security Number, or references, and will obtain the borrower's current driver's license number and state of issuance.
- A student who fails to make loan payments on time or if the student defaults on his/her loans, the consequences are serious:
 1. The entire unpaid balance and accrued interest on the loan would be immediately due and payable.
 2. Deferment options are lost
 3. No further federal student financial aid may be received
 4. The account will be turned over to a collection agency, increasing the total debt by late fees, additional interest, court costs, collection fees, attorney's fees and other costs
 5. The debt will be reported to credit bureaus as delinquent which may damage the student's credit rating
 6. The federal government can take your federal tax refunds.
 7. The employer, at the request of the federal government can withhold (garnish) part of your wages and give them to the federal government.
 8. The Federal Government may take legal action

Effects of Loan Consolidation:

The interest rate on a consolidation loan is the weighted average of the interest rates on the loans being consolidated.

Depending on the loan amount, Consolidation loans can be repaid over 10-30 years. This may be longer than the repayment period on your current loans. A longer repayment period means a lower monthly repayment, but it also means that you will be paying more interest over the life of the loan, so your total repayment amount will be higher. If you are comfortable with higher monthly repayments, you have the right to ask for a shorter repayment period. You can also choose to prepay the loan.

A student may consolidate student loans that are in their grace period as well as loans that are in repayment. However, you lose the benefit of any remaining grace period. There is no grace period on a Consolidation loan and the first payment will usually be due within 60 days of the day of disbursement.

The same deferment and forbearance provisions are available, as for a Stafford Loan (in particular the in-school deferment and the unemployment and economic hardship deferments).

Consolidation loans do not have a cancellation/forgiveness provision for teachers at low-income schools or for child-care providers. However, all of the other cancellation provisions that are available for a Stafford Loan are also available with a Consolidation loan, including permanent disability, unpaid school refund, forgery of aid documents and attending a school that closed.

National Student Loan Data System

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data. The University updates student's enrollment status in NSLDS every 60 days.

Application of Funds to Student's UWLA University Account

Through completion of the Federal Direct Loan Master Promissory Note, the student will have authorized the University, to apply federal funds to his or her University account. The funds must be applied to the student account within 3 days of receipt from the Federal Government. If a student is eligible to receive any remaining funds, the excess funds will be mailed via Certified 1st Class Mail to the student's address of record to the student in the form of a check. At that time, the student will be notified of the disposition of the funds that the University retained. The University must disburse excess loan funds to the students within 14 days.

Prior Loan Deferments

University of West Los Angeles students are eligible to defer repayment of existing federally insured student loans during their enrollment period. Students enrolled in any University System programs are eligible for this benefit. There is no charge for the completion of loan deferral forms. Deferment forms should be obtained from the loan servicer. Students must submit all deferment forms to the Student Financial services office. The financial services representative will make the final determination of granting the deferment request. Students receiving federal education loans may also obtain deferments while serving in the Peace Corps; under the Domestic Volunteer Service Act; and as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field on community service. Borrowers must formally request a deferment through the procedures established by the holder of their loan(s).

Financial Policies and Procedures

Payment Policies Tuition for each course must be paid according to the terms and conditions as outlined on the tuition and fees exhibit to the student's Enrollment Agreement. All tuition, fees and payment policies are determined prior to enrollment and outlined in the enrollment documents.

Overpayment of Federal Funds In rare circumstances a student may have received FSA funds in error. Such a student who owes an overpayment as a result of withdrawal from the University and a subsequent Return of Title IV Program funds calculation will retain FSA funding eligibility for 45 days from the date that the University sends a notification to the student of the overpayment. During the 45 days, the student will have the opportunity to take appropriate action that can continue their eligibility for FSA funds. This may be accomplished by repaying the overpayment in full to the University or by signing a repayment agreement with the U.S. Department of Education. If the student does not take one of these two actions during the 45-day period, he or she becomes ineligible for future funding on the 46th day. Further information on signing a repayment agreement with the U.S. Department of Education may be obtained from the University's Financial Services Office. A student is not obligated to return a grant overpayment of less than \$25 and is therefore, eligible to receive FSA funding if the student returns to the University. A student is liable for an overpayment of less than \$25 when that amount is a remaining balance. A remaining balance occurs when the overpayment amount was originally \$25 or more, but it is now less than \$25 because the student has made payments.

Post-Withdrawal Disbursement

If the total amount of FSA funds the student earned as calculated under the Return of Title IV funds policy is greater than the total amount disbursed, the student may be eligible to receive a post-withdrawal disbursement of FSA funds. The University will offer any loan amount to a post-withdrawal disbursement that is due within 180 days of the date that the University determined that the student withdrew by providing a written notification that will include the following:

- The type and amount of FSA funds that make up the post-withdrawal disbursement that is not credited to the student's account.
- The type and amount of FSA funds that have been credited to the student's account.
- An explanation that the student or parent may accept or decline some or all of the post-withdrawal disbursement that is not credited to the student's account.
- A request for confirmation to credit loan funds to the student's account. If the confirmation is not provided, the student and/or

parent, for a parent PLUS loan, may not receive any loan funds as a direct disbursement unless the University concurs.

- Information in reference to the student and/or parent's (for a parent PLUS loan) obligation to repay the FSA loan funds if disbursed.
- An explanation that no post-withdrawal disbursement will be made if the student and/or parent, for a parent PLUS loan, do not respond within 14 days of the letter date.

If the student and/or parent, for a parent PLUS loan, respond to the University's notice within 14 days and instruct the University to make all or a portion of the post-withdrawal disbursement, the funds will be requested and disbursed in the manner specified in their response within 180 days of the date of the University's determination that the student withdrew. If the student and/or parent do not respond to the University's notice, the post-withdrawal disbursement of grant funds will be made only for appropriate outstanding charges.

Requirements for Officially Withdrawing from UWLA

Any student who may find it necessary to interrupt their studies by withdrawing from any program should follow the procedures set forth in their Enrollment Agreement. For refund calculation purposes, any withdrawal shall become effective on the date the student notifies the University, in any manner, of his or her intention to withdraw. It is recommended, but not required, that a student contacts Student Services prior to requesting a withdrawal to investigate possible alternatives such as requesting a leave of absence or restarting a semester or academic year.

Return to Title IV Policy and Procedures

RETURN TO TITLE IV OVERVIEW

The Return of Title IV Policy (R2T4) addresses federal financial aid recipients who withdraw from the University of West Los Angeles (UWLA) and are subject to a return of Title IV calculation. This policy applies to students who received or were entitled to Title IV funds during the payment period in which the student withdrew. The University will determine the amount of federal grant and loan received for the payment period, to determine the percentage of Title IV earned for the payment period prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the federal financial aid program(s).

Return to Title IV Policy

When a federal financial aid recipient withdraws from the University prior to the end of the payment period, a R2T4 calculation must be calculated to determine the amount of federal financial aid funds earned as of the withdrawal date (e.g. last date of attendance or academic activity). If the total amount of aid earned is less than the

amount of federal financial aid funds disbursed to the student or on behalf of the student in the case of a parent PLUS, the difference between these amounts are returned to the applicable aid program(s). If the federal financial aid funds are greater than federal financial aid funds disbursed, the difference between these amounts are treated as a post withdrawal disbursement. In all cases, a R2T4 is required for any student who withdraws, regardless of 100% earned for the payment period.

Return to Title IV Calculation

The amount of federal financial aid earned is calculated by determining the percentage of days in the payment period completed and applying this percentage to the total amount of aid disbursed and that could have been disbursed for the payment period. A payment period is defined as the standard term. If conditions for a late disbursement are met prior to the date the student became ineligible (the student's last date of attendance or academic activity), any undisbursed federal financial aid will be counted as aid that could have been disbursed.

Percentage of Federal Financial Aid Earned

The calculation of Percentage of Federal Financial Aid Earned includes all financial aid disbursed or that could have been disbursed to a student. This percentage is equal to the percentage of the payment period completed by the student as of the student's last date of attendance in the payment period. If the student withdraws after successfully completing the payment period, 100% of the federal financial aid funds are earned and no calculation is required. If the withdraw date occurs after the student completes more than 60% of the payment period, the student earns 100% of the federal financial aid funds.

Total Calendar Days Completed in the Payment Period

The total number of calendar days completed in the payment period (numerator) is the count of calendar days from the payment period start date to the student's last date of attendance.

Required Adjustments to Calendar Days Completed in the Payment Period

Calendar days are removed from calendar days completed in the payment period if any of the following occurred between the payment period start date and the student's last date of attendance:

- Institutionally scheduled breaks of five (5) consecutive calendar days or more
- Holidays
- Administrative
- Student scheduled or selected breaks of five (5) consecutive calendar days or more within the term.
- All approved Leave of Absence calendar days.

Treatment of a Return of Title IV and a Credit Balance

The University will hold a federal financial aid credit balance until completion of the Return of Title IV (R2T4) process. (Refer to the Return of Title IV Policy for additional information.) Once the R2T4 calculation is completed, if there is any federal financial aid credit balance remaining, the University allocates the credit balance as follows:

- First, to repay any grant overpayment owed by the student as a result of his/her withdrawal.
- Within 14 days of the date the R2T4 calculation is performed, the University pays any remaining federal financial aid credit

balance in one or more of the following ways:

- Pay authorized charges at the University; or
- Pay the student directly (or parent for a Direct PLUS loan)

Refer to the Return of Title IV Policy for additional information.

Returning Unclaimed Federal Financial Aid Credit Balances

Federal financial aid funds may not escheat to a state or any other third party. The University will attempt to disburse credit balances to the student or parent. However, if the credit balance funds are returned to the University or not cashed by the borrower, the University will cease all attempts to disburse the funds and return them to the appropriate lender no later than 240 days after the date the first check is issued. If the funds were issued via electronic funds transfer (EFT) and subsequently returned or rejected, the University returns the funds to the applicable federal financial aid programs no later than 45 days after the funds were returned or rejected.

All unclaimed credit balances will be returned in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants

Date of Determination (DOD)

The DOD is the earlier of:

- The date the student notifies the school that s/he is not returning to the University.
- The date the University determines the student has not been attending due to its Institutional Attendance policy.
- The date the student fails to return from an official leave of absence.

Withdrawal from the University

For students who officially, unofficially, or administratively withdraw from the University, refer to the University's Institutional Withdrawal Policy. The following is an exception to the withdrawal date and date of determination for federal financial aid purposes only.

Academic Related Activities that Occur During an Institutionally

Scheduled Break or Course Extension Period (Distance Education)

The University does not recognize any Academic Related Activity that occurs during an institutionally scheduled break or during a course extension period as attendance for federal financial aid purposes only.

Withdrawal Date

If a student posts an Academic Activity during an institutionally scheduled break or during a course extension period, the University will look for the most recent Academic Activity that occurred prior to the start of the institutionally scheduled break/extension period. This date will be used as the withdrawal date for Title IV purposes.

Timelines for Return of Funds

The University completes a student's R2T4 calculation within 30 days of the University's date of determination. The University returns the amount of federal financial aid funds for which it is responsible as soon as possible but no later than 45 days after the date the University determines the student has withdrawn.

Student Rights and Grievances

In addition to the specific policies outlined in the Student Catalog regarding harassment and appeals for reevaluation of grades, UWLA provides the following process to file a formal grievance in the unlikely event that a dispute cannot be easily or immediately resolved.

Fundamental to the process is the principle that all parties make good-faith efforts to resolve all issues prior to initiating a formal grievance. The following actions are recommended to resolve any issue, complaint or grievance.

1. Informal Resolution: The complainant is encouraged to resolve the issue informally with the faculty or staff member involved.
2. Formal Grievance Filing: If a prompt resolution cannot be achieved through informal discussion the complainant should document in writing and submit it to the Director of Student Services. Current students should use the Request and Appeal Form. A copy of this form, which may be reproduced, is included as Exhibit "B" of the Student Handbook.

A formal grievance must clearly and concisely set forth what is sought, the reasons therefore, and any supporting information or documentation. The Director of Student Services will conduct an initial review of the grievance and convene the faculty, Program Dean, and administration as necessary to arrive at a resolution. Additional information may be requested from the complainant. If the requested

information is not received within 15 days, the complaint may be considered abandoned and may not be continued. If no resolution can be reached in a reasonable amount of time (generally 1 -2 weeks), the grievance and supporting documentation will be forwarded to the Dean who will render a decision in writing within 1 week.

The Dean's decision shall be final. In all cases, the University will take follow-up action as necessary based on the review and the decisions rendered. The complainant will be kept informed of progress throughout the grievance process. Records of all formal grievance filings are kept on file at the University.

Any complainant that does not believe that his or her grievance has been satisfactorily resolved may lodge a complaint with UWLA's state or regional regulatory body.

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

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

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

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

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

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.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798-0818 (916) 574-8900 or (888) 370-7589

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

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

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

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

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

* STRF Fee: Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges.

After the rate change, institutions will no longer be required to collect STRF assessment fees from students. However, institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for all STRF-eligible students.

For additional information regarding STRF, visit the Bureau for Private Postsecondary Education's website at: bppe.ca.gov/lawsregs/strf.shtml

ACADEMIC POLICIES

Attendance Policy

The School of Business ("SOB") considers attendance an essential component of the program. Students are expected to attend all class periods of a course. It is the student's responsibility to address the issues related to his/her absenteeism, whatever the circumstances, and are responsible for obtaining materials covered during an absence. Students are allowed 2 absences during the term (Examples: 2 weeks of online assignments/engagement; 1 week of online assignments/engagement and 1 lecture; 2 lectures). After 2 absences, the 3rd absence will result in administrative dismissal.

Hybrid Programs

Hybrid Attendance – Lecture

In-person lectures are one component of the Hybrid programs; courses will meet in person once per week for three and a half hours of lecture time. Students are required to attend the in-person lecture to be counted as present for that week.

Hybrid Attendance – Weekly Discussions

Weekly assignments (discussion posts, case studies, extended learning project related assignments, skills certificates) are the second component of the Distance Education programs. Students can make up assignments for grade purposes, but they cannot do an assignment in a later week and get credit for attendance of a prior week. It is critical for students to complete their assignments in the week they are assigned.

STUDENT ACADEMIC PARTICIPATION

Academic Participation and Substantive Interaction- In-class and Online Instruction

Students are required to participate in their courses in a regular, timely, and substantive manner. Regular, timely, and substantive academic participation includes the following elements:

1. Engaging in the assigned and background readings for each week including viewing of media, lecture, and/or PowerPoint presentations by the professor.
2. Participating in class lectures and discussions and posting substantive comments in the class discussion areas in D2L. Simple agreement or disagreement with comments posted by others will not be considered substantive interaction. In order for a student's discussion comments to be considered substantive, there must be explanations of agreement or disagreement and introduction of new ideas or personal experiences related to the subject matter.
3. Conducting independent research for any Case Study assignments, using the various UWLA library databases as well as sites on the Internet bearing on the subject matter of the curriculum, which may include government and educational sites.
4. Preparing and completing assignments – communication with the professor for clarification of expectations and guidance.
5. Submitting assignments via D2L or in class at the end of each module. Students may refer to the academic calendar or syllabus for specific due dates.
6. Incorporating professor feedback into subsequent assignments and modules.
7. Attending and participating in class meetings as well as online chats or conferences when applicable.

Should obstacles arise that might preclude active participation or substantive interaction, students must immediately communicate with their professors and/or advisors for guidance with respect to applicable University policies related to extensions, leave of absences, etc.

For purposes of determining the last date of such activity, UWLA uses the last date of activity that UWLA can readily document through attendance or its student services systems, D2L, i.e., posting of a discussion comment or submission of course work.

Copyright Protection Policy

Students are held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright protected materials such as computer programs, music, photographs or written materials and are expected to report violations if they become aware of them.

Academic Integrity Policy

UWLA regards academic integrity as vital to the success of its students and to the reputation of the University as an institution of higher learning. Students' academic experience is enriched when there is effective learning. Effective learning occurs when students conduct their own research and are the sole authors of their work. The assessment of that learning is undermined when the originality of students' work is questionable. The University therefore expects students to adhere to the highest standards of academic integrity in all their work.

The most common form of academic dishonesty is presentation of the work of another person as one's own and is referred to as "plagiarism." Plagiarism is a serious academic infraction that tarnishes everyone associated with the infraction. Civil and criminal penalties may also apply where conduct violates U.S. copyright laws.

Plagiarism includes, but is not limited to:

1. Contract Cheating –Using another person, organization or artificial intelligence such as ChatGPT (or similar resources) to prepare/complete academic work on your behalf;
2. Copying and Pasting - Piecing together the work of other people/artificial intelligence such as ChatGPT (or similar resources) generated material, section by section or as a whole, and presenting such copied work as your own;
3. Direct Duplication - Manual or electronic copying of the work of another person, or artificial intelligence such as ChatGPT (or similar resources), including from an article, website, book, online repository or another student and presenting such copied work as your own;

4. Paraphrasing - Restating another person's work or material created by artificial intelligence such as ChatGPT (or similar resources) with minor changes but maintaining the essence or meaning of the statement without properly citing the source;
5. Submitting or Facilitating the Submission of Prior Work- Submitting work previously submitted for assessment whether created by oneself or another student.

Facilitating academic dishonesty is also a violation of UWLA's Academic Integrity Policy. It includes, but is not limited to:

1. Intentionally assisting another student to commit an act of academic dishonesty;
2. Attempting to assist another student to commit an act of academic dishonesty.

While facilitating academic dishonesty may not directly benefit the facilitator, it does assist another student in violation of the policy.

To Avoid Plagiarism:

1. Never represent the work of another person as your own. Use your own words in referring to the ideas or concepts of others, even when collaborating with other students.
2. When you do use the idea of another person, give credit to the author/source. For example, you may state: "Another point of view, as espoused by Sam Smith, is that ... [Smith, 2000]". Place words written by another person, up to two sentences in length, in quotation marks and properly cite the source.
3. Place words written by another person of more than two sentences in length separately from the text of your report by single spacing and indenting from both right and left margin (an offset quote), and properly cite the source.
4. Familiarize yourself with the course guidelines and the elements of a well-written paper. For questions or concerns regarding plagiarism, students are urged to contact their professor.

Procedure for Reporting and Resolving Charges of Plagiarism

Charges of plagiarism may be raised by anyone including but not limited to:

1. Professors
2. Administrators

3. Peers (other students or co-workers)

The following procedures apply when a student is suspected of plagiarism:

1. The relevant details shall first be presented to the course professor.
2. If the charge is deemed credible, the professor shall contact the student and request an explanation.
3. After communicating with the student, the professor may do any of the following:
 - Accept the student's explanation and deem the matter closed
 - Direct the student to resubmit the assignment(s) in question
 - Assign a failing grade for the assignment(s) in question
 - Assign an appropriate final grade in the course
 - Impose any other appropriate educational/academic sanction
 - Refer the matter to the Dean or designee for appropriate sanctions, including but not limited to expulsion from the program and/or university and reporting of the event to any applicable accrediting or licensure boards.
4. A student may not avoid an academic integrity allegation or assigned sanction by dropping or withdrawing from a course.
5. UWLA reserves the right to review all current and previous coursework (whether graded or ungraded) of any student found to have engaged in plagiarism. Where plagiarism in prior coursework is confirmed, appropriate sanctions may be applied by the College Dean or the Dean's designee, including but not limited to expulsion from the program and/or university and reporting of the event to any applicable accrediting or licensure boards.

Right of Appeal

In cases where a penalty/sanction is applied, the student shall have the right of appeal as follows:

1. Any decision rendered by a professor may be appealed to the Dean of the School of Business within 5 business days of the decision. However, the student must first

make reasonable effort to discuss and resolve the penalty/sanction with the Professor prior to appeal.

2. Any decision rendered by the Dean of the School of Business may be appealed to the campus President or designee within 5 business days of the decision.

3. In all cases, the decision of the President shall be final and not subject to any further appeals or other proceedings.

STUDENT SERVICES

UWLA Director of Student Services or Dean will supervise students accepted into the SOB Program. All new students will be required to meet with the Director of Student Services or Dean's office during orientation period or another time in their first term of attendance. Advising will take place through a combination of online meetings or face-to-face visits, telephone calls, and/or email communication. Students will have continual online and by-appointment access to the faculty and administration throughout their course of study.

In addition, an administrative assistant will provide any additional services, especially support for the efficient and effective handling of paperwork and student files.

Academic Advising

Mandatory Academic Counseling (MAC) is designed to help students who have trouble with a particular subject or with study skills in general. Participation in MAC will be required of students earning a course grade of F (0.0) or below or a cumulative GPA at 2.0 or below in any term. MAC students must confer with the Dean, Academic Advisor, or faculty member for academic counseling. Any student requiring additional assistance with course work should contact his/her instructor. UWLA also provides academic support options such as tutoring and peer assistance for students facing academic troubles.

Career Services

Prior to graduation students may meet with the Director of Student Services or Career Services office for assistance with the following:

- Career Services
- Resume Review
- Job Postings
- Notice of Events

Career Services is one of the most important services offered by the University of West Los Angeles. Placement services are available for graduates.

Note: Schools are not permitted to make a guarantee of placement and therefore we do not. However, UWLA emphasizes placement efforts for each qualified graduate.

Student Housing

The University of West Los Angeles, School of Business does not assume responsibility for student housing, and does not have dormitory facilities under its control, nor offer student housing assistance. According to, www.rentals.com for Inglewood, CA, rental properties start at approximately \$900 per month.

Library

UWLA maintains libraries at each campus location. The LAX campus is located at 9800 S. La Cienega Boulevard, Inglewood, CA 90301. The SFV campus is located at 21650 Oxnard St. 2nd Floor Woodland Hills, CA 91367 .

The University has an outstanding library for onsite research and for use as a study facility for students, faculty, and alumni.

On-Line Public Access Catalog, (OPAC) is the library's database to the collection. It provides students with easy electronic access to view the library's collection. Any student who has access to an electronic device that is capable of connecting to the Internet can access the library's OPAC. It is accessible via the university's website. School of Business students have access to ProQuest, which is a complete online library of books, periodicals, and scholarly sources.

Library Cards

The UWLA identification card also serves as a library card. A student must present an identification/library card to access the library and to check out materials from the Reserve Collection.

Circulation

The Library's collection circulates inside the Library only and cannot be taken out. All materials in the collection may be used inside the Library.

The Library features several computer workstations available for students and faculty to use. All computer workstations are attached to a network printer. Students can use the workstations to access D2L courses, email or Microsoft Office.

Online resources are available 24 hours a day, 7 days a week.

Students may use the library M-Th 1:30 p.m. – 9 p.m., Fri and Sat 9 a.m. -5 p.m.

Job Classification

The School of Business Master's degree program prepares its graduate for their future in the job market. The following job classifications are identified by the United States Department of Labor's Standard Occupational Classification Codes (SOC).

The job classifications are as follows:

- SOC 13-1011 Agents and Business Managers of Artists, Performers, and Athletes
- SOC 13-2011 Accountants and Auditors
- SOC 27-3031 Public Relations Specialists
- SOC 13-1199 Business Operations Specialists, All Other

SOB ACADEMIC CALENDAR: 2024

DATE (S) IN 2024	DAYS	EVENT
January 1	Monday	New Year's Day
January 4	Thursday	New Student Orientation
January 5	Friday	Spring I Registration Deadline
January 8	Monday	Spring I Term Begins
January 15	Monday	Martin Luther King Day
February 19	Monday	President's Day
March 9	Saturday	Spring I Term Ends
March 10-17		Term Break
March 14	Thursday	New Student Orientation
March 15	Friday	Spring II Registration Deadline
March 18	Monday	Spring II Terms Begins
May 18	Saturday	Spring II Terms Ends
May 19 – May 26		Term Break
May 23	Thursday	New Student Orientation
May 24	Friday	Summer Registration Deadline
May 27	Monday	Memorial Day
May 28	Tuesday	Summer Terms Begins
June (TBD)		Commencement
July 4	Thursday	Independence Day
July 27	Saturday	Summer Term Ends
July 28- August 4		Term Break
August 1	Thursday	New Student Orientation
August 2	Friday	Fall I Registration Deadline
August 5	Monday	Fall I Term Begins
September 2	Monday	Labor Day
October 5	Saturday	Fall I Term Ends
October 14	Monday	Indigenous Peoples Day /Columbus Day
October 6 – October 20		Term Break
October 17	Thursday	New Student Orientation
October 18	Friday	Fall II Registration Deadline
October 21	Monday	Fall II Term Begins
November 11	Monday	Veterans Day
November 28	Thursday	Thanksgiving
December 21	Saturday	Fall II Term Ends

SOB ACADEMIC CALENDAR: 2025

DATE (S) IN 2025	DAYS	EVENT
January 1	Monday	New Year's Day
January 2	Thursday	New Student Orientation
January 3	Friday	Spring I Registration Deadline
January 6	Monday	Spring I Term Begins
January 20	Monday	Martin Luther King Day
February 17	Monday	President's Day
March 8	Saturday	Spring I Term Ends
March 9-16		Term Break
March 13	Thursday	New Student Orientation
March 14	Friday	Spring II Registration Deadline
March 17	Monday	Spring II Terms Begins
May 17	Saturday	Spring II Terms Ends
May 18 – May 25		Term Break
May 22	Thursday	New Student Orientation
May 23	Friday	Summer Registration Deadline
May 26	Monday	Memorial Day
May 27	Tuesday	Summer Terms Begins
June (TBD)		Commencement
July 4	Thursday	Independence Day
July 26	Saturday	Summer Term Ends
July 27 - August 3		Term Break
July 31	Thursday	New Student Orientation
August 1	Friday	Fall I Registration Deadline
August 4	Monday	Fall I Term Begins
September 1	Monday	Labor Day
October 4	Saturday	Fall I Term Ends
October 13	Monday	Indigenous Peoples Day /Columbus Day
October 5 – October 19		Term Break
October 16	Thursday	New Student Orientation
October 17	Friday	Fall II Registration Deadline
October 20	Monday	Fall II Term Begins
November 11	Tuesday	Veterans Day
November 27	Thursday	Thanksgiving
December 20	Saturday	Fall II Term Ends

ACADEMIC PROGRAMS- BACHELOR OF SCIENCE DEGREE

Instruction and Degrees Offered

Bachelor of Science in Business Administration

Concentrations: Organizational Leadership, Marketing, Finance, International Business and Entertainment.

Prerequisite: Minimum 54 transferrable units

Student Learning Experiences and Assessments

The School of Business Bachelor's degree curriculum is designed to prepare students to evaluate, analyze, and strategically approach real world problems. The program is focused on providing usable job skills to allow students to add immediate value and learn directly from professors who in many instances are industry experts. To facilitate achievement of this objective, the learning experiences the student will encounter are designed to challenge and develop critical thinking skills required in today's competitive workplace. During the course of the program, instructors may elect to utilize the following types of learning methodologies in order to facilitate the best learning pedagogies:

Case Studies (CS)

The case study is a written description of a real-world problem or situation. The intent of the case study is to place the student in a position that will require research, analysis, synthesis, and evaluation of information as well as critical thought and analysis about a particular issue, problem, obstacle or change event. Students will be asked to differentiate pertinent factors or information from extraneous ones, disaggregate that information, and develop sound rationales to make informed recommendations or action plans based on data presented in the case. This aspect of the learning experience provides an opportunity for students to improve their ability to think and reason critically and rigorously and sharpen problem-solving skills. Case studies are submitted at the instructor's direction and instruction.

Class Discussions (CD)

Class discussions are open ended, thought provoking questions designed to provide students with the opportunity to analyze real world issues, problems, obstacles, change events, etc., in the workplace among themselves with instructor facilitation. Class discussions are designed to provide students with synchronous as well as asynchronous discussion opportunities. Class discussions offer students the opportunity to engage in robust discourse with each other and apply critical analysis and critical thought techniques and approaches to various discussion prompts, ideas, and concepts as well as course materials. Students are expected to

engage and post comments, questions or insights at least two times per week responding to the initial question posed and also responding to a classmate's post.

Presentation/Project (P)

The Presentation/Project is designed specific to each course at the instructor's discretion for students to apply course materials and discussion points relative to the examination, synthesis, evaluation or analysis of an issue, problem, obstacle, or change event. The project may be a presentation or a different demonstration of the ways in which an individual student has met the Program's learning outcomes.

Examinations (E)

Many classes will require a regular, mid-term or final examinations to test the understanding and comprehension of the class material and concepts.

Students will be responsible for proper study, testing, and the integrity of the examination. Students will be made aware of the weight of the examinations prior to the exam and will be able to measure their grasp of the course via these examinations.

BACHELOR OF SCIENCE DEGREE PROGRAM- BUSINESS ADMINISTRATION

Prerequisites: Associate of Arts Degree or successful completion of at least 54 transferrable units including completed general education

****Must have completed GE requirements with passing grade and all units with a cumulative grade point average of 2.0 grade or higher.***

Students must complete (20) three-unit courses at UWLA for a total of 60 units for a bachelor's degree if they enter UWLA with 60 units prior. Students with more or less units upon entering UWLA will complete the remainder of 120 units at UWLA. Students must have a 2.0 cumulative GPA to graduate in good standing.

Units: 60

Program Description: Bachelor of Science in Business Administration

UWLA's Bachelor of Science in Business Administration degree program is a 2 + 2 program. A prospective student must satisfy one of the following conditions for admission:

- 1)** Earned 54-60 transferable units of lower division coursework, including all applicable General Education (GE) units; **AND/OR**

- 2) Possess an Associate of Arts or Associate of Science degree (reflecting satisfactory completion of GE requirements); **OR**

The Bachelor of Science degree in Business Administration offers the knowledge and skills for a successful career Business. Students learn key concepts to manage and lead a diverse workforce, data usage and financial systems to make strategic decisions and the use of social media and branding to gain business prominence. A student must complete all lower (8) division and upper (6) division and concentration courses (6) for a total of 20 courses to complete the program.

120 total units are required to receive a Bachelor's Degree

Lower Division	8 Courses x 3 units = 24 Units
Upper Division	6 courses x 3 units = 18 Units
Concentration	6 courses x 3 units = 18 Units

LOWER DIVISION CORE COURSES (Student must complete all 8)

*Can Satisfy Prior to Attending UWLA

- Statistics for Managers
- Accounting (Introduction to/for business)* (see **Note**)
- Principles of Finance*
- Business Communications*
- Ethics in Critical Thinking
- Strategic Business Marketing Fundamentals*
- Organizational Behavior
- Business Law*

UPPER DIVISION CORE COURSES (Student must complete all 6 courses)

- Business and the Environment
- Business Management and Operations
- Business Assessment: Regression Analysis & Assessments
- Business Strategy and Policy
- Introduction to Entrepreneurship
- Economics (see **Note**)*

Note: Subject to waiver if the student can prove these courses were taken at another educational institution and received credits in good standing. Students may also retake these courses at UWLA and may keep the grade earned at UWLA.

FIVE CONCENTRATIONS (Student must complete a minimum of 6 courses for each concentration chosen)

1. Organizational Leadership and Management

- Introduction to Data Usage and Reporting
- Organizational Change and Conflict Management
- Culture, Gender & Diversity
- Human Resource Management
- Introduction to Leadership and Management
- Organizational Development & Social Media Protocol for Innovation
- Negotiation and Alternative Dispute Resolution

2. Marketing

- Social Media & Its Application to Today's Business World
- Organizational Development via Marketing & Social Media Protocol for Innovation
- Advanced Business Marketing
- Marketing Research and Analysis
- Marketing Practicum – Develop a Marketing Plan
- Public Relations: Strategies and Tactics
- Negotiation and Alternative Dispute Resolution

3. Finance

- Introduction to Financial Systems and Institutions
- Principles of Fiscal Management and Policy
- International Financial Markets
- Investment Vehicles (Capital Markets)
- Real Estate Finance
- Corporate Finance
- Mergers and Acquisitions
- Risk Management and Ethics in Finance
-

4. International Business

- Global Markets
- Social Media & Its Application to Today's Business World
- International Financial Markets
- Introduction to Negotiation

- Principles of International Business
- Culture, Gender and Diversity

5. Entertainment

- Introduction to Entertainment Business
- Entertainment Management/Representation
- Digital and New Media
- Business Marketing
- Introduction to Negotiation
- Entertainment/Business Law
- Introduction to Leadership and Management

STUDENT TO TEACHER RATIOS

In an effort to afford students the most personalized academic experience and individualized attention and support, UWLA prides itself on the goal of maintaining student to teacher ratio, which in most instances will not to exceed 1:25 per course.

INSTITUTIONAL CANCELLATION, WITHDRAWAL AND REFUND POLICIES

STUDENT'S RIGHT TO CANCEL

Students have the right to cancel the enrollment agreement and receive a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation is effective on the date the written notice of cancellation is sent or hand delivered to the Registrar: 9800 S. La Cienega Blvd., 12th Floor, Inglewood, CA 90301. Students may also email their request to cancel to the Registrar at registrar@uwla.edu. Refunds will be paid within 30 days of cancellation unless the cancellation occurs after the student has either received class materials, attended the first class session or it has been seven days after enrollment, but prior to those events, in such cases, the institution shall make the refund of all charges paid within 30 days.

- Cancellation may be by mail, email or by hand delivery and must occur prior to the receipt of the first lesson and materials, which will occur within seven days after UWLA admits a student for admission.
- The written notice of cancellation, if sent by mail, is effective on the date when it is deposited in U.S. regular mail properly addressed with proper postage.

- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the agreement.
- Send correspondence to the address below:

University of West Los Angeles- UWLA 9800 S. La Cienega Blvd., 12th Floor,
Inglewood, CA 90301.

Attention: School of Business

Refunds will be paid within 30 days of cancellation unless the cancellation occurs after the institution has student has either received class materials, attended the first class session or it has been seven days after enrollment, but prior to those events, in such cases, the institution shall make the refund within 30 days after your return of materials.

INSTITUTIONAL WITHDRAWAL & REFUND POLICY

A student may withdraw from the school at any time and receive a pro rata refund so long as you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00, within 30 days of withdrawal. This is only applicable in the current term but not a prior term.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student must provide a written notice to the UWLA Registrar of his/her withdrawal or as of the date of the withdrawal, whichever is later.
- UWLA terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the SOB; failure to meet financial obligations to UWLA; and/or for cause determined within UWLA's sole discretion.
- The student fails to return from an authorized leave of absence.
- **OFFICIAL ENROLLMENT:** Official enrollment in a class requires registration with the Registrar prior to the first class meeting. Faculty is not authorized to allow non- registered students to attend class or to receive grades beyond the third class session.
- **ATTENDANCE:** Refer to the attendance policy in the catalog herein

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fee, minus the non-refundable application fee divided by the number of

days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days are based on a five-day week, which does not include Saturday or Sunday, or any holiday defined within this catalog.

For programs beyond the current “payment period,” a payment period is defined as an academic term. If you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student

For the purpose of determining the amount of the refund, the date of the student’s withdrawal or dismissal shall be deemed the last date of recorded attendance/participation. A change of status form along with a fee of \$45 must accompany the request to voluntarily withdraw from the University. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

Mandated Holidays (Refunds) 2024

- January 1st, known as “New Year’s Day.”
- January 15th, known as “Dr. Martin Luther King, Jr. Day.”
- February 19th, known as “Presidents Day.”
- March 31st, known as “Cesar Chavez Day.”
- March 29th, known as “Good Friday.”
- May 27th, known as “Memorial Day.”
- July 4th, known as “Independence Day.”
- September 2nd, known as “Labor Day.”
- September 9th, known as “Admission Day.”
- September 27th, known as “Native American Day.”
- October 14th, known as “Indigenous Peoples’ Day.”
- November 11th, known as “Veterans Day.”
- December 25th, known as “Christmas Day.”

ACADEMIC PROGRAM MEASUREMENT – CREDIT HOURS

Calculation of credit hours in an online course is based on the consideration of the following activities:

1. The number of screens viewed in the course of online instruction. The average time spent on a “screen” is generally calculated as being between 3-5 minutes per screen.
2. The run time for required media asset assignments calculated on a 1:1 ratio seat time. Run time may be factored to account for expected multiple viewings of the asset for review and reinforcement of the material. Assets may include:
 - Self-playing videos or animations, or
 - Audio podcasts and recordings
3. Links to external learning assets – calculated as an average of the time required to consume content such as by
 - Reading an article
 - Watching a self-paced instructional video
 - Playing an instructional game
4. Assignments – the instructor expectation of time spent in online instructional assignments and activities such as:
 - Postings to group discussion site/bulletin boards
 - Online group project work
 - Use of class social media sites for group discussion/participation
 - Student-teacher interaction
5. Additional D2L online engagement as mandated by the professor

Calculation of credit hours in a residential course is based on the consideration of the following activities:

1. The number of lecture hours of residential instruction. The average time spent in class per week is generally calculated as being 3.5 hours per class per week.
2. The number of hours reading assigned course material and completing class assignments outside of class. The average time spend outside of class per week is estimated to be 2 hours for every 1 hours of in class Instruction. Students will spend at least 12 hours per week reading, conducting research, and completing assignments.

Students will spend 3.5 hours per course per week in class for the residential portion of the hybrid program. Each hour of residential study is equivalent to one credit hour. Students will be expected to spend 3 hours per course per week completing distance (online) learning and engagement. Each hour and half of online engagement will be equal to one credit hour.

In the program, students will complete at least 31.5 hours of in-classroom lecture and at least 27 hours of distance learning engagement. Students will also have additional work and projects to complete as coursework. Therefore, students will receive three (3) semester units of credit for each course completed.

GRADING SYSTEM AND ACADEMIC POLICIES

Students are graded on their class discussions, case studies, extended learning projects, and capstone contributions as set forth in the syllabus for each course. Upon completion of the course, students are awarded a letter grade, which correlates to the four-point grading system, as follows:

A	4.00	Outstanding
A-	3.70	
B+	3.30	
B	3.00	Above average
B-	2.70	
C+	2.30	
C	2.00	Average
C-	1.70*	
D+	1.30*	
D	1.00*	Below average
D-	0.70*	
F	0.00*	Failure
"I"-		Incomplete
"U"-		Unofficial Withdrawal
"TC"-		Transfer Credit
"W"-		Withdrawal
"IP"-		In Progress

* Refer to Satisfactory Academic Progress, (SAP) guideline section of this catalog.

Students receive a course grade for each subject taken in the program, according to the above scale. Term and cumulative grade point averages (GPA) are calculated at the end of each term and appear together with course grades on the student's transcript.

GRADING ERRORS

A student claiming that an assignment or a course grade was the product of clerical, recording, or computational error in the calculation of the grade should, within two weeks after the grades are released, inform the instructor and request that the matter be investigated. If the matter is not resolved to the student's satisfaction, the student may petition the Dean of the School of Business for relief. This petition must be filed within one week after the School of Business has notified the student of the results of the investigation.

UNFAIRNESS OR DEPARTURE FROM ESTABLISHED GRADING POLICY

A student claiming that an examination grade or a course grade was the product of unfairness or was a departure from established grading policy may, within two weeks after the grades are released, petition the Dean of the School of Business for relief.

The student is strongly encouraged to meet with the relevant instructor in order to discuss the basis of the grade prior to petitioning the Dean. The instructor cannot change the grade. If the student did not meet with the instructor, the student must state in the petition the reason(s) such a meeting did not take place.

In any event, the petitioning student must present clear and convincing factual evidence supporting the claim that a grade was unfair or was a departure from established grading policy.

If the student fails to state a proper basis for the petition, fails to present clear and convincing factual evidence to support the petition, or fails to act timely, the Dean may deny the petition summarily.

However, if the student satisfies the procedural and substantive requirements of the petition process, the Dean may request a statement from the instructor involved. The Dean may also request other information the Dean deems appropriate. The Dean will notify the student in writing of the outcome. The Academic Council's decision on the student's petition is final.

COURSE REPETITION POLICY

A student who receives a grade of 'D-' (0.70) or above in a course will receive academic credit. A student is neither permitted nor required to repeat that particular course.

A student who receives below a 'D-' (0.70) in any course will not receive academic credit for that course; however, students are allowed to repeat that particular course for a higher grade. A course cannot be repeated more than once. A student who has received below 0.70 in a course is required to adhere to the Mandatory Academic Counseling outlined in this catalog. The transcript will reflect the higher

grade and the repeated course will receive an asterisk (*) next to the course to denote the repetition of the course. If a student receives a grade below 1.00 in any two courses during the program will be Academically Dismissed and must petition to reenter the program. If the student did not receive an "F" (0.0), students will have a one-time opportunity to file a petition for special action to receive academic credit for the course but will keep the grade as was given and it will be applied to the cumulative GPA. Students will still be required to attend "MAC."

A cumulative GPA at 2.0 or above is considered good standing. The first term in which a student who maintains a GPA below 2.0 will be on Academic Probation and must follow the guidelines for Mandatory Academic Counseling. A student who retains a cumulative GPA below 2.0 for any two terms will be eligible for Academic Dismissal and must petition to continue the program.

Requests to repeat courses for reasons other than those listed above must be approved, via written petition, by the Dean, prior to a student being eligible to enroll in the desired course.

Academic Warning, Probation, and Disqualification

Students are expected to remain actively engaged in their academic work and maintain the following minimum grade point averages.

Students are expected to maintain a minimum cumulative GPA of 2.00 for all Bachelor's level coursework applying toward the degree.

Academic progress will be measured and evaluated after each term. Students who receive failing grades or who fail to maintain the required grade point average for their respective degree programs will receive formal notice of an academic warning via email from the Office of the Registrar. The notice will identify the requirements to be met by the student in order to be removed from warning status.

The requirements may include repeating failed courses and/or raising the cumulative GPA above the minimum required for graduation from the program. A copy of the notice will become part of the student's permanent file.

The performance of a student on academic warning will be reviewed every term. When the academic performance requirements have been met, the student may be removed from academic warning. A formal notice will be sent to the student via e-mail from the Office of the Registrar. A copy of this notice will become part of the student's permanent file.

Students with multiple failed grades or two terms below a 2.0 GPA will be subject to academic disqualification. Approval of academic disqualification will be based on

factors including, but not limited to, the number of failed grades, the student's overall past academic performance, the level and length of academic deficiency, and the student's probability of achieving satisfactory academic standing within a reasonable time frame consistent with the University policy on the maximum timeframe for completion of a degree. Notice of academic disqualification will be sent to the student by the Office of the Registrar and will become part of the student's permanent record.

Academically disqualified students may submit a one-time request (petition) for reconsideration and readmission to the Office of the Dean. The Dean or designee will render a decision on the request within 7-10 business days. Approval of readmission does not guarantee financial aid eligibility.

Students, regardless of cumulative GPA, are placed on academic warning for the following academic session of enrollment if they have a course grade below 1.00. Students will be notified via email of the warning.

Students are placed on academic probation when their GPA falls below the acceptable minimum standard of a cumulative 2.00 GPA.

Students are dismissed from SOB if they are placed on probation for two (2) terms and do not raise their GPA to the acceptable minimum standard of a cumulative 2.00. Students may appeal a dismissal, via petition, to the Academic Standing Committee. This appeal must be submitted to the SOB Office by 12:00 p.m. by the Monday of the second week of classes following the subsequent academic session.

The Academic Council must meet within 10 days and may choose to:

- Uphold dismissal,
- Suspend the student for a minimum of one session with or without expectations to be met during their absence,
- Place a student on a third academic probation, or
- Rescind academic probation.

Students who receive an academic suspension or probation will be placed on a Mandatory Academic Counseling (**MAC**) contract upon return for the next session of enrollment. During sessions of academic suspension, the student will be considered a non-enrolled student. This status permits to campus facilities, counseling services, and academic tutorials. Non-enrolled students are not allowed to audit classes without written approval from the Dean. Upon notification of dismissal, the student may no longer take courses but may make a written appeal on the decision of dismissal by the Academic Standing Committee to the Dean.

Satisfactory Academic Progress (SAP)

The University of West Los Angeles (UWLA) students must be making satisfactory academic progress toward a degree. Federal regulations require Title IV, HEA recipients to maintain satisfactory academic progress. To obtain and retain federal financial aid assistance, UWLA students must maintain satisfactory progress according to the guidelines herein and complete all degree requirements in a timely manner. All students will be evaluated for Satisfactory Academic Progress (SAP) at the end of each semester or term.

The Registrar will review a student's cumulative grade point average (GPA) and pace, which is the ratio the total of earned credits vs. attempted credits.

Satisfactory Academic Progress Policy 34 CFR 668.34 SAP Policy required elements:

- The policy is at least as strict as the policy the institution applies to a student who is not receiving assistance under the Title IV, HEA programs.
- The policy provides for consistent application of standards to all students within categories of students, e.g., fulltime, part-time, undergraduate, and graduate students, and educational programs established by the institution – language to be used later in narrative.
- GPA or other comparable assessment measured against a norm.
- The pace at which a student must progress to complete the program within the maximum timeframe.
- Process for Incompletes, Withdrawals, Repetitions, and transfer of credit from other schools.
- Frequency of SAP evaluation.
- SAP Warning (applicable only if school's policy places student on Financial Aid Warning).
- SAP Probation (applicable only if school's policy places student on Financial Aid Probation).
- SAP Appeal (applicable only if school's policy places student on Financial Aid Probation. Student must appeal before probation granted.).
- Process for Schools that evaluate SAP at the end of each payment period.
- Process for Schools that evaluate SAP annually or less frequently than the end of each payment period.

University of West Los Angeles (UWLA) Academic Satisfactory Academic Progress

Quantitative - School of Business BS/MS and School of Law JD

The maximum time in which a student is expected to finish a program is defined as 150% of the program length. All students must pass at least 67% of all credit hours attempted. Accepted transfer credits are included in the pace calculations. Students who fall below standards for SAP will be notified and issued a warning status. If they fall below after receiving warning, the student will be required to meet with the Dean or his/her designee to create an acceptable academic plan that will ensure student is able to meet SAP standards by a specific time frame.

Qualitative - School of Business BS/MS

Qualitative - School of Business BS/MS In order to ensure students complete the Program within the prescribed time, all courses in which a student fails to earn a grade of “D” or higher for the MS program and a “D-” or higher for the BS program, **may be repeated** and in compliance with course requirements and the satisfactory academic policy in order to graduate. If a student repeats a course, only one course will apply toward the completed credit count.

If a higher grade is earned in the repeated course, it will be used to compute the Cumulative Grade Point Average (CGPA). Repeated courses will be included in the calculation for credits earned/attempted for satisfactory academic progress. All repeated final grades reflected on the official transcript are designated with an asterisk (*). All students are required to maintain a cumulative grade point average of 2.0 (BS) or 2.5 (MS) on a 4.00 scale at the completion of each semester or term.

Course Repetition Policy

A student who receives a grade of ‘D-’ or above or ‘P’ in a course **will receive academic credit for the course and is not required (or permitted) to repeat that course.** (A student who receives an ‘F’ or ‘NP’ in any course will receive no academic credit for that course.)

A student who receives an ‘F’ or ‘NP’ in a required course and who remains in good standing despite the failing grade must repeat the course at such time as it is next offered. (If the student is not in good standing, the student will be academically dismissed.) The student will be required to re-register, pay tuition, and regularly attend the course. Upon completion of the course, the new grade will be used in the GPA computation and the previously earned fail will not be used (although both grades remain on the transcript).

A student who receives a grade of ‘F’ or ‘NP’ in an elective course and who remains in good standing despite the failing grade is not required to repeat the course. The

student may choose to repeat the course or take another elective to meet graduation requirements. The student will be required to re-register, pay tuition, and regularly attend the course. Upon completion of the course, both the new grade and the previously earned fail will appear on the transcript and be used in the computation of the student's G.P.A. Requests to repeat courses for reasons other than those listed above must be approved, via written petition, by the Academic Council, prior to a student being eligible to enroll in the desired course.

University of West Los Angeles (UWLA) Financial Aid Satisfactory Academic Progress

To be eligible for federal financial aid, Title IV, HEA funds at UWLA, a student must be making satisfactory academic progress toward a degree or certificate. In order to maintain eligibility for funds, students must maintain both quantitative (number of credit hours), and qualitative (cumulative grade point average) standings, and pace to completion. The satisfactory academic progress policy is consistently applied to all students (full-time, part-time, undergraduate, and graduate).

Financial Aid Satisfactory Academic Progress is defined as:

Maintaining a 2.0 semester and Cumulative Grade Point Average (CGPA) or higher (a qualitative measure). Maintain a 2.5 or higher for the MS programs.
 Successfully completing at least 67% of the course load (credit hours) taken in a semester, term, or payment period (a quantitative measure). Successful completion of a class or course is defined as earning a grade of A, B, C, D, or P. Unsuccessful grades are W, F, I, or NP.
 Completion of a program of study within 150% of the average published program length.

When is Academic Progress Evaluated?	A student's satisfactory academic progress is evaluated at the end of each semester or term (i.e., fall, spring, summer semesters, term, or payment period).
GPA Requirements	All students must maintain a cumulative GPA of 2.0 (2.5 Master's program) or higher. Failure to meet this requirement will result in a Financial Aid Warning notice to be issued in writing. If a student who was on probation status fails to meet quantitative and qualitative standards after two terms with associated notifications, the student will be deemed ineligible for financial aid until a 2.0 (2.5 Master's program) cumulative GPA is achieved.

Program Completion Requirements Complete Withdrawal: Automatic Ineligibility Program Completion Timeframe	A minimum of 67% of the credit hours taken must be earned. All students are required to maintain a cumulative grade point average of 2.0 (2.5 Master's program) (BS) or 2.5 (MS) on a 4.00 scale at the completion of each semester or term. If during a semester a student completely withdraws from the university or receives grades of all W's F's, or all incompletes, he or she will be placed in automatic financial aid ineligible status. To re-establish eligibility, the student must enroll, and successfully complete the required credits for the semester and a cumulative GPA of 2.0 (2.5 Master's program) or better at his or her own expense. Students cannot receive financial assistance for periods of enrollment beyond 150% of the average published program length (to be measured by all UWLA credit hours attempted vs. completed), including any transfer work.
	If you cannot complete the program within the maximum timeframe, you will no longer be eligible to receive financial assistance.

Financial Aid Notices	Failure to meet any of the Financial Aid Satisfactory Academic Progress (SAP) standards will result in one of the following notices being issued. Please remember that all periods of enrollment must be measured, including ones where the student may not have received financial aid.
Financial Aid Warning	The status UWLA assigns Financial Aid Warning to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one term and may do so without a student appeal.
Financial Aid Probation	The status UWLA assigns a Financial Aid Probation to a student who is failing to make satisfactory academic progress and has successfully appealed. Eligibility for aid may be reinstated for one term.
Financial Aid Ineligible	The status UWLA assigns to a student that has failed the FA Warning period and has not appealed their status to be Financial Aid Ineligible. This means the student is ineligible for Title IV program funds.
Automatic Ineligibility for Title IV, HEA programs	At the end of each semester, a review will be made to determine if a student completely withdraws, and receives grades of all W's, F's, or all I's (e.g., Incompletes). These students will be automatically deemed ineligible and will be given a written notice. A student placed in ineligible status may not receive further financial assistance until he or she meets the minimum standards under the Financial Aid Satisfactory Academic Progress Policy. A student who has been deemed ineligible has the right to submit an appeal. Please reference the appeals section below for more information.

How to Reestablish Eligibility for Title IV, HEA programs	Students must enroll, and successfully complete the required credits for the semester and a cumulative GPA of 2.0 (2.5 Master's program), or better at his or her own expense.
	Once the required hours have been completed, and the student has a cumulative GPA of 2.0 (2.5 Master's program) or higher, the ineligibility can be removed. Please contact the Registrar to request a review of the course work.
Financial Aid Appeals	A student may appeal a determination of being ineligible for financial aid by sending an appeal to the Director of Student Financial Services at the university administrative offices. The appeal should set forth in detail what, if any, extenuating circumstances occurred that caused the student the inability to meet SAP and what has changed so that student may now meet SAP. If there are mitigating circumstances (i.e. serious illness, death in the family or similar extraordinary circumstances), eligibility may be reinstated for one additional payment period. The appeal will then be given to the Director of Student Financial Services who will review the student's financial aid file and evaluate the student's written comments. The Director of Student Financial Services may also request information from the Academic Council and/or may question the student or request additional information. The FA appeal must be submitted in writing via email to: dcarrillo@uwla.edu or by mail: Attention: Financial Services Department, UWLA, 9800 S. La Cienega Blvd, 12th Floor, Inglewood, CA 90301. If the Director of Student Financial Services denies the appeal, the student will be notified, and the Probation status will stand. If the Director of Student Financial Services approves the appeal, the Probation status may be cleared.

	Once the appeal is resolved and if any action is required, the Director of Student Financial Services will notify the student of its outcome and whether appeal was approved or denied.
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SATISFACTORY ACADEMIC PROGRESS CHART

Program	Semesters/Term	Cumulative GPA	Pace (attempted vs. completed)
J.D. Program	1	2.0	67% of credit hours attempted
	2	2.0	67% of credit hours attempted
Bachelor's Degree	Module 1 & 2	2.0	67% of credit hours attempted
Master's Degree	Module 1 & 2	2.5	67% of credit hours attempted

Regaining Eligibility Status

Any student who has exceeded the maximum timeframe and loses eligibility or status based on earning an unsatisfactory grade point average (GPA) may petition to regain status or eligibility via the Petition for Special Action form. Student may state the extenuating circumstances or changes that caused the delay in progress and the Petition will be reviewed and a decision will be made within two (2) weeks of submission. If the petition is approved, students will be placed on Probationary status and must meet with the Dean or Associate Dean of their program and prepare an Academic Progress Plan or Course Schedule to ensure satisfactory progress until program completion.

Academic Warning

A student whose cumulative grade point average (GPA) is less than a 2.00 for the JD program, a 2.00 for the BS program, and a 2.50 for the MS program after the most recent semester is not making Satisfactory Academic Progress (SAP), will be placed on Academic Warning and is subject to dismissal. A student will also be placed on Academic Warning when he/she re-enrolls in UWLA's School of Law or School of Business program of study after being Academically Dismissed. Students under Academic Warning will be placed on a Student Academic Improvement Plan (SAIP) for the following semester. A student may be on Academic Warning for only one semester. If at the end of the next semester of being on Academic Warning, a student fails to achieve the required semester and cumulative GPA, a student will be placed on Academic Probation and is subject to dismissal.

Financial Aid Warning

A student whose cumulative grade point average (GPA) is less than a 2.00 for the JD program, a 2.00 for the BS program, and a 2.50 for the MS program, after the most recent semester is not making Satisfactory Academic Progress (SAP), will be placed on Financial Aid Warning and is subject to dismissal. A student will also be placed on Financial Aid Warning when he/she re-enrolls in a UWLA program of study after being Academically Dismissed. Students under Financial Aid Warning will be placed on a Student Academic Improvement Plan (SAIP) (*see attached*) for the following semester/term. A student may be on Academic Warning for only one semester/term.

Assuming that all other components of SAP are satisfied, students with a Financial Aid Warning status are considered eligible for financial aid. If at the end of the next semester of being on Financial Aid Warning a student whose cumulative grade point average (GPA) is less than a 2.00 for the JD program, a 2.00 for the BS program, and a 2.50 for the MS program will lose further federal financial aid eligibility.

Financial Aid Probation

Student must appeal to regain Financial Aid eligibility for a second payment period. If appeal is granted, a student will be put on Financial Aid Probation and may retain financial aid eligibility for one additional payment period by complying with that student's SAIP. If at the end of the payment period while on Financial Aid Probation, should the minimum SAP requirement not be achieved (or at the midpoint of the Program), the student loses further financial aid eligibility and may be subject to dismissal.

DEGREE CONFERRAL

Students may complete the program at the end of a summer, fall, or spring term. Degrees are awarded at the end of each semester or term; diplomas are issued after the spring commencement ceremony.

EXTENSIONS AND INCOMPLETE GRADES

It is the experience of UWLA that students who pursue an uninterrupted course of study have the highest probability for successfully completing their degree programs. Those students are also the best performers in their degree program and receive the maximum benefits from their learning experience. UWLA also realizes that learners face unforeseen circumstances in their lives requiring temporary breaks in enrollment or interruption of their program of study.

Grades of Incomplete may be assigned when circumstances prevent students from completing and receiving a passing grade for a course. The assignment of a grade of Incomplete is not a student's "right" but a courtesy. The request for a grade of Incomplete must be submitted in writing to the Dean's Office for each specific course prior to the published deadline.

The request will not be approved without satisfactory completion of 66.7% (6 weeks) of the course. If approved, the 'Incomplete' grade will be assigned with an extension of one (1) to twenty-one (21) days.

If the student fails to complete the course by the deadline, the 'Incomplete' grade is changed to an F (or the appropriate letter grade based on the course work submitted to date). If the student fails to complete the course and Note also that any approved extension does not alter the financial obligations a student may have with the University. Students must also comply with all tuition assistance and financial aid requirements.

If a student requests a grade of 'Incomplete' and extension for the last course in the degree program, the student will be reported as "withdrawn" to ensure the student enters the grace period/repayment timely in compliance with federal regulations. If the student completes the course with a passing grade, the student's status will be updated from "Withdrawn" to "Graduate".

The last date to submit a request for an Extension or Incomplete:

Students have until 3 p.m. PST the Friday of the 5th week of class to request an Extension or Incomplete.

LEAVE OF ABSENCE POLICY

The SOB Bachelor's program is designed as a series of uninterrupted courses. Students with extenuating circumstances may be granted a leave of absence (LOA), at the discretion of the Dean. Extenuating circumstances include but are not limited to the following:

Serious illness or injury.

Maternity leave (this includes an adoption of child).

Activation for military or reserve service.

Emergency health care situations involving self or immediate family member (spouse, children, parents).

Bereavement (spouse, children, parents)

Extreme Confidential Personal Circumstances

The total amount of the leave may not exceed 180 days in a 12-month period and students must return within that timeframe on an established start date as outlined in the most current version of the University catalog. If the student does not return within the timeframe, the student will be withdrawn.

A request for a leave of absence must be made in writing and signed by the student. The Dean will notify the student in writing within 5 business days of the result. If a leave of absence is approved, the student will be granted a leave of absence not to exceed 180 days within a 12-month period.

ACADEMIC WITHDRAWAL AND DISMISSAL POLICIES

Students who wish to withdraw from the University from an ongoing term or a course after the published drop deadline must submit a request in writing to the Office of the Registrar. If approved after review, the student will be deemed as officially withdrawn with a grade of 'W' assigned for the course(s) in an ongoing session. Such request can only be made prior to the official ending date of the session and will not be considered retroactively. Students requesting to withdraw will be responsible for all applicable tuition and fees.

Unofficial Withdrawal

Should students cease attending courses without officially informing the Administration, such a cessation of active and regular participation, renders students “unofficially withdrawn.” The grade reflected on the student transcript will be a “U.”

Students receiving financial assistance are urged to consult with the Financial Services Office regarding approved breaks in enrollment and requirements for course completion.

ADMINISTRATIVE DISMISSAL

An administrative dismissal is an action that the University takes that results in the student’s withdrawal from the University. Administrative dismissals occur when a student has not:

Residential

- Attended his/her class within the first seven (7) days of the course
- Complied with the University’s Student Code of Conduct or Attendance Policy

Distance Learning

- Participated in his/her online coursework within the first seven (7) days of the course.
- Actively participated in his/her online coursework within 7 days from the last date of recorded attendance/participation as indicated by the Desire 2 Learn platform.
- Complied with the University’s Student Code of Conduct or Attendance Policy

Completed all components of student file.

READMISSION AND REINSTATEMENT

Students wishing to resume their studies at UWLA following an absence of less than six (6) months may be reinstated upon request under the same academic status, provided that the student was in good standing (meeting GPA requirements) at the time the absence began. No formal application process is required; however, students must inform the University and provide the Office of the Dean or the Dean’s designee all official transcripts of any academic credit earned or attempted at other institutions during their absence. Academically disqualified students are not eligible for reinstatement.

ACADEMICALLY DISQUALIFIED STUDENTS

Academically disqualified students may apply for admission to UWLA on a one-time basis after one year from the time of disqualification. Students are required to

complete the admission process and provide all official transcripts of any academic credit earned or attempted at other institutions since disqualification.

STUDENTS WITH UNAPPROVED ABSENCES EXCEEDING ONE YEAR

Any student seeking to return to UWLA after an unapproved absence exceeding one year may seek readmission by completing the admission process, including a new application. Students must inform the University and provide the Office of the Registrar all official transcripts of any academic credit earned or attempted at other institutions during their absence.

Readmission to UWLA will be determined by the Dean or the Dean's designee based on student status when leaving the institution including GPA, number of courses remaining, academic warning status, etc. Notice of readmission will be issued by the Registrar to the student.

READMISSION OF SERVICE MEMBER

To minimize the disruption to the lives of persons performing service in the uniformed services, allowing a student to return to the institution without penalty for having left because of such service, UWLA will promptly readmit service members with the same academic status. Student Agreements for military students with breaks in attendance of five years or fewer will not be invalidated, and a student's activity will not be exclusively defined by taking courses with the home college.

- There will be no fee for students wishing to be readmitted. Students who reenter must provide any updated transcript information from all other institutions attended during the time of deferment or break in enrollment from UWLA (including CLEP, JST, etc.).

- A service member will be promptly readmitted (in the next available session following student notification of intent to reenroll) with the same academic status prior to going into a deferred status.

- A service member will be entitled to rights and benefits he/she had prior to going into a deferred status.

- A service member will be readmitted to the same program unless the service member requests or agrees to admission to another program (if the program is no longer offered, the service member will be readmitted to the program that is most similar).

- A service member will be readmitted with the same tuition charges as when the service member left unless the service member's military benefits will pay increases, if any, but never more than the institution is charging other students.
- If a service member is not prepared to resume the program where the service member left off or is unable to complete the program, the institution must make reasonable efforts* (at no additional cost to the service member) to help the service member become prepared, or to enable the service member to complete the program including, but not limited to, providing refresher courses.
- A service member must meet the following criteria to be eligible for readmission:
 - Provide notice of absence for service (cumulative length of absences may not exceed five years); and
 - Provide notice of intent to return to UWLA.

*Reasonable efforts are actions that do not place an undue hardship on the institution. An undue hardship exists if an action requires significant difficulty or expense when considered in light of the overall financial resources of the institution and the impact otherwise of such action on the operation of the institution.

WITHDRAWN STUDENTS

Students officially withdrawn from the University who wish to return to UWLA may seek readmission by completing the Admission process including a new application. Students must inform the University and provide the Office of the Registrar all official transcripts of any academic credit earned or attempted at other institutions while withdrawn. Students readmitted after withdrawal will be subject to the most current program requirements.

DENIAL OF READMISSION

If UWLA determines that there are no reasonable efforts to be taken to prepare the service member to resume at the point where the service member left off, or to enable the service member to complete the program, readmission may be denied.

TERMINATION OF READMISSION ELIGIBILITY

A service member's eligibility for readmission terminates upon the occurrence of:

- A dishonorable or bad conduct discharge

- A dismissal of a commissioned officer permitted under section 1161(a) of Title 10 USC by sentence of a general court martial, in commutation of a sentence of a general court-martial, or, in time of war, by order of the President.
- A dropping of a commissioned officer from the rolls pursuant to section 1161(b), Title 10 USC
- Absence without authority for at least three months, separation by reason of a sentence to confinement adjudged by a court-martial, or a sentence to confinement in a federal or state penitentiary or correctional institution.

ADDING/DROPPING COURSES

The University understands that students want to graduate in the least amount of time possible. In order to achieve that objective, students will often “double up” on their courses to expedite this process. Unfortunately, the University does not normally permit students to add additional courses unless special circumstances exist and petition is approved. The dates for the last day to drop a class with a refund and withdraw from a class without academic penalty are prior to the courses second course meeting of the current term. A student may not drop or withdraw from a course after the deadlines set by the University without the permission of the University Dean.

Students who withdraw from a course before the deadline to drop without academic penalty will have a grade of “W” recorded on their academic record. Students who stop “attending” class after the last day to withdraw without academic penalty will receive a grade of “F,” except under mitigating circumstances. The student must document the mitigating circumstances and receive approval of the University Dean.

ADD/DROP DEADLINES FOR 2024-25 ACADEMIC YEAR

Students may add or drop a course within the first 7 days of the course commencement date with no penalty.

EARLY ALERT POLICY

School of Business Professors must maintain sound scholastic standards and must as soon as possible, identify and communicate an early alert for those students who appear to lack the capability to satisfactorily complete the course. First, this communication must occur from the Professor to the student and if they cannot come to terms to resolve the apparent incapacity, the Professor must communicate to the University Administration for further resolution.

ACADEMIC HONORS

Dean's List

At the completion of each term, a Dean's List is published to honor those students whose GPA for that particular semester is 3.3 or above.

To be eligible for the Dean's List, a student must have completed a minimum of 6 credit units for the term.

HONORS UPON GRADUATION

Students who graduate with the following cumulative grade point average do so with honors as follows:

Academic Honors- Required Grade Point Average
3.50 and above Summa Cum Laude

3.20 - 3.49 Magna Cum Laude

3.00 - 3.19 Cum Laude

The student with the highest GPA will be the Class Valedictorian.

INSTRUCTIONAL DELIVERY

The School of Business' instructional delivery utilizes a hybrid format—a combination of distance (online) and traditional (in-class) instruction. Distance education coursework is instructor facilitated and traditional instruction is conducted in the classroom.

Classroom Locations:

University of West Los Angeles
9800 S. La Cienega Boulevard
12th Floor
Inglewood, California 90301

Or

University of West Los Angeles
21650 Oxnard St.
2nd Floor
Woodland Hills, CA 91367
(Satellite Campus)

310.342.5291
www.uwla.edu

Faculty Response Time for Assignments- Distance Education

Approximately four to seven days will elapse between the receipt of student lessons, projects, or assignments and instructor feedback response time frame.

Program Scheduling and Delivery

UWLA's academic year is divided into 5, 9-week terms. Students must attend and participate **BOTH** the in-class AND online class sessions of each course in order to be eligible to receive a satisfactory grade. Good standing in the program is defined herein as cumulative GPA of 2.00.

Sequence and Frequency of Lessons (Meeting Days, Hours, and Location)

Each course meets one day per week in the classroom. Students should expect to attend two courses per week per term. Students complete a total of seven hours (7.0) of instruction per week in class.

All in-class sessions are held at the LAX Campus or the satellite San Fernando Valley Campuses located at:

University of West Los Angeles
9800 West La Cienega Boulevard, 12th Floor
Inglewood, CA 90301

Or

University of West Los Angeles
21650 Oxnard St. 2nd Floor Woodland Hills, CA 91367

Instructional Modes/Methods

This course primarily utilizes the hybrid instructional format which is a combination of online and on ground instruction. Each in-class session is conducted for three and-a-half (3.5) course hours. Each online session is conducted for approximately four hours (4) via the D2L Learning Management System (LMS). The in-class sessions are comprised of lectures, written work, and group assignments. The online component is comprised of Discussion Forums, online exercises, media, and teacher-led collaborative learning assignments. Key segments will be synchronous and others asynchronous.

On some occasions for specific course experiences and requirements, courses may be conducted in different time configurations or leverage asynchronous class meetings to best and most efficiently deliver the course. These courses will still meet the Carnegie requirements to account for the units that the course is providing.

ONLINE DISTANCE EDUCATION EQUIPMENT REQUIREMENTS

Computer platform requirements apply to all versions in the listed series of products. Students may use Apple or PC products as both are compatible with UWLA's system

System and software requirements

	Required	Recommended
Operating system	Windows XP, Vista, Windows 7, Mac OS X	Windows 7 Mac OS X v10.7 (Lion)
Video	Minimum resolution of 1024 x 600	Resolution of 1024 x 768 or greater
Internet speed	56K modem	56K or cable modem, DSL
Java Runtime Environment (JRE)	JRE 1.6.x (Required to run the Equation Editor)	JRE 6 update 31
JavaScript	Enabled	Enabled
Cookies	Enabled	Enabled

Browser Support

Windows Browser	Status
Internet Explorer 9	Supported (recommended)
Internet Explorer 8	Maintenance
Firefox (newest)	Supported (recommended)
Firefox 10.0	Maintenance
Chrome (newest)	Supported
Mac OS X Browser	Status
Safari 5.1	Supported
Safari 5.0	Maintenance
Safari 4.0	Maintenance
Firefox (newest)	Supported (recommended)

Firefox 10.0	Maintenance
Chrome (newest)	Supported
Mobile Web Operating System/Browser	Status
iOS (Newest)	Supported
iOS 5 (Safari 5.1)	Supported
iOS 4 (Safari 5.0)	Maintenance
iOS 3 (Safari 4)	Maintenance
Android (Newest)	Supported
Android 4.0 (Ice Cream Sandwich)	Supported
Android 3.2 (Honeycomb)	Supported
Android 2.3 (Gingerbread)	Supported
Android 2.2 (Froyo)	Supported
Android 2.1 (Eclair)	Maintenance
Android 1.6 (Donut)	Maintenance
Android 1.5 (Cupcake)	Maintenance
Blackberry 6	Supported

STUDENT POLICIES AND PROTECTIONS

SEXUAL HARASSMENT POLICY

It is the policy of the University of West Los Angeles to provide all students and employees with an educational, employment, and business environment free from all forms of harassment, exploitation, intimidation or unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct or communications of a sexual nature as defined and otherwise prohibited by the California Fair Employment and Housing Act, California Education Code and state and federal rules, regulations, statutes and laws prohibiting sexual harassment and retaliation.

The University expressly forbids sexual harassment of its students and employees by faculty, managers, supervisors, employees, other students or members of the general public. The University will take whatever action may be needed to prevent, correct, and, if necessary, discipline those engaged in inappropriate behavior. Where evidence of sexual harassment is found, student disciplinary actions shall be taken. Sexual harassment should be reported immediately to the campus President, and every effort will be made to ensure that confidentiality is maintained.

RETENTION OF RECORDS

UWLA Registrar's office maintains records in full compliance with the California Code of Regulations, Division 7.5 Private Postsecondary Education, Chapter 3. Institutional Operating Standards, Article 3. Maintenance and Production of Records §§ 71920 & 71930 and California Education Code 94900 and 94900.5 which states as follows:

71920. Student Records.

(a) The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.

(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:

(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 institution or the institution'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;

(B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;

(C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;

(D) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;

(2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;

(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;

(4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, 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;
- (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
- (C) Credit for courses earned at other institutions;
- (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
- (E) The name, address, website address, and telephone number of the institution.
- (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
- (7) The dissertations, theses, and other student projects submitted by graduate students;
- (8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- (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;
- (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;
- (11) Copies of any official advisory notices or warnings regarding the student's progress; and
- (12) Complaints received from the student.

71930. Maintenance of Records.

- (a) An institution shall maintain all records required by the Act and this chapter. The records shall be maintained in this state.
- (b)(1) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.

(2) Notwithstanding (b)(1), the institution shall maintain records relating to federal financial aid programs as provided by federal law.

(c) 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;

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

(3) The institution has personnel scheduled to be present at all times during normal 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 or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

(d) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to 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.

(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

(f) If an institution closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as

allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.

CEC 94900-94900.5

(a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

(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.

And

(a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

(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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

•A student has the right to inspect and review his/her education records within 45 days of the day the Institution receives a request for access. Students should submit to the campus Registrar written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed.

•A student has the right to request the amendment of his/her education records that the student believes are inaccurate or misleading. The student should write the institution official responsible for the record, clearly identify the part of the record

he/she wants changes and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Disclosure of Educational Records

Information defined as Directory Information may be released without a student's consent. The University of West Los Angeles defines Directory Information to include:

- Name
- Address
- Phone Number
- Email Address
- Enrollment Status/Grade Level (e.g., first term, second term, etc.)
- Date of Graduation
- Degrees and Honors Received
- Photos (for identification purposes only)
- Major Field of Study
- Dates of Attendance
- Most Recent Institution Attended

A student's social security number is never considered Directory Information

A student may opt out of Directory Information disclosure by submitting a written request to the Registrar.

A student has the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Generally, universities must have written permission from the student in order to release any information from a student's educational record. However, FERPA

allows universities to disclose those records without consent to the following parties or under the following conditions (34 CFR § 99.31):

- University officials with legitimate education interest
- Other universities to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the University
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile system, pursuant to specific state law.

The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office Department of Education Independence Avenue,
SW Washington, DC 20202-4605

STUDENTS WITH DISABILITIES

The University of West Los Angeles is committed to providing services and reasonable accommodations to students with disabilities unless an accommodation would present an undue hardship to the SOB. The ADA Compliance Officer monitors our ADA Program.

Any student who desires to receive services from the ADA Program should carefully review all the program's policies and procedures. While the University of West Los Angeles recognizes its legal obligation to provide reasonable accommodations to students with disabilities, students requesting and/or utilizing these services have certain obligations and responsibilities surrounding their use of such services.

NOTICE OF NON-DISCRIMINATION POLICY

UWLA admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, military discharge or status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at UWLA. UWLA does not discriminate on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, military discharge or status, marital status, parental status, or any other protected status in administration of its educational policies, admission policies, scholarship and loan programs, and other administered programs.

RIGHTS RESERVED

University of West Los Angeles School of Business reserves the right to change, at any time, without notice, the policies and procedures announced in this agreement, technical standards, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in its catalog or other official documents. UWLA reserves the right to refuse to admit or readmit any student at any time should it be deemed necessary in the interest of the student or of UWLA to do so. UWLA reserves the right to require the withdrawal of any student at any time for misconduct and who fails to give satisfactory evidence of academic ability, earnestness or purpose, who fails to cooperate in all requirements of their enrollment or for cause as determined within the sole discretion of UWLA.

Bachelor of Science in Business Administration

Program Description

A Bachelor of Science in Business offers the introductory knowledge and skills for a successful career in Business. Students learn key fundamental concepts such as how to manage and lead a diverse workforce, the utility of data usage and financial systems, and the innovative use of business tools and social media. All of these tools equip graduates to make prefatory strategic decisions in order to gain business prominence.

Course List

LOWER DIVISION COURSES:

Course Code, Course Title, Credit Units

BS100 Statistics for Managers (3 Units)

BS101 Accounting (Introduction to/for business) (3 Units)

BS102 Principles of Finance (3 Units)

BS103 Business Communications (3 Units)
BS104 Ethics and Critical Thinking (3 Units)
BS105 Strategic Business Marketing Fundamentals (3 Units)
BS106 Organizational Behavior (3 Units)
BS107 Business Law (3 Units)

UPPER DIVISION COURSES:

Course Code, Course Title, Credit Units

BS300 Business Management and Operations (3 Units)
BS301 Business and the Environment (3 Units)
BS302 Business Assessment: Regression Analysis and Forecasting (3 Units)
BS303 Business Strategy and Policy (3 Units)
BS304 Introduction to Entrepreneurship (3 Units)
BS305 Economics (3 Units)

CONCENTRATION – ORGANIZTIONAL LEADERSHIP AND MANAGEMENT

Course Code, Course Title, Credit Units

BS350 Introduction to Data Usage and Reporting (3 Units)
BS351 Organizational Change and Conflict Management (3 Units)
BS352 Culture, Gender & Diversity (3 Units)
BS353 Human Resource Management (3 Units)
BS354 Introduction to Leadership and Management (3 Units)
BS361 Organizational Development & Social Media Protocol for Innovation (3 Units)
BS356 Introduction to Negotiation (3 Units)

CONCENTRATION – MARKETING

Course Code, Course Title, Credit Units

BS360 Social Media & Its Application to Today's Business World (3 Units)
BS361 Organizational Development & Social Media Protocol for Innovation (3 Units)
BS362 Business Marketing (3 Units)
BS363 Marketing Practicum (3 Units)
BS364 Marketing Research and Analysis (3 Units)
BS365 Business Public Relations (3 Units)
BS366 Negotiation and Alternative Dispute Resolution (3 Units)

CONCENTRATION – FINANCE

Course Code, Course Title, Credit Units

BS370 Introduction to Financial Systems and Institutions (3 Units)
BS371 Principles of Fiscal Management and Policy (3 Units)
BS372 International Financial Markets (3 Units)
BS373 Investment Vehicles (Capital Markets) (3 Units)
BS374 Real Estate Finance (3 Units)
BS375 Corporate Finance (3 Units)
BS376 Mergers and Acquisitions (3 Units)
BS377 Risk Management and Ethics in Finance (3 Units)

CONCENTRATION – INTERNATIONAL BUSINESS

Course Code, Course Title, Credit Units

BS380 Global Markets (3 Units)

BS360 Social Media & Its Application to the Business World (3 Units)

BS372 International Financial Markets (3 Units)

BS356 Introduction to Negotiation (3 Units)

BS381 Principles of International Business (3 Units)

BS352 Culture, Gender and Diversity (3 Units)

CONCENTRATION – ENTERTAINMENT

Course Code, Course Title, Credit Units

BS390 Introduction to Entertainment Business (3 Units)

BS391 Entertainment Management/Representation (3 Units)

BS392 Digital and New Media (3 Units)

BS362 Business Marketing (3 Units)

BS356 Introduction to Negotiation (3 Units)

BS393 Entertainment/Business Law (3 Units)

BS354 Introduction to Leadership and Management (3 Units)

Semester Credit Hours:

Lower Division Core, Upper Division Core and Concentration- 60 Semester Credit Units

Total: 60 Semester Units

Course Descriptions

LOWER DIVISION COURSES

BS100 Statistics for Managers (3 units)

This course features the fundamental concepts and methods of statistics with emphasis on interpretation of statistical arguments. Focus will be on how to best use data to manage an organization. The utilization of empirical data, data analysis, correlation and regression, concepts of probability theory, sampling errors, confidence intervals, and hypothesis tests, will be featured in this course.

BS101 Principles of Accounting (3 units)

This is a practical course that will teach the student how to understand and utilize financial statements in today's business environment. Having a practical knowledge of accounting is imperative for an individual to play a management role in a corporation. Each student will gain an understanding of today's accounting methodologies along with the practical knowledge needed to analyze a companies' balance sheet and make an informed decisions based upon his or her analysis.

BS102 Principles of Finance (3 units)

This course offers an in-depth understanding of principles of finance. It enables the students to understand the terminologies used in the finance, the structure of financial statements and various capital assets. The course provides understanding of how the financial market works and the types of investments that corporations and or investors could utilize. Further, the course provides understanding of the federal tax system, international financial markets, security laws and corporate governance. Upon completion of this course students will have a sufficient understanding of the world of finance and the important role that it plays in business and the tools the managers have at their disposal for making decision with least risk and higher yields.

BS103 Business Communications (3 units)

This course examines the principles of communication in the workplace. The course introduces students to communication by including coverage of communication fundamentals, traditional and electronic messages, written reports and proposals, oral and nonverbal communication, and employment communication. Since effective communication skills help further one's career, every effort will be made to increase the student's awareness of appropriate professional techniques in procuring employment and ensuring proper job performance. Students learn techniques for writing informational, persuasive, sales, employment, good news and bad news communications. Course also covers recent communication technology, multicultural and global communication, business ethics, and teamwork. Students gain a broad range of knowledge and skills in order to become effective communicators.

BS104 Ethics and Critical Thinking (3 units)

This course focuses on the principles of principal-client relationships, fiduciary duties and accountability, respect for human rights, and professional and personal responsibility. This course offers students the opportunity to study ethics and to critically evaluate the value systems of other individuals, groups, and societies. In this course, students learn to differentiate between social faux pas and actionable wrongs and to understand logic and reasoning and professional responsibility. Case studies emphasize the importance of professional and personal ethical codes and the effect of particular choices on an organization. Development of personal philosophies is examined as well as fundamental principles that address the intercultural workplace

BS105 Strategic Business Marketing Fundamentals (3 units)

This course will examine the fundamental concepts associated with the study and practice of marketing. Major topics of discussion include the marketing environment, decision-making, buyer behavior, and marketing mix strategies as they relate to an organization's ability to compete in a global economy. In addition, students will learn to apply the various actions and activities involved in marketing of a product or service.

BS106 Organizational Behavior (3 units)

This course will cover organizational behavior and focuses on the strategic, organizational, cultural, and leadership challenges that organizations experience. Students will examine theoretical perspectives leadership, organizational structure and ways to operate an effective organization. Students will learn how to communicate with co-workers and staff, build teams, and identify key strategies to increase performance of an organization.

BS107 Business Law (3 units)

This course focuses on the sources of American law, law of torts, contracts, personal property, corporations, employment law, and bankruptcy in their application to everyday issues that arise between individuals while conducting business. This course will provide students with information on the basic concepts of law including the difference between criminal law and tort law, breach of contract, unlawful detainer, employment law and bankruptcy in business.

UPPER DIVISION COURSES:**BS300 Business Management and Operations (3 Units)**

This course offers students a comprehensive overview of the fundamental principles and practices of management, including integrating operations management concepts to enhance organizational efficiency and effectiveness. Students will explore managers' roles, functions, and responsibilities in today's dynamic business environment through a blend of theoretical concepts and practical applications.

BS301 Business and the Environment (3 Units)

This course provides a comprehensive exploration of the importance of understanding both the broader external environment and the internal organizational environment for effective decision-making in the business world. By examining the intricate interplay between these two domains, students will develop a deep understanding of the factors that influence organizational performance and the strategic choices made by businesses.

BS302 Business Assessment: Regression Analysis and Forecasting (3 units)

This course provides a foundational understanding of Forecasting and its pivotal role in driving strategic business decision-making. Students will be equipped with the skills to evaluate the accuracy of forecasting methodologies. The course emphasizes practical application, enabling participants to use forecasting results for informed business decision-making.

BS303 Business Strategy and Policy (3 units)

This course reviews the Business Strategic planning process and how local public policy can influence business decisions. The focus of the course is on strategic planning for an organization and public policy development. This course also

teaches a student how to develop a strategic plan for a business and examines outside influences, which can have an impact on the plan including public policy. Focus will be placed on resources available to local business to stay informed of proposed regulations and organizations, which perform business advocacy in an effort to influence policy on behalf of businesses.

BS304 Introduction to Entrepreneurship (3 units)

This course will provide students with the information to assist an individual to become a successful entrepreneur. Students will learn the processes required to start a business including elements of a business plan, teamwork, and creation of a presentation. This course will highlight hurdles and challenges entrepreneurs encounter and allow students to gain valuable practice.

BS305 Economics (3 units)

This course offers an in-depth understanding of both micro and macroeconomics. This course will include both theory and practical applications of economics. The course also focuses on the fundamentals of economics, factors that cause economic instability, economic policy and explore tools used to control and regulate the economy.

CONCENTRATION COURSES

Organizational Leadership and Management

BS350 Introduction to Data Usage and Reporting (3 units)

Data-driven decision-making is becoming more common and more expected. This course introduces students to essential concepts about data usage and reporting. Emphasis is put on business and technical needs, architectural frameworks, data design, integration, and organization. Using case studies and class assignments, students will learn to describe the data analysis process involving collecting, mining, and visualizing data.

BS351 Organizational Change and Conflict Management (3 units)

This course will examine planning for change; the nature and sources of environmental and organizational conflict, strategies for change and conflict resolution within institutions, as well as the implications of conflict and change in the workplace. Also discussed are change theory, cooperation, collaboration, and the management of public disputes.

BS352 Culture, Gender & Diversity (3 units)

This course is an examination of the uniqueness and particularism of gender and culture as they relate to work behavior in the public and private sector. Emphasis will be on the “how” of managing a diverse workforce and the contributions women and men make to the work life of organizations. The legal, historical, psychological, and sociological roots of culture and gender will be explored.

BS353 Human Resource Management (3 units)

This course introduces the key concepts and practices of human resource management. Students will learn how organizations develop and implement strategic HRM plans that center on recruitment and selection challenges, compensation and benefits, motivation, training and development, employee communication, and performance management. This course will further explore contemporary issues, such as globalization, technological advances, and changing workforce demographics. Through case studies, weekly discussions, a course project, and the completion of skills certifications, students will gain a solid understanding of the fundamental principles and practices of HRM and apply them in various organizational contexts.

BS354 Introduction to Leadership and Management (3 units)

This course reviews leadership principles and management styles in a historical context. The focus of the course is on effective leadership in an organizational setting. Project Management approaches may be identified, reviewed and presented in a variety of ways including but not limited to examinations, a hands-on project, an Electronic Portfolio/File which the students update throughout their program, or other assessments of the Professor's choosing

BS355 Organizational Development & Social Media Protocol for Innovation (3 units)

This course focuses on how the advances in technology in general and in the Internet in particular have changed the way individuals and organizations conduct business. Students will explore how organizations research, strategize, plan, and implement ideas across industries in this age of technological development. Through case studies and assignments, students will examine how companies engage in strategic development, branding, and marketing to grow their online presence.

BS356 Introduction to Negotiation (3 units)

This course offers an in-depth study of the nature of legal, environmental, and organizational conflict. The course focuses on strategies and methods of conflict resolution and alternative dispute resolution, including mediation, arbitration, and negotiation. Communication, diverse values, cultures, beliefs, ethics, and philosophies that exist within the American legal system are examined.

Marketing**BS360 Social Media and Its Application in Today's the Business World (3 units)**

This course will explore the use of social media in business and examine why businesses have started to build an online presence. Students will learn how to find and harvest an audience in the new media age and explore the benefits of social media as a tool to grow a business.

BS361 Organizational Development & Social Media Protocol for Innovation (3 units)

This course focuses on how the advances in technology in general and in the Internet in particular have changed the way individuals and organizations conduct business. Students will explore how organizations research, strategize, plan, and implement ideas across industries in this age of technological development. Through case studies and assignments, students will examine how companies engage in strategic development, branding, and marketing to grow their online presence.

BS362 Advanced Business Marketing 3 units)

In this course the student will gain an understanding of how to recognize, plan and evaluate global business marketing in a leadership role. The student will be able to build and manage strong brands to create brand equity and will be able to measure and manage return on marketing. Also, the student will be able to harness new marketing technologies in the digital age and market in a socially responsible way in a global economy.

BS363 Marketing Practicum (3 units)

This course will provide each student with a foundational toolkit to prepare a marketing plan for a variety of different type of businesses. Students will learn and analyze the processes in creating a marketing plan including the fundamental elements of a marketing plan, customer analysis, sales, public relations and presentations. This course will allow students to gain valuable practice and experience facing some of the challenges faced by early stage entrepreneurs as well as corporate marketers. Students will feel familiar and confident after receiving education and practice of becoming a business marketer in the fast paced business world.

BS364 Marketing Research and Analysis (3 units)

Upon completion of this course the student will have a macro-level perspective of marketing research, where it fits within an organization, and how it helps in managerial decision making. The marketing research industry is also discussed, with a brief treatment of both suppliers and users. In describing the marketing research process, a decision-oriented perspective is studied to help an individual make better decisions. Detailed discussions of the process, with numerous examples from the industry, characterize this micro phase. Finally, a macro-level perspective of the applications of marketing research and analysis is examined to address the traditional 4P research, as well as contemporary issues such as brand equity, customer satisfaction research, and emerging issues such as e-commerce, direct marketing, database marketing, and relationship marketing, while taking care to incorporate some of the latest research and developments in these fields.

BS365 Business Public Relations (3 units)

This course will allow you to understand the inner workings of public relations. You will learn to identify strategies and tactics to best amplify public relations efforts

across various fields while understanding the evolving media landscape. By the end of the course you will know how to think like a public relations professional; learning how to identify and understand your target audience and best ways to reach them.

BS366 Introduction to Negotiation (3 units)

This course offers an in-depth study of the nature of legal, environmental, and organizational conflict. The course focuses on strategies and methods of conflict resolution and alternative dispute resolution, including mediation, arbitration, and negotiation. Communication, diverse values, cultures, beliefs, ethics, and philosophies that exist within the American legal system are examined.

Finance

BS370 Introduction to Financial Systems and Institutions (3 units)

BS 370 is an introduction to financial systems and institutions designed to provide the student an overview and analysis of the various financial systems and institutions that dominate our global financial world. Topics include central banking, financial services, financial organizations, income and equity markets and more. It will provide students the basis in which to pursue their financial interests in depth.

BS371 Principles of Fiscal Management and Policy (3 units)

This course is designed to introduce the principles of fiscal management and policies of the fiscal world. Topics include global fiscal policy, corporate fiscal management, as well as revenue and debt administration

BS372 International Financial Markets (3 units)

BS372 introduces students to the unique and compelling world of international financial markets. It will include global banking, a look at various financial marketplaces and how the global marketplace interacts and effects how business is done. Also, it will look at emerging markets and challenges that remain in those areas.

BS373 Investment Vehicles (Capital Markets) (3 units)

A deep analysis of capital markets and investment vehicles. This will include a view of how capital effects corporate investment and how the various markets are affected by monetary policy. Students will look at the roles of financial intermediaries and the future of investment vehicles.

BS374 Real Estate Finance (3 units)

Real Estate Finance introduces the concepts and principals of how corporations and individuals leverage real estate finance to build real estate effective real estate

holdings. This will include income properties as well as development investments. Corporation's management and development of their real estate is crucial to the success of their financial abilities and this course gives students the principles and concepts to properly analyze the related issues.

BS375 Corporate Finance (3 units)

This course will cover the main principles of corporate finance. Students will have an understanding of the factors involved in corporate finance and the ability to analyze the decision-making when looking at corporate finance. It will involve structure, economics and outside factors that are used in corporate finance.

BS376 Mergers and Acquisitions (3 units)

This course will be an overview and analysis of the world of mergers and acquisitions in both a domestic and global business world. Students will study the pros and cons for corporations and the world of business that is created via mergers and acquisitions. Students will also study and analyze the structures, successes and failures of M&A to give them proper perspective and ability to judge and speak knowledgeably about M&A.

BS377 Risk Management and Ethics in Finance (3 units)

A foundational course in the study of how the management of risk protects world markets and the ethical considerations posed as a result.

International Business

BS380 Global Markets (3 units)

An introduction to the structure and interconnectedness of world markets. In today's fast paced and technologically connected environment, what are the global markets and how do they work to get business completed.

BS360 Social Media & Its Application to the Business World (3 units)

This course will explore the use of social media in business and examine why businesses have started to build an online presence. Students will learn how to find and harvest an audience in the new media age and explore the benefits of social media as a tool to grow a business. 3 units

BS372 International Financial Markets (3 units)

BS372 introduces students to the unique and compelling world of international financial markets. It will include global banking, a look at various financial marketplaces and how the global marketplace interacts and effects how business is done. Also, it will look at emerging markets and challenges that remain in those areas.

BS356 Introduction to Negotiation (3 units)

BS356 This course offers an in-depth study of the nature of legal, environmental, and organizational conflict. The course focuses on strategies and methods of conflict resolution and alternative dispute resolution, including mediation, arbitration, and negotiation. Communication, diverse values, cultures, beliefs, ethics, and philosophies that exist within the American legal system are examined. 3 units

BS381 Principles of International Business (3 units)

This course provides an overview of international business and the fundamentals of how companies conduct business on an international scale. Additionally, this course discusses the effects of the global environment on international business.

BS352 Culture, Gender and Diversity (3 Units)

This course is an examination of the uniqueness and particularism of gender and culture as they relate to work behavior in the public and private sector. Emphasis will be on the “how” of managing a diverse workforce and the contributions women and men make to the work life of organizations. The legal, historical, psychological, and sociological roots of culture and gender will be explored.

Entertainment

BS390 Introduction to Entertainment Business (3 units)

An introduction to the fundamentals of the entertainment industry and its structure. What is the business of entertainment? How can a student begin to understand the workings of how business gets completed and how to engage the industry? This class is the introduction to the arena of the entertainment business.

BS391 Entertainment Management/Representation (3 units)

This course evaluates the various legal and management issues presented in the daily representation of clients from various aspects of entertainment.

BS392 Digital and New Media (3 units)

An in-depth look at the innovations in social branding and social media and how businesses utilize these marketing tools for a competitive advantage

BS362 Business Marketing (3 units)

In this course the student will gain an understanding of how to recognize, plan and evaluate global business marketing in a leadership role. The student will be able to build and manage strong brands to create brand equity and will be able to measure and manage return on marketing. Also, the student will be able to harness new marketing technologies in the digital age and market in a socially responsible way in a global economy.

BS356 Introduction to Negotiation (3 units)

BS356 This course offers an in-depth study of the nature of legal, environmental, and organizational conflict. The course focuses on strategies and methods of conflict resolution and alternative dispute resolution, including mediation,

arbitration, and negotiation. Communication, diverse values, cultures, beliefs, ethics, and philosophies that exist within the American legal system are examined.

BS393 Entertainment/Business Law (3 units)

A look at how business law interacts and applies to the entertainment industry. Fundamentals of what are the most relevant and applicable laws within the entertainment industry and how they are used to execute the various aspects of business within this thriving industry.

BS354 Introduction to Leadership and Management (3 units)

This course reviews leadership principles and management styles in a historical context. The focus of the course is on effective leadership in an organizational setting. Project Management approaches may be identified, reviewed and presented in a variety of ways including but not limited to examinations, a hands-on project, an Electronic Portfolio/File which the students update throughout their program, or other assessments of the Professor's choosing.

FACULTY LIST

A

Aboutalebi, Shaghayegh

J.D., University of West Los Angeles, Inglewood, CA (2017)

BA, Political Science, California State University Northridge, Northridge, CA (2011)

B

Baird, Joseph

J.D., St. Thomas University, Miami Gardens, FL (2005)

BA, Classical Culture, University of Oklahoma, Norman, OK (2002)

California State Bar #98342

Bellamy, Sherice

Ed.D, Higher Education Leadership, Nova Southeastern University, Orlando, FL (2016)

MBA, International Business, University of La Verne, La Verne, CA (2006)

BS, Management, Pepperdine University Graziadio School of Business, Malibu, CA (2001)

Bermudez, Manuel

MBA, California State University Fullerton (2013)

BS Business Finance, California State University of Long Beach (2008)

Bowman, John

JD, University of West Los Angeles, School of Law, Inglewood, CA

MSBA, Financial & marketing Management, West Coast University, Los Angeles, CA (1975)

BSEE, Electrical Engineering, Milwaukee, WI (1969)

Brown, Lauren

Ph.D., Social Policy, Florence Heller School of Social Policy & Management, Brandeis University, Waltham, MA (2008)

MPP, Irving B. Harris School of Public Policy, University of Chicago, Chicago, IL (1994)

BA, Sociology, University of California Los Angeles, Los Angeles, CA (1991)

Brown, Talon

J.D., Pepperdine University School of Law, Malibu, CA (2011)

BS. Finance and International Business, Villanova University, Villanova, PA (2008)

California State Bar: 281501

Brown, Troy

MBA, University of West Lo Angeles, Inglewood, CA (2016)

C**Clifton, Romunda**

MA, Public Administration, California State University Dominguez Hills, Carson, CA (1995)

BA, Human Service Adult Life & Gerontology, California State University Dominguez Hills, Carson, CA (1992)

Cole, A. Beverly

J.D., Fordham University, New York, NY (1977)

MBA, Wharton School, University of Pennsylvania, Philadelphia, PA (1983)

BA, Asian & International Studies, Boston University, Boston, MA (1973)

D**Davis, Jamil**

MS, Nursing, Albany University, Albany, GA (2012)

BS, Nursing, Albany University, Albany, GA (2008)

Georgia Registered Nursing License #RN188113

E**Ellis, Aubrey**

J.D., University of California, Davis (1974)

MA, Behavior Science: Negotiation and Conflict Management, California State University Dominquez Hills, Carson, CA (1990)

BA, History & Criminology, University of California Berkeley, Berkeley, CA (1970)

F**G****Gilliam, Dreana**

MBA, Everett College, Danville, VA (2010)

BBA, Everett College, Danville, VA (2005)

MA, Organizational Leadership, Biola University, La Mirado, CA (2007)

BS, Human Development, Hope University, Fullerton, CA (2005)

Guo, Nick

PhD Candidate Agriculture and Environmental Science, West Texas A&M University, Canyon. TX

MS Environmental Science, West Texas A&M University, Canyon. TX

Grant, Kevin

PhD, Philosophy in Global Leadership and Entrepreneurship Regent University, Virginia Beach, VA (2008)

MBA, Entrepreneurial Finance, Azusa Pacific University, Azusa, CA (1994)

BA, Business Administration, Sterling College, Sterling, KS (1979)

Grenway, Bernard

PhD, Applied Management, Walden University, Minneapolis MN

Ed.D Doctorate of Higher Education Administration (in process), Maryville University, St. Louis MI

MBA, Global Management, University of Phoenix, Phoenix AZ

MS, Human Relations & Business, Amberton University, Garland TX.

MA, Legal Studies, Purdue University Global, West Lafayette, IN

BS, Liberal Arts Minored in International Relation, University of Maine at Presque Isle. Presque Isle, ME.

H**Hernandez, Esperanza**

M.Ed., Adult Education and Training, University of Phoenix (2011)

BS, Criminal Justice Administration, University of Phoenix (2008)

House, Loren

MA, Negotiation & Conflict Management, California State University Dominguez Hills, Carson, CA

MBA, Taxation, Golden Gate University, San Francisco, CA (1991)

BA, Political Science, Howard University, Washington DC (1980)

J**Jafari, Shadi**

MA, Global & International Studies, University of California Santa Barbara, Santa Barbara, CA (2016)

BA, International Studies, University of California Irvine, Irvine, CA (2013)

BA, Literary Journalism, University of California Irvine, Irvine, CA (2013)

Jain, Sundeep

MSM, Business Management, Oakland City University, Oakland City, IN (2001)

BA, Business Administration, University of St. Francis, Fort Wayne, IN (1988)

K

Klein, Judith

Ph.D., Public Health, Walden University, Minneapolis, MN (2010)

MS, Public Health, Walden University, Baltimore, MD (2008)

MBA, National University, La Jolla, CA (1996)

BS, Microbiology & Immunology, McGill University, Montreal, Canada (1976)

L

Leventhal, Jonathan

J.D., University of West Los Angeles School of Law (2009)

California State Bar: 262910

Luo, Benny

BA, Psychology, University of California, Irvine (2010)

M

Manzo, Dennis

MA, Management, University of Redlands (2012)

BS, Human Resource Management, Kaplan University, Chicago, IL (2007)

Martin, Perry

EdD, Organizational Leadership, University of La Verne, La Verne, CA

MA, Human Resource Development, Webster University, St. Louis, MO (2011)

MBA, Webster University, St. Louis, MO (2009)

MA, Leadership and Management, Webster University, St. Louis, MO (2008)

BS, Social Psychology, Park University, Parkville, MO (2003)

Medvin, Jacob

MBA, California State University Long Beach (2018)

BA Sociology, University of California Santa Barbara (2001)

N

Nicholas, Vanita

J.D., Texas Southern University, Houston, TX (1975)

BA, Modern Foreign Languages, Fisk University, Nashville, TN (1969)

O

P

Q

Quarles, Starlett

MS, Industrial/Organizational Psychology, California School of Professional Psychology, San Diego, San Diego, CA (2000)

BS, Sociology, University of California at Los Angeles, Los Angeles, CA (1994)

R

Reeves, Danielle

EdD, Higher Education Administration, Argosy University, Los Angeles, CA (2015)

MBA, University of Phoenix, Phoenix, AZ (2003)

BS, Business Management, California State University Northridge, Northridge, CA (2002)

Ruiz, Cynthia

MS, Counseling, California State University Los Angeles, Los Angeles, CA (1980)

BS, Counseling, California State University Los Angeles, Los Angeles, CA (1978)

S

Safaie, Majid

J.D., University of West Los Angeles, Los Angeles, CA (1995)

MA, Economics, California State University Los Angeles (1981)

BS, Accounting, Woodbury University, Burbank, CA (1979)

California State Bar #185129

Schugart, Kimberly

Postdoctoral Fellowship, Theoretical Chemistry, California Institute of Technology – Pasadena, CA

PhD, Chemistry - Theoretical Chemistry University of Wisconsin, Madison, WI

Bachelor of Arts, Chemistry, Northwestern University, Evanston, IL

Scott, La Tonya

PhD, Organization and Management, Capella University, Minneapolis, MN (2012)

MBA, Pfeiffer University, Misenheimer, NC (2006)

BS, Business Administration, Mount Olive College, Mount Olive, NC (2005)

Shahverdian, Shant

MBA, Management Concentration, California State University Northridge, Northridge, CA (2009)

BS, Business Management, California State University Northridge, Northridge, CA (2007)

Smith, Almuhtada

J.D., University of California Los Angeles, Los Angeles, CA (2008)

BA, Business Administration, Morehouse College, Atlanta, GA (2005)

California State Bar #263762

Spears, Jason

Doctor of Jurisprudence Florida Coastal School of Law, Jacksonville, FL; (2005)

Regent's Bachelor of Arts: Marshall University, Huntington WV (2002)

Associate of Applied Science, Paramedic Science: Marshall University, Huntington, WV (2001)

Music Business Management: Middle Tennessee State University, Murfreesboro, TN (1998)

Strauss, Sasha

MS, Strategic Corporate Communications Management, University of Southern California, Los Angeles, CA (2005)

Executive Business Management Certificate, University of California, Los Angeles, Los Angeles, CA (2003)

BA, Political Science, University of California, Irvine, Irvine, CA (1999)

T**Teeter, Christian**

Ed.D Higher Education Administration Concentration, University of Southern California, Los Angeles, CA

MBA, University of Southern California, Los Angeles, CA

BA, Colgate University, Hamilton, NY

Thatch, Thela

PhD. Philosophy, Public Policy and Admin, Walden University, Baltimore, MD (2020)

Master of Philosophy, Public Policy and Admin, Walden University, Baltimore, MS (2020)

MBA, North Greenville University, Tigerville, SC (2011)

Tremblay, Aaron

MBA International Management, Western Michigan University, Kalamazoo, MI (2008)

BA, Pre-Law General Business Administration, Western Michigan University, Kalamazoo, MI (2006)

V

Vanderpool, Jan

Ph.D, Education, University of Southern California, Los Angeles, CA (2008)

MA, Psychology, Pepperdine University, Malibu, CA (2005)

MA, Educational Technology, Pepperdine University, Malibu, CA (2004)

MBA, Finance & Accounting, New York University, New York, NY (1977)

BA, Psychology& Chemistry, Luther College, Decorah IA (1971)

W

Watts, Monique

Ed.D, Education, Pepperdine University, Malibu, CA (2016)

MPA, Public Administration, California State University Dominguez Hills, Carson, CA (2004)

BS, Political Science/Business Administration, California State University Dominguez Hills, Carson, CA (2001)

FACULTY INFORMATION AND QUALIFICATIONS

Every faculty member teaching in a term will hold “virtual office hours” weekly. Faculty members are required to be available at least one hour per week for each course taught. Students will be able to access their instructor via email or telephone. The faculty member’s office hours are published within the course syllabus.

Faculty members possess diverse educational backgrounds and meet all minimum requirements as outlined by the Bureau for Private Postsecondary Education as duly qualified faculty. All faculty members have expertise in their field of specialty or in the emphasis that they teach. UWLA maintains documentation that demonstrates each faculty member is duly qualified to teach in the area that the faculty member was assigned.

All School of Business faculty have over four years of professional experience in their respective industries/fields and have documented educational credentials to teach the courses assigned. Refer to the Faculty List below for comprehensive list of all current School of Business faculty members and their respective qualifications (this list may not contain all professors as the SOB may periodically add new professors to the program).

UWLA Teach-Out Policy

According to the Western Senior College and University Commission (WSCUC) Teach-Out

Plans and Agreement Policy, “an institution accredited by the Commission must submit to the Commission for its prior approval a teach-out plan or agreement upon the occurrence of any of the following:

1. The Secretary of Education notifies WSCUC that the Secretary has initiated an emergency action against an institution in accordance with section 487(c)(1)(G) of the HEA or an action to limit, suspend, or terminate an institution participating in any Title IV, HEA program, in accordance with section 487(c)(1)(F) HEA, and that a teach-out plan is required.
2. WSCUC acts to withdraw, terminate, or suspend accreditation or candidacy of the institution.
3. The institution notifies WSCUC that it intends to cease operations entirely or close a location that provides one hundred percent of at least one program.
4. A state licensing or authorizing agency notifies WSCUC that an institution’s license or legal authority to provide an educational program has been or will be revoked.”

Per WSCUC, a Teach-Out Plan:

1. must provide for the equitable treatment of students by ensuring that the institution

has the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling, and to meet all of obligations to its existing students;

2. must specify additional charges, if any, and provide for notification to the students of any additional charges.

If any of the 4 aforementioned events occur and the institution or institutional location that provides 100% of one program ceases to operate before all students have completed their program of study, University of West Los Angeles (UWLA) will enact this policy with the intent to satisfy all teach out requirements established by WSCUC and to protect the interests of students. UWLA will engage execution of the teach-out plan or the execution of a teach-out agreement depending on what satisfies the equitable treatment of the students.

All decisions will be made in a timely manner, with input of all stakeholders and with careful and thoughtful coordination. Decisions will be considered time sensitive and clearly communicated with all parties.

Procedure:

Prior to termination of the program, the program Dean must conduct a program review that examines potential factors limiting the program's viability, including but not limited to: Demographics; Job data; external requirements; enrollment trends; financial considerations. If it is determined that the termination of the program is the best course of action, the University will proceed to the proposal phase.

Any proposal for the termination of a UWLA academic program will contain evidence and rationale in support of the decision to terminate. The proposal will then be forwarded to the Executive team, Academic Senate, Faculty Senate, CEO and Board of Managers for review. The proposal must include a teach-out plan that considers the following:

1. Reason for program(s) termination;
 2. Nature and number of program(s) affected;
 3. Dates/Timeline of program termination;
 4. Number of students currently enrolled;
 5. Statistics on students' status and progress toward attaining each program's degree and/or certificate;
 6. Statistics on resources used to offer the program(s);
 7. Explanation of how students enrolled in the program will be informed of the impending termination;
 8. Explanation of how students enrolled in the program will be assisted in completing their program of study with minimal disruption or additional expense;
 9. Signed copies of teach-out agreements with other institutions, if any are required;
- and

10. Provisions, if any are required, for storing student records, disposition of final financial resources and other assets.

11. the proposal's effects on student recruitment and degree completion, and academic planning and standards (curriculum planning);

12. the proposal's effects on budgetary, financial, and planning issues.

If the proposal is deemed following this review to be in the best interest of the students and UWLA, the CEO and Chairman of the Board of Managers in partnership with the Provost's Office will facilitate faculty review of the proposal.

If the proposed termination is approved by the faculty, Provost and CEO, the proposal will be forwarded to the Board of Managers for final consideration and approval. It will be of particular note that students and faculty be notified in writing a date of program closure as soon as possible and the notice include a rationale of termination. UWLA will also work with regional Universities to negotiate transfer arrangements when feasible.

For affected students, an academic plan will be developed for each student that enables the student to complete the curricular program requirements within the teach-out period. The University will make every reasonable effort to offer the courses needed and to support students through program completion in a timely manner and provide independent study plans if required. Students should be aware:

1. The teach-out period will, typically, not be continued for more than two academic years following the date on which the notice of termination is given to students. Programs will determine, on a case-by-case basis, the necessary length of a teach-out plan within this timeframe.
2. Students who do not make adequate progress in their academic plan for teach-out will be advised into another degree-granting program.
3. If a course required for the degree is not offered in the teach-out period, students may make arrangements, with the program Dean's consent, either to take the course at another institution and transfer the credit or to arrange with the program to complete the requirements in some other academically appropriate fashion.
4. Students are required to have ongoing contact with their Student Services contact during the teach-out period to ensure that their academic plans are current and consistent with the projected course offering.

Appendices

A / [Student and prospective student code of conduct and discipline]

B / [Grade changes]

C / [Grade change form]

D / [School of Business change of status form]

E / [Incomplete grade form]

F/ (Complaint and Grievance Procedures)

Appendix A

STUDENT AND PROSPECTIVE STUDENT CODE OF CONDUCT AND DISCIPLINE

The School of Business has adopted this Code of Conduct and Discipline that sets the standard of conduct expected of students admitted to or attending the School of Business. ALL students are bound by the provisions of the Code of Conduct by virtue of their admission to and attendance in the School of Business.

While pursuing a degree encourages debate, advocacy, and expression of a difference of opinion, students are expected to conduct themselves in a respectful and ethical manner. The School of Business is actively committed to creating and maintaining an environment that respects the dignity of individuals and groups.

Prohibited Conduct

For any of the following causes, a student may be subject to disciplinary action by the Dean:

1. Willful violation of a rule of the School of Business that requires the student to do or refrain from doing an act connected with or in the course of the student's conduct as a student of the University. All such rules shall be issued by the University and distributed in such a manner as to furnish adequate notice to students. All students have the responsibility to read same and shall be deemed to have actual knowledge of rules so distributed.

2. Willful interference with the orderly conduct of the educational or administrative functions of the University.

3. Willful physical abuse or threat of such abuse to: a faculty member, administrator, official or employee of the University, another student of the University, another person on the University premises or at a University approved, sponsored or supervised event.

4. Theft or willful abuse of University property or property of another on the University premises.

5. Distribution or possession for purposes of distribution, any controlled substance or illegal drug on the University premises. Also, the use or possession of any controlled substance or illegal drug on University premises.

6. Forgery, alteration or misuse of University documents, records, keys, or identifications.

7. Willful and material misrepresentation or non-disclosure concerning qualifications for admission to the School of Business.

8. Commission of a criminal act, including computer crime that reflects adversely on the student's honesty and/or trustworthiness.

9. Engaging in conduct whether or not criminal that reflects negatively upon the student's moral character. This conduct includes but is not limited to acts of harassment, disorderly or lewd conduct, dishonesty, fraud, deceit or intentional misrepresentation.

10. Committing an act of dishonesty, which may include any of the following:

a. Cheating: Copying of work of another student or permitting copying by another student; completing an assignment for another student; submitting material produced by someone else; altering graded work after instructor evaluation and resubmitting it.

b. Plagiarism: Taking the words or substance of another and either copying or paraphrasing the work without giving credit to the source (e.g., through footnotes, quotation marks, reference citations).

c. Other: Providing material to another person with knowledge it will be improperly used; possessing another student's work without permission; selling or purchasing materials for class assignments; altering another student's assignment; knowingly furnishing false or incomplete academic information; altering documents affecting student records; forging a signature of or falsifying information on any official academic document.

The above rules and Code of Conduct are absolute. This prohibition is applicable at all times and in all places –real time and real space, as well as cyber time and

electronic space. This prohibition includes oral, written, and electronic communications of all kinds.

Disciplinary Code

The Dean may impose discipline for a violation of the Code of Conduct, a University policy or a campus regulation. These sanctions are not mutually exclusive and may be imposed in combination. A record of a prior violation of the Code of Conduct or University policy may be considered in determining the appropriate sanction for a subsequent violation.

The following are authorized sanctions for such violations:

1. **Denial of Admission:** Denial of admission or re- admission to the University for an indefinite period.
2. **Warning:** Written notice that continued or repeated violations of specified University policies or campus regulations may be cause for further disciplinary action, normally in the form of Loss of Privileges and Exclusion from activities, suspension or dismissal.
3. **Loss of Privileges and Exclusion from Activities:** Exclusion from participation in designated privileges and extracurricular activities for a specified academic term or terms. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities or violation of University policies or campus regulations during the period of the action may be cause for further disciplinary action, normally in the form of suspension or dismissal.
4. **Suspension:** Termination of student status for a specified academic term or terms with reinstatement thereafter a specified time. Violation of the conditions of Suspension or of University policies or campus regulations during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.
5. **Dismissal:** Termination of student status for an indefinite period. Re-admission to the University shall require the specific approval of the Dean.
6. **Exclusion from the Campus:** Exclusion of a suspended or dismissed student from campus when there is reasonable cause to believe that the student's presence there will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions, or other disruptive activity incompatible with the orderly operation of the campus.
7. **Interim Suspension:** Exclusion from classes, or from other specific activities on the campus, set forth in the Notice of Interim Suspension, before final determination of an alleged violation. A student shall be restricted only to the minimum extent

necessary when there is reasonable cause to believe that the student's participation in University activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions or any disruptive activity. A student placed on Interim Suspension shall be given prompt notice of the charges and the opportunity for a prompt hearing on the Interim Suspension.

8. Reinstitution: Reimbursement for damage to or misappropriation of University property may be imposed either exclusively or in combination with other disciplinary action. Such reimbursement may take the form of monetary or appropriated service to repair or otherwise compensate for damages. Reinstitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.

9. Academic Penalty: Whole or partial withdrawal of credit for a course or examination (including the awarding of a failing grade) or a combination of such penalties. An academic penalty may be imposed only with respect to the course(s) in which the violation occurred, and only with the consent of the respective professor.

10. Loss of scholarship or financial aid consistent with governmental regulations.

11. Any other sanctions the Dean deems appropriate. In the event of an expulsion or suspension that terminates a student's right to attend class during a term or summer session, the University shall retain only that portion of the total term or summer session tuition as the number of weeks of class completed before termination bears to the total number of weeks of class in the semester or summer session. The balance, if any, paid by or on behalf of the student, shall be returned to the student or lender, or in the case of a scholarship, refund proceeds shall first be paid to the scholarship funding the source, and the balance, if any, shall be paid to the student. The term "scholarship" used herein shall include grants.

Disposition of Alleged Violation

Alleged violations of the Code of Conduct or other campus policies are to be reported to the Dean. If the Dean believes action should be taken on the charge, the Dean will notify the student who is the subject of the charge that an investigation will ensue. The Dean is responsible for conducting the investigation.

The Dean shall have the power to question persons with pertinent information, to examine pertinent materials, and to question the accused student if s/he is willing to speak. If the accused student intends to defend against or explain the alleged conduct that led to the potential violation, the student must speak with the Dean about the conduct and identify potential witnesses or documents that would support the accused student's position. The Dean must interview the potential witnesses and review the documents identified by the accused student.

Upon conclusion of the investigation, the Dean shall submit the results of the investigation to a panel, which will be composed of the Chair of the Faculty Senate, a member of the faculty currently on staff of the accused student's choosing, and a member of the faculty currently on staff of the Chair of the Faculty Senate's choosing.

The Panel will review the results of the Dean's investigation. The accused student may submit a written statement to the Panel for its review, but the statement may not include any information, potential supporting witnesses, or potential supporting documents that the student did not previously provide to or identify for the Dean unless the information was unknown or unavailable to the accused student previously.

The Panel shall determine whether or not a violation has occurred. If no violation is found to exist because the allegation is without merit, the conduct is de minimus, or the evidence is insufficient, the Dean shall keep a record, separate from the student's permanent file. Such record will not be disclosed except under compulsion of law or upon signed consent from the student.

Following a final decision that no violation has occurred, the Dean shall notify the accused student and the person(s) who filed the notice of the alleged violation.

Should the Panel determine that a violation did occur; the Panel shall inform the Dean. The Dean shall determine any sanction(s) imposed. The Dean shall provide the student with written notice describing the violation and the sanction(s) imposed.

Review Process

The President may review the disciplinary action upon written petition of the student or prospective student against whom disciplinary action has been taken. The written request must be submitted no later than 10 days after official notice of the disciplinary action. No petition for review will be accepted after that time. The President shall make and render a decision within 30 days. The President's decision is final.

Appendix B

GRADE CHALLENGES

It is the right of every UWLA student to challenge and/or appeal grades that have been posted on their student record. However, students are required to follow published policies and procedures for formal grade challenges and requests for grade changes. Below is an outline of these policies and procedures:

Modular Assignment Grades

The following policies and procedures apply to all challenges to grades awarded for modular assignments:

1. A challenge to an assignment grade must be submitted to the professor of record for the course within 5 business days after the student receives the official assignment grade notice.
2. The professor shall issue a formal response to the grade challenge within 3 business days of receipt.
3. If approved by the professor, a grade change will be reflected in the course record.
4. Grade challenges denied by the professor may be appealed to the Dean within 2 business days after the student receives the formal response from the professor.
5. The Dean shall issue a formal response to the assignment grade appeal within 5 business days of receipt. This response shall be copied to the professor. If approved by the Dean, the appropriate grade change will be reflected in the course record.
6. The decision of the Dean may be appealed to the President (or designee) for blind review within 2 business days, only if and when an assignment grade adversely impacts the course final grade. Otherwise, the decision of the Dean on an assignment grade challenge is final.
7. Students choosing to appeal the decision of the Dean acknowledge and agree that the final grade after appeal might be: the same grade as prior to the appeal; a higher grade; or a lower grade than that assigned by the course professor.

Final Course Grades

The following policies and procedures apply to all challenges to final course grades:

1. A grade challenge must be submitted to the professor of record within 5 business days after the official final grade notice.
2. The professor shall issue a formal response to the grade challenge within 5 business days of receipt.
3. Grade challenges denied by the professor may be appealed to the Dean within 2 business days after formal response from the professor.
4. The Dean shall issue a response to the appeal within 5 business days of receipt.

5. If approved by the Dean, a grade change recommendation shall be submitted to the Office of the Registrar.
6. In the event of denial by the Dean, the student may appeal to the President (or designee) of the appropriate program.
7. Any appeal to the President shall be submitted within 2 business days of the response from the Dean.
8. Challenges must include a statement clearly identifying the course, the courses number, the Session and the professor,
9. Challenges must include the reason for the challenge and all relevant facts and documentation to allow the President (or designee) to make a decision concerning the challenge.
10. The burden of proof for all grade challenges/appeals rests with the student who must clearly demonstrate that the grade being challenged, or denial of earlier challenges were the result of error or discrimination or were otherwise arbitrary or capricious.
11. The President (or designee) may subject the student's coursework to blind review and shall respond to the student in writing within 10 business days of receipt of the student's appeal.
12. Students choosing to challenge a course grade acknowledge and agree that the final grade following a grade appeal might be: the same grade as prior to the appeal; a higher grade; or a lower grade than that assigned by the course professor.

Grade Petition for Extraordinary Circumstances

UWLA recognizes that students face unforeseen special, extraordinary or extenuating circumstances in their lives that adversely impact their ability to complete and submit course requirements timely. UWLA is committed to working with students facing such circumstances to identify appropriate and flexible solutions to ensure successful completion of educational objectives. In the event of special, extraordinary or extenuating circumstances leading to a failing grade in a course, students may submit a formal grade petition requesting an opportunity to submit missing work for a grade change. The following procedures apply to all grade change petitions:

1. A grade change petition must be submitted within 30 days of posting of the course final grade.

2. The petition must be supported by documentation of special, extraordinary or extenuating circumstances.
3. The Dean (or designee) shall review the petition and supporting documents, consider the academic record of the student, and render a decision within 5 business days.
4. If the petition is approved, the student will be permitted to submit missing coursework required to complete the course objectives within a specified timeline.
5. The course Professor will review and assign appropriate grades to the new submissions.
6. Upon completion of the review, the Professor shall post a final grade within 5 business days.
7. Students acknowledge and agree that approval of a grade change petition is not guaranteed.
8. Students further acknowledge and agree that the final grade will depend on the quality of the assignments submitted and that approval of a grade change petition does not guarantee a passing grade.
9. Approval of the grade petition does not alter a student's obligations under any tuition assistance program or financial aid agreement.
10. Denial of any grade petition may be appealed to the college Dean within 5 business days. The Dean shall render a decision within 5 business days. The decision of the Dean on all grade petition appeals shall be final.

Appendix C

GRADE CHANGE FORM

Instructors should complete and submit this form to the Registrar's Office to request a change of grade. The form may be utilized to address 3 distinct grade change situations:

1. Change a grade submitted in error by the instructor electronically, for the most recent semester. This form will not be accepted by the Registrar's Office once 45 days from the last day of the class for which the "I" was given has elapsed.
2. Change an "Incomplete Grade" to a final letter grade.
3. After specific review or educational assessment and a determined grade change necessary

Date of Submission: _____

Course Term: _____

Student's Name _____

Student ID _____

Name of Course for Which "I" Was Given _____

Course Number _____

Current Letter Grade____ **Letter Grade to be Assigned**____

Justification for Grade Change Request:

___**Data Entry Error** ___**Computational Error** ___**Other**

"Incomplete Grade" Requirements Completed

Other (Please Specify Reason): _____

Instructor's Name _____

Instructor Contact Information (Email and Telephone)

Appendix D

SCHOOL OF BUSINESS CHANGE OF STATUS FORM

DATE_____ **NAME** _____

ADDRESS_____

CITY, STATE, ZIP _____

PHONE # _____

EMAIL _____

Last Day Attended _____

Cumulative GPA: _____

Petitioner specifically requests the following action(s) to be taken:

- ☐ Leave of Absence (\$25.00)
- ☐ Voluntary Student Withdrawal
- ☐ Dropping Courses (\$25.00)
- ☐ Administrative Dismissal

Note: If you are requesting a Leave of Absence, you must submit a written statement indicating why you are requesting the leave.

Be advised that approval of certain requests is governed by criteria that are outlined in the most current version of the campus catalog. Any false statement is a violation of the Student Code of Conduct.

I declare that the statements contained herein are true to the best of my knowledge.

STUDENT'S SIGNATURE DATE

FOR OFFICE USE ONLY

DATE GRANTED DENIED

FOR INTERNAL USE ONLY

Grade entered on _____ Signature _____ Date _____

Dean's Signature _____ Date _____

Appendix E

INCOMPLETE (I) GRADE FORM

Explanation of Form:

No credit used for verifiable, unavoidable reasons. Since the "Incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" "Incomplete" have been awarded must be completed within 45 days or another grade (A, B, C, D, or F) may be awarded by the instructor based upon course work that has been completed. A "W" grade should be awarded by a Dean only under mitigating circumstances, which must be documented, and a copy of this documentation must be placed in the student's academic file.

Instructions to Faculty Member:

1.This form must be filled out for each "Incomplete" assigned on your grade roster(s).

2.The grade roster(s) and Incomplete Form(s) are DUE in the Dean's Office for submission to the Registrar's Office no later than the 5 business days after classes have ended. The Dean's or Registrar's Office will immediately send a copy to the

student to inform him/her regarding what is needed to complete the class for a grade.

3.The original of this form will remain in the permanent student file. Please keep a copy for your records.

Student Id Number

Student's Name

Semester Fall__ Spring__ Summer__ 20__

Course Prefix Number Section

List the work that needs to be made up (test, quiz, exam, research paper, other):
Instructors may include specific deadlines for assignments if they choose.

REQUIRED

Grade to be awarded if missing work is not made up A_ B_ C_ D_ F_
(If no grade given, then an F will be assigned).

Instructor's Signature

Date

Appendix F

COMPLAINT AND GRIEVANCE PROCEDURES

Students are advised to utilize the appropriate administrative procedure for resolving complaints. The School of Business has separate policies that govern student conduct, sexual harassment, sexual assault, and discrimination (based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status or physical or mental disability.)

Students are advised to contact the Dean or Director of Student Services if unsure of which policy applies to their particular situation.

If a student has a complaint or grievance that does not fall into one of the stated policies, the student may utilize the general Grievance Procedure listed below.

Grievance Procedure

The University has an open door policy that encourages students to bring suggestions, complaints, and grievances to the administration for discussion and, when appropriate, informal resolution.

The Grievance Procedure has been established to give students a vehicle to resolve situations, conflicts or disputes in a professional, unbiased, and documented

procedure. Matters that have been resolved by another procedural process outlined in the Catalog are considered final and may not be the subject of a grievance under this policy.

Informal Resolution

The parties involved in the situation are encouraged to meet and confer in an effort to resolve the situation. This encourages communication between the student and the faculty, staff, administrator or other student involved and enhances an opportunity to reach an agreement. No written records are maintained in the student file at this stage.

While it is hoped that resolution is reached at the informal resolution meeting, there is no requirement to meet informally prior to filing a formal complaint.

Formal Resolution Process

To file a formal complaint, the student must complete Notice of Grievance Form and submit it to the Dean. (The form is available in the UWLA Business Office and published in the Catalog. Upon receipt of the submission, the Dean will request a response to the allegations from the party or parties identified in the student's Notice of Grievance Form. Said response will be due to the Dean 15 days from said request.

Once the Dean has received the response(s), the Dean, may, after review and investigation,

1. Conduct a formal meeting with all parties to discuss and attempt to resolve the grievance or,
2. Issue a written resolution statement that is to be followed by all parties.

If the Dean finds that the issue cannot be resolved in his or her office, the Dean must directly forward the issue to the President's Office within five days. The President's Office will file and date the Dean's Letter of Findings on the day of acceptance.

The President then has 15 days to either (1) have a formal meeting with any/all parties concerned to resolve the matter, or (2) issue a written statement on the resolution or findings to be followed by all parties concerned. The decision of the President is final and binding on all parties.

When the Dean has resolved the matter and the student is not satisfied with the Dean's written resolution statement or the results of the formal meeting, the student must submit all relevant material with a Notice of Appeal – Grievance Determination to the Office of the President within 10 days of receipt of the Dean's decision. The Office of the President will date and file receipt of the Notice of Appeal on the day of

acceptance. The President has 15 days after receipt of the Notice of Appeal to either (1) conduct a formal meeting with any/all parties involved in the grievance, or (2) issue a written statement of resolution or findings, which is to be followed by all parties concerned. The decision of the President is final and binding on all parties.

PROCEDURE FOR STUDENT GRIEVANCES AND/OR COMPLAINTS OF UNLAWFUL HARASSMENT OR DISCRIMINATION

The School of Business (SOB) has an open-door Grievance Policy, which encourages students to bring suggestions, complaints, and grievances to the administration for discussion and, when appropriate, informal resolution. Members of an academic community must be able to study in an atmosphere of mutual respect and trust. The University of West Los Angeles is committed to creating and maintaining an environment which respects dignity of individuals and groups.

The goal of the School of Business is to have a process that is sensitive to the needs of students as well as the rights of those against whom allegations have been made.

Students who believe they have been harassed or discriminated against based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability shall have a right to file a complaint. Such complaints will be handled pursuant to the UWLA policies covering the specific area of the complaint.

Complaints must be filed one year of the alleged unlawful harassment or discrimination or within one year of the date on which the complainant knew or should have known of the facts of the harassment or discrimination incident.

Informal Process

A student who has reason to believe that he/she may have been a victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability may resolve the matter through an informal process under this procedure. Participation in the informal process is optional and not a prerequisite to filing a formal complaint

The school of Business has established the following informal procedure to resolve charges of harassment or discrimination within 30 calendar days:

1. A student who alleges that he/she has personally suffered harassment or discrimination should be referred to the Dean to directly discuss his/her concerns.
2. The dean shall meet with the student to:
 - a. Understand the nature of the concern;
 - b. Give the student a copy of the School of Business' policy and procedure concerning such unlawful discrimination and inform the

student of his/her rights under the informal and formal complaint procedures

- c. Assist the student in any way advisable.
 - d. *If the student is willing to resolve the matter informally, it may not be necessary to pursue a formal investigation (unless warranted by the seriousness of the charge).
3. The Dean shall inform the respondent of the possible complaint and allow the respondent an opportunity to state the facts as known to him/her
 4. If, after meeting jointly or separately with the Dean, the parties agree to a proposed resolution, the resolution shall be implemented and the informal process shall be concluded. At any time during the informal process, the complainant may initiate a formal complaint.
 5. The Dean shall keep a written log of discussion and a record of the resolution. This information shall become part of the official investigation file if the complainant initiates a formal complaint. If the parties reach an agreement resolving the complaint, a letter summarizing the informal investigation and the resolution agreed upon shall be sent to the complainant and the respondent and kept as part of the record.
 6. Once a complaint is put in writing and signed by the complainant, the complaint is considered to be formal and the formal complaint procedures should be followed.

Formal Process

1. A student who alleges that he/she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, or physical or mental disability shall complete and sign the Complaint/Notice of Grievance form within one year of the alleged incident or within one year of the date on which the complainant knew or should have known of the facts of the harassment or discrimination incident.
2. On the Complaint/Notice of Grievance form, the complainant shall describe in detail the alleged harassment or discrimination and the action the complainant requests to resolve the matter. All written requests should be signed and dated by the complainant and shall contain at least the name(s) of the individual(s) involved, the approximate date(s) of the event(s) at issue and a detailed description of the actions constituting the alleged harassment or discrimination. Names, addresses and phone numbers of witnesses or potential witnesses should be included if possible.
3. Within three (3) working days after receipt of a signed complaint, the Dean will review the complaint to determine whether it describes the kind of harassment or discrimination which is prohibited under these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct. (In the event the complaint is made against the Dean, the President shall make the determination). If the complaint does not describe the kind of prohibited conduct the University investigates under the procedures, the complainant will be notified and will be referred to the

appropriate process. If the complainant does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding whether the alleged misconduct is covered under these procedures, the complaint will be returned and the complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

4. Within three (3) days of receiving a complaint or amended complaint, the Dean shall appoint an outside investigator to investigate the charges. The Dean shall send a copy of the complaint to the President and a notice of the complaint and these procedures to the respondent.
5. The outside investigator shall, within ten working days of the complainant's referral to the formal process, give the complainant an opportunity to meet with the outside investigator to review the nature of the complaint and identify the scope and nature of the investigation. If the complainant fails to meet with the outside investigator within a reasonable time (usually 30 working days); the investigation will continue based on the written formal complaint. Within ten working days of the meeting with the complainant (or 30 days as noted herein), the outside investigator shall give the respondent an opportunity to meet with the outside investigator to receive the respondent's answer to the complaint and to review with respondent the scope and nature of the investigation. Parties may inform the outside investigator of witnesses to contact and may present documents in support of their positions. Each party has the right to be aided or represented by an advisor (at their expense).
6. The outside investigator shall complete a full investigation. Prior to completing the investigation the outside investigator shall meet again with the complainant and the respondent, separately, to give an overview of the steps taken during the investigation, to ask complainant and respondent for the names of any other individuals the outside investigator should speak with and to request any additional information.
7. After completion of the investigation, the outside investigator shall meet with the Dean who shall be responsible for reviewing the report of the outside investigator, making factual determinations, reaching a conclusion regarding the charges and recommending appropriate action if any.
8. In the event the action is against the Dean, the President shall review as outline in #7. In the event the action is against the President, the investigator will present the complaint and report findings to the Chair of the Board of Managers for Board consideration and any final action.
9. The investigation shall be completed within 90 calendar days of receipt of the complaint/amended complaint.
10. Within 150 days of receiving a complaint, the following will be forwarded to the complainant and respondent:
 - a. Summary of the investigative report;
 - b. A written notice setting forth:
 - i. The findings of the outside investigator and the Dean/President as to whether harassment or discrimination

based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical/mental disability did or did not occur with respect to each allegation in the complaint

- ii. Description of actions to be taken, if any, to remedy any discrimination or harassment that occurred, and to prevent similar problems from occurring in the future
- iii. Proposed resolution of the complaint
- iv. Complainant's right to appeal
- v. Respondent's right to file a written response to the findings of the Dean/President within ten working days of the receipt of the findings
- vi. The investigation report shall be made available to all parties involved.

Appeal Rights

If the complainant is not satisfied with the results of the formal administrative determination, the complainant may appeal the determination by submitting objections to the Board of Managers within 15 calendar days of receipt of the determination. Within 45 calendar days of receiving the appeal, a copy of the final Board decision shall be forwarded to the complainant, President, Dean, and respondent. The Board of Manager decision is final.

Academic Freedom Grievance

Students who are involved in an Academic Freedom grievance or concern are encouraged to make a complaint using the informal or formal procedures listed within. The process will be resolved using the procedures as detailed above in hopes for an efficient and fair resolution.

ACADEMIC FREEDOM STATEMENT

The School of Business has a policy of academic freedom that ensures faculty members and students have the ability to exercise their reasonable and informed judgments.

The University shall establish no policy that will inhibit academic freedom. Faculty members have the right and obligation to examine all aspects of problem areas, to gather data and to question assumptions. Faculty members are free and secure to teach, investigate, and participate as responsible citizens in community activities. The faculty and the administration shall attempt to maintain an educational climate that is conducive to the free exploration of all ideas and of varying points of view.

Any faculty member who finds that a possible violation of academic freedom cannot be resolved informally with the Dean may submit the concern in writing to the

general faculty, which may appoint an investigative committee to ascertain the facts of the alleged violation and make recommendations for the resolution of the matter to the Dean and the general faculty.

Students are also encouraged the freedom of thought, belief and inquiry. Students are free to engage in debate free from the fear of retaliatory repercussions or censorship.

Views of both students and faculty can express their views openly in all modalities and be free of the fear of sanction unless those views are harassing, threatening, intimidating, ridiculing, or imposing of personal views on another.

General faculty, which may appoint an investigative committee to ascertain the facts of the alleged violation and make recommendations for the resolution of the matter to the Dean and the general faculty.



School of Business
Bachelor of Science Degree Program
Distance Education

Catalog August 01, 2024 - July 31, 2025



School of Business Catalog
August 01, 2024 – July 31, 2025
The University of West Los Angeles
Bachelor of Science Degree Program, Distance Education

University of West Los Angeles
School of Business
9800 S. La Cienega Boulevard, 12th Floor
Inglewood, California 90301
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www.uwla.edu

INTRODUCTION

Welcome to the University of West Los Angeles!

University of West Los Angeles (UWLA) has grown into one of the most respected private Universities in Los Angeles while maintaining its integrity and commitment to the community. The School of Business is poised and focused to serve the community with high quality and affordable education and join the highly regarded reputation of our School of Law.

Our goal is to produce intelligent, well-educated, successful people who value a superior education, want to serve their communities and who see themselves as change agents.

Through our guidance, the students of UWLA appreciate that knowledge is the key that unlocks all doors. All UWLA courses and degrees are designed to build successful, meaningful, and productive lives. Not only do we prepare our students for success within their chosen discipline, we also give them the tools, the confidence and the courage to define their futures far beyond UWLA. We teach them to believe, survive, fight and to revolutionize their lives in ways that don't simply define a career, but define a person.

Our rich history, traditions, and methodologies have been created to provide a wide variety of high-quality programs to help you reach your professional goals.

HISTORY

Since 1978, the Committee of Bar Examiners of the State Bar of California (CBE) continuously accredits the University of West Los Angeles, School of Law. UWLA School of Law has maintained its role as a force in the community by preparing individuals in not only the study, but the practice of law. UWLA has maintained 50-year staying power because of the unwillingness to budge on the quality of

education and the care and passion of the educators and staff as well as the students.

The School of Business was created to fit a similar need as the School of Law. UWLA wanted to provide a place where students could get a high quality, affordable business education that included not only the fundamentals of business but focused on real world application and skills.

The School of Business is slowly developing into one of the most successful institutions in the region. We have received formal accreditation with the help of our incredibly persistent students and our graduates who have gone on to have successful careers. As of the publishing of the catalog UWLA Students are currently eligible to receive Federal Financial Aid.

UWLA has received its formal accreditation from the Western Association of Schools and Colleges Senior College University Commission ("WASC") granting accreditation to our institution. WASC is recognized by the US Department of Education.

The University of West Los Angeles has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

ADMINISTRATION

President, Mr. Robert Brown, Esq.
Dean, School of Law, Mr. Jay Frykberg
Dean, School of Business, Mr. Talon Brown
Registrar, Ms. Patty White
Business Office Manager, Ms. Johnetta Hegwood
Facilities Director, Mr. Rodrigo Covarruibus
Institutional Research, Mr. Jesse Aldava

Board of Managers

President Robert Brown, Esq. is the principal shareholder of Sapere Aude, LLC. The principal policy-making body is the Board of Managers comprised of a diverse group of community leaders who reflect a commitment to the University mission, academic integrity, and the pursuit of excellence.

Board Members of the LLC include: Mr. Robert Brown, Esq., UWLA President; Mr. Jay Askari Chairman; Mr. Chris Huang, Vice Chairman Emeritus; Mr. Dexter Henderson, Secretary and Treasurer; Mr. Jay Allen; Vanita Nicholas, J.D., , Mr. Richard Benbow, Ori Blumenfeld, Simone Liu, Stella Albright, and Sanam Navab.

Management

The Board of Managers has authority to manage and control the business, affairs and property of the University, to make all decisions regarding those matters and to perform activities customary to the management of the University business. However, President Brown heads the administration of the University and has day-to-day responsibility for its business operations. President Brown serves as the Chief Executive Officer.

Board Committees

UWLA has established several committees that include: Executive Committee, Academic Integrity Committee, Administrative, Finance and Institutional Planning Committee, Audit Committee, Presidential Oversight Committee, and Membership & Nomination Committee. Additional committees are established as warranted.

Given the small size of the Board, each member serves on two or more committees. This structure provides transparency and accountability to all Board members and creates an awareness of how the University operates.

BPPE STATEMENT OF APPROVAL

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 in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of the California Code of Regulations. The BPPE code for the University of West Los Angeles is: **29927698**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post Secondary Education by calling the Toll-free telephone number (888) 370-7589 or by completing a Complaint/Notice of Grievance form which can be obtained on the bureau's internet Web site www.bppe.ca.gov

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

PROSPECTIVE STUDENT- THE CATALOG FOR THE SCHOOL OF BUSINESS

Information about UWLA is published in this catalog and contains a description of certain policies, procedures, and other information about School of Business (SOB). UWLA reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in this catalog, in any revisions, supplements and addenda to this catalog, and with all SOB policies. By enrolling at UWLA, the student agrees to abide by the terms stated in this catalog and any changes or revisions to this catalog and all SOB policies.

This Catalog is updated once per year.

All prospective students receive a catalog. Students who view the website and request additional information may receive an email with a PDF version of this catalog. Students who visit the campus and request additional information receive a hard copy, website link, and/or a flash drive with this catalog saved on it. All students receive a catalog prior to signing an Enrollment Agreement.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting <https://www.osar.bppe.ca.gov/>.

MISSION STATEMENT OF THE SCHOOL OF BUSINESS

The mission of the University of West Los Angeles, School of Business is to offer a diverse population high quality Graduate and Undergraduate Degrees and Certificates through a technology-enhanced learning environment in order to develop and enhance their academic and professional business skills and enable them to effectively and immediately contribute to society.

Institutional Learning Outcomes

The goal of UWLA is to offer a premier education. As such, the University achieves this mission by ensuring that academically and professionally our graduates will:

1. Make progress towards becoming engaged and self-reliant learners demonstrating habits of intellectual inquiry and striving toward their maximum potential.
2. Experience an academically rigorous learning environment that challenges them to develop the necessary verbal, written and critical analysis and critical thinking skills needed to evaluate complex issues.

3. Develop an understanding of advanced concepts and major modes of inquiry using a variety of methodologies/approaches.
4. Be prepared to contribute to a diverse democratic society with a pluralistic perspective of the world.
5. Be able to demonstrate civility, empathy, interpersonal competence, social responsibility and peaceful conflict resolution within the context of their chosen field.
6. Recognize the ethical dimensions of decisions and actions as well as demonstrate the ability to engage in the ethical reasoning necessary to exercise responsibility as an ethical individual, professional, local and global citizen.

PROGRAMMATIC LEARNING OUTCOMES

Students in the Bachelor of Science degree program will receive a substantial and relevant education in the important areas of knowledge in a field of study, its principal resources, and its connectedness with other areas of inquiry while making progress in becoming self-reliant learners. Upon completion of the Bachelor of Science degree program in Business, students will be able to:

1. Describe the relationships between the curriculum and the fundamentals of practices in their field of interests.
2. Demonstrate the necessary verbal, written, critical analysis and critical thinking skills needed to evaluate fundamental business issues and other business and social related topics.
3. Contribute to a diverse society with a pluralistic perspective based on a foundation of reason, ethics analysis and critical thinking.
4. Demonstrate civility, empathy, interpersonal competence, social responsibility, and peaceful conflict resolution within the context of their chosen field.
5. Apply appropriate reasoning for responsibility as individual, professional and global citizens using ethics-based thought processes and analysis.
6. Demonstrate proficiency in current technology from a foundational perspective to efficiently address business dilemmas as well as utilize techniques for strategic business decisions.
7. Apply and evaluate quantitative methods to solve real-world problems presented in numerical graphic form.
8. Develop a basic strategic plan for an organizational unit addressing productivity, quality and efficiency concepts to current business environments.

DESCRIPTION OF PROGRAM FORMAT

UWLA's Bachelors program is a 9-week online program. Each week, the students will meet for one synchronous course lecture with the professor. The remainder of the week coursework will online engagement and academic activity. Students will be assessed in various formats and attendance and participation are required.

DESCRIPTION OF FACILITIES

UWLA has two campuses. The main campus (LAX campus) is located at 9800 S. La Cienega Boulevard, Inglewood, CA 90301. The satellite campus (San Fernando Valley campus) is located at 21650 Oxnard St. 2nd Floor Woodland Hills, CA 91367.

The campuses have ample classrooms, meeting rooms, restrooms, a student lounge with a television and vending machines, and administrative offices, as well as distinctive library facilities, computers, printers, and wireless capabilities. Students have access to all these resources.

Classroom Technology

The institution uses D2L as the learning management system as well as the Zoom video conferencing system as part of the learning environment. Currently, classrooms are in the process of becoming retrofitted to Zoom rooms which will include two display monitors. One of the monitors will be an interactive monitor. The rooms will also include a confidence monitor and two cameras (one facing the presenter, and the other facing the audience). Additionally, a touch panel for control would be at the lectern and audio would be embedded in the ceiling. All of this is supported by XIO Cloud management software from Crestron that gives us the ability to remotely manage the Zoom meeting.

Library Equipment

The library has several computer workstations that provide access to the internet. Using the workstations, students can access the online databases as well as word documents. The library is equipped with wireless internet access where faculty and students can connect to the internet from personal devices. Staff is available to assist with copying and printing requests. A huddle station is equipped in the library for collaborative learning. Computers are reviewed annually by library personnel to ensure functionality and relevance as well as updates and replacements are made as needed.

ADMISSIONS

Admission Requirements

Enrollment applications are accepted on a continuous basis. Terms commence in the 5 yearly Spring 1, Spring 2, Summer, and Fall 1 and Fall 2 terms. The Admissions Committee uses a prospective student's prior college credit and/or Associate's Arts degree, grade point average, personal and professional experience, personal statement, and letters of recommendation in determining eligibility for the program.

University of West Los Angeles – School of Business (BS) Admissions Policy

Students applying for admission to the Bachelors of Science in Business Administration program at the University of West Los Angeles (UWLA) must fulfill the UWLA general education requirements from a college or university accredited by an accrediting agency recognized by the United States Department of Education. UWLA admit as regular students only individuals with a high school diploma or its recognized equivalent.

Degrees earned from institutions outside of the US must receive an official translation for degree and subject equivalency comparable to instruction in the United States, provided by a credential evaluation service or UWLA's internal review process. The UWLA admissions office can provide a list of these outside NACES services upon request.

Application and Enrollment Process

The application process requires the necessary information to determine student qualifications. All listed items and documents are required before an application may be submitted for review per the admissions committee criteria. Applications missing any of the items listed below may not be considered. It is important that the application be accurate and complete. Knowledgeable admissions counselors are available to assist students step by step in the application process.

Follow the steps below to apply:

Students applying for admission to the BS program at the University of West Los Angeles (UWLA) must:

1. Complete an application form and submit an application fee. All applicants must pay an application fee of \$50.00 by credit card or debit card in order for applications to be processed.
2. Write a Personal Statement – Please provide a 2-4 page statement describing personal and professional goals.
3. Provide Letters of Recommendation (2 recommended)

4. Provide official transcripts evidencing all earned units and degrees from a college or university accredited by an accrediting agency recognized by the United States Department of Education or an equivalent degree from a recognized foreign college or university. Transcripts must be sent directly to UWLA by the granting institution(s) or turned in by a sealed official transcript to the UWLA admissions department.* A 2.0 out of 4.0 is the recommended GPA minimum in their most recent AA or undergraduate studies. In limited hardship situations, a NACES organization approved official transcript evaluation report will be accepted along with an attestation of validity.

a. Degrees earned from institutions outside of the US must receive an official translation for degree and subject equivalency comparable to instruction in the United States, provided by a credential evaluation service or UWLA's internal review process. The UWLA admissions office can provide a list of these outside NACES services upon request.

UWLA reserves the right to deny admission to any applicant and to change entrance requirements without prior notice. Applicants are notified of their admission acceptance or denial in writing. The review process generally takes up to 10 days, unless there are special circumstances that require follow-up with the applicant.

Minimum Requirements Include:

- *A minimum cumulative grade point average of 2.00 on a 4.0 scale (2.7 is highly recommended)
- *Requirement: Minimum of 54 transferrable units (or quarter unit equivalent units) including General Education courses (GE); or, Associate of Arts/Associate of Science Degree; (CLEP Exams accepted)
 - o If no AA or AS, a verified high school completion (or equivalent)

Forward all documents to:

University of West Los Angeles School of Business
9800 S. La Cienega Blvd.
12th Floor
Inglewood, CA 90301

Attention: School of Business Admissions Department- Bachelor's Program

Admissions Requirements- International Students

As of Fall II 2018, UWLA is accepting international students. UWLA has obtained SEVIS approval. UWLA maintains the following standards:

The University of West Los Angeles welcomes international learners. UWLA provides resources that serve the needs of international students and visiting

scholars through a variety of advising services, programs. UWLA assists with issues related to immigration, academics, employment and life in the United States.

The University of West Los Angeles - School of Business admissions requirements for international students are the same as outlined above. However, international students must have their transcripts verified by a UWLA and/or State approved Transcript Evaluator, such as, World Education Service and students should indicate if undergraduate work was completed in a language other than English. UWLA issues I20's but does not provide visa services and vouches for student status.

Undergraduate Program Admissions Requirements- International Students

- A minimum cumulative grade point average of 2.00 on a 4.0 scale. (2.7 is highly recommended.)
- Requirement: Minimum of 54 transferrable units including General Education courses (GE); Associate of Arts or Associate of Science Degree.
- Complete application with \$50 fee.
- Personal Statement. (note: This will serve as your writing sample.)
- Two letters of recommendation- Recommenders may be asked to expound upon their personal perspectives of your intellectual ability, your research and academic skills, the quality of your work, and future potential.
- One copy of an official transcript **must be mailed directly to UWLA- School of Business-- from ALL Colleges/Universities attended.**
- Rationale and Technology Questionnaire.
- See the next page for International Students' Language Requirements.

Academic Credential Evaluations from Other Colleges and Universities

International students must have their transcripts verified by a UWLA and/or State approved Transcript Evaluator, such as, World Education Service and students should indicate if undergraduate work was completed in a language other than English. Additionally, students who wish to transfer credits from institutions based outside the United States or Canada must first have those credits evaluated by UWLA's internal evaluation or an organization or agency accepted by the University of West Los Angeles. UWLA recognizes all members of the National Association of Credential Evaluation Services (NACES). A list of the members of NACES can be found at www.naces.org.

Forward all documents to:

University of West Los Angeles School of Business
9800 S. La Cienega Blvd.
12th Floor
Inglewood, CA 90301

Attention: School of Business Admissions Department- Bachelor's Program

LANGUAGE PROFICIENCY

The UWLA welcomes international students to enroll into a program of their choosing, residential or distance learning. All instruction is provided in English and does not offer English language services, assistance or instruction. To be successful with the coursework, students are encouraged to have a mastery of the English language.

Language Requirements- International Students

International applicants must demonstrate proficiency in English by satisfying one of the following requirements:

- Submit official results of the Test of English as a Foreign Language (TOEFL) with a minimum score of 61 or better (internet-based test- iBT); or 500 (paper-based test- PBT).
- Submit International English Language Testing System (IELTS Academic Version) – a score of 6 or better is required for admission.
- Submit a score of 90 or higher on the Duolingo English Test (DET)
- West Los Angeles College (WLAC) Language Academy Examination
- UWLA Approved Language School/Academy Examination may be presented for waiver
- Submit official results of PTEA with a minimum score of 44

Cost- English Language Pathways Program

As of the date of this catalog, West Los Angeles College's English Pathways Program currently costs \$1,950.00 per session. Please refer to the college website below for up to date cost information.

(<http://www.wlac.edu/West-Language-Academy/index.aspx>).

GRADUATION REQUIREMENTS

Students must complete the remainder of their 120 units at UWLA for a Bachelor's degree.

Enrollment Agreement

All students enrolled in the SOB program are required to sign an enrollment agreement before beginning classes or online instruction. The Enrollment Agreement includes information necessary to make an informed decision in order to enroll in the SOB program.

The Enrollment Agreement is a legally binding agreement between the student and University once accepted by authorized personnel. The Enrollment Agreement acknowledges that the student has read and understands the terms and provisions.

New Student Orientation

Prior to each term, new students are encouraged to participate in an orientation designed to assist them in achieving success at UWLA. The orientation allows students to begin new relationships and includes information sessions with the Dean, faculty members, and staff. New Student Orientation covers University policies and procedures along with helpful information to assist new students in successfully navigating their degree program and preparing for their learning experiences.

TRANSFERABILITY OF CREDITS AND CREDENTIALS

UWLA is a private institution that **accepts** transfer credit for Bachelor's-level coursework from accredited and/or BPPE approved institutions. UWLA does **not** accept credits earned through prior experiential learning, or for ability-to-benefit students. Course transfers are accepted on an individual basis. No more than 50% of units or credits earned at outside institutions may be applied towards the award of a degree. UWLA accepts a maximum of 70 units from transfer student entering their junior year.

UWLA reserves the right to accept or deny credit transfers after review and evaluation. Students may be asked to meet with the School of Business office on certain issues or clarifications regarding transfer of credits.

Students must submit official or unofficial transcripts prior to admission. If a student submits an unofficial transcript prior to admission, absent of emergency situations, student will have 45 days from the start of the term to submit an official transcript. If they do not provide their official transcripts within this time frame, they will immediately be administratively dismissed (and international students will have their Visas terminated). In limited hardship situations, a NACES organization approved official transcript evaluation report will be accepted along with an attestation of validity.

Students who wish to transfer credits from institutions based outside the United States or Canada must first have those credits evaluated by an organization or agency accepted by UWLA. UWLA recognizes all members of the National

Association of Credential Evaluation Services (NACES). A list of the members of NACES can be found at www.naces.org.

All official transcripts should be forwarded to:

University of West Los Angeles School of Business
9800 S. La Cienega Blvd.
12th Floor
Inglewood, CA 90301

Attention: School of Business Admissions Department- Bachelor's Program

TRANSFER CREDIT POLICY AND PROCEDURES

UWLA's policy and practice for the evaluation and award of transfer credit is based on the student's educational experience and credentials garnered at another institution. It is at the full discretion of UWLA which credits will or will not be accepted for transfer. There may be differences between the acceptance of credit for admission purposes and the applicability of credit for degree purposes. UWLA academic administrative staff initially reviews each student's transcript looking at the comparability of the nature, content, quality, and level of transfer credits and the appropriateness and applicability of the credit earned. Each member of the staff has received training on recognizing credits and the resources available to ensure proper transfer requirements. UWLA will, at times, accept previous work and enter it and its credit value on the transcript, however, because of the nature, rigor, quality, or other various factors determined by analysis, may be determined to have no or partial applicability to a specific degree to be purposed by the student at UWLA.

UWLA will consider all modes of education for credit transfer. To judge the quality of the credits earned to ensure they are qualified for credit, UWLA will review information from the institution including course catalogs, syllabi, other materials and contacting faculty/staff at the institution. Courses must meet the good standing requirement of the University in which the credits were taken. If a student has a challenge to credits that are denied, they may inform their admissions representative in writing and receive a one-time review of the denied credits.

Accreditation status of the students' prior institution will be reviewed. Non-Department of Education recognized accredited institutions credits will be accepted but face additional strenuous review to ensure academic quality. If the student is an international student, their credits will be reviewed based on the policy herein and UWLA will use materials from the institutions of the transferring student along with assistance from the Council on International Educational Exchange, the National Council on the Evaluation of Foreign Student Credentials (CEC), NAFFSA: Association of International Education, or the National Liaison Committee on Foreign Student Admissions (NLC) if and when necessary.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

TRANSFER OR ARTICULATION AGREEMENTS

UWLA’s School of Business has currently entered into one or more transfer or articulation agreements with outside colleges or universities:

Colleges of the Los Angeles Community College District:

- East Los Angeles College
- Los Angeles City College
- Los Angeles Harbor College
- Los Angeles Mission College
- Los Angeles Pierce College
- Los Angeles Southwest College
- Los Angeles Trade-Technical College
- Los Angeles Valley College
- West Los Angeles College

El Camino College

Santa Monica College

SCHEDULE OF FEES

Total Charges for a period of attendance: \$1,697.00

Estimated Total Charges for entire Bachelor’s program: \$16,970.00

A period of attendance is defined as two courses or 6 units. Each period of attendance includes a \$100.00 Non-refundable Registration & \$67.00 Technology Fee

TUITION AND FEES

Tuition --\$255.00 per unit.
\$205.00 per unit- UWLA Alumnus

Approx.: 20 courses, Total: 60 units

Approx. Tuition total = \$15,300.00 (\$7,650.00 per year) (Does not include fees. See list of fees below.)

Approx. cost of books: \$80.00 per term

Non-refundable Student Tuition Recovery Fund included = \$0.00

Non-refundable (one-time fee) application fee: \$ 50.00

STUDENT FEES: FEES ARE CHARGED WHEN SERVICES ARE RENDERED, AS APPLICABLE: (OTHER FEES MAY APPLY):

Graduation and Diploma Fee: \$200.00

Additional Diploma Fee: \$75.00

Official Transcript Fee: \$35.00

Unofficial Transcript Fee: \$10.00

Expedited Transcript Fee: \$50.00 (expedited is 3-5 business days)

Late Registration Fee: \$25.00

Returned Check or Credit Card Fee: \$25.00

Declined Credit Card Fee: \$10.00

Drop Fee per Course: \$45.00

Petition Fee: \$25.00

The Deferred Payment Plan Fee (per term): \$125.00 (the Deferred Payment Late fee is \$75.00)

Non-refundable Registration Fee: \$100.00 per term

Technology Fee: \$67.00 per term

Independent Study Fee: \$500.00

TUITION AND FEES- INTERNATIONAL STUDENTS

Tuition --\$255.00 per unit
\$205.00 per unit- UWLA Alumnus

Approx.: 20 courses, Total: 60 units

Approx. Tuition total = \$15,300.00 (\$7,650.00 per year) (Does not include fees. See list of fees below.)

Non-refundable Student Tuition Recovery Fund included = \$0.00

Non-refundable application fee: \$ 50.00

International Student fee: \$500.00 (one-time fee)

STUDENT FEES: FEES ARE CHARGED WHEN SERVICES ARE RENDERED, AS APPLICABLE: (OTHER FEES MAY APPLY)

Graduation and Diploma Fee: \$200.00

Additional Diploma Fee: \$75.00

Official Transcript Fee: \$35.00

Unofficial Transcript Fee: \$10.00

Expedited Transcript Fee: \$50.00 (expedited is 3-5 business days)

Late Registration Fee: \$25.00

Returned Check or Credit Card Fee: \$25.00

Declined Credit Card Fee: \$10.00

Drop Fee per Course: \$45.00

Petition Fee: \$25.00

The Deferred Payment Plan Fee per year: \$125.00 (the Deferred Payment LATE fee is \$75)

Deferred Administrative Fee per scheduled payment: \$25.00

Non-refundable Registration Fee: \$167.00 per term

TAX INCENTIVES FOR HIGHER EDUCATION

The tax code provides a variety of tax incentives for families who are saving for, or already paying, higher education costs or are repaying student loans.

For specific information about the following incentives, please confer with your financial advisor or accountant:

1. Students may be able to claim a Hope and Lifetime Learning Credit for the qualified tuition and related expenses of the students in their family who are enrolled in eligible educational institutions.
2. Students may be able to claim a tuition deduction of up to \$4,000 of qualified education expenses paid during the year for themselves, their spouse, or their dependent.
3. Students may be able to deduct interest paid on a qualified student loan.

FINANCIAL SERVICES

Financial Services staff is available for new and existing UWLA students to advise them on available tuition payment options. Students are urged to meet with the Financial Services department prior to or during the admission process. Student payments or satisfactory arrangements must be made prior to the first day of the session.

It is UWLA's Financial Services goal to provide financial options by which a student can continue his/her education. Financial programs at UWLA are administered according to the following principles:

- Financing education relies on the student available resources and his/her family contribution.
- When total family resources do not meet their educational expenses, UWLA will guide students and assist them with seeking alternative funds for their post-secondary education.

Interested applicants will be made aware of available financing options throughout the year. Upon request, a confidential financial package may be developed and

offered to students based on individual need and circumstances, without regard to age, sex, race, color, religion, national origin, or handicap.

Planning/counseling sessions are important and can be helpful to students planning their finances for the most efficient use of resources for education expenses. A meeting with the Financial Services office can be scheduled on an as-needed basis. Financial Services operates within guidelines and other standards of individual loan programs and scholarship programs available.

CHARGES DUE UPON ENROLLMENT

Student tuition and fees are charged at the beginning of each session for the enrollment period. A non-refundable application fee, a non-refundable registration fee/technology fee, full payment of tuition for enrolled courses during the session, and any other applicable fees must be made or arrangements for payment entered into with UWLA at the time of registration. Students must choose and secure a UWLA finance option at the time of enrollment. Those options are: Tuition due for units registered to be paid in full, an approved Deferred Payment Plan (DPP) (\$includes \$125 DPP fee) or an approved for Federal Financial Aid. Full payment of tuition for enrolled session and any other applicable fees must be paid or satisfactory arrangements for payment entered into with UWLA at the time of registration. Satisfactory Arrangements means an executed UWLA finance option. This must be completed before a student's registration is considered complete and the student can attend classes.

FEES

A non-refundable Application fee, non-refundable registration/technology fee. As of April 1, 2024 the student tuition recovery fund fee (currently the amount collected is zero dollars and zero cents (\$0.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program) must be paid in advance of the session. Full payment of tuition for enrolled session and any other applicable fees must be paid or satisfactory arrangements for payment entered into with UWLA at the time of registration. Satisfactory Arrangements means that an executed UWLA finance option. This must be completed before a student's registration is considered complete and the student can attend classes.

FINANCING OPTIONS

Student payment or finance options must be determined and approved by UWLA prior to or at the same time as acceptance of the Enrollment Agreement. Students have **five** payment options:

1. A student may pay for tuition due with Check, Credit Card or money order for the session. All non-refundable fees must be paid in full at the time of registration.
2. A student may choose the **Deferred Payment Plan (DPP)** which will include a \$125 DPP fee, as well as, a signed DPP contract. All tuition is due and owed at the start of the session (payment period), however, payments will be scheduled monthly throughout each session for the first year of the program at the time via the Enrollment Agreement.
3. A Student may apply for **Federal Financial Aid** (*See Consumer Guide to Federal Financial Aid section on page 19*.)
4. A student may apply for an alternative **student loan** through available lenders in which a future disbursement date has been set and a disbursement roster has been generated. Once courses are confirmed and enrollment status is confirmed, the University will certify enrollment and payment will be issued via Electronic Funds Transfer (EFT) for the enrollment period. The student will be advised via EFT of the disbursement(s) issued.
5. Other Alternative Funding: The student understands that if a separate party is financing his/her education, that the student, and the student alone, is directly responsible for all payments and monies owed to UWLA listed on this Enrollment Agreement. Students may elect to apply for alternative private loans through outside lenders. If a student obtains a loan to finance his/her education, the student is responsible for the terms of that loan.

Alternative Loans

The student understands that if a separate party is financing his/her education, that the student, and the student alone, is directly responsible for all payments and monies owed to UWLA listed on this Enrollment Agreement.

Students may elect to apply for alternative private loans through available lenders. If a student obtains a loan to finance his/her education, the student is responsible to repay the full amount of the loan plus interest, less the amount of any refund and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal student financial aid program funds.

Scholarship Programs

Students interested in scholarships are encouraged to meet with the Admissions Office for available scholarship programs for UWLA students. Contact the Financial Services office for more information at (310) 342-5210 or

email: dcarrillo@uwla.edu. Refer to UWLA's website www.uwla.edu for a list of available scholarships.

FAILURE TO MAKE PAYMENTS

A student who has opted to execute a Deferred Payment Plan and fails to make scheduled payments may be considered sufficient cause to:

1. Rescind registration and/or admission.
2. Suspend or dismiss the student.
3. Disallow the student to register for future terms or courses.
4. Nullify the student's attendance for any classes previously attended and prevent the student from participating in classes or from taking any exams.
5. Nullify the student's performance on any exams and/or require the student to re-take an exam.
6. Withhold diplomas, scholastic certificates, and degrees.

UWLA Federal Student Financial Aid Information Guide

Overview

Most students enrolled in any UWLA degree track/seeking program will qualify for low interest loans in amounts sufficient to cover a percentage of tuition, fees, books and related costs. These loans may either be subsidized (where the government pays the interest charges during the term of enrollment) or unsubsidized (where interest is accrued during the term of enrollment and eventually paid by the student).

Basic Eligibility Requirements for Federally Insured Student Loans

To be eligible for Federal Insured Students Loans during your enrollment at UWLA, you must:

- Be approved for admission to a UWLA degree track program;
- Be a U.S. citizen or an eligible non-citizen;
- Have a high school diploma or GED;
- Have a Social Security number;
- Remain in good academic standing by meeting Satisfactory Academic Progress standards, as detailed in UWLA's *Satisfactory Academic Program Policy found in this catalog*;
- Demonstrate financial need (This requirement does not apply to unsubsidized loans.);
- Not have borrowed more than the aggregate loan limits under Title IV programs at any institution;
- Certify that you are not in default on a federal student loan or owe money on a federal student grant;

- Certify that you will use federal student aid for educational purposes only; and
- If you are a male, comply with Selective Service registration requirements.

Degree seeking students that are U.S. citizens or eligible non-citizens enrolled in an eligible program may apply for student financial aid as a means of assisting with financing their education.

UWLA participates in the Federal Direct Loan Program degree track students. The Federal Direct Loan Program includes Stafford Unsubsidized Loans, Stafford Subsidized Loans, and Federal PLUS Loans.

It is important to note that students enrolled in all other University programs that are NOT degree track are NOT eligible for these loans.

The University does NOT participate in the following Federal Aid Programs:

- Federal Perkins Loans
- Academic Competitiveness Grant
- National SMART Grant
- Federal Supplemental Educational Opportunity Grant

Students may also be eligible to reduce their tuition through University Scholarship/Grant offers. Student eligibility is need based or merit based. Additional information on Grants may be found on the UWLA website or inquire with the Admission Department.

Student Rights and Responsibilities

Students receiving Federal Student Aid have varying rights and responsibilities.

These rights and responsibilities include receiving the following information:

- the need-based and non-need-based federal financial aid that is available to students;
- the need-based and non-need-based state and local aid programs, University aid programs, and other private aid programs that are available;
- how students apply for aid and how eligibility is determined;
- how the school distributes aid among students;
- how and when financial aid will be disbursed;
- the terms of, the schedules for, and the necessity of loan repayment and required loan entrance and exit counseling; and
- the criteria for measuring satisfactory academic progress; and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid.

Statement of Educational Purpose

Federal Financial Aid is to be used solely for the student's educational expenses related to their enrollment in UWLA eligible programs.

Application Process

Students may apply for student financial aid after applying for admission to the University through the Admissions Department.

The following forms are required to begin the application process for student financial aid loans.

- Free Application for Federal Student Aid (FAFSA)
- Federal Direct Loan Master Promissory Note (for individuals interested in Stafford loans)
- Entrance Counseling Form
- UWLA Enrollment Agreement documents
- All students are required to submit a government issued form of identification, which includes both a signature and a picture. (i.e. driver's license, passport, military ID or government ID)
- If applicable, complete and submit a Withdrawal/Clearance Letter to release prospective student's prior FSA obligation at prior school.

The Department of Education sets both an aggregate limit and an annual limit for the amount of loans that a student may borrow in Federal Student Aid. **Regardless of the number of schools that a student attends during an academic year, a student may not receive more than the annual limit for loans for their grade level.** If a student has received Federal Student Aid at another institution before enrolling at UWLA, the amount of that Federal Student Aid will be taken into consideration when determining his/her eligibility for Federal Student Aid.

We highly recommend following our online financial aid process listed on our website at <http://www.uwla.edu>.

This link will give the student an overview of the steps to complete the required student financial aid documents, which begins with the Free Application for Federal Student Aid (FAFSA) form. A student must apply for Federal Student Aid for each academic year of study.

The average processing time for financial aid is 30-60 days. Prospective students should plan accordingly.

Verification

A student may be chosen to participate in the verification process of information submitted on his or her FAFSA. Students will be selected by the Department of Education's Central Processor (CPS), following procedures established by federal regulations. The CPS prints an asterisk next to the EFC on the ISIR, SAR or SAR Acknowledgement to identify students who have been selected for verification. If a student is selected for verification, the University will usually request the student to complete a verification worksheet. An IRS Transcript may also be required. Additional documents may be requested by the University to complete the verification process. Student will receive written notification from the University of verification requirements and the timelines for completion of the process. Additionally, if an applicant's Institutional Student Information Record (ISIR) indicates that a tax return "will be filed" and it has not been filed and is considered delinquent (after October 15th deadline), then UWLA will require that the applicant file his or her tax return. This will be required to be done prior to packaging the aid award. If an ISIR indicates that a tax return "will be filed" and it is before the October 15th deadline, then UWLA will not require the tax return be filed prior to packaging the aid award.

Verification must be completed no later than **60 days past the last day of the student's enrollment for each academic year**. Corrections involving the federal processor must be made prior to the Federal Student Aid Report (SAR) correction deadline. An applicant's failure to provide required documentation within the specified time frame will result in the loss of all Title IV aid and the tuition balance becomes due immediately.

Any conflicting information, even if the ISIR is not selected for verification, must be resolved before federal student aid may be disbursed.

Students will be notified of any changes made to an ISIR because of the verification process. Any information which requires a change to the ISIR will be made and the student notified. A student who becomes aware of the need for a change to the ISIR should notify the Financial Services Department, so the necessary correction can be made.

Should the student receive a payment and then withdraw from the University and this withdrawal results in an overpayment; the Financial Services Department will complete a Return of Title IV Funds and notify the student of his/her responsibility in making repayment.

Federal Student Aid Programs

Federal Direct Loans Federal Direct Loans are received from the federal government. The loans students receive will be subsidized and/or unsubsidized.

A *subsidized* loan is awarded on the basis of financial need. Student will not be charged any interest before student begins repayment or during deferment periods. The federal government subsidizes the interest during these periods.

An *unsubsidized* loan is not awarded on the basis of need. Student will be charged interest from the time the loan is disbursed until it's paid in full. If student allows the interest to accrue while student is in school or during other periods of nonpayment, it will be added to the principal amount of his or her loan and additional interest will be based on that higher amount. Student can choose to pay the interest as it accumulates.

The amounts students can borrow will depend on his or her grade level, determined at the time application for admission is submitted, and his or her dependency status. The following table indicates Stafford Loan funding limits based on student's status of dependent undergraduate, independent undergraduate, or a graduate student. A student whose parent cannot obtain a PLUS loan is allowed to borrow additional unsubsidized Stafford amounts. Student's dependency status will be determined based on his or her answers to questions on the FAFSA.

Federal Direct Stafford Loan Limits

Annual Loan Limits for Subsidized and Unsubsidized Federal Direct Stafford Loans

1ST YEAR (Freshman)

Dependent Undergraduate Student

\$5,500—No more than \$3,500 of this amount may be in subsidized loans

Independent Undergraduate Student

\$9,500—No more than \$3,500 of this amount may be in subsidized loans

2ND YEAR (Sophomore)

Dependent Undergraduate Student

\$6,500—No more than \$4,500 may be in subsidized loans

Independent Undergraduate Student

\$10,500—No more than \$4,500 of this amount may be in subsidized loans.

3RD and 4TH YEAR

Dependent Undergraduate Student

\$7,500—No more than \$5,500 may be in subsidized loans

Independent Undergraduate Student

\$12,500—No more than \$5,500 of this amount may be in subsidized loans.

Graduate/Professional Student

\$20,500—No more than \$8,500 of this amount may be in subsidized loans.

Maximum Total Debt from Stafford Loans Upon Graduation

Dependent Undergraduate Student

\$31,000—No more than \$23,000 of this amount may be in subsidized loans

Independent Undergraduate Student

\$57,500—No more than \$23,000 of this amount may be in subsidized loans.

Graduate Professional Student

\$138,500—No more than \$65,500 of this amount may be in subsidized loans.

The graduate debt limit includes Stafford Loans received for undergraduate study.

Please note that student may also receive less funding if student receives other financial aid (such as private or military tuition assistance) that is used to cover a portion of his or her Cost of Attendance.

Processing of Federal Aid

After submitting a current Free Application for Student Aid (FAFSA) and the student has completed and forwarded the Master Promissory Note (MPN) to the Department of Education, the School will retrieve and review the information and then an award letter will be prepared and sent to the student. The award letter will inform the student of the types (subsidized, if eligible, unsubsidized or PLUS) and amount of student loans awarded for the loan period. The student will also receive a disclosure statement from Direct Loans with the same information. At the time disbursements are processed by the School the Department of Education will email/mail a disclosure statement and notify student of anticipated disbursement dates. Prior to the funds requested, the University will verify that student has maintained eligibility and is currently registered for classes. Any changes and/or breaks in attendance or failure to start classes as scheduled, may prevent federal student aid from being disbursed.

Loans are processed for an academic year. Students can reapply for subsequent loans after successfully completing these requirements. The University will disburse the loan in two installments, with the first half disbursed approximately 38 days after the beginning of the academic year and the second half disbursed at approximately 26 weeks after the first disbursement, provided student maintains satisfactory academic progress as defined.

Entrance counseling will be provided to first time Federal Direct Loan borrowers before the first disbursement of a loan will be made and exit counseling upon leaving the University. If student withdraws prior to completing the exit counseling process, student may have the opportunity to complete online exit counseling or materials will be mailed to his or her last known address and should be completed and returned to the address provided.

Federal Direct PLUS Loans

Graduate students are now eligible to borrow under the PLUS Loan Program up to the cost of attendance minus other estimated financial assistance from the Federal Direct Loan program. This loan is credit-based. The terms and conditions applicable to the Parent PLUS Loan also apply to Graduate PLUS loans. Applicants are also required to complete the FAFSA and are given an opportunity to request the maximum eligibility under the Federal Direct Loan Program when applying for a Graduate PLUS loan. Students are responsible for all interest accrued during the life of the loan.

Financial Aid Entrance and Exit Counseling

Before a Direct Loan borrower takes out a loan, the University will ensure that entrance counseling is conducted. Entrance counseling will include an explanation of the use of an MPN, the importance of the repayment obligation, a description of the consequences of default, sample repayment schedules, information in reference to a borrower's rights and responsibilities, as well as other terms and conditions. Loan exit counseling will be provided when student completes his or her course of study or withdraws from the University.

Entrance Counseling

The following information will be included in Entrance Counseling, which will be presented prior to a first Direct Loan disbursement made to a first-time borrower at the University. Entrance counseling is completed by the student who will review the following information on the U.S. Department of Education's website. The student must take and pass a quiz regarding entrance counseling information.

- Information will be provided in reference to the seriousness and importance of the repayment obligation. Although payment coupons or billing statements may be sent as a convenience for the borrower, not receiving them does not relieve the borrower of his or her obligation to make payments.
- The counseling information provided will describe the likely consequences of default, including adverse credit reports. Federal offset and litigation. In addition, charges might be imposed for delinquency or default, such as the lender's or guarantor's collection expenses (including attorney fees). A defaulter is no longer eligible for any deferment provision, if he or she would otherwise qualify. Finally, a defaulter's federal and state tax refunds may be seized, and wages garnished, and the borrower loses eligibility for any further funding from the student financial aid programs.

- The multi-year feature of the Master Promissory Note (MPN) will be explained indicating that students will be able to obtain additional loans from the Direct Loan programs without having to sign a new promissory note for each period of enrollment. Student will be required to complete a new MPN when first enrolled at the University or upon expiration of existing MPN.
- Information will be provided about Graduate PLUS loan eligibility for graduate degree students and include the requirement that students must have applied for the annual loan maximum under the Federal Direct Subsidized and Unsubsidized Loan Program. Students must also complete both the Free Application for Federal Student Aid (FAFSA) and the PLUS MPN. It will be explained during entrance counseling that the student borrower is obliged to repay the full loan even if he or she doesn't finish the program, can't get a job after graduating, or is dissatisfied with the University's educational program or other services.
- The student should be aware that all forms of aid (i.e. scholarships, grants and loans) are considered when determining a student's eligibility for federal student aid. The student should be informed of the Cost of Attendance for their program. Information that the Expected Family Contribution from the ISIR, is then deducted from the Cost of Attendance to arrive at the student's need, must be given to each student. Any scholarship that the student receives is then deducted and the remaining need may be filled with student loans.
- The student must be made aware of the office to contact when he/she wishes to withdraw. An exit interview will be conducted by the Student Financial Services Department. A student, who does not complete a program within the required time frame and is asked to leave the school, must complete an exit interview with the Student Financial Services Department. The name of the person to contact should the student wish to withdraw, must be provided to the student.
- A student may access their Federal Student Aid account through the website, <https://studentaid.gov> . The student will need his/her FSA User ID to receive access to this site. This website has a listing of all loans that a student received at all schools that the student attended.
- A sample monthly repayment schedule based on the average borrower indebtedness of Direct Loan borrowers at the University will be provided and will include the current interest rate and also provide the applicable grace period.
- The counseling process will stress the student's obligation to keep the lender informed about address changes, changes in enrollment, name changes or changes in a Social Security Number. A student is required to inform the

lender when he or she graduates, changes schools or withdraws from the school.

- The borrower will be reminded of the refund and other policies that may affect withdrawals and the status of Direct Loans.
- The importance of keeping loan records will be stressed to assist in referencing school and lender documents.

Exit Counseling

- Some of the information presented at the entrance counseling session will again be presented during the exit counseling.
- Several topics that were present in the entrance counseling will be reviewed during exit counseling to include the consequences of default and the importance of the repayment obligation, the use of the MPN and the obligation to repay the loan even if the borrower drops out, doesn't get a job, or is otherwise dissatisfied with the quality of the University's education programs and services.
- A sample monthly repayment schedule based on the average borrower indebtedness of Direct Loan borrowers at the University will be provided and will include the current interest rate and also provide the applicable grace period.
- A comparative analysis of each payment plan including actual payments as compared to average payments. The following website allows the student to enter the amount of each type of loan borrowed into a form and the website will calculate the payments under each payment plan:
<https://www.StudentLoans.gov/>. The average payments are contained in the Exit Counseling Guide for Direct Loan Borrowers.
- Terms and conditions to obtain full or partial loan forgiveness or discharge: Discharge refers to cancellation of a loan, even one in default, due to a school closure, false certification, the student's death or total and permanent disability.
- Cancellation or sometimes forgiveness of a loan is based on the borrower performing certain types of service such as teaching in a low-income school. A defaulted loan cannot be cancelled based on qualifying service. Terms and conditions to obtain a full or partial loan forgiveness or discharge may be reviewed by going to the website <http://studentaid.ed.gov/>. This same website can be used to view the terms and conditions to obtain deferment and forbearance.

- The exit counseling will review the options for loan repayment, such as the standard, extended, graduated and income-contingent plans. The option of consolidating loans will also be provided.
- In addition to a review of debt management strategies, the counseling will reinforce the availability of forbearance, deferment and cancellation for certain situation and indicate that in most cases the borrower must start the process by applying to the lender.
- Prepayment: Should a student be in a position where he/she can pay the loan in its entirety, he/she has the option to do that at any time. A student may request a shorter repayment schedule or change repayment plans at any time as long as the student is not in default.
- A student must repay his/her loan even if he/she did not complete the program or did not complete the program within the regular completion time of that program, is unable to obtain employment, or is dissatisfied with the education received.
- Exit counseling will also explain the availability of loan information on the Federal Student Aid account and the availability of the FSA Ombudsman's office. The borrower's loan history can be viewed online at the Website <https://studentaid.gov> (FSA User ID required for access). The Ombudsman's office is a source for borrowers when other approaches to resolving student loan problems have failed. Borrowers should first attempt to resolve complaints by contacting the University, company, agency or office involved. If the borrower has made a reasonable effort to resolve the problems through normal processes and has not been successful, he or she should contact the FSA Ombudsman.
- Exit counseling will include a request to obtain the borrower's expected permanent address after leaving the University, the address of the borrower's next of kin and the name and address of the borrower's expected employer. The University will also request changes in the borrower's name, address, Social Security Number, or references, and will obtain the borrower's current driver's license number and state of issuance.
- A student who fails to make loan payments on time or if the student defaults on his/her loans, the consequences are serious:
 1. The entire unpaid balance and accrued interest on the loan would be immediately due and payable.
 2. Deferment options are lost
 3. No further federal student financial aid may be received
 4. The account will be turned over to a collection agency, increasing the total debt by late fees, additional interest, court costs, collection fees, attorney's fees and other costs

5. The debt will be reported to credit bureaus as delinquent which may damage the student's credit rating
6. The federal government can take your federal tax refunds.
7. The employer, at the request of the federal government can withhold (garnish) part of your wages and give them to the federal government.
8. The Federal Government may take legal action

Effects of Loan Consolidation:

The interest rate on a consolidation loan is the weighted average of the interest rates on the loans being consolidated.

Depending on the loan amount, Consolidation loans can be repaid over 10-30 years. This may be longer than the repayment period on your current loans. A longer repayment period means a lower monthly repayment, but it also means that you will be paying more interest over the life of the loan, so your total repayment amount will be higher. If you are comfortable with higher monthly repayments, you have the right to ask for a shorter repayment period. You can also choose to prepay the loan.

A student may consolidate student loans that are in their grace period as well as loans that are in repayment. However, you lose the benefit of any remaining grace period. There is no grace period on a Consolidation loan and the first payment will usually be due within 60 days of the day of disbursement.

The same deferment and forbearance provisions are available, as for a Stafford Loan (in particular the in-school deferment and the unemployment and economic hardship deferments).

Consolidation loans do not have a cancellation/forgiveness provision for teachers at low-income schools or for child-care providers. However, all of the other cancellation provisions that are available for a Stafford Loan are also available with a Consolidation loan, including permanent disability, unpaid school refund, forgery of aid documents and attending a school that closed.

National Student Loan Data System

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data. The University updates student's enrollment status in NSLDS every 60 days.

Application of Funds to Student's UWLA University Account

Through completion of the Federal Direct Loan Master Promissory Note, the student will have authorized the University, to apply federal funds to his or her University account. The funds must be applied to the student account within 3 days of receipt from the Federal Government. If student is eligible to receive any remaining funds, the excess funds will be mailed via Certified 1st Class Mail to the student's address of record to the student in the form of a check. At that time, the student will be notified of the disposition of the funds that the University retained. The University must disburse excess loan funds to the students within 14 days.

Prior Loan Deferments

University of West Loan Angeles students are eligible to defer repayment of existing federally insured student loans during their enrollment period. Students enrolled in any University System programs are eligible for this benefit. There is no charge for the completion of loan deferral forms. Deferment forms should be obtained from the loan servicer. Students must submit all deferment forms to the Student Financial services office. The financial services representative will make the final determination of granting the deferment request. Students receiving federal education loans may also obtain deferments while serving in the Peace Corps; under the Domestic Volunteer Service Act; and as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field on community service. Borrowers must formally request a deferment through the procedures established by the holder of their loan(s).

Financial Policies and Procedures

Payment Policies Tuition for each course must be paid according to the terms and conditions as outlined on the tuition and fees exhibit to the student's Enrollment Agreement. All tuition, fees and payment policies are determined prior to enrollment and outlined in the enrollment documents.

Overpayment of Federal Funds In rare circumstances a student may have received FSA funds in error. Such a student who owes an overpayment as a result of withdrawal from the University and a subsequent Return of Title IV Program funds calculation will retain FSA funding eligibility for 45 days from the date that the University sends a notification to the student of the overpayment. During the 45 days, the student will have the opportunity to take appropriate action that can continue their eligibility for FSA funds. This may be accomplished by repaying the overpayment in full to the University or by signing a repayment agreement with the U.S. Department of Education. If the student does not take one of these two actions during the 45-day period, he or she becomes ineligible for future funding on the

46th day. Further information on signing a repayment agreement with the U.S. Department of Education may be obtained from the University's Financial Services Office. A student is not obligated to return a grant overpayment of less than \$25 and is therefore, eligible to receive FSA funding if the student returns to the University. A student is liable for an overpayment of less than \$25 when that amount is a remaining balance. A remaining balance occurs when the overpayment amount was originally \$25 or more, but it is now less than \$25 because the student has made payments.

Post-Withdrawal Disbursement

If the total amount of FSA funds the student earned as calculated under the Return of Title IV funds policy is greater than the total amount disbursed, the student may be eligible to receive a post-withdrawal disbursement of FSA funds. The University will offer any loan amount to a post-withdrawal disbursement that is due within 180 days of the date that the University determined that the student withdrew by providing a written notification that will include the following:

- The type and amount of FSA funds that make up the post-withdrawal disbursement that is not credited to the student's account.
- The type and amount of FSA funds that have been credited to the student's account.
- An explanation that the student or parent may accept or decline some or all of the post-withdrawal disbursement that is not credited to the student's account.
- A request for confirmation to credit loan funds to the student's account. If the confirmation is not provided, the student and/or parent, for a parent PLUS loan, may not receive any loan funds as a direct disbursement unless the University concurs.
- Information in reference to the student and/or parent's (for a parent PLUS loan) obligation to repay the FSA loan funds if disbursed.
- An explanation that no post-withdrawal disbursement will be made if the student and/or parent, for a parent PLUS loan, do not respond within 14 days of the letter date.

If the student and/or parent, for a parent PLUS loan, respond to the University's notice within 14 days and instruct the University to make all or a portion of the post-withdrawal disbursement, the funds will be requested and disbursed in the manner specified in their response within 180 days of the date of the University's determination that the student withdrew. If the student and/or parent do not respond to the University's notice, the post-withdrawal disbursement of grant funds will be made only for appropriate outstanding charges.

Requirements for Officially Withdrawing from UWLA

Any student who may find it necessary to interrupt their studies by withdrawing from any program should follow the procedures set forth in their Enrollment Agreement. For refund calculation purposes, any withdrawal shall become effective on the date the student notifies the University, in any manner, of his or her intention to withdraw. It is recommended, but not required, that a student contacts Student Services prior to requesting a withdrawal to investigate possible alternatives such as requesting a leave of absence or restarting a semester or academic year.

Return to Title IV Policy and Procedures

RETURN TO TITLE IV OVERVIEW

The Return of Title IV Policy (R2T4) addresses federal financial aid recipients who withdraw from the University of West Los Angeles (UWLA) and are subject to a return of Title IV calculation. This policy applies to students who received or were entitled to Title IV funds during the payment period in which the student withdrew. The University will determine the amount of federal grant and loan received for the payment period, to determine the percentage of Title IV earned for the payment period prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the federal financial aid program(s).

Return to Title IV Policy

When a federal financial aid recipient withdraws from the University prior to the end of the payment period, a R2T4 calculation must be calculated to determine the amount of federal financial aid funds earned as of the withdrawal date (e.g. last date of attendance or academic activity). If the total amount of aid earned is less than the amount of federal financial aid funds disbursed to the student or on behalf of the student in the case of a parent PLUS, the difference between these amounts are returned to the applicable aid program(s). If the federal financial aid funds are greater than federal financial aid funds disbursed, the difference between these amounts are treated as a post withdrawal disbursement. In all cases, a R2T4 is required for any student who withdraws, regardless of 100% earned for the payment period.

Return to Title IV Calculation

The amount of federal financial aid earned is calculated by determining the percentage of days in the payment period completed and applying this percentage to the total amount of aid disbursed and that could have been disbursed for the payment period. A payment period is defined as the standard term. If conditions for a late disbursement are met prior to the date the student became ineligible (the student's last date of attendance or academic activity), any undisbursed federal financial aid will be counted as aid that could have been disbursed.

Percentage of Federal Financial Aid Earned

The calculation of Percentage of Federal Financial Aid Earned includes all financial aid disbursed or that could have been disbursed to a student. This percentage is equal to the percentage of the payment period completed by the student as of the student's last date of attendance in the payment period. If the student withdraws after successfully completing the payment period, 100% of the federal financial aid funds are earned and no calculation is required. If the withdraw date occurs after the student completes more than 60% of the payment period, the student earns 100% of the federal financial aid funds.

Total Calendar Days Completed in the Payment Period

The total number of calendar days completed in the payment period (numerator) is the count of calendar days from the payment period start date to the student's last date of attendance.

Required Adjustments to Calendar Days Completed in the Payment Period

Calendar days are removed from calendar days completed in the payment period if any of the following occurred between the payment period start date and the student's last date of attendance:

- Institutionally scheduled breaks of five (5) consecutive calendar days or more
- Holidays
- Administrative
- Student scheduled or selected breaks of five (5) consecutive calendar days or more within the term.
- All approved Leave of Absence calendar days.

Treatment of a Return of Title IV and a Credit Balance

The University will hold a federal financial aid credit balance until completion of the Return of Title IV (R2T4) process. (Refer to the Return of Title IV Policy for additional information.) Once the R2T4 calculation is completed, if there is any federal financial aid credit balance remaining, the University allocates the credit balance as follows:

- First, to repay any grant overpayment owed by the student as a result of his/her withdrawal.
- Within 14 days of the date the R2T4 calculation is performed, the University pays any remaining federal financial aid credit

balance in one or more of the following ways:

- Pay authorized charges at the University; or
- Pay the student directly (or parent for a Direct PLUS loan)

Refer to the Return of Title IV Policy for additional information.

Returning Unclaimed Federal Financial Aid Credit Balances

Federal financial aid funds may not escheat to a state or any other third party. The University will attempt to disburse credit balances to the student or parent. However, if the credit balance funds are returned to the University or not cashed by the borrower, the University will cease all attempts to disburse the funds and return them to the appropriate lender no later than 240 days after the date the first check is issued. If the funds were issued via electronic funds transfer (EFT) and subsequently returned or rejected, the University returns the funds to the applicable federal financial aid programs no later than 45 days after the funds were returned or rejected.

All unclaimed credit balances will be returned in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants

Date of Determination (DOD)

The DOD is the earlier of:

- The date the student notifies the school that s/he is not returning to the University.
- The date the University determines the student has not been attending due to its Institutional Attendance policy.
- The date the student fails to return from an official leave of absence.

Withdrawal from the University

For students who officially, unofficially, or administratively withdraw from the University, refer to the University's Institutional Withdrawal Policy. The following is an exception to the withdrawal date and date of determination for federal financial aid purposes only.

Academic Related Activities that Occur During an Institutionally Scheduled Break or Course Extension Period (Distance Education)

The University does not recognize any Academic Related Activity that occurs during an institutionally scheduled break or during a course extension period as attendance for federal financial aid purposes only.

Withdrawal Date

If a student posts an Academic Activity during an institutionally scheduled break or during a course extension period, the University will look for the most recent Academic Activity that occurred prior to the start of the institutionally scheduled break/extension period. This date will be used as the withdrawal date for Title IV purposes.

Timelines for Return of Funds

The University completes a student's R2T4 calculation within 30 days of the University's date of determination. The University returns the amount of federal financial aid funds for which it is responsible as soon as possible but no later than 45 days after the date the University determines the student has withdrawn.

Student Rights and Grievances

In addition to the specific policies outlined in the Student Catalog regarding harassment and appeals for reevaluation of grades, UWLA provides the following process to file a formal grievance in the unlikely event that a dispute cannot be easily or immediately resolved.

Fundamental to the process is the principle that all parties make good-faith efforts to resolve all issues prior to initiating a formal grievance. The following actions are recommended to resolve any issue, complaint or grievance.

1. **Informal Resolution:** The complainant is encouraged to resolve the issue informally with the faculty or staff member involved.
2. **Formal Grievance Filing:** If a prompt resolution cannot be achieved through informal discussion the complainant should document in writing and submit it to the Director of Student Services. Current students should use the Request and Appeal Form. A copy of this form, which may be reproduced, is included as Exhibit "B" of the Student Handbook.

A formal grievance must clearly and concisely set forth what is sought, the reasons therefore, and any supporting information or documentation. The Director of Student Services will conduct an initial review of the grievance and convene the faculty, Program Dean, and administration as necessary to arrive at a resolution. Additional information may be requested from the complainant. If the requested information is not received within 15 days, the complaint may be considered abandoned and may not be continued. If no resolution can be reached in a reasonable amount of time (generally 1 -2 weeks), the grievance and supporting documentation will be forwarded to the Dean who will render a decision in writing within 1 week.

The Dean's decision shall be final. In all cases, the University will take follow-up action as necessary based on the review and the decisions rendered. The complainant will be kept informed of progress throughout the grievance process. Records of all formal grievance filings are kept on file at the University.

Any complainant that does not believe that his or her grievance has been satisfactorily resolved may lodge a complaint with UWLA's state or regional regulatory body.

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

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

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

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

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

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."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798-0818 (916) 574-8900 or (888) 370-7589

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

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

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

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

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

* STRF Fee: Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges.

After the rate change, institutions will no longer be required to collect STRF assessment fees from students. However, institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for all STRF-eligible students. For additional information regarding STRF, visit the Bureau for Private Postsecondary Education's website at: bppe.ca.gov/lawsregs/strf.shtml

ACADEMIC POLICIES

Attendance Policy

The School of Business ("SOB") considers attendance an essential component of the program. Students are expected to attend all class periods of a course. It is the student's responsibility to address the issues related to his/her absenteeism, whatever the circumstances, and are responsible for obtaining materials covered during an absence. Students are allowed 2 absences during the term (Examples: 2 weeks of online assignments/engagement; 1 week of online assignments/engagement and 1 lecture; 2 lectures). After 2 absences, the 3rd absence will result in administrative dismissal.

Distance Education Programs

Distance Education Attendance - Lecture

Live virtual lectures are one component of the Distance Education programs; courses will meet once per week for one hour of live lecture. Students are encouraged but not required to attend the live lecture but if a student elects to not attend the live lecture they must watch the recorded lecture by Sunday 5pm PST of that same week or they will be marked absent for that week for their lecture attendance.

Additionally, for lecture attendance to be properly recorded, students must engage in the course, this may include a Zoom poll during the lecture or another type of engagement. This Zoom poll will be recorded to reflect engagement and thus, attendance. It is also required that unless you have been given a waiver by your professor, your camera should be on during live lecture attendance.

Further, if a student is not attending the live weekly lecture, they should include the weekly poll question or other engagement that was asked during the recording and their response to the question within their weekly discussion question response post within the D2L course shell. This will ensure both live and recorded lectures have a trackable engagement for attendance recording purposes.

Distance Education Attendance – Weekly Assignments

Weekly assignments (discussion posts, case studies, extended learning project related assignments, skills certificates) are the second component of the Distance Education programs. Students can make up assignments for grade purposes, but they cannot do an assignment in a later week and get credit for attendance of a prior week. It is critical for students to complete their assignments in the week they are assigned.

STUDENT ACADEMIC PARTICIPATION/ACADEMIC ACTIVITY

Academic Participation and Substantive Interaction- Online Instruction

Students are required to participate in their courses in a regular, timely, and substantive manner. Regular, timely, and substantive academic participation includes the following elements:

1. Engaging in the assigned and background readings for each week including viewing of media, lecture, and/or PowerPoint presentations by the professor.
2. Participating in discussions and posting substantive comments in the class discussion areas in D2L. Simple agreement or disagreement with comments posted by others will not be considered substantive interaction. In order for a student's discussion comments to be considered substantive, there must be explanations of agreement or disagreement and introduction of new ideas or personal experiences related to the subject matter.
3. Conducting independent research for any Case Study assignments, using the various UWLA online library databases as well as sites on the Internet bearing on the subject matter of the curriculum, which may include government and educational sites.
4. Preparing and completing assignments – communication with the professor for clarification of expectations and guidance.
5. Submitting assignments via D2L by the proper due date. Students may refer to the academic calendar or syllabus for specific due dates.
6. Incorporating professor feedback into subsequent assignments and assessments.
7. Attending and participating in discussions as well as online chats or conferences when applicable.

Should obstacles arise that might preclude active participation or substantive interaction, students must immediately communicate with their professors and/or advisors for guidance with respect to applicable University policies related to extensions, leave of absences, etc.

For purposes of determining the last date of such activity, UWLA uses the last date of activity that UWLA can readily document through attendance or its student services systems, D2L, i.e., posting of a discussion comment or submission of course work.

Copyright Protection Policy

Students are held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright protected materials such as computer programs, music, photographs or written materials and are expected to report violations if they become aware of them.

Academic Integrity Policy

UWLA regards academic integrity as vital to the success of its students and to the reputation of the University as an institution of higher learning. Students' academic experience is enriched when there is effective learning. Effective learning occurs when students conduct their own research and are the sole authors of their work. The assessment of that learning is undermined when the originality of students' work is questionable. The University therefore expects students to adhere to the highest standards of academic integrity in all their work.

The most common form of academic dishonesty is presentation of the work of another person as one's own and is referred to as "plagiarism." Plagiarism is a serious academic infraction that tarnishes everyone associated with the infraction. Civil and criminal penalties may also apply where conduct violates U.S. copyright laws.

Plagiarism includes, but is not limited to:

1. Contract Cheating –Using another person, organization or artificial intelligence such as ChatGPT (or similar resources) to prepare/complete academic work on your behalf;
2. Copying and Pasting - Piecing together the work of other people/artificial intelligence such as ChatGPT (or similar resources) generated material, section by section or as a whole, and presenting such copied work as your own;

3. Direct Duplication - Manual or electronic copying of the work of another person, or artificial intelligence such as ChatGPT (or similar resources), including from an article, website, book, online repository or another student and presenting such copied work as your own;
4. Paraphrasing - Restating another person's work or material created by artificial intelligence such as ChatGPT (or similar resources) with minor changes but maintaining the essence or meaning of the statement without properly citing the source;
5. Submitting or Facilitating the Submission of Prior Work- Submitting work previously submitted for assessment whether created by oneself or another student.

Facilitating academic dishonesty is also a violation of UWLA's Academic Integrity Policy. It includes, but is not limited to:

1. Intentionally assisting another student to commit an act of academic dishonesty;
2. Attempting to assist another student to commit an act of academic dishonesty.

While facilitating academic dishonesty may not directly benefit the facilitator, it does assist another student in violation of the policy.

To Avoid Plagiarism:

1. Never represent the work of another person as your own. Use your own words in referring to the ideas or concepts of others, even when collaborating with other students.
2. When you do use the idea of another person, give credit to the author/source. For example, you may state: "Another point of view, as espoused by Sam Smith, is that ... [Smith, 2000]". Place words written by another person, up to two sentences in length, in quotation marks and properly cite the source.
3. Place words written by another person of more than two sentences in length separately from the text of your report by single spacing and indenting from both right and left margin (an offset quote), and properly cite the source.
4. Familiarize yourself with the course guidelines and the elements of a well-written paper. For questions or concerns regarding plagiarism, students are urged to contact their professor.

Procedure for Reporting and Resolving Charges of Plagiarism

Charges of plagiarism may be raised by anyone including but not limited to:

1. Professors
2. Administrators
3. Peers (other students or co-workers)

The following procedures apply when a student is suspected of plagiarism:

1. The relevant details shall first be presented to the course professor.
2. If the charge is deemed credible, the professor shall contact the student and request an explanation.
3. After communicating with the student, the professor may do any of the following:
 - Accept the student's explanation and deem the matter closed
 - Direct the student to resubmit the assignment(s) in question
 - Assign a failing grade for the assignment(s) in question
 - Assign an appropriate final grade in the course
 - Impose any other appropriate educational/academic sanction
 - Refer the matter to the Dean or designee for appropriate sanctions, including but not limited to expulsion from the program and/or university and reporting of the event to any applicable accrediting or licensure boards.
4. A student may not avoid an academic integrity allegation or assigned sanction by dropping or withdrawing from a course.
5. UWLA reserves the right to review all current and previous coursework (whether graded or ungraded) of any student found to have engaged in plagiarism. Where plagiarism in prior coursework is confirmed, appropriate sanctions may be applied by the College Dean or the Dean's designee, including but not limited to expulsion from the program and/or university and reporting of the event to any applicable accrediting or licensure boards.

Right of Appeal

In cases where a penalty/sanction is applied, the student shall have the right of appeal as follows:

1. Any decision rendered by a professor may be appealed to the Dean of the School of Business within 5 business days of the decision. However, the student must first make reasonable effort to discuss and resolve the penalty/sanction with the Professor prior to appeal.
2. Any decision rendered by the Dean of the School of Business may be appealed to the campus President or designee within 5 business days of the decision.
3. In all cases, the decision of the President shall be final and not subject to any further appeals or other proceedings.

STUDENT SERVICES

UWLA Director of Student Services or Dean will supervise students accepted into the SOB Program. All new students will be required to meet with the Director of Student Services or Dean's office during orientation period or another time in their first term of attendance. Advising will take place through a combination of online meetings, telephone calls, and/or email communication. Students will have continual online and by-appointment access to the faculty and administration throughout their course of study.

In addition, an administrative assistant will provide any additional services, especially support for the efficient and effective handling of paperwork and student files.

Academic Advising

Mandatory Academic Counseling (MAC) is designed to help students who have trouble with a particular subject or with study skills in general. Participation in MAC will be required of students earning a course grade of F (0.0) or below or a cumulative GPA at 2.0 or below in any term. MAC students must virtually confer with the Dean, Student Services, or faculty member for academic counseling. Any student requiring additional assistance with course work should contact his/her instructor. UWLA also provides academic support options such as tutoring and peer assistance for students facing academic troubles.

Career Services

Prior to graduation students may meet with the Director of Student Services or Career Services office for assistance with the following:

- Career Services
- Resume Review
- Job Postings

- Notice of Events

Career Services is one of the most important services offered by the University of West Los Angeles. Placement services are available for graduates. Students will have access to extensive Career Services via D2L and other available career related technology resources UWLA has implemented.

Note: Schools are not permitted to make a guarantee of placement and therefore we do not. However, UWLA emphasizes placement efforts for each qualified graduate.

Student Housing

The University of West Los Angeles, School of Business does not assume responsibility for student housing, and does not have dormitory facilities under its control, nor offer student housing assistance. According to, www.rentals.com for Inglewood, CA, rental properties start at approximately \$900 per month.

Library

UWLA maintains libraries at each campus location. The LAX campus is located at 9800 S. La Cienega Boulevard, Inglewood, CA 90301. The SFV campus is located at 21650 Oxnard St. 2nd Floor Woodland Hills, CA 91367 .

The University has an outstanding library for onsite research and for use as a study facility for students, faculty, and alumni.

On-Line Public Access Catalog, (OPAC) is the library's database to the collection. It provides students with easy electronic access to view the library's collection. Any student who has access to an electronic device that is capable of connecting to the Internet can access the library's OPAC. It is accessible via the university's website. School of Business students have access to ProQuest, which is a complete online library of books, periodicals, and scholarly sources.

Library Cards

The UWLA identification card also serves as a library card. A student must present an identification/library card to access the library and to check out materials from the Reserve Collection.

Circulation

The Library's collection circulates inside the Library only and cannot be taken out. All materials in the collection may be used inside the Library.

The Library features several computer workstations available for students and faculty to use. All computer workstations are attached to a network printer. Students can use the workstations to access D2L courses, email or Microsoft Office.

Online resources are available 24 hours a day, 7 days a week.

Students may use the library M-Th 1:30 p.m. – 9 p.m., Fri and Sat 9 a.m. -5 p.m.

Job Classification

The School of Business Master's degree program prepares its graduate for their future in the job market. The following job classifications are identified by the United States Department of Labor's Standard Occupational Classification Codes (SOC).

The job classifications are as follows:

- SOC 13-1011 Agents and Business Managers of Artists, Performers, and Athletes
- SOC 13-2011 Accountants and Auditors
- SOC 27-3031 Public Relations Specialists
- SOC 13-1199 Business Operations Specialists, All Other

SOB ACADEMIC CALENDAR: 2024

DATE (S) IN 2024	DAYS	EVENT
January 1	Monday	New Year's Day
January 4	Thursday	New Student Orientation
January 5	Friday	Spring I Registration Deadline
January 8	Monday	Spring I Term Begins
January 15	Monday	Martin Luther King Day
February 19	Monday	President's Day
March 9	Saturday	Spring I Term Ends
March 10-17		Term Break
March 14	Thursday	New Student Orientation
March 15	Friday	Spring II Registration Deadline
March 18	Monday	Spring II Terms Begins
May 18	Saturday	Spring II Terms Ends
May 19 – May 26		Term Break
May 23	Thursday	New Student Orientation
May 24	Friday	Summer Registration Deadline
May 27	Monday	Memorial Day
May 28	Tuesday	Summer Terms Begins
June (TBD)		Commencement
July 4	Thursday	Independence Day
July 27	Saturday	Summer Term Ends
July 28- August 4		Term Break
August 1	Thursday	New Student Orientation
August 2	Friday	Fall I Registration Deadline
August 5	Monday	Fall I Term Begins
September 2	Monday	Labor Day
October 5	Saturday	Fall I Term Ends
October 14	Monday	Indigenous Peoples Day /Columbus Day
October 6 – October 20		Term Break
October 17	Thursday	New Student Orientation
October 18	Friday	Fall II Registration Deadline
October 21	Monday	Fall II Term Begins
November 11	Monday	Veterans Day
November 28	Thursday	Thanksgiving
December 21	Saturday	Fall II Term Ends

SOB ACADEMIC CALENDAR: 2025

DATE (S) IN 2025	DAYS	EVENT
January 1	Monday	New Year's Day
January 2	Thursday	New Student Orientation
January 3	Friday	Spring I Registration Deadline
January 6	Monday	Spring I Term Begins
January 20	Monday	Martin Luther King Day
February 17	Monday	President's Day
March 8	Saturday	Spring I Term Ends
March 9-16		Term Break
March 13	Thursday	New Student Orientation
March 14	Friday	Spring II Registration Deadline
March 17	Monday	Spring II Terms Begins
May 17	Saturday	Spring II Terms Ends
May 18 – May 25		Term Break
May 22	Thursday	New Student Orientation
May 23	Friday	Summer Registration Deadline
May 26	Monday	Memorial Day
May 27	Tuesday	Summer Terms Begins
June (TBD)		Commencement
July 4	Thursday	Independence Day
July 26	Saturday	Summer Term Ends
July 27 - August 3		Term Break
July 31	Thursday	New Student Orientation
August 1	Friday	Fall I Registration Deadline
August 4	Monday	Fall I Term Begins
September 1	Monday	Labor Day
October 4	Saturday	Fall I Term Ends
October 13	Monday	Indigenous Peoples Day /Columbus Day
October 5 – October 19		Term Break
October 16	Thursday	New Student Orientation
October 17	Friday	Fall II Registration Deadline
October 20	Monday	Fall II Term Begins
November 11	Tuesday	Veterans Day
November 27	Thursday	Thanksgiving
December 20	Saturday	Fall II Term Ends

ACADEMIC PROGRAMS- BACHELOR OF SCIENCE DEGREE

Instruction and Degrees Offered

Bachelor of Science in Business Administration

Concentrations: Organizational Leadership, Marketing, Finance, International Business and Entertainment.

Prerequisite: Minimum 54 transferrable units

Student Learning Experiences and Assessments

The School of Business Bachelor's degree curriculum is designed to prepare students to evaluate, analyze, and strategically approach real world problems. The program is focused on providing useable job skills to allow students to add immediate value and learn directly from professors who in many instances are industry experts. To facilitate achievement of this objective, the learning experiences the student will encounter are designed to challenge and develop critical thinking skills required in today's competitive workplace. During the course of the program, instructors may elect to utilize the following types of learning methodologies in order to facilitate the best learning pedagogies:

Case Studies (CS)

The case study is a written description of a real-world problem or situation. The intent of the case study is to place the student in a position that will require research, analysis, synthesis, and evaluation of information as well as critical thought and analysis about a particular issue, problem, obstacle or change event. Students will be asked to differentiate pertinent factors or information from extraneous ones, disaggregate that information, and develop sound rationales to make informed recommendations or action plans based on data presented in the case. This aspect of the learning experience provides an opportunity for students to improve their ability to think and reason critically and rigorously and sharpen problem-solving skills. Case studies are submitted at the instructor's direction and instruction.

Class Discussions (CD)

Class discussions are open ended, thought provoking questions designed to provide students with the opportunity to analyze real world issues, problems, obstacles, change events, etc., in the workplace among themselves with instructor facilitation. Class discussions are designed to provide students with synchronous as well as asynchronous discussion opportunities. Class discussions offer students the opportunity to engage in robust discourse with each other and apply critical

analysis and critical thought techniques and approaches to various discussion prompts, ideas, and concepts as well as course materials. Students are expected to engage and post comments, questions or insights at least two times per week responding to the initial question posed and also responding to a classmate's post.

Presentation/Project (P)

The Presentation/Project is designed specific to each course at the instructor's discretion for students to apply course materials and discussion points relative to the examination, synthesis, evaluation or analysis of an issue, problem, obstacle, or change event. The project may be a presentation or a different demonstration of the ways in which an individual student has met the Program's learning outcomes.

Examinations (E)

Many classes will require a regular, mid-term or final examinations to test the understanding and comprehension of the class material and concepts.

Students will be responsible for proper study, testing, and the integrity of the examination. Students will be made aware of the weight of the examinations prior to the exam and will be able to measure their grasp of the course via these examinations.

BACHELOR OF SCIENCE DEGREE PROGRAM- BUSINESS ADMINISTRATION

Prerequisites: Associate of Arts Degree or successful completion of at least 54 transferrable units including completed general education

****Must have completed GE requirements with passing grade and all units with a cumulative grade point average of 2.0 grade or higher.***

Students must complete (20) three-unit courses at UWLA for a total of 60 units for a bachelor's degree if they enter UWLA with 60 units prior. Students with more or less units upon entering UWLA will complete the remainder of 120 units at UWLA. Students must have a 2.0 cumulative GPA to graduate in good standing.

Units: 60

Program Description: Bachelor of Science in Business Administration

UWLA's Bachelor of Science in Business Administration degree program is a 2 + 2 program. A prospective student must satisfy one of the following conditions for admission:

- 1) Earned 54-60 transferable units of lower division coursework, including all applicable General Education (GE) units; AND/OR**

- 2) Possess an Associate of Arts or Associate of Science degree (reflecting satisfactory completion of GE requirements); **OR**

The Bachelor of Science degree in Business Administration offers the knowledge and skills for a successful career Business. Students learn key concepts to manage and lead a diverse workforce, data usage and financial systems to make strategic decisions and the use of social media and branding to gain business prominence. A student must complete all lower (8) division and upper (6) division and concentration courses (6) for a total of 20 courses to complete the program.

120 total units are required to receive a Bachelor's Degree

Lower Division	8 Courses x 3 units = 24 Units
Upper Division	6 courses x 3 units = 18 Units
Concentration	6 courses x 3 units = 18 Units

LOWER DIVISION CORE COURSES (Student must complete all 8)

*Can Satisfy Prior to Attending UWLA

- Statistics for Managers
- Accounting (Introduction to/for business)* (see **Note**)
- Principles of Finance*
- Business Communications*
- Ethics in Critical Thinking
- Strategic Business Marketing Fundamentals*
- Organizational Behavior
- Business Law*

UPPER DIVISION CORE COURSES (Student must complete all 6 courses)

- Business and the Environment
- Business Management and Operations
- Business Assessment: Regression Analysis & Assessments
- Business Strategy and Policy
- Introduction to Entrepreneurship
- Economics (see **Note**)*

Note: Subject to waiver if the student can prove these courses were taken at another educational institution and received credits in good standing. Students may also retake these courses at UWLA and may keep the grade earned at UWLA.

FIVE CONCENTRATIONS (Student must complete a minimum of 6 courses for each concentration chosen)

1. Organizational Leadership and Management

- Introduction to Data Usage and Reporting
- Organizational Change and Conflict Management
- Culture, Gender & Diversity
- Human Resource Management
- Introduction to Leadership and Management
- Organizational Development & Social Media Protocol for Innovation
- Negotiation and Alternative Dispute Resolution

2. Marketing

- Social Media & Its Application to Today's Business World
- Organizational Development via Marketing & Social Media Protocol for Innovation
- Advanced Business Marketing
- Marketing Research and Analysis
- Marketing Practicum – Develop a Marketing Plan
- Public Relations: Strategies and Tactics
- Negotiation and Alternative Dispute Resolution

3. Finance

- Introduction to Financial Systems and Institutions
- Principles of Fiscal Management and Policy
- International Financial Markets
- Investment Vehicles (Capital Markets)
- Real Estate Finance
- Corporate Finance
- Mergers and Acquisitions
- Risk Management and Ethics in Finance
-

4. International Business

- Global Markets
- Social Media & Its Application to Today's Business World
- International Financial Markets
- Introduction to Negotiation

- Principles of International Business
- Culture, Gender and Diversity

5. Entertainment

- Introduction to Entertainment Business
- Entertainment Management/Representation
- Digital and New Media
- Business Marketing
- Introduction to Negotiation
- Entertainment/Business Law
- Introduction to Leadership and Management

STUDENT TO TEACHER RATIOS

In an effort to afford students the most personalized academic experience and individualized attention and support, UWLA prides itself on the goal of maintaining student to teacher ratio, which in most instances will not to exceed 1:30 per course.

INSTITUTIONAL CANCELLATION, WITHDRAWAL AND REFUND POLICIES

STUDENT'S RIGHT TO CANCEL

Students have the right to cancel the enrollment agreement and receive a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation is effective on the date the written notice of cancellation is sent or hand delivered to the Registrar: 9800 S. La Cienega Blvd., 12th Floor, Inglewood, CA 90301. Students may also email their request to cancel to the Registrar at registrar@uwla.edu. Refunds will be paid within 30 days of cancellation unless the cancellation occurs after the student has either received class materials, attended the first class session or it has been seven days after enrollment, but prior to those events, in such cases, the institution shall make the refund of all charges paid within 30 days.

- Cancellation may be by mail, email or by hand delivery and must occur prior to the receipt of the first lesson and materials, which will occur within seven days after UWLA admits a student for admission.
- The written notice of cancellation, if sent by mail, is effective on the date when it is deposited in U.S. regular mail properly addressed with proper postage.

- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the agreement.
- Send correspondence to the address below:
- University of West Los Angeles- UWLA 9800 S. La Cienega Blvd., 12th Floor, Inglewood, CA 90301.

Attention: School of Business

Refunds will be paid within 30 days of cancellation unless the cancellation occurs after the institution has student has either received class materials, attended the first class session or it has been seven days after enrollment, but prior to those events, in such cases, the institution shall make the refund within 30 days after your return of materials.

INSTITUTIONAL WITHDRAWAL & REFUND POLICY

A student may withdraw from the school at any time and receive a pro rata refund so long as you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00, within 30 days of withdrawal. This is only applicable in the current term but not a prior term.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student must provide a written notice to the UWLA Registrar of his/her withdrawal or as of the date of the withdrawal, whichever is later.
- UWLA terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the SOB; failure to meet financial obligations to UWLA; and/or for cause determined within UWLA's sole discretion.
- The student fails to return from an authorized leave of absence.
- **OFFICIAL ENROLLMENT:** Official enrollment in a class requires registration with the Registrar prior to the first class meeting. Faculty is not authorized to allow non- registered students to attend class or to receive grades beyond the third class session.
- **ATTENDANCE:** Refer to the attendance policy in the catalog herein

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fee, minus the non-refundable application fee divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days are based on a five-day

week, which does not include Saturday or Sunday, or any holiday defined within this catalog.

For programs beyond the current “payment period,” a payment period is defined as an academic term. If you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student

For the purpose of determining the amount of the refund, the date of the student’s withdrawal or dismissal shall be deemed the last date of recorded attendance/participation. A change of status form along with a fee of \$45 must accompany the request to voluntarily withdraw from the University. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

Mandated Holidays (Refunds)

- January 1st, known as “New Year’s Day.”
- January 15th, known as “Dr. Martin Luther King, Jr. Day.”
- February 19th, known as “Presidents Day.”
- March 31st, known as “Cesar Chavez Day.”
- March 29th, known as “Good Friday.”
- May 27th, known as “Memorial Day.”
- July 4th, known as “Independence Day.”
- September 2nd, known as “Labor Day.”
- September 9th, known as “Admission Day.”
- September 27th, known as “Native American Day.”
- October 14th, known as “Indigenous Peoples’ Day.”
- November 11th, known as “Veterans Day.”
- December 25th, known as “Christmas Day.”

ACADEMIC PROGRAM MEASUREMENT – CREDIT HOURS

Calculation of credit hours in an online course is based on the consideration of the following activities:

1. The run time for required weekly course lectures are calculated on a 1:1 ratio to seat time.
2. To account for additional time spent working in the course shell, additional time spent in the course shell, the number of screens viewed in the course of online

instruction. The average time spent on a “screen” is generally calculated as being between 3-5 minutes per screen.

3.. The run time for required media asset assignments calculated on a 1:1 ratio seat time. Run time may be factored to account for expected multiple viewings of the asset for review and reinforcement of the material. Assets may include:

- Self-playing videos or animations, or
- Audio podcasts and recordings

4.. Links to external learning assets – calculated as an average of the time required to consume content such as by

- Reading an article
- Watching a self-paced instructional video
- Playing an instructional game

5. Assignments – the instructor expectation of time spent in online instructional assignments and activities such as:

- Postings to group discussion site/bulletin boards
- Online group project work
- Use of class social media sites for group discussion/participation
- Student-teacher interaction

5. Additional D2L online engagement as mandated by the professor

Therefore, students will receive three (3) semester units of credit for each course completed. Students are awarded 3 semester credits after 9 weeks. To ensure students are properly adhering to the current guidelines, UWLA requires asynchronous online live instruction via Zoom once a week for 1 hour per meeting. The 1 hour of asynchronous (recorded) online instruction via Zoom and all other course interactions for a total of 14 hours per week (readings, discussions, media, research, assignments) will, after 9 weeks under this schedule, earn students 3 semester credits for this course.

GRADING SYSTEM AND ACADEMIC POLICIES

Students are graded on their class discussions, case studies, extended learning projects, and capstone contributions as set forth in the syllabus for each course.

Upon completion of the course, students are awarded a letter grade, which correlates to the four-point grading system, as follows:

A	4.00	Outstanding
A-	3.70	
B+	3.30	
B	3.00	Above average
B-	2.70	
C+	2.30	
C	2.00	Average
C-	1.70*	
D+	1.30*	
D	1.00*	Below average
D-	0.70*	
F	0.00*	Failure
"I"-		Incomplete
"U"-		Unofficial Withdrawal
"TC"-		Transfer Credit
"W"-		Withdrawal
"IP"-		In Progress

* Refer to Satisfactory Academic Progress, (SAP) guideline section of this catalog.

Students receive a course grade for each subject taken in the program, according to the above scale. Term and cumulative grade point averages (GPA) are calculated at the end of each term and appear together with course grades on the student's transcript.

GRADING ERRORS

A student claiming that an assignment or a course grade was the product of clerical, recording, or computational error in the calculation of the grade should, within two weeks after the grades are released, inform the instructor and request that the matter be investigated. If the matter is not resolved to the student's satisfaction, the student may petition the Dean of the School of Business for relief. This petition must be filed within one week after the School of Business has notified the student of the results of the investigation.

UNFAIRNESS OR DEPARTURE FROM ESTABLISHED GRADING POLICY

A student claiming that an examination grade or a course grade was the product of unfairness or was a departure from established grading policy may, within two weeks after the grades are released, petition the Dean of the School of Business for relief.

The student is strongly encouraged to meet with the relevant instructor in order to discuss the basis of the grade prior to petitioning the Dean. The instructor cannot change the grade. If the student did not meet with the instructor, the student must state in the petition the reason(s) such a meeting did not take place.

In any event, the petitioning student must present clear and convincing factual evidence supporting the claim that a grade was unfair or was a departure from established grading policy.

If the student fails to state a proper basis for the petition, fails to present clear and convincing factual evidence to support the petition, or fails to act timely, the Dean may deny the petition summarily.

However, if the student satisfies the procedural and substantive requirements of the petition process, the Dean may request a statement from the instructor involved. The Dean may also request other information the Dean deems appropriate. The Dean will notify the student in writing of the outcome. The Academic Council's decision on the student's petition is final.

COURSE REPETITION POLICY

A student who receives a grade of 'D-' (0.70) or above in a course will receive academic credit. A student is neither permitted nor required to repeat that particular course.

A student who receives below a 'D-' (0.70) in any course will not receive academic credit for that course; however, students are allowed to repeat that particular course for a higher grade. A course cannot be repeated more than once. A student who has received below 0.70 in a course is required to adhere to the Mandatory Academic Counseling outlined in this catalog. The transcript will reflect the higher grade and the repeated course will receive an asterisk (*) next to the course to denote the repetition of the course. If a student receives a grade below 1.00 in any two courses during the program will be Academically Dismissed and must petition to reenter the program. If the student did not receive an "F" (0.0), students will have a one-time opportunity to file a petition for special action to receive academic credit for the course but will keep the grade as was given and it will be applied to the cumulative GPA. Students will still be required to attend "MAC."

A cumulative GPA at 2.0 or above is considered good standing. The first term in which a student who maintains a GPA below 2.0 will be on Academic Probation and must follow the guidelines for Mandatory Academic Counseling. A student who retains a cumulative GPA below 2.0 for any two terms will be eligible for Academic Dismissal and must petition to continue the program.

Requests to repeat courses for reasons other than those listed above must be approved, via written petition, by the Dean, prior to a student being eligible to enroll in the desired course.

Academic Warning, Probation, and Disqualification

Students are expected to remain actively engaged in their academic work and maintain the following minimum grade point averages.

Students are expected to maintain a minimum cumulative GPA of 2.00 for all Bachelor's level coursework applying toward the degree.

Academic progress will be measured and evaluated after each term. Students who receive failing grades or who fail to maintain the required grade point average for their respective degree programs will receive formal notice of an academic warning via email from the Office of the Registrar. The notice will identify the requirements to be met by the student in order to be removed from warning status.

The requirements may include repeating failed courses and/or raising the cumulative GPA above the minimum required for graduation from the program. A copy of the notice will become part of the student's permanent file.

The performance of a student on academic warning will be reviewed every term. When the academic performance requirements have been met, the student may be removed from academic warning. A formal notice will be sent to the student via e-mail from the Office of the Registrar. A copy of this notice will become part of the student's permanent file.

Students with multiple failed grades or two terms below a 2.0 GPA will be subject to academic disqualification. Approval of academic disqualification will be based on factors including, but not limited to, the number of failed grades, the student's overall past academic performance, the level and length of academic deficiency, and the student's probability of achieving satisfactory academic standing within a reasonable time frame consistent with the University policy on the maximum timeframe for completion of a degree. Notice of academic disqualification will be sent to the student by the Office of the Registrar and will become part of the student's permanent record.

Academically disqualified students may submit a one-time request (petition) for reconsideration and readmission to the Office of the Dean. The Dean or designee will render a decision on the request within 7-10 business days. Approval of readmission does not guarantee financial aid eligibility.

Students, regardless of cumulative GPA, are placed on academic warning for the following academic session of enrollment if they have a course grade below 1.00. Students will be notified via email of the warning.

Students are placed on academic probation when their GPA falls below the acceptable minimum standard of a cumulative 2.00 GPA.

Students are dismissed from SOB if they are placed on probation for two (2) terms and do not raise their GPA to the acceptable minimum standard of a cumulative 2.00. Students may appeal a dismissal, via petition, to the Academic Standing Committee. This appeal must be submitted to the SOB Office by 12:00 p.m. by the Monday of the second week of classes following the subsequent academic session.

The Academic Council must meet within 10 days and may choose to:

- Uphold dismissal,
- Suspend the student for a minimum of one session with or without expectations to be met during their absence,
- Place a student on a third academic probation, or
- Rescind academic probation.

Students who receive an academic suspension or probation will be placed on a Mandatory Academic Counseling (**MAC**) contract upon return for the next session of enrollment. During sessions of academic suspension, the student will be considered a non-enrolled student. This status permits to campus facilities, counseling services, and academic tutorials. Non-enrolled students are not allowed to audit classes without written approval from the Dean. Upon notification of dismissal, the student may no longer take courses but may make a written appeal on the decision of dismissal by the Academic Standing Committee to the Dean.

Satisfactory Academic Progress (SAP)

The University of West Los Angeles (UWLA) students must be making satisfactory academic progress toward a degree. Federal regulations require Title IV, HEA recipients to maintain satisfactory academic progress. To obtain and retain federal financial aid assistance, UWLA students must maintain satisfactory progress according to the guidelines herein and complete all degree requirements in a timely

manner. All students will be evaluated for Satisfactory Academic Progress (SAP) at the end of each semester or term.

The Registrar will review a student's cumulative grade point average (GPA) and pace, which is the ratio the total of earned credits vs. attempted credits.

Satisfactory Academic Progress Policy 34 CFR 668.34 SAP Policy required elements:

- The policy is at least as strict as the policy the institution applies to a student who is not receiving assistance under the Title IV, HEA programs.
- The policy provides for consistent application of standards to all students within categories of students, e.g., fulltime, part-time, undergraduate, and graduate students, and educational programs established by the institution – language to be used later in narrative.
- GPA or other comparable assessment measured against a norm.
- The pace at which a student must progress to complete the program within the maximum timeframe.
- Process for Incompletes, Withdrawals, Repetitions, and transfer of credit from other schools.
- Frequency of SAP evaluation.
- SAP Warning (applicable only if school's policy places student on Financial Aid Warning).
- SAP Probation (applicable only if school's policy places student on Financial Aid Probation).
- SAP Appeal (applicable only if school's policy places student on Financial Aid Probation. Student must appeal before probation granted.).
- Process for Schools that evaluate SAP at the end of each payment period.
- Process for Schools that evaluate SAP annually or less frequently than the end of each payment period.

University of West Los Angeles (UWLA) Academic Satisfactory Academic Progress

Quantitative - School of Business BS/MS and School of Law JD

The maximum time in which a student is expected to finish a program is defined as 150% of the program length. All students must pass at least 67% of all credit hours attempted. Accepted transfer credits are included in the pace calculations. Students who fall below standards for SAP will be notified and issued a warning status. If they fall below after receiving warning, the student will be required to meet with the Dean or his/her designee to create an acceptable academic plan that will ensure student is able to meet SAP standards by a specific time frame.

Qualitative - School of Business BS/MS

Qualitative - School of Business BS/MS In order to ensure students complete the Program within the prescribed time, all courses in which a student fails to earn a grade of “**D**” or higher for the MS program and a “**D-**” or higher for the BS program, **may be repeated** and in compliance with course requirements and the satisfactory academic policy in order to graduate. If a student repeats a course, only one course will apply toward the completed credit count.

If a higher grade is earned in the repeated course, it will be used to compute the Cumulative Grade Point Average (CGPA). Repeated courses will be included in the calculation for credits earned/attempted for satisfactory academic progress. All repeated final grades reflected on the official transcript are designated with an asterisk (*). All students are required to maintain a cumulative grade point average of 2.0 (BS) or 2.5 (MS) on a 4.00 scale at the completion of each semester or term.

Course Repetition Policy

A student who receives a grade of ‘**D-**’ or above or ‘**P**’ in a course **will receive academic credit for the course and is not required (or permitted) to repeat that course.** (A student who receives an ‘**F**’ or ‘**NP**’ in any course will receive no academic credit for that course.)

A student who receives an ‘**F**’ or ‘**NP**’ in a required course and who remains in good standing despite the failing grade must repeat the course at such time as it is next offered. (If the student is not in good standing, the student will be academically dismissed.) The student will be required to re-register, pay tuition, and regularly attend the course. Upon completion of the course, the new grade will be used in the GPA computation and the previously earned fail will not be used (although both grades remain on the transcript).

A student who receives a grade of ‘**F**’ or ‘**NP**’ in an elective course and who remains in good standing despite the failing grade is not required to repeat the course. The student may choose to repeat the course or take another elective to meet graduation requirements. The student will be required to re-register, pay tuition, and regularly attend the course. Upon completion of the course, both the new grade and the previously earned fail will appear on the transcript and be used in the computation of the student’s G.P.A. Requests to repeat courses for reasons other than those listed above must be approved, via written petition, by the Academic Council, prior to a student being eligible to enroll in the desired course.

University of West Los Angeles (UWLA) Financial Aid Satisfactory Academic Progress

To be eligible for federal financial aid, Title IV, HEA funds at UWLA, a student must be making satisfactory academic progress toward a degree or certificate. In order to maintain eligibility for funds, students must maintain both quantitative (number of credit hours), and qualitative (cumulative grade point average) standings, and pace to completion. The satisfactory academic progress policy is consistently applied to all students (full-time, part- time, undergraduate, and graduate).

Financial Aid Satisfactory Academic Progress is defined as:

Maintaining a 2.0 semester and Cumulative Grade Point Average (CGPA) or higher (a qualitative measure). Maintain a 2.5 or higher for the MS programs.

Successfully completing at least 67% of the course load (credit hours) taken in a semester, term, or payment period (a quantitative measure). Successful completion of a class or course is defined as earning a grade of A, B, C, D, or P. Unsuccessful grades are W, F, I, or NP.

Completion of a program of study within 150% of the average published program length.

When is Academic Progress Evaluated?	A student's satisfactory academic progress is evaluated at the end of each semester or term (i.e., fall, spring, summer semesters, term, or payment period).
GPA Requirements	All students must maintain a cumulative GPA of 2.0 (2.5 Master's program) or higher. Failure to meet this requirement will result in a Financial Aid Warning notice to be issued in writing. If a student who was on probation status fails to meet quantitative and qualitative standards after two terms with associated notifications, the student will be deemed ineligible for financial aid until a 2.0 (2.5 Master's program) cumulative GPA is achieved.

Program Completion Requirements Complete Withdrawal: Automatic Ineligibility Program Completion Timeframe	A minimum of 67% of the credit hours taken must be earned. All students are required to maintain a cumulative grade point average of 2.0 (2.5 Master's program) (BS) or 2.5 (MS) on a 4.00 scale at the completion of each semester or term. If during a semester a student completely withdraws from the university or receives grades of all W's F's, or all incompletes, he or she will be placed in automatic financial aid ineligible status. To re-establish eligibility, the student must enroll, and successfully complete the required credits for the semester and a cumulative GPA of 2.0 (2.5 Master's program) or better at his or her own expense. Students cannot receive financial assistance for periods of enrollment beyond 150% of the average published program length (to be measured by all UWLA credit hours attempted vs. completed), including any transfer work.
	If you cannot complete the program within the maximum timeframe, you will no longer be eligible to receive financial assistance.

Financial Aid Notices	Failure to meet any of the Financial Aid Satisfactory Academic Progress (SAP) standards will result in one of the following notices being issued. Please remember that all periods of enrollment must be measured, including ones where the student may not have received financial aid.
Financial Aid Warning	The status UWLA assigns Financial Aid Warning to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one term and may do so without a student appeal.
Financial Aid Probation	The status UWLA assigns a Financial Aid Probation to a student who is failing to make satisfactory academic progress and has successfully appealed. Eligibility for aid may be reinstated for one term.
Financial Aid Ineligible	The status UWLA assigns to a student that has failed the FA Warning period and has not appealed their status to be Financial Aid Ineligible. This means the student is ineligible for Title IV program funds.
Automatic Ineligibility for Title IV, HEA programs	At the end of each semester, a review will be made to determine if a student completely withdraws, and receives grades of all W's, F's, or all I's (e.g., Incompletes). These students will be automatically deemed ineligible and will be given a written notice. A student placed in ineligible status may not receive further financial assistance until he or she meets the minimum standards under the Financial Aid Satisfactory Academic Progress Policy. A student who has been deemed ineligible has the right to submit an appeal. Please reference the appeals section below for more information.
How to Reestablish Eligibility for Title IV, HEA programs	Students must enroll, and successfully complete the required credits for the semester and a cumulative GPA of 2.0 (2.5 Master's program), or better at his or her own expense.

	Once the required hours have been completed, and the student has a cumulative GPA of 2.0 (2.5 Master's program) or higher, the ineligibility can be removed. Please contact the Registrar to request a review of the course work.
Financial Aid Appeals	A student may appeal a determination of being ineligible for financial aid by sending an appeal to the Director of Student Financial Services at the university administrative offices. The appeal should set forth in detail what, if any, extenuating circumstances occurred that caused the student the inability to meet SAP and what has changed so that student may now meet SAP. If there are mitigating circumstances (i.e. serious illness, death in the family or similar extraordinary circumstances), eligibility may be reinstated for one additional payment period. The appeal will then be given to the Director of Student Financial Services who will review the student's financial aid file and evaluate the student's written comments. The Director of Student Financial Services may also request information from the Academic Council and/or may question the student or request additional information. The FA appeal must be submitted in writing via email to: dcarrillo@uwla.edu or by mail: Attention: Financial Services Department, UWLA, 9800 S. La Cienega Blvd, 12th Floor, Inglewood, CA 90301. If the Director of Student Financial Services denies the appeal, the student will be notified, and the Probation status will stand. If the Director of Student Financial Services approves the appeal, the Probation status may be cleared. Once the appeal is resolved and if any action is required, the Director of Student Financial Services will notify the student of its outcome and whether appeal was approved or denied.

SATISFACTORY ACADEMIC PROGRESS CHART

Program	Semesters/Term	Cumulative GPA	Pace (attempted vs. completed)
J.D. Program	1	2.0	67% of credit hours attempted
	2	2.0	67% of credit hours attempted
Bachelor's Degree	Module 1 & 2	2.0	67% of credit hours attempted
Master's Degree	Module 1 & 2	2.5	67% of credit hours attempted

Regaining Eligibility Status

Any student who has exceeded the maximum timeframe and loses eligibility or status based on earning an unsatisfactory grade point average (GPA) may petition to regain status or eligibility via the Petition for Special Action form. Student may state the extenuating circumstances or changes that caused the delay in progress and the Petition will be reviewed and a decision will be made within two (2) weeks of submission. If the petition is approved, students will be placed on Probationary status and must meet with the Dean or Associate Dean of their program and prepare an Academic Progress Plan or Course Schedule to ensure satisfactory progress until program completion.

Academic Warning

A student whose cumulative grade point average (GPA) is less than a 2.00 for the JD program, a 2.00 for the BS program, and a 2.50 for the MS program after the most recent semester is not making Satisfactory Academic Progress (SAP), will be placed on Academic Warning and is subject to dismissal. A student will also be placed on Academic Warning when he/she re-enrolls in UWLA's School of Law or School of Business program of study after being Academically Dismissed. Students under Academic Warning will be placed on a Student Academic Improvement Plan (SAIP) for the following semester. A student may be on Academic Warning for only one semester. If at the end of the next semester of being on Academic Warning, a student fails to achieve the required semester and cumulative GPA, a student will be placed on Academic Probation and is subject to dismissal.

Financial Aid Warning

A student whose cumulative grade point average (GPA) is less than a 2.00 for the JD program, a 2.00 for the BS program, and a 2.50 for the MS program, after the most recent semester is not making Satisfactory Academic Progress (SAP), will be placed

on Financial Aid Warning and is subject to dismissal. A student will also be placed on Financial Aid Warning when he/she re-enrolls in a UWLA program of study after being Academically Dismissed. Students under Financial Aid Warning will be placed on a Student Academic Improvement Plan (SAIP) (*see attached*) for the following semester/term. A student may be on Academic Warning for only one semester/term.

Assuming that all other components of SAP are satisfied, students with a Financial Aid Warning status are considered eligible for financial aid. If at the end of the next semester of being on Financial Aid Warning a student whose cumulative grade point average (GPA) is less than a 2.00 for the JD program, a 2.00 for the BS program, and a

2.50 for the MS program will lose further federal financial aid eligibility.

Financial Aid Probation

Student must appeal to regain Financial Aid eligibility for a second payment period. If appeal is granted, a student will be put on Financial Aid Probation and may retain financial aid eligibility for one additional payment period by complying with that student's SAIP. If at the end of the payment period while on Financial Aid Probation, should the minimum SAP requirement not be achieved (or at the midpoint of the Program), the student loses further financial aid eligibility and may be subject to dismissal.

DEGREE CONFERRAL

Students may complete the program at the end of a summer, fall, or spring term. Degrees are awarded at the end of each semester or term; diplomas are issued after the spring commencement ceremony.

EXTENSIONS AND INCOMPLETE GRADES

It is the experience of UWLA that students who pursue an uninterrupted course of study have the highest probability for successfully completing their degree programs. Those students are also the best performers in their degree program and receive the maximum benefits from their learning experience. UWLA also realizes that learners face unforeseen circumstances in their lives requiring temporary breaks in enrollment or interruption of their program of study.

Grades of Incomplete may be assigned when circumstances prevent students from completing and receiving a passing grade for a course. The assignment of a grade of Incomplete is not a student's "right" but a courtesy. The request for a grade of Incomplete must be submitted in writing to the Dean's Office for each specific course prior to the published deadline.

The request will not be approved without satisfactory completion of 66.7% (6 weeks) of the course. If approved, the 'Incomplete' grade will be assigned with an extension of one (1) to twenty-one (21) days.

If the student fails to complete the course by the deadline, the 'Incomplete' grade is changed to an F (or the appropriate letter grade based on the course work submitted to date). If the student fails to complete the course and Note also that any approved extension does not alter the financial obligations a student may have with the University. Students must also comply with all tuition assistance and financial aid requirements.

If a student requests a grade of 'Incomplete' and extension for the last course in the degree program, the student will be reported as "withdrawn" to ensure the student enters the grace period/repayment timely in compliance with federal regulations. If the student completes the course with a passing grade, the student's status will be updated from "Withdrawn" to "Graduate".

The last date to submit a request for an Extension or Incomplete:

Students have until 3 p.m. PST the Friday of the 5th week of class to request an Extension or Incomplete.

LEAVE OF ABSENCE POLICY

The SOB Bachelor's program is designed as a series of uninterrupted courses. Students with extenuating circumstances may be granted a leave of absence (LOA), at the discretion of the Dean. Extenuating circumstances include but are not limited to the following:

Serious illness or injury.

Maternity leave (this includes an adoption of child).

Activation for military or reserve service.

Emergency health care situations involving self or immediate family member (spouse, children, parents).

Bereavement (spouse, children, parents)

Extreme Confidential Personal Circumstances

The total amount of the leave may not exceed 180 days in a 12-month period and students must return within that timeframe on an established start date as outlined in the most current version of the University catalog. If the student does not return within the timeframe, the student will be withdrawn.

A request for a leave of absence must be made in writing and signed by the student. The Dean will notify the student in writing within 5 business days of the result. If a leave of absence is approved, the student will be granted a leave of absence not to exceed 180 days within a 12-month period.

ACADEMIC WITHDRAWAL AND DISMISSAL POLICIES

Students who wish to withdraw from the University from an ongoing term or a course after the published drop deadline must submit a request in writing to the Office of the Registrar. If approved after review, the student will be deemed as officially withdrawn with a grade of 'W' assigned for the course(s) in an ongoing session. Such request can only be made prior to the official ending date of the session and will not be considered retroactively. Students requesting to withdraw will be responsible for all applicable tuition and fees.

Unofficial Withdrawal

Should students cease attending courses without officially informing the Administration, such a cessation of active and regular participation, renders students "unofficially withdrawn." The grade reflected on the student transcript will be a "U."

Students receiving financial assistance are urged to consult with the Financial Services Office regarding approved breaks in enrollment and requirements for course completion.

ADMINISTRATIVE DISMISSAL

An administrative dismissal is an action that the University takes that results in the student's withdrawal from the University. Administrative dismissals occur when a student has not:

Residential

- Attended his/her class within the first seven (7) days of the course
- Complied with the University's Student Code of Conduct or Attendance Policy

Distance Learning

- Participated in his/her online coursework within the first seven (7) days of the course.
- Actively participated in his/her online coursework within 7 days from the last date of recorded attendance/participation as indicated by the Desire 2 Learn platform.
- Complied with the University's Student Code of Conduct or Attendance Policy

Completed all components of student file.

READMISSION AND REINSTATEMENT

Students wishing to resume their studies at UWLA following an absence of less than six (6) months may be reinstated upon request under the same academic status, provided that the student was in good standing (meeting GPA requirements) at the time the absence began. No formal application process is required; however, students must inform the University and provide the Office of the Dean or the Dean's designee all official transcripts of any academic credit earned or attempted at other institutions during their absence. Academically disqualified students are not eligible for reinstatement.

ACADEMICALLY DISQUALIFIED STUDENTS

Academically disqualified students may apply for admission to UWLA on a one-time basis after one year from the time of disqualification. Students are required to complete the admission process and provide all official transcripts of any academic credit earned or attempted at other institutions since disqualification.

STUDENTS WITH UNAPPROVED ABSENCES EXCEEDING ONE YEAR

Any student seeking to return to UWLA after an unapproved absence exceeding one year may seek readmission by completing the admission process, including a new application. Students must inform the University and provide the Office of the Registrar all official transcripts of any academic credit earned or attempted at other institutions during their absence.

Readmission to UWLA will be determined by the Dean or the Dean's designee based on student status when leaving the institution including GPA, number of courses remaining, academic warning status, etc. Notice of readmission will be issued by the Registrar to the student.

READMISSION OF SERVICE MEMBER

To minimize the disruption to the lives of persons performing service in the uniformed services, allowing a student to return to the institution without penalty for having left because of such service, UWLA will promptly readmit service members with the same academic status. Student Agreements for military students with breaks in attendance of five years or fewer will not be invalidated, and a student's activity will not be exclusively defined by taking courses with the home college.

- There will be no fee for students wishing to be readmitted. Students who reenter must provide any updated transcript information from all other institutions attended during the time of deferment or break in enrollment from UWLA (including CLEP, JST, etc.).
- A service member will be promptly readmitted (in the next available session following student notification of intent to reenroll) with the same academic status prior to going into a deferred status.
- A service member will be entitled to rights and benefits he/she had prior to going into a deferred status.
- A service member will be readmitted to the same program unless the service member requests or agrees to admission to another program (if the program is no longer offered, the service member will be readmitted to the program that is most similar).
- A service member will be readmitted with the same tuition charges as when the service member left unless the service member's military benefits will pay increases, if any, but never more than the institution is charging other students.
- If a service member is not prepared to resume the program where the service member left off or is unable to complete the program, the institution must make reasonable efforts* (at no additional cost to the service member) to help the service member become prepared, or to enable the service member to complete the program including, but not limited to, providing refresher courses.
- A service member must meet the following criteria to be eligible for readmission:
 - Provide notice of absence for service (cumulative length of absences may not exceed five years); and
 - Provide notice of intent to return to UWLA.

*Reasonable efforts are actions that do not place an undue hardship on the institution. An undue hardship exists if an action requires significant difficulty or expense when considered in light of the overall financial resources of the institution and the impact otherwise of such action on the operation of the institution.

WITHDRAWN STUDENTS

Students officially withdrawn from the University who wish to return to UWLA may seek readmission by completing the Admission process including a new application. Students must inform the University and provide the Office of the Registrar all official transcripts of any academic credit earned or attempted at other institutions

while withdrawn. Students readmitted after withdrawal will be subject to the most current program requirements.

DENIAL OF READMISSION

If UWLA determines that there are no reasonable efforts to be taken to prepare the service member to resume at the point where the service member left off, or to enable the service member to complete the program, readmission may be denied.

TERMINATION OF READMISSION ELIGIBILITY

A service member's eligibility for readmission terminates upon the occurrence of:

- A dishonorable or bad conduct discharge
- A dismissal of a commissioned officer permitted under section 1161(a) of Title 10 USC by sentence of a general court martial, in commutation of a sentence of a general court-martial, or, in time of war, by order of the President.
- A dropping of a commissioned officer from the rolls pursuant to section 1161(b), Title 10 USC
- Absence without authority for at least three months, separation by reason of a sentence to confinement adjudged by a court-martial, or a sentence to confinement in a federal or state penitentiary or correctional institution.

ADDING/DROPPING COURSES

The University understands that students want to graduate in the least amount of time possible. In order to achieve that objective, students will often “double up” on their courses to expedite this process. Unfortunately, the University does not normally permit students to add additional courses unless special circumstances exist and petition is approved. The dates for the last day to drop a class with a refund and withdraw from a class without academic penalty are prior to the courses second course meeting of the current term. A student may not drop or withdraw from a course after the deadlines set by the University without the permission of the University Dean.

Students who withdraw from a course before the deadline to drop without academic penalty will have a grade of “W” recorded on their academic record. Students who stop “attending” class after the last day to withdraw without academic penalty will receive a grade of “F,” except under mitigating circumstances. The student must document the mitigating circumstances and receive approval of the University Dean.

ADD/DROP DEADLINES FOR 2024-25 ACADEMIC YEAR

Students may add or drop a course within the first 7 days of the course commencement date with no penalty.

EARLY ALERT POLICY

School of Business Professors must maintain sound scholastic standards and must as soon as possible, identify and communicate an early alert for those students who appear to lack the capability to satisfactorily complete the course. First, this communication must occur from the Professor to the student and if they cannot come to terms to resolve the apparent incapacity, the Professor must communicate to the University Administration for further resolution.

ACADEMIC HONORS

Dean's List

At the completion of each term, a Dean's List is published to honor those students whose GPA for that particular semester is 3.3 or above.

To be eligible for the Dean's List, a student must have completed a minimum of 6 credit units for the term.

HONORS UPON GRADUATION

Students who graduate with the following cumulative grade point average do so with honors as follows:

Academic Honors- Required Grade Point Average
3.50 and above Summa Cum Laude

3.20 - 3.49 Magna Cum Laude

3.00 - 3.19 Cum Laude

The student with the highest GPA will be the Class Valedictorian.

INSTRUCTIONAL DELIVERY

The School of Business' instructional delivery utilizes a distance education format. Distance education coursework is instructor facilitated and instruction is conducted asynchronously.

Classroom Locations:

University of West Los Angeles
9800 S. La Cienega Boulevard
12th Floor
Inglewood, California 90301

Or

University of West Los Angeles
21650 Oxnard St.
2nd Floor
Woodland Hills, CA 91367 .
(Satellite Campus)
310.342.5291
www.uwla.edu

Faculty Response Time for Assignments- Distance Education

Approximately four to seven days will elapse between the receipt of student lessons, projects, or assignments and instructor feedback response time frame.

Program Scheduling and Delivery

UWLA's academic year is divided into 5, 9-week terms. Students must attend and participate **in the** online class sessions of each course in order to be eligible to receive a satisfactory grade. Good standing in the program is defined herein as cumulative GPA of 2.00.

Sequence and Frequency of Lessons

Each course has online lecture once day per week. Students should expect to attend two courses per week per term. Students complete a total of two hours of lecture per week.

Instructional Modes/Methods

This course utilizes the online instructional format which is a fully online distance instruction. The online component is comprised of discussion forums, online, lecture, interactions, exercises, media, and teacher-led collaborative learning assignments. Key segments will be synchronous and others asynchronous.

On some occasions for specific course experiences and requirements, courses may be conducted in different time configurations or leverage synchronous class meetings to best and most efficiently deliver the course. These courses will still

meet the Carnegie requirements to account for the units that the course is providing.

ONLINE DISTANCE EDUCATION EQUIPMENT REQUIREMENTS

Computer platform requirements apply to all versions in the listed series of products. Students may use Apple or PC products as both are compatible with UWLA's system

System and software requirements

	Required	Recommended
Operating system	Windows XP, Vista, Windows 7, Mac OS X	Windows 7 Mac OS X v10.7 (Lion)
Video	Minimum resolution of 1024 x 600	Resolution of 1024 x 768 or greater
Internet speed	56K modem	56K or cable modem, DSL
Java Runtime Environment (JRE)	JRE 1.6.x (Required to run the Equation Editor)	JRE 6 update 31
JavaScript	Enabled	Enabled
Cookies	Enabled	Enabled

Browser Support

Windows Browser	Status
Internet Explorer 9	Supported (recommended)
Internet Explorer 8	Maintenance
Firefox (newest)	Supported (recommended)
Firefox 10.0	Maintenance
Chrome (newest)	Supported
Mac OS X Browser	Status
Safari 5.1	Supported
Safari 5.0	Maintenance
Safari 4.0	Maintenance
Firefox (newest)	Supported (recommended)
Firefox 10.0	Maintenance
Chrome (newest)	Supported

Mobile Web Operating System/Browser	Status
iOS (Newest)	Supported
iOS 5 (Safari 5.1)	Supported
iOS 4 (Safari 5.0)	Maintenance
iOS 3 (Safari 4)	Maintenance
Android (Newest)	Supported
Android 4.0 (Ice Cream Sandwich)	Supported
Android 3.2 (Honeycomb)	Supported
Android 2.3 (Gingerbread)	Supported
Android 2.2 (Froyo)	Supported
Android 2.1 (Eclair)	Maintenance
Android 1.6 (Donut)	Maintenance
Android 1.5 (Cupcake)	Maintenance
Blackberry 6	Supported

STUDENT POLICIES AND PROTECTIONS

SEXUAL HARASSMENT POLICY

It is the policy of the University of West Los Angeles to provide all students and employees with an educational, employment, and business environment free from all forms of harassment, exploitation, intimidation or unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct or communications of a sexual nature as defined and otherwise prohibited by the California Fair Employment and Housing Act, California Education Code and state and federal rules, regulations, statutes and laws prohibiting sexual harassment and retaliation.

The University expressly forbids sexual harassment of its students and employees by faculty, managers, supervisors, employees, other students or members of the general public. The University will take whatever action may be needed to prevent, correct, and, if necessary, discipline those engaged in inappropriate behavior. Where evidence of sexual harassment is found, student disciplinary actions shall be taken. Sexual harassment should be reported immediately to the campus President, and every effort will be made to ensure that confidentiality is maintained.

RETENTION OF RECORDS

UWLA Registrar's office maintains records in full compliance with the California Code of Regulations, Division 7.5 Private Postsecondary Education, Chapter 3. Institutional Operating Standards, Article 3. Maintenance and Production of Records

§§ 71920 & 71930 and California Education Code 94900 and 94900.5 which states as follows:

71920. Student Records.

(a) The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.

(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:

(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 institution or the institution'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;

(B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;

(C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;

(D) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;

(2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;

(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;

(4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, 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;

- (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
- (C) Credit for courses earned at other institutions;
- (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
- (E) The name, address, website address, and telephone number of the institution.
- (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
- (7) The dissertations, theses, and other student projects submitted by graduate students;
- (8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- (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;
- (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;
- (11) Copies of any official advisory notices or warnings regarding the student's progress; and
- (12) Complaints received from the student.

71930. Maintenance of Records.

- (a) An institution shall maintain all records required by the Act and this chapter. The records shall be maintained in this state.
- (b)(1) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.
- (2) Notwithstanding (b)(1), the institution shall maintain records relating to federal financial aid programs as provided by federal law.

(c) 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;

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

(3) The institution has personnel scheduled to be present at all times during normal 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 or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

(d) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to 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.

(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

(f) If an institution closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.

CEC 94900-94900.5

(a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

(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.

And

(a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

(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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

•A student has the right to inspect and review his/her education records within 45 days of the day the Institution receives a request for access. Students should submit to the campus Registrar written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed.

•A student has the right to request the amendment of his/her education records that the student believes are inaccurate or misleading. The student should write the institution official responsible for the record, clearly identify the part of the record he/she wants changes and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information

regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Disclosure of Educational Records

Information defined as Directory Information may be released without a student's consent. The University of West Los Angeles defines Directory Information to include:

- Name
- Address
- Phone Number
- Email Address
- Enrollment Status/Grade Level (e.g., first term, second term, etc.)
- Date of Graduation
- Degrees and Honors Received
- Photos (for identification purposes only)
- Major Field of Study
- Dates of Attendance
- Most Recent Institution Attended

A student's social security number is never considered Directory Information

A student may opt out of Directory Information disclosure by submitting a written request to the Registrar.

A student has the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Generally, universities must have written permission from the student in order to release any information from a student's educational record. However, FERPA allows universities to disclose those records without consent to the following parties or under the following conditions (34 CFR § 99.31):

- University officials with legitimate education interest

- Other universities to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the University
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile system, pursuant to specific state law.

The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office Department of Education Independence Avenue,
SW Washington, DC 20202-4605

STUDENTS WITH DISABILITIES

The University of West Los Angeles is committed to providing services and reasonable accommodations to students with disabilities unless an accommodation would present an undue hardship to the SOB. The ADA Compliance Officer monitors our ADA Program.

Any student who desires to receive services from the ADA Program should carefully review all the program's policies and procedures. While the University of West Los Angeles recognizes its legal obligation to provide reasonable accommodations to students with disabilities, students requesting and/or utilizing these services have certain obligations and responsibilities surrounding their use of such services.

NOTICE OF NON-DISCRIMINATION POLICY

UWLA admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, military discharge or status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at UWLA. UWLA does not discriminate on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, military discharge or

status, marital status, parental status, or any other protected status in administration of its educational policies, admission policies, scholarship and loan programs, and other administered programs.

RIGHTS RESERVED

University of West Los Angeles School of Business reserves the right to change, at any time, without notice, the policies and procedures announced in this agreement, technical standards, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in its catalog or other official documents. UWLA reserves the right to refuse to admit or readmit any student at any time should it be deemed necessary in the interest of the student or of UWLA to do so. UWLA reserves the right to require the withdrawal of any student at any time for misconduct and who fails to give satisfactory evidence of academic ability, earnestness or purpose, who fails to cooperate in all requirements of their enrollment or for cause as determined within the sole discretion of UWLA.

Bachelor of Science in Business Administration

Program Description

A Bachelor of Science in Business offers the introductory knowledge and skills for a successful career in Business. Students learn key fundamental concepts such as how to manage and lead a diverse workforce, the utility of data usage and financial systems, and the innovative use of business tools and social media. All of these tools equip graduates to make prefatory strategic decisions in order to gain business prominence.

Course List

LOWER DIVISION COURSES:

Course Code, Course Title, Credit Units

BS100 Statistics for Managers (3 Units)

BS101 Accounting (Introduction to/for business) (3 Units)

BS102 Principles of Finance (3 Units)

BS103 Business Communications (3 Units)

BS104 Ethics and Critical Thinking (3 Units)

BS105 Strategic Business Marketing Fundamentals (3 Units)

BS106 Organizational Behavior (3 Units)

BS107 Business Law (3 Units)

UPPER DIVISION COURSES:

Course Code, Course Title, Credit Units

BS300 Business Management and Operations (3 Units)
BS301 Business and the Environment (3 Units)
BS302 Business Assessment: Regression Analysis and Forecasting (3 Units)
BS303 Business Strategy and Policy (3 Units)
BS304 Introduction to Entrepreneurship (3 Units)
BS305 Economics (3 Units)

CONCENTRATION – ORGANIZATIONAL LEADERSHIP AND MANAGEMENT

Course Code, Course Title, Credit Units

BS350 Introduction to Data Usage and Reporting (3 Units)
BS351 Organizational Change and Conflict Management (3 Units)
BS352 Culture, Gender & Diversity (3 Units)
BS353 Human Resource Management (3 Units)
BS354 Introduction to Leadership and Management (3 Units)
BS361 Organizational Development & Social Media Protocol for Innovation (3 Units)
BS356 Introduction to Negotiation (3 Units)

CONCENTRATION – MARKETING

Course Code, Course Title, Credit Units

BS360 Social Media & Its Application to Today's Business World (3 Units)
BS361 Organizational Development & Social Media Protocol for Innovation (3 Units)
BS362 Business Marketing (3 Units)
BS363 Marketing Practicum (3 Units)
BS364 Marketing Research and Analysis (3 Units)
BS365 Business Public Relations (3 Units)
BS366 Negotiation and Alternative Dispute Resolution (3 Units)

CONCENTRATION – FINANCE

Course Code, Course Title, Credit Units

BS370 Introduction to Financial Systems and Institutions (3 Units)
BS371 Principles of Fiscal Management and Policy (3 Units)
BS372 International Financial Markets (3 Units)
BS373 Investment Vehicles (Capital Markets) (3 Units)
BS374 Real Estate Finance (3 Units)
BS375 Corporate Finance (3 Units)
BS376 Mergers and Acquisitions (3 Units)
BS377 Risk Management and Ethics in Finance (3 Units)

CONCENTRATION – INTERNATIONAL BUSINESS

Course Code, Course Title, Credit Units

BS380 Global Markets (3 Units)
BS360 Social Media & Its Application to the Business World (3 Units)
BS372 International Financial Markets (3 Units)
BS356 Introduction to Negotiation (3 Units)
BS381 Principles of International Business (3 Units)
BS352 Culture, Gender and Diversity (3 Units)

CONCENTRATION – ENTERTAINMENT

Course Code, Course Title, Credit Units

BS390 Introduction to Entertainment Business (3 Units)

BS391 Entertainment Management/Representation (3 Units)

BS392 Digital and New Media (3 Units)

BS362 Business Marketing (3 Units)

BS356 Introduction to Negotiation (3 Units)

BS392 Entertainment/Business Law (3 Units)

BS354 Introduction to Leadership and Management (3 Units)

Semester Credit Hours:

Lower Division Core, Upper Division Core and Concentration- 60 Semester Credit Units

Total: 60 Semester Units

Course Descriptions

LOWER DIVISION COURSES

BS100 Statistics for Managers (3 units)

This course features the fundamental concepts and methods of statistics with emphasis on interpretation of statistical arguments. Focus will be on how to best use data to manage an organization. The utilization of empirical data, data analysis, correlation and regression, concepts of probability theory, sampling errors, confidence intervals, and hypothesis tests, will be featured in this course.

BS101 Principles of Accounting (3 units)

This is a practical course that will teach the student how to understand and utilize financial statements in today's business environment. Having a practical knowledge of accounting is imperative for an individual to play a management role in a corporation. Each student will gain an understanding of today's accounting methodologies along with the practical knowledge needed to analyze a companies' balance sheet and make an informed decisions based upon his or her analysis.

BS102 Principles of Finance (3 units)

This course offers an in-depth understanding of principles of finance. It enables the students to understand the terminologies used in the finance, the structure of financial statements and various capital assets. The course provides understanding of how the financial market works and the types of investments that corporations and or investors could utilize. Further, the course provides understanding of the

federal tax system, international financial markets, security laws and corporate governance. Upon completion of this course students will have a sufficient understanding of the world of finance and the important role that it plays in business and the tools the managers have at their disposal for making decision with least risk and higher yields.

BS103 Business Communications (3 units)

This course examines the principles of communication in the workplace. The course introduces students to communication by including coverage of communication fundamentals, traditional and electronic messages, written reports and proposals, oral and nonverbal communication, and employment communication. Since effective communication skills help further one's career, every effort will be made to increase the student's awareness of appropriate professional techniques in procuring employment and ensuring proper job performance. Students learn techniques for writing informational, persuasive, sales, employment, good news and bad news communications. Course also covers recent communication technology, multicultural and global communication, business ethics, and teamwork. Students gain a broad range of knowledge and skills in order to become effective communicators.

BS104 Ethics and Critical Thinking (3 units)

This course focuses on the principles of principal-client relationships, fiduciary duties and accountability, respect for human rights, and professional and personal responsibility. This course offers students the opportunity to study ethics and to critically evaluate the value systems of other individuals, groups, and societies. In this course, students learn to differentiate between social faux pas and actionable wrongs and to understand logic and reasoning and professional responsibility. Case studies emphasize the importance of professional and personal ethical codes and the effect of particular choices on an organization. Development of personal philosophies is examined as well as fundamental principles that address the intercultural workplace

BS105 Strategic Business Marketing Fundamentals (3 units)

This course will examine the fundamental concepts associated with the study and practice of marketing. Major topics of discussion include the marketing environment, decision-making, buyer behavior, and marketing mix strategies as they relate to an organization's ability to compete in a global economy. In addition, students will learn to apply the various actions and activities involved in marketing of a product or service.

BS106 Organizational Behavior (3 units)

This course will cover organizational behavior and focuses on the strategic, organizational, cultural, and leadership challenges that organizations experience. Students will examine theoretical perspectives leadership, organizational structure and ways to operate an effective organization. Students will learn how to communicate with co-workers and staff, build teams, and identify key strategies to increase performance of an organization.

BS107 Business Law (3 units)

This course focuses on the sources of American law, law of torts, contracts, personal property, corporations, employment law, and bankruptcy in their application to everyday issues that arise between individuals while conducting business. This course will provide students with information on the basic concepts of law including the difference between criminal law and tort law, breach of contract, unlawful detainer, employment law and bankruptcy in business.

UPPER DIVISION COURSES:

BS300 Business Management and Operations (3 Units)

This course offers students a comprehensive overview of the fundamental principles and practices of management, including integrating operations management concepts to enhance organizational efficiency and effectiveness. Students will explore managers' roles, functions, and responsibilities in today's dynamic business environment through a blend of theoretical concepts and practical applications.

BS301 Business and the Environment (3 Units)

This course provides a comprehensive exploration of the importance of understanding both the broader external environment and the internal organizational environment for effective decision-making in the business world. By examining the intricate interplay between these two domains, students will develop a deep understanding of the factors that influence organizational performance and the strategic choices made by businesses.

BS302 Business Assessment: Regression Analysis and Forecasting (3 units)

This course provides a foundational understanding of Forecasting and its pivotal role in driving strategic business decision-making. Students will be equipped with the skills to evaluate the accuracy of forecasting methodologies. The course emphasizes practical application, enabling participants to use forecasting results for informed business decision-making.

BS303 Business Strategy and Policy (3 units)

This course reviews the Business Strategic planning process and how local public policy can influence business decisions. The focus of the course is on strategic planning for an organization and public policy development. This course also

teaches a student how to develop a strategic plan for a business and examines outside influences, which can have an impact on the plan including public policy. Focus will be placed on resources available to local business to stay informed of proposed regulations and organizations, which perform business advocacy in an effort to influence policy on behalf of businesses.

BS304 Introduction to Entrepreneurship (3 units)

This course will provide students with the information to assist an individual to become a successful entrepreneur. Students will learn the processes required to start a business including elements of a business plan, teamwork, and creation of a presentation. This course will highlight hurdles and challenges entrepreneurs encounter and allow students to gain valuable practice.

BS305 Economics (3 units)

This course offers an in-depth understanding of both micro and macroeconomics. This course will include both theory and practical applications of economics. The course also focuses on the fundamentals of economics, factors that cause economic instability, economic policy and explore tools used to control and regulate the economy.

CONCENTRATION COURSES

Organizational Leadership and Management

BS350 Introduction to Data Usage and Reporting (3 units)

Data-driven decision-making is becoming more common and more expected. This course introduces students to essential concepts about data usage and reporting. Emphasis is put on business and technical needs, architectural frameworks, data design, integration, and organization. Using case studies and class assignments, students will learn to describe the data analysis process involving collecting, mining, and visualizing data.

BS351 Organizational Change and Conflict Management (3 units)

This course will examine planning for change; the nature and sources of environmental and organizational conflict, strategies for change and conflict resolution within institutions, as well as the implications of conflict and change in the workplace. Also discussed are change theory, cooperation, collaboration, and the management of public disputes.

BS352 Culture, Gender & Diversity (3 units)

This course is an examination of the uniqueness and particularism of gender and culture as they relate to work behavior in the public and private sector. Emphasis will be on the “how” of managing a diverse workforce and the contributions women and men make to the work life of organizations. The legal, historical, psychological, and sociological roots of culture and gender will be explored.

BS353 Human Resource Management (3 units)

This course introduces the key concepts and practices of human resource management. Students will learn how organizations develop and implement strategic HRM plans that center on recruitment and selection challenges, compensation and benefits, motivation, training and development, employee communication, and performance management. This course will further explore contemporary issues, such as globalization, technological advances, and changing workforce demographics. Through case studies, weekly discussions, a course project, and the completion of skills certifications, students will gain a solid understanding of the fundamental principles and practices of HRM and apply them in various organizational contexts.

BS354 Introduction to Leadership and Management (3 units)

This course reviews leadership principles and management styles in a historical context. The focus of the course is on effective leadership in an organizational setting. Project Management approaches may be identified, reviewed and presented in a variety of ways including but not limited to examinations, a hands-on project, an Electronic Portfolio/File which the students update throughout their program, or other assessments of the Professor's choosing

BS355 Organizational Development & Social Media Protocol for Innovation (3 units)

This course focuses on how the advances in technology in general and in the Internet in particular have changed the way individuals and organizations conduct business. Students will explore how organizations research, strategize, plan, and implement ideas across industries in this age of technological development. Through case studies and assignments, students will examine how companies engage in strategic development, branding, and marketing to grow their online presence.

BS356 Introduction to Negotiation (3 units)

This course offers an in-depth study of the nature of legal, environmental, and organizational conflict. The course focuses on strategies and methods of conflict resolution and alternative dispute resolution, including mediation, arbitration, and negotiation. Communication, diverse values, cultures, beliefs, ethics, and philosophies that exist within the American legal system are examined.

Marketing**BS360 Social Media and Its Application in Today's the Business World (3 units)**

This course will explore the use of social media in business and examine why businesses have started to build an online presence. Students will learn how to find

and harvest an audience in the new media age and explore the benefits of social media as a tool to grow a business.

BS361 Organizational Development & Social Media Protocol for Innovation (3 units)

This course focuses on how the advances in technology in general and in the Internet in particular have changed the way individuals and organizations conduct business. Students will explore how organizations research, strategize, plan, and implement ideas across industries in this age of technological development. Through case studies and assignments, students will examine how companies engage in strategic development, branding, and marketing to grow their online presence.

BS362 Advanced Business Marketing 3 units)

In this course the student will gain an understanding of how to recognize, plan and evaluate global business marketing in a leadership role. The student will be able to build and manage strong brands to create brand equity and will be able to measure and manage return on marketing. Also, the student will be able to harness new marketing technologies in the digital age and market in a socially responsible way in a global economy.

BS363 Marketing Practicum (3 units)

This course will provide each student with a foundational toolkit to prepare a marketing plan for a variety of different type of businesses. Students will learn and analyze the processes in creating a marketing plan including the fundamental elements of a marketing plan, customer analysis, sales, public relations and presentations. This course will allow students to gain valuable practice and experience facing some of the challenges faced by early stage entrepreneurs as well as corporate marketers. Students will feel familiar and confident after receiving education and practice of becoming a business marketer in the fast paced business world.

BS364 Marketing Research and Analysis (3 units)

Upon completion of this course the student will have a macro-level perspective of marketing research, where it fits within an organization, and how it helps in managerial decision making. The marketing research industry is also discussed, with a brief treatment of both suppliers and users. In describing the marketing research process, a decision-oriented perspective is studied to help an individual make better decisions. Detailed discussions of the process, with numerous examples from the industry, characterize this micro phase. Finally, a macro-level perspective of the applications of marketing research and analysis is examined to address the traditional 4P research, as well as contemporary issues such as brand equity, customer satisfaction research, and emerging issues such as e-commerce, direct marketing, database marketing, and relationship marketing, while taking care to incorporate some of the latest research and developments in these fields.

BS365 Business Public Relations (3 units)

This course will allow you to understand the inner workings of public relations. You will learn to identify strategies and tactics to best amplify public relations efforts across various fields while understanding the evolving media landscape. By the end of the course you will know how to think like a public relations professional; learning how to identify and understand your target audience and best ways to reach them.

BS366 Introduction to Negotiation (3 units)

This course offers an in-depth study of the nature of legal, environmental, and organizational conflict. The course focuses on strategies and methods of conflict resolution and alternative dispute resolution, including mediation, arbitration, and negotiation. Communication, diverse values, cultures, beliefs, ethics, and philosophies that exist within the American legal system are examined.

Finance**BS370 Introduction to Financial Systems and Institutions (3 units)**

BS 370 is an introduction to financial systems and institutions designed to provide the student an overview and analysis of the various financial systems and institutions that dominate our global financial world. Topics include central banking, financial services, financial organizations, income and equity markets and more. It will provide students the basis in which to pursue their financial interests in depth.

BS371 Principles of Fiscal Management and Policy (3 units)

This course is designed to introduce the principles of fiscal management and policies of the fiscal world. Topics include global fiscal policy, corporate fiscal management, as well as revenue and debt administration

BS372 International Financial Markets (3 units)

BS372 introduces students to the unique and compelling world of international financial markets. It will include global banking, a look at various financial marketplaces and how the global marketplace interacts and effects how business is done. Also it will look at emerging markets and challenges that remain in those areas.

BS373 Investment Vehicles (Capital Markets) (3 units)

A deep analysis of capital markets and investment vehicles. This will include a view of how capital effects corporate investment and how the various markets are affected by monetary policy. Students will look at the roles of financial intermediaries and the future of investment vehicles.

BS374 Real Estate Finance (3 units)

Real Estate Finance introduces the concepts and principals of how corporations and individuals leverage real estate finance to build real estate effective real estate holdings. This will include income properties as well as development investments. Corporation's management and development of their real estate is crucial to the success of their financial abilities and this course gives students the principles and concepts to properly analyze the related issues.

BS375 Corporate Finance (3 units)

This course will cover the main principles of corporate finance. Students will have an understanding of the factors involved in corporate finance and the ability to analyze the decision-making when looking at corporate finance. It will involve structure, economics and outside factors that are used in corporate finance.

BS376 Mergers and Acquisitions (3 units)

This course will be an overview and analysis of the world of mergers and acquisitions in both a domestic and global business world. Students will study the pros and cons for corporations and the world of business that is created via mergers and acquisitions. Students will also study and analyze the structures, successes and failures of M&A to give them proper perspective and ability to judge and speak knowledgably about M&A.

BS377 Risk Management and Ethics in Finance (3 units)

A foundational course in the study of how the management of risk protects world markets and the ethical considerations posed as a result.

International Business

BS380 Global Markets (3 units)

An introduction to the structure and interconnectedness of world markets. In today's fast paced and technologically connected environment, what are the global markets and how do they work to get business completed.

BS360 Social Media & Its Application to the Business World (3 units)

This course will explore the use of social media in business and examine why businesses have started to build an online presence. Students will learn how to find and harvest an audience in the new media age and explore the benefits of social media as a tool to grow a business. 3 units

BS372 International Financial Markets (3 units)

BS372 introduces students to the unique and compelling world of international financial markets. It will include global banking, a look at various financial marketplaces and how the global marketplace interacts and effects how business is done. Also, it will look at emerging markets and challenges that remain in those areas.

BS356 Introduction to Negotiation (3 units)

BS356 This course offers an in-depth study of the nature of legal, environmental, and organizational conflict. The course focuses on strategies and methods of conflict resolution and alternative dispute resolution, including mediation, arbitration, and negotiation. Communication, diverse values, cultures, beliefs, ethics, and philosophies that exist within the American legal system are examined. 3 units

BS381 Principles of International Business (3 units)

This course provides an overview of international business and the fundamentals of how companies conduct business on an international scale. Additionally, this course discusses the effects of the global environment on international business.

BS352 Culture, Gender and Diversity (3 Units)

This course is an examination of the uniqueness and particularism of gender and culture as they relate to work behavior in the public and private sector. Emphasis will be on the “how” of managing a diverse workforce and the contributions women and men make to the work life of organizations. The legal, historical, psychological, and sociological roots of culture and gender will be explored.

Entertainment**BS390 Introduction to Entertainment Business (3 units)**

An introduction to the fundamentals of the entertainment industry and its structure. What is the business of entertainment? How can a student begin to understand the workings of how business gets completed and how to engage the industry? This class is the introduction to the arena of the entertainment business.

BS391 Entertainment Management/Representation (3 units)

This course evaluates the various legal and management issues presented in the daily representation of clients from various aspects of entertainment.

BS392 Digital and New Media (3 units)

An in-depth look at the innovations in social branding and social media and how businesses utilize these marketing tools for a competitive advantage

BS362 Business Marketing (3 units)

In this course the student will gain an understanding of how to recognize, plan and evaluate global business marketing in a leadership role. The student will be able to build and manage strong brands to create brand equity and will be able to measure and manage return on marketing. Also, the student will be able to harness new marketing technologies in the digital age and market in a socially responsible way in a global economy.

BS356 Introduction to Negotiation (3 units)

BS356 This course offers an in-depth study of the nature of legal, environmental, and organizational conflict. The course focuses on strategies and methods of conflict resolution and alternative dispute resolution, including mediation, arbitration, and negotiation. Communication, diverse values, cultures, beliefs, ethics, and philosophies that exist within the American legal system are examined.

BS393 Entertainment/Business Law (3 units)

A look at how business law interacts and applies to the entertainment industry. Fundamentals of what are the most relevant and applicable laws within the entertainment industry and how they are used to execute the various aspects of business within this thriving industry.

BS354 Introduction to Leadership and Management (3 units)

This course reviews leadership principles and management styles in a historical context. The focus of the course is on effective leadership in an organizational setting. Project Management approaches may be identified, reviewed and presented in a variety of ways including but not limited to examinations, a hands-on project, an Electronic Portfolio/File which the students update throughout their program, or other assessments of the Professor's choosing.

FACULTY LIST

A

Aboutalebi, Shaghayegh

J.D., University of West Los Angeles, Inglewood, CA (2017)

BA, Political Science, California State University Northridge, Northridge, CA (2011)

B

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J.D., St. Thomas University, Miami Gardens, FL (2005)
BA, Classical Culture, University of Oklahoma, Norman, OK (2002)
California State Bar #98342

Bellamy, Sherice

Ed.D, Higher Education Leadership, Nova Southeastern University, Orlando, FL (2016)
MBA, International Business, University of La Verne, La Verne, CA (2006)
BS, Management, Pepperdine University Graziadio School of Business, Malibu, CA (2001)

Bermudez, Manuel

MBA, California State University Fullerton (2013)
BS Business Finance, California State University of Long Beach (2008)

Bowman, John

JD, University of West Los Angeles, School of Law, Inglewood, CA
MSBA, Financial & marketing Management, West Coast University, Los Angeles, CA (1975)
BSEE, Electrical Engineering, Milwaukee, WI (1969)

Brown, Lauren

Ph.D., Social Policy, Florence Heller School of Social Policy & Management, Brandeis University, Waltham, MA (2008)
MPP, Irving B. Harris School of Public Policy, University of Chicago, Chicago, IL (1994)
BA, Sociology, University of California Los Angeles, Los Angeles, CA (1991)

Brown, Talon

J.D., Pepperdine University School of Law, Malibu, CA (2011)
BS. Finance and International Business, Villanova University, Villanova, PA (2008)
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Brown, Troy

MBA, University of West Lo Angeles, Inglewood, CA (2016)

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Clifton, Romunda

MA, Public Administration, California State University Dominguez Hills, Carson, CA (1995)

BA, Human Service Adult Life & Gerontology, California State University Dominguez Hills, Carson, CA (1992)

Cole, A. Beverly

J.D., Fordham University, New York, NY (1977)

MBA, Wharton School, University of Pennsylvania, Philadelphia, PA (1983)

BA, Asian & International Studies, Boston University, Boston, MA (1973)

D

Davis, Jamil

MS, Nursing, Albany University, Albany, GA (2012)

BS, Nursing, Albany University, Albany, GA (2008)

Georgia Registered Nursing License #RN188113

E

Ellis, Aubrey

J.D., University of California, Davis (1974)

MA, Behavior Science: Negotiation and Conflict Management, California State University Dominguez Hills, Carson, CA (1990)

BA, History & Criminology, University of California Berkeley, Berkeley, CA (1970)

F

G

Gilliam, Dreana

MBA, Everett College, Danville, VA (2010)

BBA, Everett College, Danville, VA (2005)

MA, Organizational Leadership, Biola University, La Mirado, CA (2007)

BS, Human Development, Hope University, Fullerton, CA (2005)

Guo, Nick

PhD Candidate Agriculture and Environmental Science, West Texas A&M University, Canyon. TX

MS Environmental Science, West Texas A&M University, Canyon. TX

Grant, Kevin

PhD, Philosophy in Global Leadership and Entrepreneurship Regent University, Virginia Beach, VA (2008)

MBA, Entrepreneurial Finance, Azusa Pacific University, Azusa, CA (1994)
BA, Business Administration, Sterling College, Sterling, KS (1979)

Grenway, Bernard

PhD, Applied Management, Walden University, Minneapolis MN
Ed.D Doctorate of Higher Education Administration (in process), Maryville
University, St. Louis MI
MBA, Global Management, University of Phoenix, Phoenix AZ
MS, Human Relations & Business, Amberton University, Garland TX.
MA, Legal Studies, Purdue University Global, West Lafayette, IN
BS, Liberal Arts Minored in International Relation, University of Maine at Presque
Isle. Presque Isle, ME.

H

Hernandez, Esperanza

M.Ed., Adult Education and Training, University of Phoenix (2011)
BS, Criminal Justice Administration, University of Phoenix (2008)

House, Loren

MA, Negotiation & Conflict Management, California State University Dominguez
Hills, Carson, CA
MBA, Taxation, Golden Gate University, San Fransisco, CA (1991)
BA, Political Science, Howard University, Washington DC (1980)

J

Jafari, Shadi

MA, Global & International Studies, University of California Santa Barbara, Santa
Barbara, CA (2016)
BA, International Studies, University of California Irvine, Irvine, CA (2013)
BA, Literary Journalism, University of California Irvine, Irvine, CA (2013)

Jain, Sundeep

MSM, Business Management, Oakland City University, Oakland City, IN (2001)
BA, Business Administration, University of St. Francis, Fort Wayne, IN (1988)

K

Klein, Judith

Ph.D., Public Health, Walden University, Minneapolis, MN (2010)
MS, Public Health, Walden University, Baltimore, MD (2008)
MBA, National University, La Jolla, CA (1996)
BS, Microbiology & Immunology, McGill University, Montreal, Canada (1976)

L

Leventhal, Jonathan

J.D., University of West Los Angeles School of Law (2009)
California State Bar: 262910

Luo, Benny

BA, Psychology, University of California, Irvine (2010)

M

Manzo, Dennis

MA, Management, University of Redlands (2012)
BS, Human Resource Management, Kaplan University, Chicago, IL (2007)

Martin, Perry

EdD, Organizational Leadership, University of La Verne, La Verne, CA
MA, Human Resource Development, Webster University, St. Louis, MO (2011)
MBA, Webster University, St. Louis, MO (2009)
MA, Leadership and Management, Webster University, St. Louis, MO (2008)
BS, Social Psychology, Park University, Parkville, MO (2003)

Medvin, Jacob

MBA, California State University Long Beach (2018)
BA Sociology, University of California Santa Barbara (2001)

N

Nicholas, Vanita

J.D., Texas Southern University, Houston, TX (1975)
BA, Modern Foreign Languages, Fisk University, Nashville, TN (1969)

O

P

Q

Quarles, Starlett

MS, Industrial/Organizational Psychology, California School of Professional Psychology, San Diego, San Diego, CA (2000)
BS, Sociology, University of California at Los Angeles, Los Angeles, CA (1994)

R

Reeves, Danielle

Edd, Higher Education Administration, Argosy University, Los Angeles, CA (2015)
MBA, University of Phoenix, Phoenix, AZ (2003)
BS, Business Management, California State University Northridge, Northridge, CA (2002)

Ruiz, Cynthia

MS, Counseling, California State University Los Angeles, Los Angeles, CA (1980)
BS, Counseling, California State University Los Angeles, Los Angeles, CA (1978)

S

Safaie, Majid

J.D., University of West Los Angeles, Los Angeles, CA (1995)
MA, Economics, California State University Los Angeles (1981)
BS, Accounting, Woodbury University, Burbank, CA (1979)
California State Bar #185129

Schugart, Kimberly

Postdoctoral Fellowship, Theoretical Chemistry, California Institute of Technology – Pasadena, CA
PhD, Chemistry - Theoretical Chemistry University of Wisconsin, Madison, WI
Bachelor of Arts, Chemistry, Northwestern University, Evanston, IL

Scott, La Tonya

PhD, Organization and Management, Capella University, Minneapolis, MN (2012)
MBA, Pfeiffer University, Misenheimer, NC (2006)
BS, Business Administration, Mount Olive College, Mount Olive, NC (2005)

Shahverdian, Shant

MBA, Management Concentration, California State University Northridge, Northridge, CA (2009)
BS, Business Management, California State University Northridge, Northridge, CA (2007)

Smith, Almuhtada

J.D., University of California Los Angeles, Los Angeles, CA (2008)
BA, Business Administration, Morehouse College, Atlanta, GA (2005)
California State Bar #263762

Spears, Jason

Doctor of Jurisprudence Florida Coastal School of Law, Jacksonville, FL; (2005)
Regent's Bachelor of Arts: Marshall University, Huntington WV (2002)
Associate of Applied Science, Paramedic Science: Marshall University, Huntington, WV (2001)
Music Business Management: Middle Tennessee State University, Murfreesboro, TN (1998)

Strauss, Sasha

MS, Strategic Corporate Communications Management, University of Southern California, Los Angeles, CA (2005)
Executive Business Management Certificate, University of California, Los Angeles, Los Angeles, CA (2003)
BA, Political Science, University of California, Irvine, Irvine, CA (1999)

T

Teeter, Christian

Ed.D Higher Education Administration Concentration, University of Southern California, Los Angeles, CA
MBA, University of Southern California, Los Angeles, CA
BA, Colgate University, Hamilton, NY

Thatch, Thela

PhD. Philosophy, Public Policy and Admin, Walden University, Baltimore, MD (2020)
Master of Philosophy, Public Policy and Admin, Walden University, Baltimore, MS (2020)
MBA, North Greenville University, Tigerville, SC (2011)

Tremblay, Aaron

MBA International Management, Western Michigan University, Kalamazoo, MI (2008)
BA, Pre-Law General Business Administration, Western Michigan University, Kalamazoo, MI (2006)

V

Vanderpool, Jan

Ph.D, Education, University of Southern California, Los Angeles, CA (2008)
MA, Psychology, Pepperdine University, Malibu, CA (2005)
MA, Educational Technology, Pepperdine University, Malibu, CA (2004)
MBA, Finance & Accounting, New York University, New York, NY (1977)

BA, Psychology& Chemistry, Luther College, Decorah IA (1971)

W

Watts, Monique

Ed.D, Education, Pepperdine University, Malibu, CA (2016)

MPA, Public Administration, California State University Dominguez Hills, Carson, CA (2004)

BS, Political Science/Business Administration, California State University Dominguez Hills, Carson, CA (2001)

FACULTY INFORMATION AND QUALIFICATIONS

Every faculty member teaching in a term will hold “virtual office hours” weekly. Faculty members are required to be available at least one hour per week for each course taught. Students will be able to access their instructor via email or telephone. The faculty member’s office hours are published within the course syllabus.

Faculty members possess diverse educational backgrounds and meet all minimum requirements as outlined by the Bureau for Private Postsecondary Education as duly qualified faculty. All faculty members have expertise in their field of specialty or in the emphasis that they teach. UWLA maintains documentation that demonstrates each faculty member is duly qualified to teach in the area that the faculty member was assigned.

All School of Business faculty have over four years of professional experience in their respective industries/fields and have documented educational credentials to teach the courses assigned. Refer to the Faculty List below for comprehensive list of all current School of Business faculty members and their respective qualifications (this list may not contain all professors as the SOB may periodically add new professors to the program).

UWLA Teach-Out Policy

According to the Western Senior College and University Commission (WSCUC) Teach-Out

Plans and Agreement Policy, “an institution accredited by the Commission must submit to the Commission for its prior approval a teach-out plan or agreement upon the occurrence of any of the following:

1. The Secretary of Education notifies WSCUC that the Secretary has initiated an emergency action against an institution in accordance with section 487(c)(1)(G) of the HEA or an action to limit, suspend, or terminate an institution participating in any Title IV, HEA program, in accordance with section 487(c)(1)(F) HEA, and that a teach-out plan is required.
2. WSCUC acts to withdraw, terminate, or suspend accreditation or candidacy of the institution.
3. The institution notifies WSCUC that it intends to cease operations entirely or close a location that provides one hundred percent of at least one program.
4. A state licensing or authorizing agency notifies WSCUC that an institution’s license or legal authority to provide an educational program has been or will be revoked.”

Per WSCUC, a Teach-Out Plan:

1. must provide for the equitable treatment of students by ensuring that the institution
has the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling, and to meet all of obligations to its existing students;
2. must specify additional charges, if any, and provide for notification to the students of any additional charges.

If any of the 4 aforementioned events occur and the institution or institutional location that provides 100% of one program ceases to operate before all students have completed their program of study, University of West Los Angeles (UWLA) will enact this policy with the intent to satisfy all teach out requirements established by WSCUC and to protect the interests of students. UWLA will engage execution of the teach-out plan or the execution of a teach-out agreement depending on what satisfies the equitable treatment of the students.

All decisions will be made in a timely manner, with input of all stakeholders and with careful and thoughtful coordination. Decisions will be considered time sensitive and clearly communicated with all parties.

Procedure:

Prior to termination of the program, the program Dean must conduct a program review that examines potential factors limiting the program’s viability, including but not limited to: Demographics; Job data; external requirements; enrollment trends; financial considerations. If it is determined that the termination of the program is the best course of action, the University will proceed to the proposal phase.

Any proposal for the termination of a UWLA academic program will contain evidence and rationale in support of the decision to terminate. The proposal will then be forwarded to the Executive team, Academic Senate, Faculty Senate, CEO and Board of Managers for review. The proposal must include a teach-out plan that considers the following:

1. Reason for program(s) termination;
2. Nature and number of program(s) affected;
3. Dates/Timeline of program termination;
4. Number of students currently enrolled;
5. Statistics on students' status and progress toward attaining each program's degree and/or certificate;
6. Statistics on resources used to offer the program(s);
7. Explanation of how students enrolled in the program will be informed of the impending termination;
8. Explanation of how students enrolled in the program will be assisted in completing their program of study with minimal disruption or additional expense;
9. Signed copies of teach-out agreements with other institutions, if any are required; and
10. Provisions, if any are required, for storing student records, disposition of final financial resources and other assets.
11. the proposal's effects on student recruitment and degree completion, and academic planning and standards (curriculum planning);
12. the proposal's effects on budgetary, financial, and planning issues.

If the proposal is deemed following this review to be in the best interest of the students and UWLA, the CEO and Chairman of the Board of Managers in partnership with the Provost's Office will facilitate faculty review of the proposal.

If the proposed termination is approved by the faculty, Provost and CEO, the proposal will be forwarded to the Board of Managers for final consideration and approval. It will be of particular note that students and faculty be notified in writing a date of program closure as soon as possible and the notice include a rationale of termination. UWLA will also work with regional Universities to negotiate transfer arrangements when feasible.

For affected students, an academic plan will be developed for each student that enables the student to complete the curricular program requirements within the teach-out period. The University will make every reasonable effort to offer the courses needed and to support students through program completion in a timely manner and provide independent study plans if required. Students should be aware:

1. The teach-out period will, typically, not be continued for more than two academic years following the date on which the notice of termination is given to students.

Programs will determine, on a case-by-case basis, the necessary length of a teach-out plan within this timeframe.

2. Students who do not make adequate progress in their academic plan for teach-out will be advised into another degree-granting program.

3. If a course required for the degree is not offered in the teach-out period, students may make arrangements, with the program Dean's consent, either to take the course at another institution and transfer the credit or to arrange with the program to complete the requirements in some other academically appropriate fashion.

4. Students are required to have ongoing contact with their Student Services contact during the teach-out period to ensure that their academic plans are current and consistent with the projected course offering.

Appendices

A / [Student and prospective student code of conduct and discipline]

B / [Grade changes]

C / [Grade change form]

D / [School of Business change of status form]

E / [Incomplete grade form]

F/ (Complaint and Grievance Procedures)

Appendix A

STUDENT AND PROSPECTIVE STUDENT CODE OF CONDUCT AND DISCIPLINE

The School of Business has adopted this Code of Conduct and Discipline that sets the standard of conduct expected of students admitted to or attending the School of Business. ALL students are bound by the provisions of the Code of Conduct by virtue of their admission to and attendance in the School of Business.

While pursuing a degree encourages debate, advocacy, and expression of a difference of opinion, students are expected to conduct themselves in a respectful and ethical manner. The School of Business is actively committed to creating and maintaining an environment that respects the dignity of individuals and groups.

Prohibited Conduct

For any of the following causes, a student may be subject to disciplinary action by the Dean:

1. Willful violation of a rule of the School of Business that requires the student to do or refrain from doing an act connected with or in the course of the student's conduct as a student of the University. All such rules shall be issued by the University and distributed in such a manner as to furnish adequate notice to students. All students have the responsibility to read same and shall be deemed to have actual knowledge of rules so distributed.
2. Willful interference with the orderly conduct of the educational or administrative functions of the University.
3. Willful physical abuse or threat of such abuse to: a faculty member, administrator, official or employee of the University, another student of the University, another person on the University premises or at a University approved, sponsored or supervised event.
4. Theft or willful abuse of University property or property of another on the University premises.
5. Distribution or possession for purposes of distribution, any controlled substance or illegal drug on the University premises. Also, the use or possession of any controlled substance or illegal drug on University premises.
6. Forgery, alteration or misuse of University documents, records, keys, or identifications.
7. Willful and material misrepresentation or non-disclosure concerning qualifications for admission to the School of Business.
8. Commission of a criminal act, including computer crime that reflects adversely on the student's honesty and/or trustworthiness.
9. Engaging in conduct whether or not criminal that reflects negatively upon the student's moral character. This conduct includes but is not limited to acts of harassment, disorderly or lewd conduct, dishonesty, fraud, deceit or intentional misrepresentation.

10. Committing an act of dishonesty, which may include any of the following:

- a. Cheating: Copying of work of another student or permitting copying by another student; completing an assignment for another student; submitting material produced by someone else; altering graded work after instructor evaluation and resubmitting it.
- b. Plagiarism: Taking the words or substance of another and either copying or paraphrasing the work without giving credit to the source (e.g., through footnotes, quotation marks, reference citations).
- c. Other: Providing material to another person with knowledge it will be improperly used; possessing another student's work without permission; selling or purchasing materials for class assignments; altering another student's assignment; knowingly furnishing false or incomplete academic information; altering documents affecting student records; forging a signature of or falsifying information on any official academic document.

The above rules and Code of Conduct are absolute. This prohibition is applicable at all times and in all places –real time and real space, as well as cyber time and electronic space. This prohibition includes oral, written, and electronic communications of all kinds.

Disciplinary Code

The Dean may impose discipline for a violation of the Code of Conduct, a University policy or a campus regulation. These sanctions are not mutually exclusive and may be imposed in combination. A record of a prior violation of the Code of Conduct or University policy may be considered in determining the appropriate sanction for a subsequent violation.

The following are authorized sanctions for such violations:

- 1. **Denial of Admission:** Denial of admission or re- admission to the University for an indefinite period.
- 2. **Warning:** Written notice that continued or repeated violations of specified University policies or campus regulations may be cause for further disciplinary action, normally in the form of Loss of Privileges and Exclusion from activities, suspension or dismissal.
- 3. **Loss of Privileges and Exclusion from Activities:** Exclusion from participation in designated privileges and extracurricular activities for a specified academic term or terms. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities or violation of University policies or campus

regulations during the period of the action may be cause for further disciplinary action, normally in the form of suspension or dismissal.

4. Suspension: Termination of student status for a specified academic term or terms with reinstatement thereafter a specified time. Violation of the conditions of Suspension or of University policies or campus regulations during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.

5. Dismissal: Termination of student status for an indefinite period. Re-admission to the University shall require the specific approval of the Dean.

6. Exclusion from the Campus: Exclusion of a suspended or dismissed student from campus when there is reasonable cause to believe that the student's presence there will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions, or other disruptive activity incompatible with the orderly operation of the campus.

7. Interim Suspension: Exclusion from classes, or from other specific activities on the campus, set forth in the Notice of Interim Suspension, before final determination of an alleged violation. A student shall be restricted only to the minimum extent necessary when there is reasonable cause to believe that the student's participation in University activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions or any disruptive activity. A student placed on Interim Suspension shall be given prompt notice of the charges and the opportunity for a prompt hearing on the Interim Suspension.

8. Reinstitution: Reimbursement for damage to or misappropriation of University property may be imposed either exclusively or in combination with other disciplinary action. Such reimbursement may take the form of monetary or appropriated service to repair or otherwise compensate for damages. Reinstitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.

9. Academic Penalty: Whole or partial withdrawal of credit for a course or examination (including the awarding of a failing grade) or a combination of such penalties. An academic penalty may be imposed only with respect to the course(s) in which the violation occurred, and only with the consent of the respective professor.

10. Loss of scholarship or financial aid consistent with governmental regulations.

11. Any other sanctions the Dean deems appropriate. In the event of an expulsion or suspension that terminates a student's right to attend class during a term or summer session, the University shall retain only that portion of the total term or summer session tuition as the number of weeks of class completed before termination bears to the total number of weeks of class in the semester or summer session. The balance, if any, paid by or on behalf of the student, shall be returned to the student or lender, or in the case of a scholarship, refund proceeds shall first be paid to the scholarship funding the source, and the balance, if any, shall be paid to the student. The term "scholarship" used herein shall include grants.

Disposition of Alleged Violation

Alleged violations of the Code of Conduct or other campus policies are to be reported to the Dean. If the Dean believes action should be taken on the charge, the Dean will notify the student who is the subject of the charge that an investigation will ensue. The Dean is responsible for conducting the investigation.

The Dean shall have the power to question persons with pertinent information, to examine pertinent materials, and to question the accused student if s/he is willing to speak. If the accused student intends to defend against or explain the alleged conduct that led to the potential violation, the student must speak with the Dean about the conduct and identify potential witnesses or documents that would support the accused student's position. The Dean must interview the potential witnesses and review the documents identified by the accused student.

Upon conclusion of the investigation, the Dean shall submit the results of the investigation to a panel, which will be composed of the Chair of the Faculty Senate, a member of the faculty currently on staff of the accused student's choosing, and a member of the faculty currently on staff of the Chair of the Faculty Senate's choosing.

The Panel will review the results of the Dean's investigation. The accused student may submit a written statement to the Panel for its review, but the statement may not include any information, potential supporting witnesses, or potential supporting documents that the student did not previously provide to or identify for the Dean unless the information was unknown or unavailable to the accused student previously.

The Panel shall determine whether or not a violation has occurred. If no violation is found to exist because the allegation is without merit, the conduct is de minimus, or the evidence is insufficient, the Dean shall keep a record, separate from the student's permanent file. Such record will not be disclosed except under compulsion of law or upon signed consent from the student.

Following a final decision that no violation has occurred, the Dean shall notify the accused student and the person(s) who filed the notice of the alleged violation.

Should the Panel determine that a violation did occur; the Panel shall inform the Dean. The Dean shall determine any sanction(s) imposed. The Dean shall provide the student with written notice describing the violation and the sanction(s) imposed.

Review Process

The President may review the disciplinary action upon written petition of the student or prospective student against whom disciplinary action has been taken. The written request must be submitted no later than 10 days after official notice of the disciplinary action. No petition for review will be accepted after that time. The President shall make and render a decision within 30 days. The President's decision is final.

Appendix B

GRADE CHALLENGES

It is the right of every UWLA student to challenge and/or appeal grades that have been posted on their student record. However, students are required to follow published policies and procedures for formal grade challenges and requests for grade changes. Below is an outline of these policies and procedures:

Modular Assignment Grades

The following policies and procedures apply to all challenges to grades awarded for modular assignments:

1. A challenge to an assignment grade must be submitted to the professor of record for the course within 5 business days after the student receives the official assignment grade notice.
2. The professor shall issue a formal response to the grade challenge within 3 business days of receipt.
3. If approved by the professor, a grade change will be reflected in the course record.

4. Grade challenges denied by the professor may be appealed to the Dean within 2 business days after the student receives the formal response from the professor.
5. The Dean shall issue a formal response to the assignment grade appeal within 5 business days of receipt. This response shall be copied to the professor. If approved by the Dean, the appropriate grade change will be reflected in the course record.
6. The decision of the Dean may be appealed to the President (or designee) for blind review within 2 business days, only if and when an assignment grade adversely impacts the course final grade. Otherwise, the decision of the Dean on an assignment grade challenge is final.
7. Students choosing to appeal the decision of the Dean acknowledge and agree that the final grade after appeal might be: the same grade as prior to the appeal; a higher grade; or a lower grade than that assigned by the course professor.

Final Course Grades

The following policies and procedures apply to all challenges to final course grades:

1. A grade challenge must be submitted to the professor of record within 5 business days after the official final grade notice.
2. The professor shall issue a formal response to the grade challenge within 5 business days of receipt.
3. Grade challenges denied by the professor may be appealed to the Dean within 2 business days after formal response from the professor.
4. The Dean shall issue a response to the appeal within 5 business days of receipt.
5. If approved by the Dean, a grade change recommendation shall be submitted to the Office of the Registrar.
6. In the event of denial by the Dean, the student may appeal to the President (or designee) of the appropriate program.
7. Any appeal to the President shall be submitted within 2 business days of the response from the Dean.
8. Challenges must include a statement clearly identifying the course, the courses number, the Session and the professor,
9. Challenges must include the reason for the challenge and all relevant facts and documentation to allow the President (or designee) to make a decision concerning the challenge.

10. The burden of proof for all grade challenges/appeals rests with the student who must clearly demonstrate that the grade being challenged, or denial of earlier challenges were the result of error or discrimination or were otherwise arbitrary or capricious.

11. The President (or designee) may subject the student's coursework to blind review and shall respond to the student in writing within 10 business days of receipt of the student's appeal.

12. Students choosing to challenge a course grade acknowledge and agree that the final grade following a grade appeal might be: the same grade as prior to the appeal; a higher grade; or a lower grade than that assigned by the course professor.

Grade Petition for Extraordinary Circumstances

UWLA recognizes that students face unforeseen special, extraordinary or extenuating circumstances in their lives that adversely impact their ability to complete and submit course requirements timely. UWLA is committed to working with students facing such circumstances to identify appropriate and flexible solutions to ensure successful completion of educational objectives. In the event of special, extraordinary or extenuating circumstances leading to a failing grade in a course, students may submit a formal grade petition requesting an opportunity to submit missing work for a grade change. The following procedures apply to all grade change petitions:

1. A grade change petition must be submitted within 30 days of posting of the course final grade.
2. The petition must be supported by documentation of special, extraordinary or extenuating circumstances.
3. The Dean (or designee) shall review the petition and supporting documents, consider the academic record of the student, and render a decision within 5 business days.
4. If the petition is approved, the student will be permitted to submit missing coursework required to complete the course objectives within a specified timeline.
5. The course Professor will review and assign appropriate grades to the new submissions.
6. Upon completion of the review, the Professor shall post a final grade within 5 business days.

7. Students acknowledge and agree that approval of a grade change petition is not guaranteed.
8. Students further acknowledge and agree that the final grade will depend on the quality of the assignments submitted and that approval of a grade change petition does not guarantee a passing grade.
9. Approval of the grade petition does not alter a student's obligations under any tuition assistance program or financial aid agreement.
10. Denial of any grade petition may be appealed to the college Dean within 5 business days. The Dean shall render a decision within 5 business days. The decision of the Dean on all grade petition appeals shall be final.

Appendix C

GRADE CHANGE FORM

Instructors should complete and submit this form to the Registrar's Office to request a change of grade. The form may be utilized to address 3 distinct grade change situations:

1. Change a grade submitted in error by the instructor electronically, for the most recent semester. This form will not be accepted by the Registrar's Office once 45 days from the last day of the class for which the "I" was given has elapsed.
2. Change an "Incomplete Grade" to a final letter grade.
3. After specific review or educational assessment and a determined grade change necessary.

Date of Submission: _____

Course Term: _____

Student's Name _____

Student ID _____

Name of Course for Which "I" Was Given _____

Course Number _____

Current Letter Grade____ Letter Grade to be Assigned____

Justification for Grade Change Request:

__Data Entry Error __Computational Error __Other

"Incomplete Grade" Requirements Completed

Other (Please Specify Reason): _____

Instructor's Name _____

Instructor Contact Information (Email and Telephone)

Appendix D

SCHOOL OF BUSINESS CHANGE OF STATUS FORM

DATE _____ NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE # _____

EMAIL _____

Last Day Attended _____

Cumulative GPA: _____

Petitioner specifically requests the following action(s) to be taken:

- ☐ Leave of Absence (\$25.00)
- ☐ Voluntary Student Withdrawal
- ☐ Dropping Courses (\$25.00)
- ☐ Administrative Dismissal

Note: If you are requesting a Leave of Absence, you must submit a written statement indicating why you are requesting the leave.

Be advised that approval of certain requests is governed by criteria that are outlined in the most current version of the campus catalog. Any false statement is a violation of the Student Code of Conduct.

I declare that the statements contained herein are true to the best of my knowledge.

STUDENT'S SIGNATURE

DATE

FOR OFFICE USE ONLY

DATE

GRANTED

DENIED

FOR INTERNAL USE ONLY

Grade entered on____ Signature_____ Date_____

Dean's Signature_____ Date_____

Appendix E

INCOMPLETE (I) GRADE FORM

Explanation of Form:

No credit used for verifiable, unavoidable reasons. Since the "Incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" "Incomplete" have been awarded must be completed within 45 days or another grade (A, B, C, D, or F) may be awarded by the instructor based upon course work that has been completed. A "W" grade should be awarded by a Dean only under mitigating circumstances, which must be documented, and a copy of this documentation must be placed in the student's academic file.

Instructions to Faculty Member:

- 1.This form must be filled out for each "Incomplete" assigned on your grade roster(s).
- 2.The grade roster(s) and Incomplete Form(s) are DUE in the Dean's Office for submission to the Registrar's Office no later than the 5 business days after classes have ended. The Dean's or Registrar's Office will immediately send a copy to the student to inform him/her regarding what is needed to complete the class for a grade.
- 3.The original of this form will remain in the permanent student file. Please keep a copy for your records.

Student Id Number

Student's Name

Semester Fall_

Spring__ Summer____ 20__

Course Prefix

Number

Section

List the work that needs to be made up (test, quiz, exam, research paper, other):
Instructors may include specific deadlines for assignments if they choose.

REQUIRED

Grade to be awarded if missing work is not made up A_ B_ C_ D_ F_
(If no grade given, then an F will be assigned).

Instructor's Signature

Date

Appendix F

COMPLAINT AND GRIEVANCE PROCEDURES

Students are advised to utilize the appropriate administrative procedure for resolving complaints. The School of Business has separate policies that govern student conduct, sexual harassment, sexual assault, and discrimination (based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status or physical or mental disability.)

Students are advised to contact the Dean or Director of Student Services if unsure of which policy applies to their particular situation.

If a student has a complaint or grievance that does not fall into one of the stated policies, the student may utilize the general Grievance Procedure listed below.

Grievance Procedure

The University has an open door policy that encourages students to bring suggestions, complaints, and grievances to the administration for discussion and, when appropriate, informal resolution.

The Grievance Procedure has been established to give students a vehicle to resolve situations, conflicts or disputes in a professional, unbiased, and documented

procedure. Matters that have been resolved by another procedural process outlined in the Catalog are considered final and may not be the subject of a grievance under this policy.

Informal Resolution

The parties involved in the situation are encouraged to meet and confer in an effort to resolve the situation. This encourages communication between the student and the faculty, staff, administrator or other student involved and enhances an opportunity to reach an agreement. No written records are maintained in the student file at this stage.

While it is hoped that resolution is reached at the informal resolution meeting, there is no requirement to meet informally prior to filing a formal complaint.

Formal Resolution Process

To file a formal complaint, the student must complete Notice of Grievance Form and submit it to the Dean. (The form is available in the UWLA Business Office and published in the Catalog. Upon receipt of the submission, the Dean will request a response to the allegations from the party or parties identified in the student's Notice of Grievance Form. Said response will be due to the Dean 15 days from said request.

Once the Dean has received the response(s), the Dean, may, after review and investigation,

1. Conduct a formal meeting with all parties to discuss and attempt to resolve the grievance or,
2. Issue a written resolution statement that is to be followed by all parties.

If the Dean finds that the issue cannot be resolved in his or her office, the Dean must directly forward the issue to the President's Office within five days. The President's Office will file and date the Dean's Letter of Findings on the day of acceptance.

The President then has 15 days to either (1) have a formal meeting with any/all parties concerned to resolve the matter, or (2) issue a written statement on the resolution or findings to be followed by all parties concerned. The decision of the President is final and binding on all parties.

When the Dean has resolved the matter and the student is not satisfied with the Dean's written resolution statement or the results of the formal meeting, the student must submit all relevant material with a Notice of Appeal – Grievance Determination to the Office of the President within 10 days of receipt of the Dean's decision. The Office of the President will date and file receipt of the Notice of Appeal on the day of

acceptance. The President has 15 days after receipt of the Notice of Appeal to either (1) conduct a formal meeting with any/all parties involved in the grievance, or (2) issue a written statement of resolution or findings, which is to be followed by all parties concerned. The decision of the President is final and binding on all parties.

PROCEDURE FOR STUDENT GRIEVANCES AND/OR COMPLAINTS OF UNLAWFUL HARASSMENT OR DISCRIMINATION

The School of Business (SOB) has an open-door Grievance Policy, which encourages students to bring suggestions, complaints, and grievances to the administration for discussion and, when appropriate, informal resolution. Members of an academic community must be able to study in an atmosphere of mutual respect and trust. The University of West Los Angeles is committed to creating and maintaining an environment which respects dignity of individuals and groups.

The goal of the School of Business is to have a process that is sensitive to the needs of students as well as the rights of those against whom allegations have been made.

Students who believe they have been harassed or discriminated against based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability shall have a right to file a complaint. Such complaints will be handled pursuant to the UWLA policies covering the specific area of the complaint.

Complaints must be filed one year of the alleged unlawful harassment or discrimination or within one year of the date on which the complainant knew or should have known of the facts of the harassment or discrimination incident.

Informal Process

A student who has reason to believe that he/she may have been a victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability may resolve the matter through an informal process under this procedure. Participation in the informal process is optional and not a prerequisite to filing a formal complaint

The school of Business has established the following informal procedure to resolve charges of harassment or discrimination within 30 calendar days:

1. A student who alleges that he/she has personally suffered harassment or discrimination should be referred to the Dean to directly discuss his/her concerns.
2. The dean shall meet with the student to:
 - a. Understand the nature of the concern;
 - b. Give the student a copy of the School of Business' policy and procedure concerning such lawful discrimination and inform the

student of his/her rights under the informal and formal complaint procedures

- c. Assist the student in any way advisable.
 - d. *If the student is willing to resolve the matter informally, it may not be necessary to pursue a formal investigation (unless warranted by the seriousness of the charge).
3. The Dean shall inform the respondent of the possible complaint and allow the respondent an opportunity to state the facts as known to him/her
 4. If, after meeting jointly or separately with the Dean, the parties agree to a proposed resolution, the resolution shall be implemented and the informal process shall be concluded. At any time during the informal process, the complainant may initiate a formal complaint.
 5. The Dean shall keep a written log of discussion and a record of the resolution. This information shall become part of the official investigation file if the complainant initiates a formal complaint. If the parties reach an agreement resolving the complaint, a letter summarizing the informal investigation and the resolution agreed upon shall be sent to the complainant and the respondent and kept as part of the record.
 6. Once a complaint is put in writing and signed by the complainant, the complaint is considered to be formal and the formal complaint procedures should be followed.

Formal Process

1. A student who alleges that he/she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, or physical or mental disability shall complete and sign the Complaint/Notice of Grievance form within one year of the alleged incident or within one year of the date on which the complainant knew or should have known of the facts of the harassment or discrimination incident.
2. On the Complaint/Notice of Grievance form, the complainant shall describe in detail the alleged harassment or discrimination and the action the complainant requests to resolve the matter. All written requests should be signed and dated by the complainant and shall contain at least the name(s) of the individual(s) involved, the approximate date(s) of the event(s) at issue and a detailed description of the actions constituting the alleged harassment or discrimination. Names, addresses and phone numbers of witnesses or potential witnesses should be included if possible.
3. Within three (3) working days after receipt of a signed complaint, the Dean will review the complaint to determine whether it describes the kind of harassment or discrimination which is prohibited under these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct. (In the event the complaint is made against the Dean, the President shall make the determination). If the complaint does not describe the kind of prohibited conduct the University investigates under the procedures, the complainant will be notified and will be referred to the

- appropriate process. If the complainant does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding whether the alleged misconduct is covered under these procedures, the complaint will be returned and the complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.
4. Within three (3) days of receiving a complaint or amended complaint, the Dean shall appoint an outside investigator to investigate the charges. The Dean shall send a copy of the complaint to the President and a notice of the complaint and these procedures to the respondent.
 5. The outside investigator shall, within ten working days of the complainant's referral to the formal process, give the complainant an opportunity to meet with the outside investigator to review the nature of the complaint and identify the scope and nature of the investigation. If the complainant fails to meet with the outside investigator within a reasonable time (usually 30 working days); the investigation will continue based on the written formal complaint. Within ten working days of the meeting with the complainant (or 30 days as noted herein), the outside investigator shall give the respondent an opportunity to meet with the outside investigator to receive the respondent's answer to the complaint and to review with respondent the scope and nature of the investigation. Parties may inform the outside investigator of witnesses to contact and may present documents in support of their positions. Each party has the right to be aided or represented by an advisor (at their expense).
 6. The outside investigator shall complete a full investigation. Prior to completing the investigation the outside investigator shall meet again with the complainant and the respondent, separately, to give an overview of the steps taken during the investigation, to ask complainant and respondent for the names of any other individuals the outside investigator should speak with and to request any additional information.
 7. After completion of the investigation, the outside investigator shall meet with the Dean who shall be responsible for reviewing the report of the outside investigator, making factual determinations, reaching a conclusion regarding the charges and recommending appropriate action if any.
 8. In the event the action is against the Dean, the President shall review as outline in #7. In the event the action is against the President, the investigator will present the complaint and report findings to the Chair of the Board of Managers for Board consideration and any final action.
 9. The investigation shall be completed within 90 calendar days of receipt of the complaint/amended complaint.
 10. Within 150 days of receiving a complaint, the following will be forwarded to the complainant and respondent:
 - a. Summary of the investigative report;
 - b. A written notice setting forth:
 - i. The findings of the outside investigator and the Dean/President as to whether harassment or discrimination

based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical/mental disability did or did not occur with respect to each allegation in the complaint

- ii. Description of actions to be taken, if any, to remedy any discrimination or harassment that occurred, and to prevent similar problems from occurring in the future
- iii. Proposed resolution of the complaint
- iv. Complainant's right to appeal
- v. Respondent's right to file a written response to the findings of the Dean/President within ten working days of the receipt of the findings
- vi. The investigation report shall be made available to all parties involved.

Appeal Rights

If the complainant is not satisfied with the results of the formal administrative determination, the complainant may appeal the determination by submitting objections to the Board of Managers within 15 calendar days of receipt of the determination. Within 45 calendar days of receiving the appeal, a copy of the final Board decision shall be forwarded to the complainant, President, Dean, and respondent. The Board of Manager decision is final.

Academic Freedom Grievance

Students who are involved in an Academic Freedom grievance or concern are encouraged to make a complaint using the informal or formal procedures listed within. The process will be resolved using the procedures as detailed above in hopes for an efficient and fair resolution.

ACADEMIC FREEDOM STATEMENT

The School of Business has a policy of academic freedom that ensures faculty members and students have the ability to exercise their reasonable and informed judgments.

The University shall establish no policy that will inhibit academic freedom. Faculty members have the right and obligation to examine all aspects of problem areas, to gather data and to question assumptions. Faculty members are free and secure to teach, investigate, and participate as responsible citizens in community activities. The faculty and the administration shall attempt to maintain an educational climate that is conducive to the free exploration of all ideas and of varying points of view.

Any faculty member who finds that a possible violation of academic freedom cannot be resolved informally with the Dean may submit the concern in writing to the general faculty, which may appoint an investigative committee to ascertain the facts of the alleged violation and make recommendations for the resolution of the matter to the Dean and the general faculty.

Students are also encouraged the freedom of thought, belief and inquiry. Students are free to engage in debate free from the fear of retaliatory repercussions or censorship.

Views of both students and faculty can express their views openly in all modalities and be free of the fear of sanction unless those views are harassing, threatening, intimidating, ridiculing, or imposing of personal views on another.

General faculty, which may appoint an investigative committee to ascertain the facts of the alleged violation and make recommendations for the resolution of the matter to the Dean and the general faculty.



School of Business

**Master of Science in Leadership,
Management, and Technology
Degree Program**

Catalog August 01 2024 - July 31, 2025



School of Business Catalog
August 01, 2024 – July 31, 2025
The University of West Los Angeles
Master of Science in Leadership, Management, and Technology Degree Program

University of West Los Angeles
School of Business
9800 S. La Cienega Boulevard, 12th Floor
Inglewood, California 90301
310.342.5200
www.uwla.edu

INTRODUCTION

Welcome to the University of West Los Angeles!

University of West Los Angeles (UWLA) has grown into one of the most respected private Universities in Los Angeles while maintaining its integrity and commitment to the community. The School of Business is poised and focused to serve the community with high quality and affordable education and join the highly regarded reputation of our School of Law.

Our goal is to produce intelligent, well-educated, successful people who value a superior education, want to serve their communities and who see themselves as change agents.

Through our guidance, the students of UWLA appreciate that knowledge is the key that unlocks all doors. All UWLA courses and degrees are designed to build successful, meaningful, and productive lives. Not only do we prepare our students for success within their chosen discipline, we also give them the tools, the confidence and the courage to define their futures far beyond UWLA. We teach them to believe, survive, fight and to revolutionize their lives in ways that don't simply define a career, but define a person.

Our rich history, traditions, and methodologies have been created to provide a wide variety of high-quality programs to help you reach your professional goals.

HISTORY

Since 1978, the Committee of Bar Examiners of the State Bar of California (CBE) continuously accredits the University of West Los Angeles, School of Law. UWLA School of Law has maintained its role as a force in the community by preparing individuals in not only the study, but the practice of law. UWLA has maintained 50-year staying power because of the unwillingness to budge on the quality of education and the care and passion of the educators and staff as well as the students.

The School of Business was created to fit a similar need as the School of Law. UWLA wanted to provide a place where students could get a high quality, affordable business education that included not only the fundamentals of business but focused on real world application and skills.

The School of Business is slowly developing into one of the most successful institutions in the region. We have received formal accreditation with the help of our incredibly persistent students and our graduates who have gone on to have successful careers. As of the publishing of the catalog UWLA Students are currently eligible to receive Federal Financial Aid.

UWLA has received its formal accreditation from the Western Association of Schools and Colleges Senior College University Commission ("WASC") granting accreditation to our institution. WASC is recognized by the US Department of Education.

The University of West Los Angeles has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

ADMINISTRATION

President, Mr. Robert Brown, Esq.
Dean, School of Law, Mr. Jay Frykberg
Dean, School of Business, Mr. Talon Brown
Registrar, Ms. Patty White
Business Office Manager, Ms. Johnetta Hegwood
Facilities Director, Mr. Rodrigo Covarruibus
Institutional Research, Mr. Jesse Aldava

Board of Managers

President Robert Brown, Esq. is the principal shareholder of Sapere Aude, LLC. The principal policy-making body is the Board of Managers comprised of a diverse group of community leaders who reflect a commitment to the University mission, academic integrity, and the pursuit of excellence.

Board Members of the LLC include: Mr. Robert Brown, Esq., UWLA President; Mr. Jay Askari Chairman; Mr. Chris Huang, Vice Chairman Emeritus; Mr. Dexter Henderson, Secretary and Treasurer; Mr. Jay Allen; Vanita Nicholas, J.D., Mr. Richard Benbow, Ori Blumenfeld, Simone Liu, Stella Albright, and Sanam Navab.

Management

The Board of Managers has authority to manage and control the business, affairs and property of the University, to make all decisions regarding those matters and to perform activities customary to the management of the University business. However, President Brown heads the administration of the University and has day-to-day responsibility for its business operations. President Brown serves as the Chief Executive Officer.

Board Committees

UWLA has established several committees that include: Executive Committee, Academic Integrity Committee, Administrative, Finance and Institutional Planning Committee, Audit Committee, Presidential Oversight Committee, and Membership & Nomination Committee. Additional committees are established as warranted.

Given the small size of the Board, each member serves on two or more committees. This structure provides transparency and accountability to all Board members and creates an awareness of how the University operates.

BPPE STATEMENT OF APPROVAL

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 in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of the California Code of Regulations. The BPPE code for the University of West Los Angeles is: **29927698**.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post Secondary Education by calling the Toll-free telephone number (888) 370-7589 or by completing a Complaint/Notice of Grievance form which can be obtained on the bureau's internet Web site www.bppe.ca.gov

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

WASC Accreditation

UWLA has received its formal accreditation from the Western Association of Schools and Colleges Senior College University Commission ("WASC") granting accreditation to our institution. WASC is recognized by the US Department of Education.

PROSPECTIVE STUDENT- THE CATALOG FOR THE SCHOOL OF BUSINESS

Information about UWLA is published in this catalog and contains a description of certain policies, procedures, and other information about School of Business (BUS). UWLA reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in this catalog, in any revisions, supplements and addenda to this catalog, and with all SOB policies. By enrolling at UWLA, the student agrees to abide by the terms stated in this catalog and any changes or revisions to this catalog and all SOB policies.

This Catalog is updated once per year.

All prospective students receive a catalog. Student who view the website and request additional information may receive an email with a PDF version of this catalog. Students who visit the campus and request additional information receive a hard copy, website link, and/or a flash drive with this catalog saved on it. All students receive a catalog prior to signing an Enrollment Agreement.

MISSION STATEMENT OF THE SCHOOL OF BUSINESS

The mission of the University of West Los Angeles, School of Business is to offer a diverse population high quality Undergraduate and Graduate Degrees and Certificates through a technology-enhanced learning environment in order to develop and enhance their academic and professional business skills and enable them to effectively and immediately contribute to society.

Institutional Learning Outcomes

The goal of UWLA is to offer a premier education. As such, the University achieves this mission by ensuring that academically and professionally our graduates will:

1. Make progress towards becoming engaged and self-reliant learners demonstrating habits of intellectual inquiry and striving toward their maximum potential.
2. Experience an academically rigorous learning environment that challenges them to develop the necessary verbal, written and critical analysis and critical thinking skills needed to evaluate complex issues.

3. Develop an understanding of advanced concepts and major modes of inquiry using a variety of methodologies/approaches.
4. Be prepared to contribute to a diverse democratic society with a pluralistic perspective of the world.
5. Be able to demonstrate civility, empathy, interpersonal competence, social responsibility and peaceful conflict resolution within the context of their chosen field.
6. Recognize the ethical dimensions of decisions and actions as well as demonstrate the ability to engage in the ethical reasoning necessary to exercise responsibility as an ethical individual, professional, local and global citizen.

PROGRAM LEARNING OUTCOMES

Students in the Master of Leadership, Management, and Technology degree program will receive a substantial and relevant education in the important areas of knowledge in a field of study, its principle resources, and its connectedness with other areas of inquiry while making progress in becoming self-reliant learners. Upon completion of the Master of Science degree program in Business, students will be able to:

1. Describe the relationships between the curriculum and the advanced practices and skills in their field of interests.
2. Demonstrate the necessary verbal, written, critical analysis and critical thinking skills needed to evaluate advanced and complex business issues and high-level business and social related topics.
3. Contribute to a diverse society with a pluralistic perspective based on a foundation of reason, ethics analysis and critical thinking.
4. Demonstrate civility, empathy, interpersonal competence, social responsibility, and peaceful conflict resolution within the context of their chosen field.
5. Apply appropriate reasoning for responsibility as individual, professional and global citizens using ethics-based thought processes and analysis.
6. Demonstrate firm understanding and advancement in current technology from a innovative perspective to efficiently address business dilemmas as well as utilize techniques for strategic business decisions.
7. Apply and evaluate quantitative methods to solve real-world problems presented in numerical graphic form.
8. Develop an advanced strategic planning for an organizational unit addressing productivity, quality and efficiency concepts to current business environments.

DESCRIPTION OF PROGRAM FORMAT

UWLA's Master of Science Business program is a 9-week, hybrid program. Each week, the students will meet for one on ground session with the professor. The weekend intensive track will meet during one extended weekend during the 9-week term. The remainder of

the coursework will be presented online. Students will be assessed in various formats and both in class and online attendance and participation is required.

DESCRIPTION OF FACILITIES

UWLA has two campuses. The main campus (LAX campus) is located at 9800 S. La Cienega Boulevard, Inglewood, CA 90301. The satellite campus (San Fernando Valley campus) is located at 21650 Oxnard St. 2nd Floor Woodland Hills, CA 91367.

UWLA's School of Business on-ground courses are taught at both campuses. The campuses have ample classrooms, meeting rooms, restrooms, a student lounge with a television and vending machines, and administrative offices, as well as distinctive library facilities, computers, printers, and wireless capabilities. Students have access to all of these resources.

Classroom Technology

The institution uses D2L as the learning management system as well as the Zoom video conferencing system as part of the learning environment. Currently, classrooms are in the process of becoming retrofitted to Zoom rooms which will include two display monitors. One of the monitors will be an interactive monitor. The rooms will also include a confidence monitor and two cameras (one facing the presenter, and the other facing the audience). Additionally, a touch panel for control would be at the lectern and audio would be embedded in the ceiling. All of this is supported by XIO Cloud management software from Crestron that gives us the ability to remotely manage the Zoom meeting.

Library Equipment

The library has several computer workstations that provide access to the internet. Using the workstations, students can access the online databases as well as word documents. The library is equipped with wireless internet access where faculty and students can connect to the internet from personal devices. Staff is available to assist with copying and printing requests. A huddle station is equipped in the library for collaborative learning. Computers are reviewed annually by library personnel to ensure functionality and relevance as well as updates and replacements are made as needed.

ADMISSIONS

Admission Requirements

Enrollment applications are accepted on a continuous basis. Terms commence in the 5 yearly Spring 1, Spring 2, Summer, and Fall 1, Fall 2 terms. The Admissions Committee uses a prospective student's college transcripts, professional experience, personal statement, and letters of recommendation in determining eligibility for the program.

University of West Los Angeles – School of Business (MS) Admissions Policy

Students applying for admission to the Masters of Science in Leadership, Management, and Technology program at the University of West Los Angeles (UWLA) must complete a minimum of a Bachelor's level degree from a college or university accredited by an accrediting agency recognized by the United States Department of Education. UWLA admits as regular students only individuals with a high school diploma or its recognized equivalent.

Degrees earned from institutions outside of the US must receive an official translation for degree and subject equivalency comparable to instruction in the United States, provided by a credential evaluation service or UWLA's internal review process. The UWLA admissions office can provide a list of these outside NACES services upon request.

Application and Enrollment Process:

The application process requires the necessary information to determine student qualifications. All listed items and documents are required before an application may be submitted for review to the admissions committee. Applications missing any of the items listed below may not be considered. It is important that the application be accurate and complete. Knowledgeable admissions counselors are available to assist students step by step in the application process.

Follow the steps below to apply:

Students applying for admission to the MS program at the University of West Los Angeles (UWLA) must:

1. Complete an application form and submit an application fee. All applicants must pay a non-refundable application fee of \$50.00 by credit card or debit card in order for applications to be processed.
2. Submit a Resume

3. Write a Personal Statement – Please provide a 2-4 page statement describing personal and professional goals.

4. Provide official transcripts evidencing all earned units and/or degrees from a college or university accredited by an accrediting agency recognized by the United States Department of Education or an equivalent degree from a recognized foreign college or university. Transcripts must be sent directly to UWLA by the granting institution(s) or turned in by a sealed official transcript to the UWLA admissions department. A 2.7 out of 4.0 is the recommended GPA minimum for all applicants in their most recent BS or advanced degree study. In limited hardship situations, a NACES organization approved official transcript evaluation report will be accepted along with an attestation of validity.

a. Degrees earned from institutions outside of the US must receive an official translation for degree and subject equivalency comparable to instruction in the United States, provided by a credential evaluation service or UWLA's internal review process. The UWLA admissions office can provide a list of these outside NACES services upon request.

UWLA reserves the right to deny admission to any applicant and to change entrance requirements without prior notice. Applicants are notified of their admission acceptance or denial in writing. The review process generally takes up to 10 days, unless there are special circumstances that require follow-up with the applicant. .

Forward all documents to:

University of West Los Angeles School of Business
9800 S. La Cienega Blvd.
12th Floor
Inglewood, CA 90301

Attention: School of Business Admissions Department- Master's Program

Our Document Acceptance Deadline Policy

Admission Requirements- International Students

As of Fall II 2018, UWLA is accepting international students. UWLA has obtained SEVIS approval. UWLA maintains the following standards:

The University of West Los Angeles welcomes international learners. UWLA provides resources that serve the needs of international students and visiting scholars through a variety of advising services, programs. UWLA assists with issues related to immigration, academics, employment and life in the United States.

The University of West Los Angeles - School of Business admissions requirements for international students are the same as outlined above. However, international students must have their transcripts verified by a UWLA and/or State approved Transcript Evaluator, such as, World Education Service and students should indicate if undergraduate work was completed in a language other than English. UWLA issues I20's but does not provide visa services and vouches for student status.

Graduate Program Admissions Requirements- International Students

- Completion of a baccalaureate degree from a college or university.
- A cumulative grade point average of 2.7 on a 4.0 is highly recommended
- Complete application and \$50 fee
- Personal Statement (this will serve as the writing sample)
- Resume
- Two letters of recommendation (recommended)- Recommenders may be asked to expound upon their personal perspectives of your intellectual ability, your research and academic skills, the quality of your work, and future potential.
- One copy of an official transcript **must be mailed directly to UWLA- School of Business-- from ALL Colleges/Universities attended**
- Entrance appointment with an advisor.
- See page 10 for International Students' Language Requirements

More information on this policy is located on page 118-129

Academic Credential Evaluations from Other Colleges and Universities

International students must have their international transcripts verified and evaluated by UWLA and/or an approved Transcript Evaluator, such as, World Education Service and students should indicate if undergraduate work was completed in a language other than English. Additionally, students who wish to transfer credits from institutions based outside the United States or Canada must first have those credits evaluated by UWLA's internal evaluation or an organization or agency accepted by the University of West Los Angeles. UWLA recognizes all members of the National Association of Credential Evaluation Services (NACES). A list of the members of NACES can be found at www.naces.org and additional approved evaluators can be found on page 118.

International students may initially provide unofficial transcripts while procuring the official transcripts with the understanding that official documents will be provided within the first 30 days of the first term the student is enrolled. If official documents are not provided within 30 days, they may not enroll in the proceeding term and may have their SEVIS record terminated immediately.

Forward all documents to:

University of West Los Angeles - School of Business
9800 S. La Cienega Blvd.
12th Floor
Inglewood, CA 90301

Attention: School of Business Admissions Department- Masters Program

LANGUAGE PROFICIENCY

All instruction is provided in English and does not offer English language services, assistance or instruction. To be successful with the coursework, students are encouraged to have a mastery of the English language. Additionally, we accept a Medium of Instruction verification of English Instruction from an accredited/approved foreign University. Student must complete an additional English interview with UWLA rep as well if submitting a Medium of Instruction.

Additional details can be found on page 116

Language Requirements- International Students

International applicants must demonstrate proficiency in English by satisfying one of the following requirements:

- Graduated or received a prior BA/BS/Master's degree in good standing from an accredited U.S. (English based) University
- Submit official results of the Test of English as a Foreign Language (TOEFL) with a minimum score of 71 or better (internet-based test- iBT); or 527-530 (paper-based test- PBT).
- Submit International English Language Testing System (IELTS Academic Version) – a score of 6 or better is required for admission.
- Submit a score of 90 or higher on the Duolingo English Test (DET)
- West Los Angeles College (WLAC) Language Academy Examination
- Submit official results of PTEA with a minimum score of 48

Financial Document Requirement and submission policies can be found on page 122-123.

GRADUATION REQUIREMENTS

Students must complete (12) three-unit courses at UWLA for a total of 36 units for Master's degree. The project focused course, the UWLA Impact Course, is required for the completion of the program.

Enrollment Agreement

All students enrolled in the program are required to sign an enrollment agreement before beginning classes or online instruction. The Enrollment Agreement includes information necessary to make an informed decision in order to enroll in the SOB program.

The Enrollment Agreement is a legally binding agreement between the student and University once accepted by authorized personnel. The Enrollment Agreement acknowledges that the student has read and understands the terms and provisions.

New Student Orientation

Prior to each term, new students are encouraged to participate in an orientation designed to assist them in achieving success at UWLA. The orientation allows students to begin new relationships and includes information sessions with the Dean, faculty members, and staff. New Student Orientation covers University policies and procedures along with helpful information to assist new students in successfully navigating their degree program and preparing for their learning experiences.

TRANSFERABILITY OF CREDITS AND CREDENTIALS

UWLA is a private institution that **accepts** transfer credit for Master's-level coursework from accredited and/or BPPE approved institutions. UWLA does **not** accept credits earned through prior experiential learning, or for ability-to-benefit students. Course transfers are accepted on an individual basis. No more than 20% of units or credits earned at outside institutions may be applied towards the award of a degree.

Students must submit official or unofficial transcripts prior to admission. If a student submits an unofficial transcript prior to admission, absent of emergency situations, student will have 45 days from the start of the term to submit an official transcript. If they do not provide their official transcripts within this time frame, they will immediately be administratively dismissed (and international students will have their Visas terminated).

In limited hardship situations, a NACES organization approved official transcript evaluation report will be accepted along with an attestation of validity.

Students who wish to transfer credits from institutions based outside the United States or Canada must first have those credits evaluated by an organization or agency accepted by UWLA. UWLA recognizes all members of the National Association of Credential Evaluation Services (NACES). A list of the members of NACES can be found at www.naces.org.

TRANSFER CREDIT POLICY AND PROCEDURES

UWLA's policy and practice for the evaluation and award of transfer credit is based on the student's educational experience and credentials garnered at another institution. It is at the full discretion of UWLA which credits will or will not be accepted for transfer. There may be differences between the acceptance of credit for admission purposes and the applicability of credit for degree purposes. UWLA staff of admission representatives initially reviews each student's transcript looking at the comparability of the nature, content, quality, and level of transfer credits and the appropriateness and applicability of the credit earned. Each member of the Admission staff has received training on recognizing credits and the resources available to ensure proper transfer requirements. UWLA will, at times, accept previous work and enter it and its credit value on the transcript, however, because of the nature, rigor, quality, or other various factors determined by analysis, may be determined to have no or partial applicability to a specific degree to be purposed by the student at UWLA.

UWLA will consider all modes of education for credit transfer. To judge the quality of the credits earned to ensure they are qualified for credit, UWLA will review information from the institution including course catalogs, syllabi, other materials and contacting faculty/staff at the institution. Courses must meet the good standing requirement of the University in which the credits were taken. If a student has a challenge to credits that are denied, they may inform their admissions representative in writing and receive a one-time review of the denied credits.

Accreditation status of the students' prior institution will be reviewed. Non-Department of Education recognized accredited institutions credits will be accepted but face additional strenuous review to ensure academic quality. If the student is an international student, their credits will be reviewed based on the policy herein and UWLA will use materials from the institutions of the transferring student along with assistance from the Council on International Educational Exchange, the National Council on the Evaluation of Foreign Student Credentials (CEC), NAFSA: Association of International Education, or the National Liaison Committee on Foreign Student Admissions (NLC) if and when necessary.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Forward all official transcripts to:

University of West Los Angeles School of Business
9800 South La Cienega Blvd.
12th Floor
Inglewood, CA 90301
Attention: School of Business- Masters Degree Admissions

TRANSFER OR ARTICULATION AGREEMENTS

UWLA's School of Business has currently entered into one or more transfer or articulation agreements with outside colleges or universities:

Colleges of the Los Angeles Community College District:

- East Los Angeles College
- Los Angeles City College
- Los Angeles Harbor College
- Los Angeles Mission College
- Los Angeles Pierce College
- Los Angeles Southwest College
- Los Angeles Trade-Technical College
- Los Angeles Valley College
- West Los Angeles College

El Camino College

Santa Monica College

SCHEDULE OF FEES

Total Charges for a period of attendance: \$4,637.00

Estimated Total charges for Master's program: \$27,822.00

A period of attendance is defined as two courses or 6 units. Each period of attendance includes a \$100.00 Non-refundable Registration & \$67.00 Technology Fee.

TUITION AND FEES

Tuition --\$745.00 per unit

\$629.00 per unit- UWLA Alumnus

\$550.00 per unit – Campbellsville University Alumnus

12 courses Total: 36 units

Tuition total = \$26,820.00 (Does not include fees. See list of fees below.)

Approx. Book/Materials cost per term: \$80.00

Non-refundable Student Tuition Recovery Fund included = \$0.00

Non-refundable (one-time) application fee: \$ 50.00

Advanced Business Writing Course (1 unit): \$250.00

STUDENT FEES: FEES ARE CHARGED WHEN SERVICES ARE RENDERED, AS APPLICABLE: (OTHER FEES MAY APPLY

Graduation and Diploma Fee: \$200.00

Additional Diploma Fee: \$75.00

Official Transcript Fee: \$35.00

Unofficial Transcript Fee: \$10.00

Expedited Transcript Fee: \$50.00 (expedited is 3-5 business days)

Late Registration Fee: \$25.00

Returned Check or Credit Card Fee: \$25.00

Declined Credit Card Fee: \$10.00

Drop Fee per Course: \$45.00

Petition Fee: \$25.00

The Deferred Payment Plan Fee (per term): \$125.00 (the Deferred Payment Late fee is \$75.00)

Non-refundable Registration Fee: \$100.00 per term

Technology Fee: \$67.00

Independent Study Fee: \$500.00

TUITION AND FEES- INTERNATIONAL STUDENTS

Tuition --\$745.00 per unit

\$629.00 per unit- UWLA Alumnus

\$550.00 per unit – Campbellsville University Alumnus

12 courses Total: 36 units

Tuition total = \$26,820.00 Does not include fees. See list of fees below.)

International student fee: \$500.00 (one time)

Non-refundable Student Tuition Recovery Fund included = \$0.00

Non-refundable application fee: \$ 50.00

Curricular Practical Training Course (1 unit): \$250.00

Advanced Business Writing Course (1 unit): \$250.00

STUDENT FEES: FEES ARE CHARGED WHEN SERVICES ARE RENDERED, AS APPLICABLE: (OTHER FEES MAY APPLY)

Graduation and Diploma Fee: \$200.00

Additional Diploma Fee: \$75.00

Official Transcript Fee: \$35.00

Unofficial Transcript Fee: \$10.00

Expedited Transcript Fee: \$50.00 (expedited is 3-5 business days)

Late Registration Fee: \$25.00

Returned Check or Credit Card Fee: \$25.00

Declined Credit Card Fee: \$10.00

Drop Fee per Course: \$45.00

Petition Fee: \$25.00

Non-refundable Registration Fee: \$100.00 per term

Technology Fee: \$67.00

The Deferred Payment Plan Fee per year: \$125.00 (the Deferred Payment LATE fee is \$75)

Deferred Administrative Fee per scheduled payment: \$25.00

*Additional Shipping and Servicing Fees may apply

TAX INCENTIVES FOR HIGHER EDUCATION

The tax code provides a variety of tax incentives for families who are saving for, or already paying, higher education costs or are repaying student loans.

For specific information about the following incentives, please confer with your financial advisor or accountant:

1. Students may be able to claim a Hope and Lifetime Learning Credit for the qualified tuition and related expenses of the students in their family who are enrolled in eligible educational institutions.

2. Students may be able to claim a tuition deduction of up to \$4,000 of qualified education expenses paid during the year for themselves, their spouse, or their dependent.
3. Students may be able to deduct interest paid on a qualified student loan.

FINANCIAL SERVICES

Financial Services staff is available for new and existing UWLA students to advise them on available tuition payment options. Students are urged to meet with the Financial Services department prior to or during the admission process. Student payments or satisfactory arrangements must be made prior to the first day of the session.

It is UWLA's Financial Services goal to provide financial options by which a student can continue his/her education. Financial programs at UWLA are administered according to the following principles:

- Financing education relies on the student available resources and his/her family contribution.
- When total family resources do not meet their educational expenses, UWLA will guide students and assist them with seeking alternative funds for their post-secondary education.

Interested applicants will be made aware of available financing options throughout the year. Upon request, a confidential financial package may be developed and offered to students based on individual need and circumstances, without regard to age, sex, race, color, religion, national origin or handicap.

Planning/counseling sessions are important and can be helpful to students planning their finances for the most efficient use of resources for education expenses. A meeting with the Financial Services office can be scheduled on an as-needed basis. Financial Services operates within guidelines and other standards of individual loan programs and scholarship programs available.

CHARGES DUE UPON ENROLLMENT

Student tuition and fees are charged at the beginning of each session for the enrollment period. A non-refundable application fee, a non-refundable registration fee/technology fee, full payment of tuition for enrolled courses during the session, and any other applicable fees must be made or arrangements for payment entered into with UWLA at the time of registration. Students must choose and secure a UWLA finance option at the time of enrollment. Those option are: Tuition due for units registered to be paid in full, an approved Deferred Payment Plan (DPP) (\$includes \$125 DPP fee) or an approved for

Federal Financial Aid. Full payment of tuition for enrolled session and any other applicable fees must be paid or satisfactory arrangements for payment entered into with UWLA at the time of registration. Satisfactory Arrangements means an executed UWLA finance option. This must be completed before a student's registration is considered complete and the student can attend classes.

FEES

A non-refundable Application fee, non-refundable registration/technology fee. As of April 1, 2024 the student tuition recovery fund fee (currently the amount collected is zero dollars and zero cents (\$0.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program) must be paid in advance of the session. Full payment of tuition for enrolled session and any other applicable fees must be paid or satisfactory arrangements for payment entered into with UWLA at the time of registration. Satisfactory Arrangements means that an executed UWLA finance option. This must be completed before a student's registration is considered complete and the student can attend classes.

FINANCING OPTIONS

Student payment or finance options must be determined and approved by UWLA prior to or at the same time as acceptance of the Enrollment Agreement. Students have **five** payment options:

1. A student may pay for tuition due with Check, Credit Card or money order for the session. All non-refundable fees must be paid in full at the time of registration.
2. A student may choose the **Deferred Payment Plan (DPP)** which will include a \$125 DPP fee, as well as, a signed DPP contract. All tuition is due and owed at the start of the session (payment period), however, payments will be scheduled monthly throughout each session for the first year of the program at the time via the Enrollment Agreement.
3. A Student may apply for **Federal Financial Aid** (*See Consumer Guide to Federal Financial Aid section on page 19*)
4. A student may apply for an alternative **student loan** through available lenders in which a future disbursement date has been set and a disbursement roster has been generated. Once courses are confirmed and enrollment status is confirmed, the University will certify enrollment and payment will be issued via Electronic Funds Transfer (EFT) for the enrollment period. The student will be advised via EFT of the disbursement(s) issued.

5. **Other Alternative Funding:** The student understands that if a separate party is financing his/her education, that the student, and the student alone, is directly responsible for all payments and monies owed to UWLA listed on this Enrollment Agreement. Students may elect to apply for alternative private loans through outside lenders. If a student obtains a loan to finance his/her education, the student is responsible for the terms of that loan.

Alternative Loans

The student understands that if a separate party is financing his/her education, that the student, and the student alone, is directly responsible for all payments and monies owed to UWLA listed on this Enrollment Agreement.

Students may elect to apply for alternative private loans through available lenders. If a student obtains a loan to finance his/her education, the student is responsible to repay the full amount of the loan plus interest, less the amount of any refund and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal student financial aid program funds.

Scholarship Programs

Students interested in scholarships are encouraged to meet with the Admissions Office for available scholarship programs for UWLA students. Contact the Financial Services office for more information at (310) 342-5210 or email: dcarrillo@uwla.edu. Refer to UWLA's website www.uwla.edu for a list of available scholarships.

FAILURE TO MAKE PAYMENTS

A student who has opted to execute a Deferred Payment Plan and fails to make scheduled payments may be considered sufficient cause to:

1. Rescind registration and/or admission.
2. Suspend or dismiss the student.
3. Disallow the student to register for future terms or courses.
4. Nullify the student's attendance for any classes previously attended and prevent the student from participating in classes or from taking any exams.
5. Nullify the student's performance on any exams and/or require the student to re-take an exam.
6. Withhold diplomas, scholastic certificates, and degrees.

UWLA Federal Student Financial Aid Information Guide

Overview

Most students enrolled in any UWLA degree track/seeking program will qualify for low interest loans in amounts sufficient to cover a percentage of tuition, fees, books and related costs. These loans may either be subsidized (where the government pays the interest charges during the term of enrollment) or unsubsidized (where interest is accrued during the term of enrollment and eventually paid by the student).

Basic Eligibility Requirements for Federally Insured Student Loans

To be eligible for Federal Insured Students Loans during your enrollment at UWLA, you must:

- Be approved for admission to a UWLA degree track program;
- Be a U.S. citizen or an eligible non-citizen;
- Have a high school diploma or GED;
- Have a Social Security number;
- Remain in good academic standing by meeting Satisfactory Academic Progress standards, as detailed in UWLA's *Satisfactory Academic Program Policy found in this catalog*;
- Demonstrate financial need (This requirement does not apply to unsubsidized loans.);
- Not have borrowed more than the aggregate loan limits under Title IV programs at any institution;
- Certify that you are not in default on a federal student loan or owe money on a federal student grant;
- Certify that you will use federal student aid for educational purposes only; and
- If you are a male, comply with Selective Service registration requirements.

Degree seeking students that are U.S. citizens or eligible non-citizens enrolled in an eligible program may apply for student financial aid as a means of assisting with financing their education.

UWLA participates in the Federal Direct Loan Program degree track students. The Federal Direct Loan Program includes Stafford Unsubsidized Loans, Stafford Subsidized Loans, and Federal PLUS Loans.

It is important to note that students enrolled in all other University programs that are NOT degree track are NOT eligible for these loans.

The University does NOT participate in the following Federal Aid Programs:

- Federal Perkins Loans
- Academic Competitiveness Grant
- National SMART Grant

- Federal Supplemental Educational Opportunity Grant

Students may also be eligible to reduce their tuition through University Scholarship/Grant offers. Student eligibility is need based or merit based. Additional information on Grants may be found on the UWLA website or inquire with the Admission Department.

Student Rights and Responsibilities

Students receiving Federal Student Aid have varying rights and responsibilities.

These rights and responsibilities include receiving the following information:

- the need-based and non-need-based federal financial aid that is available to students;
- the need-based and non-need-based state and local aid programs, University aid programs, and other private aid programs that are available;
- how students apply for aid and how eligibility is determined;
- how the school distributes aid among students;
- how and when financial aid will be disbursed;
- the terms of, the schedules for, and the necessity of loan repayment and required loan entrance and exit counseling; and
- the criteria for measuring satisfactory academic progress; and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid.

Statement of Educational Purpose

Federal Financial Aid is to be used solely for the student's educational expenses related to their enrollment in UWLA eligible programs.

Application Process

Students may apply for student financial aid after applying for admission to the University through the Admissions Department.

The following forms are required to begin the application process for student financial aid loans.

- Free Application for Federal Student Aid (FAFSA)
- Federal Direct Loan Master Promissory Note (for individuals interested in Stafford loans)
- Entrance Counseling Form

- UWLA Enrollment Agreement documents
- All students are required to submit a government issued form of identification, which includes both a signature and a picture. (i.e. driver's license, passport, military ID or government ID)
- If applicable, complete and submit a Withdrawal/Clearance Letter to release prospective student's prior FSA obligation at prior school.

The Department of Education sets both an aggregate limit and an annual limit for the amount of loans that a student may borrow in Federal Student Aid. **Regardless of the number of schools that a student attends during an academic year, a student may not receive more than the annual limit for loans for their grade level.** If a student has received Federal Student Aid at another institution before enrolling at UWLA, the amount of that Federal Student Aid will be taken into consideration when determining his/her eligibility for Federal Student Aid.

We highly recommend following our online financial aid process listed on our website at <http://www.uwla.edu>.

This link will give the student an overview of the steps to complete the required student financial aid documents, which begins with the Free Application for Federal Student Aid (FAFSA) form. A student must apply for Federal Student Aid for each academic year of study.

The average processing time for financial aid is 30-60 days. Prospective students should plan accordingly.

Verification

A student may be chosen to participate in the verification process of information submitted on his or her FAFSA. Students will be selected by the Department of Education's Central Processor (CPS), following procedures established by federal regulations. The CPS prints an asterisk next to the EFC on the ISIR, SAR or SAR Acknowledgement to identify students who have been selected for verification. If a student is selected for verification, the University will usually request the student to complete a verification worksheet. An IRS Transcript may also be required. Additional documents may be requested by the University to complete the verification process. Student will receive written notification from the University of verification requirements and the timelines for completion of the process. Additionally, if an applicant's Institutional Student Information Record (ISIR) indicates that a tax return "will be filed" and it has not been filed and is considered delinquent (after October 15th deadline), then UWLA will require that the applicant file his or her tax return. This will be required to be done prior to packaging the aid award. If an ISIR indicates that a tax return "will be filed" and it is before the October 15th deadline, then UWLA will not require the tax return be filed prior to packaging the aid award.

Verification must be completed no later than **60 days past the last day of the student's enrollment for each academic year**. Corrections involving the federal processor must be made prior to the Federal Student Aid Report (SAR) correction deadline. An applicant's failure to provide required documentation within the specified time frame will result in the loss of all Title IV aid and the tuition balance becomes due immediately.

Any conflicting information, even if the ISIR is not selected for verification, must be resolved before federal student aid may be disbursed.

Students will be notified of any changes made to an ISIR because of the verification process. Any information which requires a change to the ISIR will be made and the student notified. A student who becomes aware of the need for a change to the ISIR should notify the Financial Services Department, so the necessary correction can be made.

Should the student receive a payment and then withdraw from the University and this withdrawal results in an overpayment; the Financial Services Department will complete a Return of Title IV Funds and notify the student of his/her responsibility in making repayment.

Federal Student Aid Programs

Federal Direct Loans Federal Direct Loans are received from the federal government. The loans students receive will be subsidized and/or unsubsidized.

A *subsidized* loan is awarded on the basis of financial need. Student will not be charged any interest before student begins repayment or during deferment periods. The federal government subsidizes the interest during these periods.

An *unsubsidized* loan is not awarded on the basis of need. Student will be charged interest from the time the loan is disbursed until it's paid in full. If student allows the interest to accrue while student is in school or during other periods of nonpayment, it will be added to the principal amount of his or her loan and additional interest will be based on that higher amount. Student can choose to pay the interest as it accumulates.

The amounts students can borrow will depend on his or her grade level, determined at the time application for admission is submitted, and his or her dependency status. The following table indicates Stafford Loan funding limits based on student's status of dependent undergraduate, independent undergraduate, or a graduate student. A student whose parent cannot obtain a PLUS loan is allowed to borrow additional unsubsidized Stafford amounts. Student's dependency status will be determined based on his or her answers to questions on the FAFSA.

Federal Direct Stafford Loan Limits

Annual Loan Limits for Subsidized and Unsubsidized Federal Direct Stafford Loans

1ST YEAR (Freshman)

Dependent Undergraduate Student

\$5,500—No more than \$3,500 of this amount may be in subsidized loans

Independent Undergraduate Student

\$9,500—No more than \$3,500 of this amount may be in subsidized loans

2ND YEAR (Sophomore)

Dependent Undergraduate Student

\$6,500—No more than \$4,500 may be in subsidized loans

Independent Undergraduate Student

\$10,500—No more than \$4,500 of this amount may be in subsidized loans.

3RD and 4TH YEAR

Dependent Undergraduate Student

\$7,500—No more than \$5,500 may be in subsidized loans

Independent Undergraduate Student

\$12,500—No more than \$5,500 of this amount may be in subsidized loans.

Graduate/Professional Student

\$20,500—No more than \$8,500 of this amount may be in subsidized loans.

Maximum Total Debt from Stafford Loans Upon Graduation

Dependent Undergraduate Student

\$31,000—No more than \$23,000 of this amount may be in subsidized loans

Independent Undergraduate Student

\$57,500—No more than \$23,000 of this amount may be in subsidized loans.

Graduate Professional Student

\$138,500—No more than \$65,500 of this amount may be in subsidized loans.

The graduate debt limit includes Stafford Loans received for undergraduate study.

Please note that student may also receive less funding if student receives other financial aid (such as private or military tuition assistance) that is used to cover a portion of his or her Cost of Attendance.

Processing of Federal Aid

After submitting a current Free Application for Student Aid (FAFSA) and the student has completed and forwarded the Master Promissory Note (MPN) to the Department of Education, the School will retrieve and review the information and then an award letter will be prepared and sent to the student. The award letter will inform the student of the types (subsidized, if eligible, unsubsidized or PLUS) and amount of student loans awarded for the loan period. The student will also receive a disclosure statement from Direct Loans with the same information. At the time disbursements are processed by the School the Department of Education will email/mail a disclosure statement and notify student of anticipated disbursement dates. Prior to the funds requested, the University will verify that student has maintained eligibility and is currently registered for classes. Any changes and/or breaks in attendance or failure to start classes as scheduled, may prevent federal student aid from being disbursed.

Loans are processed for an academic year. Students can reapply for subsequent loans after successfully completing these requirements. The University will disburse the loan in two installments, with the first half disbursed approximately 38 days after the beginning of the academic year and the second half disbursed at approximately 26 weeks after the first disbursement, provided student maintains satisfactory academic progress as defined.

Entrance counseling will be provided to first time Federal Direct Loan borrowers before the first disbursement of a loan will be made and exit counseling upon leaving the University. If student withdraws prior to completing the exit counseling process, student may have the opportunity to complete online exit counseling or materials will be mailed to his or her last known address and should be completed and returned to the address provided.

Federal Direct PLUS Loans

Graduate students are now eligible to borrow under the PLUS Loan Program up to the cost of attendance minus other estimated financial assistance from the Federal Direct Loan program. This loan is credit-based. The terms and conditions applicable to the Parent PLUS Loan also apply to Graduate PLUS loans. Applicants are also required to complete the FAFSA and are given an opportunity to request the maximum eligibility under the Federal Direct Loan Program when applying for a Graduate PLUS loan. Students are responsible for all interest accrued during the life of the loan.

Financial Aid Entrance and Exit Counseling

Before a Direct Loan borrower takes out a loan, the University will ensure that entrance counseling is conducted. Entrance counseling will include an explanation of the use of an

MPN, the importance of the repayment obligation, a description of the consequences of default, sample repayment schedules, information in reference to a borrower's rights and responsibilities, as well as other terms and conditions. Loan exit counseling will be provided when student completes his or her course of study or withdraws from the University.

Entrance Counseling

The following information will be included in Entrance Counseling, which will be presented prior to a first Direct Loan disbursement made to a first-time borrower at the University. Entrance counseling is completed by the student who will review the following information on the U.S. Department of Education's website. The student must take and pass a quiz regarding entrance counseling information.

- Information will be provided in reference to the seriousness and importance of the repayment obligation. Although payment coupons or billing statements may be sent as a convenience for the borrower, not receiving them does not relieve the borrower of his or her obligation to make payments.
- The counseling information provided will describe the likely consequences of default, including adverse credit reports. Federal offset and litigation. In addition, charges might be imposed for delinquency or default, such as the lender's or guarantor's collection expenses (including attorney fees). A defaulter is no longer eligible for any deferment provision, if he or she would otherwise qualify. Finally, a defaulter's federal and state tax refunds may be seized, and wages garnished, and the borrower loses eligibility for any further funding from the student financial aid programs.
- The multi-year feature of the Master Promissory Note (MPN) will be explained indicating that students will be able to obtain additional loans from the Direct Loan programs without having to sign a new promissory note for each period of enrollment. Student will be required to complete a new MPN when first enrolled at the University or upon expiration of existing MPN.
- Information will be provided about Graduate PLUS loan eligibility for graduate degree students and include the requirement that students must have applied for the annual loan maximum under the Federal Direct Subsidized and Unsubsidized Loan Program. Students must also complete both the Free Application for Federal Student Aid (FAFSA) and the PLUS MPN. It will be explained during entrance counseling that the student borrower is obliged to repay the full loan even if he or she doesn't finish the program, can't get a job after graduating, or is dissatisfied with the University's educational program or other services.

- The student should be aware that all forms of aid (i.e. scholarships, grants and loans) are considered when determining a student's eligibility for federal student aid. The student should be informed of the Cost of Attendance for their program. Information that the Expected Family Contribution from the ISIR, is then deducted from the Cost of Attendance to arrive at the student's need, must be given to each student. Any scholarship that the student receives is then deducted and the remaining need may be filled with student loans.
- The student must be made aware of the office to contact when he/she wishes to withdraw. An exit interview will be conducted by the Student Financial Services Department. A student, who does not complete a program within the required time frame and is asked to leave the school, must complete an exit interview with the Student Financial Services Department. The name of the person to contact should the student wish to withdraw, must be provided to the student.
- A student may access their Federal Student Aid account through the website, <https://studentaid.gov>. The student will need his/her FSA User ID to receive access to this site. This website has a listing of all loans that a student received at all schools that the student attended.
- A sample monthly repayment schedule based on the average borrower indebtedness of Direct Loan borrowers at the University will be provided and will include the current interest rate and also provide the applicable grace period.
- The counseling process will stress the student's obligation to keep the lender informed about address changes, changes in enrollment, name changes or changes in a Social Security Number. A student is required to inform the lender when he or she graduates, changes schools or withdraws from the school.
- The borrower will be reminded of the refund and other policies that may affect withdrawals and the status of Direct Loans.
- The importance of keeping loan records will be stressed to assist in referencing school and lender documents.

Exit Counseling

- Some of the information presented at the entrance counseling session will again be presented during the exit counseling.
- Several topics that were present in the entrance counseling will be reviewed during exit counseling to include the consequences of default and the importance

of the repayment obligation, the use of the MPN and the obligation to repay the loan even if the borrower drops out, doesn't get a job, or is otherwise dissatisfied with the quality of the University's education programs and services.

- A sample monthly repayment schedule based on the average borrower indebtedness of Direct Loan borrowers at the University will be provided and will include the current interest rate and also provide the applicable grace period.
- A comparative analysis of each payment plan including actual payments as compared to average payments. The following website allows the student to enter the amount of each type of loan borrowed into a form and the website will calculate the payments under each payment plan:
<https://www.StudentLoans.gov/>. The average payments are contained in the Exit Counseling Guide for Direct Loan Borrowers.
- Terms and conditions to obtain full or partial loan forgiveness or discharge: Discharge refers to cancellation of a loan, even one in default, due to a school closure, false certification, the student's death or total and permanent disability.
- Cancellation or sometimes forgiveness of a loan is based on the borrower performing certain types of service such as teaching in a low-income school. A defaulted loan cannot be cancelled based on qualifying service. Terms and conditions to obtain a full or partial loan forgiveness or discharge may be reviewed by going to the website <http://studentaid.ed.gov/>. This same website can be used to view the terms and conditions to obtain deferment and forbearance.
- The exit counseling will review the options for loan repayment, such as the standard, extended, graduated and income-contingent plans. The option of consolidating loans will also be provided.
- In addition to a review of debt management strategies, the counseling will reinforce the availability of forbearance, deferment and cancellation for certain situation and indicate that in most cases the borrower must start the process by applying to the lender.
- Prepayment: Should a student be in a position where he/she can pay the loan in its entirety, he/she has the option to do that at any time. A student may request a shorter repayment schedule or change repayment plans at any time as long as the student is not in default.
- A student must repay his/her loan even if he/she did not complete the program or did not complete the program within the regular completion time of that program, is unable to obtain employment, or is dissatisfied with the education received.

- Exit counseling will also explain the availability of loan information on the Federal Student Aid account and the availability of the FSA Ombudsman's office. The borrower's loan history can be viewed online at the Website <https://studentaid.gov> (FSA User ID required for access). The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed. Borrowers should first attempt to resolve complaints by contacting the University, company, agency or office involved. If the borrower has made a reasonable effort to resolve the problems through normal processes and has not been successful, he or she should contact the FSA Ombudsman. she should contact the FSA Ombudsman.
- Exit counseling will include a request to obtain the borrower's expected permanent address after leaving the University, the address of the borrower's next of kin and the name and address of the borrower's expected employer. The University will also request changes in the borrower's name, address, Social Security Number, or references, and will obtain the borrower's current driver's license number and state of issuance.
- A student who fails to make loan payments on time or if the student defaults on his/her loans, the consequences are serious:
 1. The entire unpaid balance and accrued interest on the loan would be immediately due and payable.
 2. Deferment options are lost
 3. No further federal student financial aid may be received
 4. The account will be turned over to a collection agency, increasing the total debt by late fees, additional interest, court costs, collection fees, attorney's fees and other costs
 5. The debt will be reported to credit bureaus as delinquent which may damage the student's credit rating
 6. The federal government can take your federal tax refunds.
 7. The employer, at the request of the federal government can withhold (garnish) part of your wages and give them to the federal government.
 8. The Federal Government may take legal action

Effects of Loan Consolidation:

The interest rate on a consolidation loan is the weighted average of the interest rates on the loans being consolidated.

Depending on the loan amount, Consolidation loans can be repaid over 10-30 years. This may be longer than the repayment period on your current loans. A longer repayment period means a lower monthly repayment, but it also means that you will be paying more interest over the life of the loan, so your total repayment amount will be higher. If you are

comfortable with higher monthly repayments, you have the right to ask for a shorter repayment period. You can also choose to prepay the loan.

A student may consolidate student loans that are in their grace period as well as loans that are in repayment. However, you lose the benefit of any remaining grace period. There is no grace period on a Consolidation loan and the first payment will usually be due within 60 days of the day of disbursement.

The same deferment and forbearance provisions are available, as for a Stafford Loan (in particular the in-school deferment and the unemployment and economic hardship deferments).

Consolidation loans do not have a cancellation/forgiveness provision for teachers at low-income schools or for child-care providers. However, all of the other cancellation provisions that are available for a Stafford Loan are also available with a Consolidation loan, including permanent disability, unpaid school refund, forgery of aid documents and attending a school that closed.

National Student Loan Data System

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data. The University updates student's enrollment status in NSLDS every 60 days.

Application of Funds to Student's UWLA University Account

Through completion of the Federal Direct Loan Master Promissory Note, the student will have authorized the University, to apply federal funds to his or her University account. The funds must be applied to the student account within 3 days of receipt from the Federal Government. If student is eligible to receive any remaining funds, the excess funds will be mailed via Certified 1st Class Mail to the student's address of record to the student in the form of a check. At that time, the student will be notified of the disposition of the funds that the University retained. The University must disburse excess loan funds to the students within 14 days.

Prior Loan Deferments

University of West Los Angeles students are eligible to defer repayment of existing federally insured student loans during their enrollment period. Students enrolled in any University System programs are eligible for this benefit. There is no charge for the

completion of loan deferral forms. Deferment forms should be obtained from the loan servicer. Students must submit all deferment forms to the Student Financial services office. The financial services representative will make the final determination of granting the deferment request. Students receiving federal education loans may also obtain deferments while serving in the Peace Corps; under the Domestic Volunteer Service Act; and as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field on community service. Borrowers must formally request a deferment through the procedures established by the holder of their loan(s).

Financial Policies and Procedures

Payment Policies Tuition for each course must be paid according to the terms and conditions as outlined on the tuition and fees exhibit to the student's Enrollment Agreement. All tuition, fees and payment policies are determined prior to enrollment and outlined in the enrollment documents.

Overpayment of Federal Funds In rare circumstances a student may have received FSA funds in error. Such a student who owes an overpayment as a result of withdrawal from the University and a subsequent Return of Title IV Program funds calculation will retain FSA funding eligibility for 45 days from the date that the University sends a notification to the student of the overpayment. During the 45 days, the student will have the opportunity to take appropriate action that can continue their eligibility for FSA funds. This may be accomplished by repaying the overpayment in full to the University or by signing a repayment agreement with the U.S. Department of Education. If the student does not take one of these two actions during the 45-day period, he or she becomes ineligible for future funding on the 46th day. Further information on signing a repayment agreement with the U.S. Department of Education may be obtained from the University's Financial Services Office. A student is not obligated to return a grant overpayment of less than \$25 and is therefore, eligible to receive FSA funding if the student returns to the University. A student is liable for an overpayment of less than \$25 when that amount is a remaining balance. A remaining balance occurs when the overpayment amount was originally \$25 or more, but it is now less than \$25 because the student has made payments.

Post-Withdrawal Disbursement

If the total amount of FSA funds the student earned as calculated under the Return of Title IV funds policy is greater than the total amount disbursed, the student may be eligible to receive a post-withdrawal disbursement of FSA funds. The University will offer any loan amount to a post-withdrawal disbursement that is due within 180 days of the date that the University determined that the student withdrew by providing a written notification that will include the following:

- The type and amount of FSA funds that make up the post-withdrawal disbursement that is not credited to the student's account.

- The type and amount of FSA funds that have been credited to the student's account.
- An explanation that the student or parent may accept or decline some or all of the post-withdrawal disbursement that is not credited to the student's account.
- A request for confirmation to credit loan funds to the student's account. If the confirmation is not provided, the student and/or parent, for a parent PLUS loan, may not receive any loan funds as a direct disbursement unless the University concurs.
- Information in reference to the student and/or parent's (for a parent PLUS loan) obligation to repay the FSA loan funds if disbursed.
- An explanation that no post-withdrawal disbursement will be made if the student and/or parent, for a parent PLUS loan, do not respond within 14 days of the letter date.

If the student and/or parent, for a parent PLUS loan, respond to the University's notice within 14 days and instruct the University to make all or a portion of the post-withdrawal disbursement, the funds will be requested and disbursed in the manner specified in their response within 180 days of the date of the University's determination that the student withdrew. If the student and/or parent do not respond to the University's notice, the post-withdrawal disbursement of grant funds will be made only for appropriate outstanding charges.

Requirements for Officially Withdrawing from UWLA

Any student who may find it necessary to interrupt their studies by withdrawing from any program should follow the procedures set forth in their Enrollment Agreement. For refund calculation purposes, any withdrawal shall become effective on the date the student notifies the University, in any manner, of his or her intention to withdraw. It is recommended, but not required, that a student contacts Student Services prior to requesting a withdrawal to investigate possible alternatives such as requesting a leave of absence or restarting a semester or academic year.

Return to Title IV Policy and Procedures

RETURN TO TITLE IV OVERVIEW

The Return of Title IV Policy (R2T4) addresses federal financial aid recipients who withdraw from the University of West Los Angeles (UWLA) and are subject to a return of Title IV calculation. This policy applies to students who received or were entitled to Title IV funds during the payment period in which the student withdrew. The University will determine the amount of federal grant and loan received for the payment period, to determine the percentage of Title IV earned for the payment period prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the federal financial aid program(s).

Return to Title IV Policy

When a federal financial aid recipient withdraws from the University prior to the end of the payment period, a R2T4 calculation must be calculated to determine the amount of federal financial aid funds earned as of the withdrawal date (e.g. last date of attendance or academic activity). If the total amount of aid earned is less than the amount of federal financial aid funds disbursed to the student or on behalf of the student in the case of a parent PLUS, the difference between these amounts are returned to the applicable aid program(s). If the federal financial aid funds are greater than federal financial aid funds disbursed, the difference between these amounts are treated as a post withdrawal disbursement. In all cases, a R2T4 is required for any student who withdraws, regardless of 100% earned for the payment period.

Return to Title IV Calculation

The amount of federal financial aid earned is calculated by determining the percentage of days in the payment period completed and applying this percentage to the total amount of aid disbursed and that could have been disbursed for the payment period. A payment period is defined as the standard term. If conditions for a late disbursement are met prior to the date the student became ineligible (the student's last date of attendance or academic activity), any undisbursed federal financial aid will be counted as aid that could have been disbursed.

Percentage of Federal Financial Aid Earned

The calculation of Percentage of Federal Financial Aid Earned includes all financial aid disbursed or that could have been disbursed to a student. This percentage is equal to the percentage of the payment period completed by the student as of the student's last date of attendance in the payment period. If the student withdraws after successfully completing the payment period, 100% of the federal financial aid funds are earned and no calculation is required. If the withdraw date occurs after the student completes more than 60% of the payment period, the student earns 100% of the federal financial aid funds.

Total Calendar Days Completed in the Payment Period

The total number of calendar days completed in the payment period (numerator) is the count of calendar days from the payment period start date to the student's last date of attendance.

Required Adjustments to Calendar Days Completed in the Payment Period

Calendar days are removed from calendar days completed in the payment period if any of the following occurred between the payment period start date and the student's last date of attendance:

- Institutionally scheduled breaks of five (5) consecutive calendar days or more
- Holidays
- Administrative

- Student scheduled or selected breaks of five (5) consecutive calendar days or more within the term.
- All approved Leave of Absence calendar days.

Treatment of a Return of Title IV and a Credit Balance

The University will hold a federal financial aid credit balance until completion of the Return of Title IV (R2T4) process. (Refer to the Return of Title IV Policy for additional information.) Once the R2T4 calculation is completed, if there is any federal financial aid credit balance remaining, the University allocates the credit balance as follows:

- First, to repay any grant overpayment owed by the student as a result of his/her withdrawal.
- Within 14 days of the date the R2T4 calculation is performed, the University pays any remaining federal financial aid credit

balance in one or more of the following ways:

- Pay authorized charges at the University; or
- Pay the student directly (or parent for a Direct PLUS loan)

Refer to the Return of Title IV Policy for additional information.

Returning Unclaimed Federal Financial Aid Credit Balances

Federal financial aid funds may not escheat to a state or any other third party. The University will attempt to disburse credit balances to the student or parent. However, if the credit balance funds are returned to the University or not cashed by the borrower, the University will cease all attempts to disburse the funds and return them to the appropriate lender no later than 240 days after the date the first check is issued. If the funds were issued via electronic funds transfer (EFT) and subsequently returned or rejected, the University returns the funds to the applicable federal financial aid programs no later than 45 days after the funds were returned or rejected.

All unclaimed credit balances will be returned in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants

Date of Determination (DOD)

The DOD is the earlier of:

- The date the student notifies the school that s/he is not returning to the University.
- The date the University determines the student has not been attending due to its Institutional Attendance policy.
- The date the student fails to return from an official leave of absence.

Withdrawal from the University

For students who officially, unofficially, or administratively withdraw from the University, refer to the University's Institutional Withdrawal Policy. The following is an exception to the withdrawal date and date of determination for federal financial aid purposes only.

Academic Related Activities that Occur During an Institutionally Scheduled Break or Course Extension Period (Distance Education)

The University does not recognize any Academic Related Activity that occurs during an institutionally scheduled break or during a course extension period as attendance for federal financial aid purposes only.

Withdrawal Date

If a student posts an Academic Activity during an institutionally scheduled break or during a course extension period, the University will look for the most recent Academic Activity that occurred prior to the start of the institutionally scheduled break/extension period. This date will be used as the withdrawal date for Title IV purposes.

Timelines for Return of Funds

The University completes a student's R2T4 calculation within 30 days of the University's date of determination. The University returns the amount of federal financial aid funds for which it is responsible as soon as possible but no later than 45 days after the date the University determines the student has withdrawn.

Student Rights and Grievances

In addition to the specific policies outlined in the Catalog regarding harassment and appeals for reevaluation of grades, UWLA provides the following process to file a formal grievance in the unlikely event that a dispute cannot be easily or immediately resolved.

Fundamental to the process is the principle that all parties make good-faith efforts to resolve all issues prior to initiating a formal grievance. The following actions are recommended to resolve any issue, complaint or grievance.

1. **Informal Resolution:** The complainant is encouraged to resolve the issue informally with the faculty or staff member involved.
2. **Formal Grievance Filing:** If a prompt resolution cannot be achieved through informal discussion the complainant should document in writing and submit it to

the Director of Student Services. Current students should use the Request and Appeal Form. A copy of this form, which may be reproduced, is included as Exhibit "B" of the Student Handbook.

A formal grievance must clearly and concisely set forth what is sought, the reasons therefore, and any supporting information or documentation. The Director of Student Services will conduct an initial review of the grievance and convene the faculty, Program Dean, and administration as necessary to arrive at a resolution. Additional information may be requested from the complainant. If the requested information is not received within 15 days, the complaint may be considered abandoned and may not be continued. If no resolution can be reached in a reasonable amount of time (generally 1 -2 weeks), the grievance and supporting documentation will be forwarded to the Dean who will render a decision in writing within 1 week.

The Dean's decision shall be final. In all cases, the University will take follow-up action as necessary based on the review and the decisions rendered. The complainant will be kept informed of progress throughout the grievance process. Records of all formal grievance filings are kept on file at the University.

Any complainant that does not believe that his or her grievance has been satisfactorily resolved may lodge a complaint with UWLA's state or regional regulatory body.

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

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

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

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

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

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.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798-0818 (916) 574-8900 or (888) 370-7589

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

* STRF Fee: Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges.

After the rate change, institutions will no longer be required to collect STRF assessment fees from students. However, institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for all STRF-eligible students.

For additional information regarding STRF, visit the Bureau for Private Postsecondary Education's website at: bppe.ca.gov/lawsregs/strf.shtml

ACADEMIC POLICIES

Attendance Policy

The School of Business ("SOB") considers attendance an essential component of the program. Students are expected to attend all class periods of a course. It is the student's responsibility to address the issues related to his/her absenteeism, whatever the circumstances, and are responsible for obtaining materials covered during an absence. Students are allowed 2 absences during the term (Examples: 2 weeks of online

assignments/engagement; 1 week of online assignments/engagement and 1 lecture; 2 lectures). After 2 absences, the 3rd absence will result in administrative dismissal.

Hybrid Programs

Hybrid Attendance – Lecture

In-person lectures are one component of the Hybrid programs; courses will meet in person once per week for three and a half hours of lecture time. Students are required to attend the in-person lecture to be counted as present for that week.

Hybrid Attendance – Weekly Discussions

Weekly assignments (discussion posts, case studies, extended learning project related assignments, skills certificates) are the second component of the Distance Education programs. Students can make up assignments for grade purposes, but they cannot do an assignment in a later week and get credit for attendance of a prior week. It is critical for students to complete their assignments in the week they are assigned.

Weekend Intensive Track

Weekend Intensive Track Attendance – Residency Requirement

The residency requirement is a key component of the MS Weekend Intensive Track. Students must attend their entire weekend residence each term in person at a UWLA Campus. There are no excused tardiness or absences. Seat time is critical. Students who miss more than 3 hours of an instructor's residence class time will be required to attend a make-up residency. If a student misses more than 10 hours of their residency, they must make up the entire residency at the next scheduled time for that specific course.

Weekend Intensive Track Attendance – Weekly Assignments

Weekly assignments (discussion posts, case studies, extended learning project related assignments, skills certificates) are the second component of the Distance Education programs. Students can make up assignments for grade purposes, but they cannot do an assignment in a later week and get credit for attendance of a prior week. It is critical for students to complete their assignments in the week they are assigned.

Online Coursework (Distance Education) Attendance

Students are required to attend class and/or log in to the course and participate in a class discussion within the first seven days during the week in which the course officially begins. Students who fail to attend class and participate in an online discussion within the first seven days of their course may be 'administratively dismissed' from the course.

Students should check-in to their online courses at least three times each week to complete required assignments and/or post material within a required discussion forum. Engagement per week per course is usually no less than 4 hours.

Distance learning attendance is determined by the completion of required weekly assignments and/or posting material within a required discussion forum and any additional required online engagement occurring no later than 2 weeks after its posted.

D2L Learning Management System has a built-in tracking system to monitor student's online participation.

STUDENT ACADEMIC PARTICIPATION

Academic Participation and Substantive Interaction- In-class and Online Instruction

Students are required to participate in their courses in a regular, timely, and substantive manner. Regular, timely, and substantive academic participation includes the following element

1. Engaging in the assigned and background readings for each week including viewing of media, lecture, and/or PowerPoint presentations by the professor.
2. Participating in class lectures and discussions and posting substantive comments in the class discussion areas in D2L. Simple agreement or disagreement with comments posted by others will not be considered substantive interaction. In order for a student's discussion comments to be considered substantive, there must be explanations of agreement or disagreement and introduction of new ideas or personal experiences related to the subject matter.
3. Conducting independent research for any Case Study assignments, using the various UWLA library databases as well as sites on the Internet bearing on the subject matter of the curriculum, which may include government and educational sites.
4. Preparing and completing assignments – communication with the professor for clarification of expectations and guidance.
5. Submitting assignments via D2L or in class at the end of each module. Students may refer to the academic calendar or syllabus for specific due dates.
6. Incorporating professor feedback into subsequent assignments and modules.
7. Attending and participating in class meetings as well as online chats or conferences when applicable.

Should obstacles arise that might preclude active participation or substantive interaction, students must immediately communicate with their professors and/or advisors for guidance with respect to applicable University policies related to extensions, leave of absences, etc.

For purposes of determining the last date of such activity, UWLA uses the last date of activity that UWLA can readily document through attendance or its student services systems, D2L, i.e., posting of a discussion comment or submission of course work.

Copyright Protection Policy

Students are held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright protected materials such as computer programs, music, photographs or written materials and are expected to report violations if they become aware of them.

Academic Integrity Policy

UWLA regards academic integrity as vital to the success of its students and to the reputation of the University as an institution of higher learning. Students' academic experience is enriched when there is effective learning. Effective learning occurs

when students conduct their own research and are the sole authors of their work. The assessment of that learning is undermined when the originality of students' work is questionable. The University therefore expects students to adhere to the highest standards of academic integrity in all their work.

The most common form of academic dishonesty is presentation of the work of another person as one's own and is referred to as "plagiarism." Plagiarism is a serious academic infraction that tarnishes everyone associated with the infraction. Civil and criminal penalties may also apply where conduct violates U.S. copyright laws.

Plagiarism includes, but is not limited to:

1. Contract Cheating –Using another person, organization or artificial intelligence such as ChatGPT (or similar resources) to prepare/complete academic work on your behalf;
2. Copying and Pasting - Piecing together the work of other people/artificial intelligence such as ChatGPT (or similar resources) generated material, section by section or as a whole, and presenting such copied work as your own;
3. Direct Duplication - Manual or electronic copying of the work of another person, or artificial intelligence such as ChatGPT (or similar resources), including from an article, website, book, online repository or another student and presenting such copied work as your own;
4. Paraphrasing - Restating another person's work or material created by artificial intelligence such as ChatGPT (or similar resources) with minor changes but maintaining the essence or meaning of the statement without properly citing the source;
5. Submitting or Facilitating the Submission of Prior Work- Submitting work previously submitted for assessment whether created by oneself or another student.

Facilitating academic dishonesty is also a violation of UWLA's Academic Integrity Policy. It includes, but is not limited to:

1. Intentionally assisting another student to commit an act of academic dishonesty;
2. Attempting to assist another student to commit an act of academic dishonesty.

While facilitating academic dishonesty may not directly benefit the facilitator, it does assist another student in violation of the policy.

To Avoid Plagiarism:

1. Never represent the work of another person as your own. Use your own words in referring to the ideas or concepts of others, even when collaborating with other students.
2. When you do use the idea of another person, give credit to the author/source. For example, you may state: "Another point of view, as espoused by Sam Smith, is that ... [Smith, 2000]". Place words written by another person, up to two sentences in length, in quotation marks and properly cite the source.
3. Place words written by another person of more than two sentences in length separately from the text of your report by single spacing and indenting from both right and left margin (an offset quote), and properly cite the source.
4. Familiarize yourself with the course guidelines and the elements of a well-written paper. For questions or concerns regarding plagiarism, students are urged to contact their professor.

Procedure for Reporting and Resolving Charges of Plagiarism

Charges of plagiarism may be raised by anyone including but not limited to:

1. Professors
2. Administrators
3. Peers (other students or co-workers)

The following procedures apply when a student is suspected of plagiarism:

1. The relevant details shall first be presented to the course professor.
2. If the charge is deemed credible, the professor shall contact the student and request an explanation.
3. After communicating with the student, the professor may do any of the following:
 - Accept the student's explanation and deem the matter closed

- Direct the student to resubmit the assignment(s) in question
- Assign a failing grade for the assignment(s) in question
- Assign an appropriate final grade in the course
- Impose any other appropriate educational/academic sanction
- Refer the matter to the Dean or designee for appropriate sanctions, including but not limited to expulsion from the program and/or university and reporting of the event to any applicable accrediting or licensure boards.

4. A student may not avoid an academic integrity allegation or assigned sanction by dropping or withdrawing from a course.

5. UWLA reserves the right to review all current and previous coursework (whether graded or ungraded) of any student found to have engaged in plagiarism. Where plagiarism in prior coursework is confirmed, appropriate sanctions may be applied by the College Dean or the Dean's designee, including but not limited to expulsion from the program and/or university and reporting of the event to any applicable accrediting or licensure boards.

Right of Appeal

In cases where a penalty/sanction is applied, the student shall have the right of appeal as follows:

1. Any decision rendered by a professor may be appealed to the Dean of the School of Business within 5 business days of the decision. However, the student must first make reasonable effort to discuss and resolve the penalty/sanction with the Professor prior to appeal.
2. Any decision rendered by the Dean of the School of Business may be appealed to the campus President or designee within 5 business days of the decision.
3. In all cases, the decision of the President shall be final and not subject to any further appeals or other proceedings.

STUDENT SERVICES

UWLA Director of Student Services or Dean will supervise students accepted into the SOB Program. All new students will be required to meet with the Director of Student Services, Enrollment Department or Dean's office during orientation period or another time in their first term of attendance. Advising will take place through a

combination of online meetings or face-to-face visits, telephone calls, and/or email communication. Students will have continual online and by-appointment access to the faculty and administration throughout their course of study.

In addition, an administrative assistant will provide any additional services, especially support for the efficient and effective handling of paperwork and student files.

Academic Advising

Mandatory Academic Counseling (MAC) is designed to help students who have trouble with a particular subject or with study skills in general. Participation in MAC will be required of students earning a course grade of D (1.00) or below with a cumulative GPA below 2.5. MAC students must confer with the Dean, Director of Student Services, or faculty member for academic counseling. Any student requiring additional assistance with course work should contact his/her instructor. UWLA also provides academic support options such as tutoring and peer assistance for students facing academic troubles.

Placement Services

Prior to graduation students may meet with the Director of Student Services of Career Services office for assistance with the following:

- Career Services
- Resume Review
- Job Postings
- Notice of Events

Placement assistance is one of the most important services offered by the University of West Los Angeles. Placement services are available for students and graduates.

Note: Schools are not permitted to make a guarantee of placement and therefore we do not. However, UWLA emphasizes placement efforts for each qualified graduate.

Job Classification

The School of Business Master's degree program prepares its graduate for their future in the job market. The following job classifications are identified by the United States Department of Labor's Standard Occupational Classification Codes (SOC).

The job classifications are as follows:

- SOC 11-1021 General and Operations Managers
- SOC 11-2011 Advertising and Promotions Managers

- SOC 11-3011 Administrative Services Managers
- SOC 11-9199 Managers, All Other
- SOC 13-1011 Agents and Business Managers of Artists, Performers, and Athletes
- SOC 13-2011 Accountants and Auditors
- SOC 25-1011 Business Teachers, Postsecondary

Student Housing

The University of West Los Angeles, School of Business does not assume responsibility for student housing, and does not have dormitory facilities under its control, nor offer student housing assistance. According to, www.rentals.com for Inglewood, CA, rental properties start at approximately \$900 per month.

Library

UWLA maintains libraries at each campus location. The LAX campus is located at 800 S. La Cienega Boulevard, Inglewood, CA 90301. The SFV campus is located at 21650 Oxnard St. 2nd Floor Woodland Hills, CA 91367

The University has an outstanding library for onsite research and for use as a study facility for students, faculty, and alumni.

On-Line Public Access Catalog, (OPAC) is the library's database to the collection. It provides students with easy electronic access to view the library's collection. Any student who has access to an electronic device that is capable of connecting to the Internet can access the library's OPAC. It is accessible via the university's website .

Library Cards

The UWLA identification card also serves as a library card. A student must present an identification/library card to access the library and to check out materials from the Reserve Collection.

Circulation

The Library's collection circulates inside the Library only and cannot be taken out. All materials in the collection may be used inside the Library.

The Library features several computer workstations available for students and faculty to use. All computer workstations are attached to a network printer. Students can use the workstations to access D2L courses, email or Microsoft Office.

Online resources are available 24 hours a day, 7 days a week.

Students may use the library M-Th 1:30 p.m. – 9 p.m., Fri and Sat 9 a.m -5 p.m

SOB ACADEMIC CALENDAR: 2024

DATE (S) IN 2024	DAYS	EVENT
January 1	Monday	New Year's Day
January 4	Thursday	New Student Orientation
January 5	Friday	Spring I Registration Deadline
January 8	Monday	Spring I Term Begins
January 15	Monday	Martin Luther King Day
February 19	Monday	President's Day
March 9	Saturday	Spring I Term Ends
March 10-17		Term Break
March 14	Thursday	New Student Orientation
March 15	Friday	Spring II Registration Deadline
March 18	Monday	Spring II Terms Begins
May 18	Saturday	Spring II Terms Ends
May 19 – May 26		Term Break
May 23	Thursday	New Student Orientation
May 24	Friday	Summer Registration Deadline
May 27	Monday	Memorial Day
May 28	Tuesday	Summer Terms Begins
June (TBD)		Commencement
July 4	Thursday	Independence Day
July 27	Saturday	Summer Term Ends
July 28- August 4		Term Break
August 1	Thursday	New Student Orientation
August 2	Friday	Fall I Registration Deadline
August 5	Monday	Fall I Term Begins
September 2	Monday	Labor Day
October 5	Saturday	Fall I Term Ends
October 14	Monday	Indigenous Peoples Day /Columbus Day
October 6 – October 20		Term Break
October 17	Thursday	New Student Orientation
October 18	Friday	Fall II Registration Deadline
October 21	Monday	Fall II Term Begins
November 11	Monday	Veterans Day
November 28	Thursday	Thanksgiving
December 21	Saturday	Fall II Term Ends

SOB ACADEMIC CALENDAR: 2025

DATE (S) IN 2025	DAYS	EVENT
January 1	Monday	New Year's Day
January 2	Thursday	New Student Orientation
January 3	Friday	Spring I Registration Deadline
January 6	Monday	Spring I Term Begins
January 20	Monday	Martin Luther King Day
February 17	Monday	President's Day
March 8	Saturday	Spring I Term Ends
March 9-16		Term Break
March 13	Thursday	New Student Orientation
March 14	Friday	Spring II Registration Deadline
March 17	Monday	Spring II Terms Begins
May 17	Saturday	Spring II Terms Ends
May 18 – May 25		Term Break
May 22	Thursday	New Student Orientation
May 23	Friday	Summer Registration Deadline
May 26	Monday	Memorial Day
May 27	Tuesday	Summer Terms Begins
June (TBD)		Commencement
July 4	Thursday	Independence Day
July 26	Saturday	Summer Term Ends
July 27 - August 3		Term Break
July 31	Thursday	New Student Orientation
August 1	Friday	Fall I Registration Deadline
August 4	Monday	Fall I Term Begins
September 1	Monday	Labor Day
October 4	Saturday	Fall I Term Ends
October 13	Monday	Indigenous Peoples Day /Columbus Day
October 5 – October 19		Term Break
October 16	Thursday	New Student Orientation
October 17	Friday	Fall II Registration Deadline
October 20	Monday	Fall II Term Begins
November 11	Tuesday	Veterans Day
November 27	Thursday	Thanksgiving
December 20	Saturday	Fall II Term Ends

ACADEMIC PROGRAMS- MASTERS OF SCIENCE DEGREE

Instruction and Degrees Offered

Masters of Science in Leadership, Management, and Technology

Prerequisite: A minimum of a Bachelors of Arts or Bachelors of Science degree from a college or university

Student Learning Experiences and Assessments

The School of Business Master's degree curriculum is designed to prepare students to evaluate, analyze, and strategically approach real world problems. Students devise appropriate recommendations, draw effective conclusions and outline execution and implementation processes to resolve or address specific obstacles and change events within an organization. The program is focused on providing useable workplace skills to allow students to add immediate value and learn directly from professors who in many instances are industry experts. To facilitate achievement of this objective, the learning experiences the student will encounter are designed to challenge and develop high level critical thinking skills required in today's competitive workplace. During the course of the program, instructors may elect to utilize the following types of learning methodologies in order to facilitate the best learning pedagogies and properly assess the students and the program:

Case Studies (CS)

The case study is a written description of a real-world problem or situation. The intent of the case study is to place the student in a position that will require research, analysis, synthesis, and evaluation of information as well as critical thought and analysis about a particular issue, problem or obstacle or change event. Students will be asked to differentiate pertinent factors or information from extraneous ones, disaggregate that information, and develop sound rationales to make informed recommendations or action plans based on data presented in the case. This aspect of the learning experience provides an opportunity for students to improve their ability to think and reason critically and rigorously and sharpen problem-solving skills. Case studies are submitted weekly per the instructor's direction and instruction.

Class Discussions (CD)

Class discussions are open ended, thought provoking questions designed to provide students with the opportunity to analyze real world issues, problems, obstacles, change events, etc., in the workplace among themselves with instructor facilitation. Class discussions are designed to provide students with synchronous as well as asynchronous discussion opportunities. Class discussions offer students the

opportunity to engage in robust discourse with each other and apply critical analysis and critical thought techniques and approaches to various discussion prompts, ideas, and concepts as well as course materials. Students are expected to engage and post comments, questions or insights at least TWO times per week responding to the initial question posed and also responding to a classmate's post.

Presentation/Project (P)

The Presentation or Project is designed specific to each course at the instructor's discretion for students to apply course materials and discussion points relative to the examination, synthesis, evaluation or analysis of an issue, problem, obstacle, or change event. It may be a presentation or a different demonstration of the ways in which an individual student has met the Program's learning outcomes.

Examinations (E)

Many classes will require a regular, mid-term or final examinations to test the understanding and comprehension of the class material and concepts.

Students will be responsible for proper study, testing, and the integrity of the examination. Students will be made aware of the weight of the examinations prior to the exam and will be able to measure their grasp of the course via these examinations.

ACADEMIC PROGRAM MEASUREMENT –CREDIT HOURS

Calculation of credit hours in an online course is based on the consideration of the following activities:

1. The number of screens viewed in the course of online instruction. The average time spent on a "screen" is generally calculated as being between 3-5 minutes per screen.
2. The run time for required media asset assignments calculated on a 1:1 ratio seat time. Run time may be factored to account for expected multiple viewings of the asset for review and reinforcement of the material. Assets may include:
 - Self-playing videos or animations, or
 - Audio podcasts and recordings

3. Links to external learning assets – calculated as an average of the time required to consume content such as by

- Reading an article
- Watching a self-paced instructional video
- Playing an instructional game

4. Assignments – the instructor expectation of time spent in online instructional assignments and activities such as:

- Postings to group discussion site/bulletin boards
- Online group project work
- Use of class social media sites for group discussion/participation
- Student-teacher interaction

5. Additional D2L online engagement as mandated by the professor

Calculation of credit hours in a residential course is based on the consideration of the following activities:

1. The number of lecture hours of residential instruction. The average time spent in class per week is generally calculated as being 3-3.5 hours per class per week.
2. The number of hours reading assigned course material and completing class assignments outside of class. The average time spend outside of class per week is estimated to be 2 hours for every 1 hours of in class Instruction. Students will spend at least 12 hours per week reading, watching asynchronous lecture, conducting research and completing assignments.

Students will spend 3-3.5 hours per course per week in class for the instructor led portion of the hybrid program or the equivalent thereof. Each hour of residential study is equivalent to one credit hour. Students will be expected to spend 4 hours per course per week completing distance (online) learning and engagement. Each hour and half of online engagement will be equal to one credit hour.

In the program, students will complete approximately 31.5 hours of instructor led activity, including lecture and at least 27 hours of distance learning engagement and independent activity. Students will also have additional work and projects to complete as coursework. Therefore, students will receive three (3) semester units of credit for each course completed.

FULL TIME STUDENTS

In the UWLA Master's program, a full-time student is defined as any student who takes a minimum of 18 units in a calendar year. Students must take a minimum of 3 required units and a maximum of 6 units each term and must attend each offered 9-week term to be considered full time. For financial Aid purposes, students in the master's program are considered full-time with 3 units per term and 6 units for every two consecutive terms for a total of six units every 18 weeks.

STUDENT TO TEACHER RATIOS

In an effort to afford students the most personalized academic experience and individualized attention and support, UWLA prides itself on the goal of maintaining student to teacher ratio, which in most instances will not to exceed 1:25 per course per instructor.

STUDENT RIGHTS

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

Students' Right to Cancel

Students have the right to cancel the enrollment agreement and receive a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation is effective on the date the written notice of cancellation is sent or hand delivered to the Registrar: 9800 S. La Cienega Blvd., 12th Floor, Inglewood, CA 90301. Students may also email their request to cancel to the Registrar at **registrar@uwla.edu**. Refunds will be paid within 30 days of cancellation unless the cancellation occurs after the student has either received class materials, attended the first class session or it has been seven days after enrollment, but prior to those events, in such cases, the institution shall make the refund of all charges within 30 days.

- Cancellation may be by mail, email or by hand delivery and must occur prior to the receipt of the first lesson and materials, which will occur within seven days after UWLA admits a student for admission.
- The written notice of cancellation, if sent by mail, is effective on the date when it is deposited in U.S. regular mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the agreement.
- Send correspondence to the address below:

University of West Los Angeles- UWLA
9800 S. La Cienega Blvd., 12th Floor,
Inglewood, CA 90301.

Attention: School of Business

Refunds will be paid within 30 days of cancellation unless the cancellation occurs after the institution has student has either received class materials, attended the first class session or it has been seven days after enrollment, but prior to those events, in such cases, the institution shall make the refund within 30 days after your return of materials.

INSTITUTIONAL CANCELLATION, WITHDRAWAL AND REFUND POLICIES

STUDENT'S RIGHT TO CANCEL

Students have the right to cancel the enrollment agreement and receive a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation is effective on the date the written notice of cancellation is sent or hand delivered to the Registrar: 9800 S. La Cienega Blvd., 12th Floor, Inglewood, CA 90301. Students may also email their request to cancel to the Registrar at registrar@uwla.edu. Refunds will be paid within 30 days of cancellation unless the cancellation occurs after the student has either received class materials, attended the first class session or it has been seven days after enrollment, but prior to those events, in such cases, the institution shall make the refund of all charges paid within 30 days.

- Cancellation may be by mail, email or by hand delivery and must occur prior to the receipt of the first lesson and materials, which will occur within seven days after UWLA admits a student for admission.
- The written notice of cancellation, if sent by mail, is effective on the date when it is deposited in U.S. regular mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the agreement.
- Send correspondence to the address below:

University of West Los Angeles- UWLA 9800 S. La Cienega Blvd., 12th Floor,
Inglewood, CA 90301.

Attention: School of Business

Refunds will be paid within 45 days of cancellation unless the cancellation occurs after the institution has student has either received class materials, attended the first class session or it has been seven days after enrollment, but prior to those events, in such cases, the institution shall make the refund within 30 days after your return of materials.

INSTITUTIONAL WITHDRAWAL & REFUND POLICY

A student may withdraw from the school at any time and receive a pro rata refund so long as you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00, within 30 days of withdrawal. This is only applicable in the current term but not a prior term.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student must provide a written notice to the UWLA Registrar of his/her withdrawal or as of the date of the withdrawal, whichever is later.
- UWLA terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the SOB; failure to meet financial obligations to UWLA; and/or for cause determined within UWLA's sole discretion.
- The student fails to return from an authorized leave of absence.
- **OFFICIAL ENROLLMENT:** Official enrollment in a class requires registration with the Registrar prior to the first class meeting. Faculty is not authorized to allow non- registered students to attend class or to receive grades beyond the third class session.
- **ATTENDANCE:** Refer to the attendance policy in the catalog herein

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fee, minus the non-refundable application fee divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days are based on a five-day week, which does not include Saturday or Sunday, or any holiday defined within this catalog.

For programs beyond the current “payment period,” a payment period is defined as an academic term. If you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student

For the purpose of determining the amount of the refund, the date of the student’s withdrawal or dismissal shall be deemed the last date of recorded attendance/participation. A change of status form along with a fee of \$45 must accompany the request to voluntarily withdraw from the University. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

Mandated Holidays (Refunds)

- January 1st, known as “New Year’s Day.”
- January 15th, known as “Dr. Martin Luther King, Jr. Day.”
- February 19th, known as “Presidents Day.”
- March 31st, known as “Cesar Chavez Day.”
- March 29th, known as “Good Friday.”
- May 27th, known as “Memorial Day.”
- July 4th, known as “Independence Day.”
- September 2nd, known as “Labor Day.”
- September 9th, known as “Admission Day.”
- September 27th, known as “Native American Day.”
- October 14th, known as “Indigenous Peoples’ Day.”
- November 11th, known as “Veterans Day.”
- December 25th, known as “Christmas Day.”

CURRICULAR PRACTICAL TRAINING (CPT)

Curricular Practical Training is a type of off-campus work permission for F-1 international students who are currently pursuing study programs in the United States and want to gain experience in their fields of study. CPT is not required. CPT is an academic experience and is required to be taken with the CPT Seminar course.

(i) *Curricular practical training.* An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required

internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.

Additional details on CPT policy can be found at the end of this catalog.

GRADING SYSTEM AND ACADEMIC POLICIES

Students are graded on their class discussions, case studies, projects, and examinations as set forth in the syllabus for each course. Upon completion of the course, students are awarded a letter grade, which correlates to the four-point grading system, as follows:

A	4.00	Outstanding
A-	3.70	
B+	3.30	
B	3.00	Above average
B-	2.70	
C+	2.30	
C	2.00	Average
C-	1.70*	
D+	1.30*	
D	1.00*	Below average
D-	0.70*	
F-	0.00*	Failure
"I"-	Incomplete	
"U"-	Unofficial Withdrawal	
"TC"-	Transfer Credit	
"W"-	Withdrawal	
"IP"-	In Progress	

* Refer to Satisfactory Academic Progress, (SAP) guideline section of this catalog.

Students receive a course grade for each subject taken in the program, according to the above scale. Term and cumulative grade point averages (GPA) are calculated at the end of each term and appear together with course grades on the student's transcript.

GRADING ERRORS

A student claiming that an assignment or a course grade was the product of clerical, recording, or computational error in the calculation of the grade should, within two weeks after the grades are released, inform the instructor and request that the matter be investigated. If the matter is not resolved to the student's satisfaction, the student may petition the Dean of the School of Business for relief. This petition must be filed within one week after the School of Business has notified the student of the results of the investigation.

UNFAIRNESS OR DEPARTURE FROM ESTABLISHED GRADING POLICY

A student claiming that an examination grade or a course grade was the product of unfairness or was a departure from established grading policy may, within two weeks after the grades are released, petition the Dean of the School of Business for relief.

The student is strongly encouraged to meet with the relevant instructor in order to discuss the basis of the grade prior to petitioning the Dean. The instructor cannot change the grade. If the student did not meet with the instructor, the student must state in the petition the reason(s) such a meeting did not take place.

In any event, the petitioning student must present clear and convincing factual evidence supporting the claim that a grade was unfair or was a departure from established grading policy.

If the student fails to state a proper basis for the petition, fails to present clear and convincing factual evidence to support the petition, or fails to act timely, the Dean may deny the petition summarily.

However, if the student satisfies the procedural and substantive requirements of the petition process, the Dean may request a statement from the instructor involved. The Dean may also request other information the Dean deems appropriate. The Dean will notify the student in writing of the outcome. The Academic Council's decision on the student's petition is final.

COURSE REPETITION POLICY

A student who receives a grade of 'D' (1.00) or above in a course will receive academic credit. A student is neither permitted nor required to repeat that particular course.

A student who receives below a 'D' (1.00) in any course will not receive academic credit for that course; however, students are allowed to repeat that particular course for a higher grade. A course cannot be repeated more than once. A student who has received below 1.00 in a course is required to adhere to the Mandatory Academic Counseling outlined in this catalog. The transcript will reflect the higher grade and the repeated course will receive an asterisk (*) next to the course to denote the repetition of the course. If a student receives a grade below 1.00 in any two courses during the program will be Academically Dismissed and must petition to reenter the program. If the student did not receive an "F" (0.0), students will have a one-time opportunity to file a petition for special action to receive academic credit for the course but will keep the grade as was given and it will be applied to the cumulative GPA. Students will still be required to attend "MAC."

If a student is required to retake a course, the new grade will be used in the GPA computation and the previously earned lower grade will not be used. The transcript will reflect the higher grade and the repeated course will receive an asterisk (*) next to the course to denote the repetition of the course.

A cumulative GPA of 2.5 or above is considered good standing. The first term in which a student who maintains a GPA below 2.5 will be on Academic Probation and must follow the guidelines for Mandatory Academic Counseling. A student who retains a cumulative GPA below 2.5 for any two terms will be eligible for Academic Dismissal and must petition to continue the program.

Requests to repeat courses for reasons other than those listed above must be approved, via written petition, by the Dean, prior to a student being eligible to enroll in the desired course.

Satisfactory Academic Progress (SAP)

The University of West Los Angeles (UWLA) students must be making satisfactory academic progress toward a degree. Federal regulations require Title IV, HEA recipients to maintain satisfactory academic progress. To obtain and retain federal financial aid assistance, UWLA students must maintain satisfactory progress according to the guidelines herein and complete all degree requirements in a timely manner. All students will be evaluated for Satisfactory Academic Progress (SAP) at the end of each semester or term.

The Registrar will review a student's cumulative grade point average (GPA) and pace, which is the ratio the total of earned credits vs. attempted credits.

Satisfactory Academic Progress Policy 34 CFR 668.34 SAP Policy required elements:

- The policy is at least as strict as the policy the institution applies to a student who is not receiving assistance under the Title IV, HEA programs.
- The policy provides for consistent application of standards to all students within categories of students, e.g., fulltime, part-time, undergraduate, and graduate students, and educational programs established by the institution – language to be used later in narrative.
- GPA or other comparable assessment measured against a norm.
- The pace at which a student must progress to complete the program within the maximum timeframe.
- Process for Incompletes, Withdrawals, Repetitions, and transfer of credit from other schools.
- Frequency of SAP evaluation.
- SAP Warning (applicable only if school's policy places student on Financial Aid Warning).
- SAP Probation (applicable only if school's policy places student on Financial Aid Probation).
- SAP Appeal (applicable only if school's policy places student on Financial Aid Probation. Student must appeal before probation granted.).
- Process for Schools that evaluate SAP at the end of each payment period.
- Process for Schools that evaluate SAP annually or less frequently than the end of each payment period.

University of West Los Angeles (UWLA) Academic Satisfactory Academic Progress

Quantitative - School of Business BS/MS and School of Law JD

The maximum time in which a student is expected to finish a program is defined as 150% of the program length. All students must pass at least 67% of all credit hours attempted. Accepted transfer credits are included in the pace calculations. Students who fall below standards for SAP will be notified and issued a warning status. If they fall below after receiving warning, the student will be required to meet with the Dean or his/her designee to create an acceptable academic plan that will ensure student is able to meet SAP standards by a specific time frame.

Qualitative - School of Business BS/MS

Qualitative - School of Business BS/MS In order to ensure students complete the Program within the prescribed time, all courses in which a student fails to earn a grade of “D” or higher for the MS program and a “D-” or higher for the BS program, **may be repeated** and in compliance with course requirements and the

satisfactory academic policy in order to graduate. If a student repeats a course, only one course will apply toward the completed credit count.

If a higher grade is earned in the repeated course, it will be used to compute the Cumulative Grade Point Average (CGPA). Repeated courses will be included in the calculation for credits earned/attempted for satisfactory academic progress. All repeated final grades reflected on the official transcript are designated with an asterisk (*). All students are required to maintain a cumulative grade point average of 2.0 (BS) or 2.5 (MS) on a 4.00 scale at the completion of each semester or term.

Course Repetition Policy

A student who receives a grade of 'D' or above or 'P' in a course **will receive academic credit for the course and is not required (or permitted) to repeat that course.** (A student who receives an 'F' or 'NP' in any course will receive no academic credit for that course.)

A student who receives an 'F' or 'NP' in a required course and who remains in good standing despite the failing grade must repeat the course at such time as it is next offered. (If the student is not in good standing, the student will be academically dismissed.) The student will be required to re-register, pay tuition, and regularly attend the course. Upon completion of the course, the new grade will be used in the GPA computation and the previously earned fail will not be used (although both grades remain on the transcript).

A student who receives a grade of 'F' or 'NP' in an elective course and who remains in good standing despite the failing grade is not required to repeat the course. The student may choose to repeat the course or take another elective to meet graduation requirements. The student will be required to re-register, pay tuition, and regularly attend the course. Upon completion of the course, both the new grade and the previously earned fail will appear on the transcript and be used in the computation of the student's G.P.A. Requests to repeat courses for reasons other than those listed above must be approved, via written petition, by the Academic Council, prior to a student being eligible to enroll in the desired course.

University of West Los Angeles (UWLA) Financial Aid Satisfactory Academic Progress

To be eligible for federal financial aid, Title IV, HEA funds at UWLA, a student must be making satisfactory academic progress toward a degree or certificate. In order to maintain eligibility for funds, students must maintain both quantitative (number of credit hours), and qualitative (cumulative grade point average) standings, and pace

to completion. The satisfactory academic progress policy is consistently applied to all students (full-time, part-time, undergraduate, and graduate).

Financial Aid Satisfactory Academic Progress is defined as:

Maintaining a 2.0 semester and Cumulative Grade Point Average (CGPA) or higher (a qualitative measure). Maintain a 2.5 or higher for the MS programs.

Successfully completing at least 67% of the course load (credit hours) taken in a semester, term, or payment period (a quantitative measure). Successful completion of a class or course is defined as earning a grade of A, B, C, D, or P. Unsuccessful grades are W, F, I, or NP.

Completion of a program of study within 150% of the average published program length.

When is Academic Progress Evaluated?	A student's satisfactory academic progress is evaluated at the end of each semester or term (i.e., fall, spring, summer semesters, term, or payment period).
GPA Requirements	All students must maintain a cumulative GPA of 2.0 (2.5 Master's program) or higher. Failure to meet this requirement will result in a Financial Aid Warning notice to be issued in writing. If a student who was on probation status fails to meet quantitative and qualitative standards after two terms with associated notifications, the student will be deemed ineligible for financial aid until a 2.0 (2.5 Master's program) cumulative GPA is achieved.

Program Completion Requirements Complete Withdrawal: Automatic Ineligibility Program Completion Timeframe	A minimum of 67% of the credit hours taken must be earned. All students are required to maintain a cumulative grade point average of 2.0 (2.5 Master's program) (BS) or 2.5 (MS) on a 4.00 scale at the completion of each semester or term. If during a semester a student completely withdraws from the university or receives grades of all W's F's, or all incompletes, he or she will be placed in automatic financial aid ineligible status. To re-establish eligibility, the student must enroll, and successfully complete the required credits for the semester and a cumulative GPA of 2.0 (2.5 Master's program) or better at his or her own expense. Students cannot receive financial assistance for periods of enrollment beyond 150% of the average published program length (to be measured by all UWLA credit hours attempted vs. completed), including any transfer work.
	If you cannot complete the program within the maximum timeframe, you will no longer be eligible to receive financial assistance.

Financial Aid Notices	Failure to meet any of the Financial Aid Satisfactory Academic Progress (SAP) standards will result in one of the following notices being issued. Please remember that all periods of enrollment must be measured, including ones where the student may not have received financial aid.
Financial Aid Warning	The status UWLA assigns Financial Aid Warning to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one term and may do so without a student appeal.
Financial Aid Probation	The status UWLA assigns a Financial Aid Probation to a student who is failing to make satisfactory academic progress and has successfully appealed. Eligibility for aid may be reinstated for one term.
Financial Aid Ineligible	The status UWLA assigns to a student that has failed the FA Warning period and has not appealed their status to be Financial Aid Ineligible. This means the student is ineligible for Title IV program funds.
Automatic Ineligibility for Title IV, HEA programs	At the end of each semester, a review will be made to determine if a student completely withdraws, and receives grades of all W's, F's, or all I's (e.g., Incompletes). These students will be automatically deemed ineligible and will be given a written notice. A student placed in ineligible status may not receive further financial assistance until he or she meets the minimum standards under the Financial Aid Satisfactory Academic Progress Policy. A student who has been deemed ineligible has the right to submit an appeal. Please reference the appeals section below for more information.
How to Reestablish Eligibility for Title IV, HEA programs	Students must enroll, and successfully complete the required credits for the semester and a cumulative GPA of 2.0 (2.5 Master's program), or better at his or her own expense.

	Once the required hours have been completed, and the student has a cumulative GPA of 2.0 (2.5 Master's program) or higher, the ineligibility can be removed. Please contact the Registrar to request a review of the course work.
Financial Aid Appeals	A student may appeal a determination of being ineligible for financial aid by sending an appeal to the Director of Student Financial Services at the university administrative offices. The appeal should set forth in detail what, if any, extenuating circumstances occurred that caused the student the inability to meet SAP and what has changed so that student may now meet SAP. If there are mitigating circumstances (i.e. serious illness, death in the family or similar extraordinary circumstances), eligibility may be reinstated for one additional payment period. The appeal will then be given to the Director of Student Financial Services who will review the student's financial aid file and evaluate the student's written comments. The Director of Student Financial Services may also request information from the Academic Council and/or may question the student or request additional information. The FA appeal must be submitted in writing via email to: dcarrillo@uwla.edu or by mail: Attention: Financial Services Department, UWLA, 9800 S. La Cienega Blvd, 12th Floor, Inglewood, CA 90301. If the Director of Student Financial Services denies the appeal, the student will be notified, and the Probation status will stand. If the Director of Student Financial Services approves the appeal, the Probation status may be cleared. Once the appeal is resolved and if any action is required, the Director of Student Financial Services will notify the student of its outcome and whether appeal was approved or denied.

SATISFACTORY ACADEMIC PROGRESS CHART

Program	Semesters/Term	Cumulative GPA	Pace (attempted vs. completed)	
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J.D. Program	1	2.0	67% of credit hours attempted
	2	2.0	67% of credit hours attempted
Bachelor's Degree	Module 1 & 2	2.0	67% of credit hours attempted
Master's Degree	Module 1 & 2	2.5	67% of credit hours attempted

Regaining Eligibility Status

Any student who has exceeded the maximum timeframe and loses eligibility or status based on earning an unsatisfactory grade point average (GPA) may petition to regain status or eligibility via the Petition for Special Action form. Student may state the extenuating circumstances or changes that caused the delay in progress and the Petition will be reviewed and a decision will be made within two (2) weeks of submission. If the petition is approved, students will be placed on Probationary status and must meet with the Dean or Associate Dean of their program and prepare an Academic Progress Plan or Course Schedule to ensure satisfactory progress until program completion.

Academic Warning

A student whose cumulative grade point average (GPA) is less than a 2.00 for the JD program, a 2.00 for the BS program, and a 2.50 for the MS program after the most recent semester is not making Satisfactory Academic Progress (SAP), will be placed on Academic Warning and is subject to dismissal. A student will also be placed on Academic Warning when he/she re-enrolls in UWLA's School of Law or School of Business program of study after being Academically Dismissed. Students under Academic Warning will be placed on a Student Academic Improvement Plan (SAIP) for the following term/semester. A student may be on Academic Warning for only one semester. If at the end of the next semester of being on Academic Warning, a student fails to achieve the required semester and cumulative GPA, a student will be placed on Academic Probation and is subject to dismissal.

Financial Aid Warning

A student whose cumulative grade point average (GPA) is less than a 2.00 for the JD program, a 2.00 for the BS program, and a 2.50 for the MS program, after the most recent semester is not making Satisfactory Academic Progress (SAP), will be placed on Financial Aid Warning and is subject to dismissal. A student will also be placed on Financial Aid Warning when he/she re-enrolls in a UWLA program of study after being Academically Dismissed. Students under Financial Aid Warning will be placed

on a Student Academic Improvement Plan (SAIP) (*see attached*) for the following semester/term. A student may be on Academic Warning for only one semester/term.

Assuming that all other components of SAP are satisfied, students with a Financial Aid Warning status are considered eligible for financial aid. If at the end of the next semester of being on Financial Aid Warning a student whose cumulative grade point average (GPA) is less than a 2.00 for the JD program, a 2.00 for the BS program, and a 2.50 for the MS program will lose further federal financial aid eligibility.

Financial Aid Probation

Student must appeal to regain Financial Aid eligibility for a second payment period. If appeal is granted, a student will be put on Financial Aid Probation and may retain financial aid eligibility for one additional payment period by complying with that student's SAIP. If at the end of the payment period while on Financial Aid Probation, should the minimum SAP requirement not be achieved (or at the midpoint of the Program), the student loses further financial aid eligibility and may be subject to dismissal.

GOOD ACADEMIC STANDING

A student is in good academic standing if the student has fewer than two failing grades and maintains the minimum cumulative grade point average (GPA) of 2.50. All such students are in good academic standing unless they are dismissed or are placed on academic probation or otherwise subject to disciplinary action.

Academic Warning, Probation, and Disqualification

Students are expected to remain actively engaged in their academic work and maintain the following minimum grade point averages.

Students are expected to maintain a minimum cumulative GPA of 2.50 for all Master's level coursework applying toward the degree.

Academic progress will be measured and evaluated after each term. Students who receive failing grades or who fail to maintain the required grade point average for their respective degree programs will receive formal notice of an academic warning via email from the Office of the Registrar. The notice will identify the requirements to be met by the student in order to be removed from warning status.

The requirements may include repeating failed courses and/or raising the cumulative GPA above the minimum required for graduation from the program. A copy of the notice will become part of the student's permanent file.

The performance of a student on academic warning will be reviewed every term. When the academic performance requirements have been met, the student may be removed from academic warning. A formal notice will be sent to the student via e-mail from the Office of the Registrar. A copy of this notice will become part of the student's permanent file.

Students with multiple failed grades or two terms below a 2.5 GPA will be subject to academic disqualification. Approval of academic disqualification will be based on factors including, but not limited to, the number of failed grades, the student's overall past academic performance, the level and length of academic deficiency, and the student's probability of achieving satisfactory academic standing within a reasonable time frame consistent with the University policy on the maximum timeframe for completion of a degree. Notice of academic disqualification will be sent to the student by the Office of the Registrar and will become part of the student's permanent record.

Academically disqualified students may submit a one-time request (petition) for reconsideration and readmission to the Office of the Dean. The Dean or designee will render a decision on the request within 7-10 business days. Approval of readmission does not guarantee financial aid eligibility.

Students, regardless of cumulative GPA, are placed on academic warning for the following academic session of enrollment if they have a course grade below 1.70. Students will be notified via email of the warning.

Students are placed on academic probation when their GPA falls below the acceptable minimum standard of a cumulative 2.50 GPA.

Students are dismissed from SOB if they are placed on probation for two (2) terms and do not raise their GPA to the acceptable minimum standard of a cumulative 2.50. Students may appeal a dismissal, via petition, to the Academic Standing Committee. This appeal must be submitted to the SOB Office by 12:00 p.m. by the Monday of the second week of classes following the subsequent academic session.

The Academic Council must meet within 10 days and may choose to:

- Uphold dismissal,
- Suspend the student for a minimum of one session with or without expectations to be met during their absence,

- Place a student on a third academic probation, or
- Rescind academic probation.

Students who receive an academic suspension or probation will be placed on a Mandatory Academic Counseling (**MAC**) contract upon return for the next session of enrollment. During sessions of academic suspension, the student will be considered a non-enrolled student. This status permits to campus facilities, counseling services, and academic tutorials. Non-enrolled students are not allowed to audit classes without written approval from the Dean. Upon notification of dismissal, the student may no longer take courses but may make a written appeal on the decision of dismissal by the Academic Standing Committee to the Dean.

DEGREE CONFERRAL

Students may complete the program at the end of a summer, fall, or spring term. Degrees are awarded at the end of each semester or term; diplomas are issued after the commencement ceremony.

EXTENSIONS AND INCOMPLETE GRADES

It is the mission of UWLA to support students towards the successful completion of their academic programs. Students who pursue an uninterrupted course of study have the highest probability for graduation. Those students also tend to be the best performers within their course of study and receive the maximum benefits from their learning experiences. UWLA also realizes that adult learners face real-life challenges that often require temporary breaks in enrollment or interruption of their program of study.

Grades of Incomplete may be assigned when circumstances prevent students from completing and receiving a passing grade for a course. The assignment of a grade of Incomplete is not a student's "right." It is a courtesy. The request for a grade of Incomplete must be submitted in writing to the Dean's Office for each specific course prior to the published deadline.

The request will not be approved without satisfactory completion of 66.7% (6 weeks) of the course. If approved, the 'Incomplete' grade will be assigned with an extension of one (1) to twenty-one (21) days.

If the student fails to complete the course by the deadline, the 'Incomplete' grade is changed to an F (or the appropriate letter grade based on the course work submitted to date).

Students should note that any approved extension does not alter the financial obligations a student may have with the University. Students must also comply with all tuition assistance and financial aid requirements.

If a student requests a grade of 'Incomplete' and extension for the last course in the degree program, the student will be reported as "withdrawn" to ensure the student enters the grace period/repayment timely in compliance with federal regulations. If the student completes the course with a passing grade, the student's status will be updated from "Withdrawn" to "Graduate".

The last date to submit a request for an Extension or Incomplete:

Students have until 3 p.m. PST the Friday of the 6th week of class to request an Extension or Incomplete.

LEAVE OF ABSENCE POLICY

The SOB Master's program is designed as a series of uninterrupted courses. Students with extenuating circumstances may be granted a leave of absence (LOA), at the discretion of the Dean. Extenuating circumstances include but are not limited to the following:

Serious illness or injury.

Maternity leave (this includes an adoption of child).

Activation for military or reserve service.

Emergency health care situations involving self or immediate family member (spouse, children, parents).

Bereavement (spouse, children, parents).

The total amount of the leave may not exceed 180 days in a 12-month period and students must return within that timeframe on an established start date as outlined in the most current version of the University catalog. If the student does not return within the timeframe, the student will be withdrawn.

A request for a leave of absence must be made in writing and signed by the student. The Dean will notify the student in writing within 5 business days of the result. If a leave of absence is approved, the student will be granted a leave of absence not to exceed 180 days within a 12-month period.

ACADEMIC WITHDRAWAL AND DISMISSAL POLICIES

Students who wish to withdraw from the University from an ongoing term or a course after the published drop deadline must submit a request in writing to the Office of the Registrar. If approved after review, the student will be deemed as officially withdrawn with a grade of 'W' assigned for the course(s) in an ongoing session. Such request can only be made prior to the official ending date of the session and will not be considered retroactively. Students requesting to withdraw will be responsible for all applicable tuition and fees.

Unofficial Withdrawal

Should students cease attending courses without officially informing the Administration, such a cessation of active and regular participation, renders students "unofficially withdrawn." The grade reflected on the student transcript will be a "U."

Students receiving financial assistance are urged to consult with the Financial Services Office regarding approved breaks in enrollment and requirements for course completion.

ADMINISTRATIVE DISMISSAL

An administrative dismissal is an action that the University takes that results in the student's withdrawal from the University. Administrative dismissals may occur when a student has not:

Residential

- Attended his/her class within the first seven (7) days of the course
- Complied with the University's Student Code of Conduct

Distance Learning

- Participated in his/her online coursework within the first seven (7) days of the course.
- Actively participated in his/her online coursework within 7 days from the last date of recorded attendance/participation as indicated by the Desire 2 Learn platform.
- Complied with the University's Student Code of Conduct

READMISSION AND REINSTATEMENT

Students wishing to resume their studies at UWLA following an absence of less than six (6) months may be reinstated upon request under the same academic status, provided that the student was in good standing (meeting GPA requirements) at the time the absence began. No formal application process is required; however,

students must inform the University and provide the Office of the Dean or the Dean's designee all official transcripts of any academic credit earned or attempted at other institutions during their absence. Academically disqualified students are not eligible for reinstatement.

ACADEMICALLY DISQUALIFIED STUDENTS

Academically disqualified students may apply for admission to UWLA on a one-time basis after one year from the time of disqualification. Students are required to complete the admission process and provide all official transcripts of any academic credit earned or attempted at other institutions since disqualification.

STUDENTS WITH UNAPPROVED ABSENCES EXCEEDING ONE YEAR

Any student seeking to return to UWLA after an unapproved absence exceeding one year may seek readmission by completing the admission process, including a new application. Students must inform the University and provide the Office of the Registrar all official transcripts of any academic credit earned or attempted at other institutions during their absence.

Readmission to UWLA will be determined by the Dean or the Dean's designee based on student status when leaving the institution including GPA, number of courses remaining, academic warning status, etc. Notice of readmission will be issued by the Registrar to the student.

READMISSION OF SERVICE MEMBER

To minimize the disruption to the lives of persons performing service in the uniformed services, allowing a student to return to the institution without penalty for having left because of such service, UWLA will promptly readmit service members with the same academic status. Student Agreements for military students with breaks in attendance of five years or fewer will not be invalidated, and a student's activity will not be exclusively defined by taking courses with the home college.

- There will be no fee for students wishing to be readmitted. Students who reenter must provide any updated transcript information from all other institutions attended during the time of deferment or break in enrollment from UWLA (including CLEP, JST, etc.).
- A service member will be promptly readmitted (in the next available session following student notification of intent to reenroll) with the same academic status prior to going into a deferred status.

- A service member will be entitled to rights and benefits he/she had prior to going into a deferred status.
 - A service member will be readmitted to the same program unless the service member requests or agrees to admission to another program (if the program is no longer offered, the service member will be readmitted to the program that is most similar).
 - A service member will be readmitted with the same tuition charges as when the service member left unless the service member's military benefits will pay increases, if any, but never more than the institution is charging other students.
 - If a service member is not prepared to resume the program where the service member left off or is unable to complete the program, the institution must make reasonable efforts* (at no additional cost to the service member) to help the service member become prepared, or to enable the service member to complete the program including, but not limited to, providing refresher courses.
 - A service member must meet the following criteria to be eligible for readmission:
 - Provide notice of absence for service (cumulative length of absences may not exceed five years); and
 - Provide notice of intent to return to UWLA.
- *Reasonable efforts are actions that do not place an undue hardship on the institution. An undue hardship exists if an action requires significant difficulty or expense when considered in light of the overall financial resources of the institution and the impact otherwise of such action on the operation of the institution.

WITHDRAWN STUDENTS

Students officially withdrawn from the University who wish to return to UWLA may seek readmission by completing the Admission process including a new application. Students must inform the University and provide the Office of the Registrar all official transcripts of any academic credit earned or attempted at other institutions while withdrawn. Students readmitted after withdrawal will be subject to the most current program requirements.

DENIAL OF READMISSION

If UWLA determines that there are no reasonable efforts to be taken to prepare the service member to resume at the point where the service member left off, or to enable the service member to complete the program, readmission may be denied.

TERMINATION OF READMISSION ELIGIBILITY

A service member's eligibility for readmission terminates upon the occurrence of:

- A dishonorable or bad conduct discharge.
- A dismissal of a commissioned officer permitted under section 1161(a) of Title 10 USC by sentence of a general court martial, in commutation of a sentence of a general court-martial, or, in time of war, by order of the President.
- A dropping of a commissioned officer from the rolls pursuant to section 1161(b), Title 10 USC
- Absence without authority for at least three months, separation by reason of a sentence to confinement adjudged by a court-martial, or a sentence to confinement in a federal or state penitentiary or correctional institution.

ADDING/DROPPING COURSES

The University understands that students want to graduate in the least amount of time possible. In order to achieve that objective, students will often "double up" on their courses to expedite this process. Unfortunately, the University does not normally permit students to add additional courses unless special circumstances exist, and petition is approved. The dates for the last day to drop a class with a refund and withdraw from a class without academic penalty are prior to the courses second course meeting of the current term. A student may not drop or withdraw from a course after the deadlines set by the University without the permission of the University Dean.

Students who withdraw from a course before the deadline to drop without academic penalty will have a grade of "W" recorded on their academic record. Students who stop "attending" class after the last day to withdraw without academic penalty will receive a grade of "F," except under mitigating circumstances. The student must document the mitigating circumstances and receive approval of the University Dean.

EARLY ALERT POLICY

School of Business Professors must maintain sound scholastic standards and must as soon as possible, identify and communicate an early alert for those students who appear to lack the capability to satisfactorily complete the course. First, this

communication must occur from the Professor to the student and if they cannot come to terms to resolve the apparent incapacity, the Professor must communicate to the University Administration for further resolution.

ACADEMIC HONORS

Dean's List

At the completion of each term, a Dean's List is published to honor those students whose GPA for that particular semester is 3.3 or above.

To be eligible for the Dean's List, a student must have completed a minimum of 4 credit units for the term.

HONORS UPON GRADUATION

Students who graduate with the following cumulative grade point average do so with honors as follows:

Academic Honors- Required Grade Point Average

3.50 and above Summa Cum Laude

3.20 - 3.49 Magna Cum Laude

3.00 - 3.19 Cum Laude

The student with the highest GPA will be the Class Valedictorian.

INSTRUCTIONAL DELIVERY

The School of Business' instructional delivery utilizes a hybrid format—a combination of distance (online) and traditional (in-class) instruction. Distance education coursework is instructor facilitated and traditional instruction is conducted in the classroom.

Classroom Locations:

University of West Los Angeles
9800 S. La Cienega Boulevard
12th Floor
Inglewood, California 90301

Or

University of West Los Angeles
21650 Oxnard St.
2nd Floor
Woodland Hills, CA 91367

(Satellite Location)

310.342.5291
www.uwla.edu

Faculty Response Time for Assignments- Distance Education

Approximately four to seven days will elapse between the receipt of student lessons, projects, or assignments and instructor feedback response time frame.

Program Scheduling and Delivery

UWLA's standard calendar year is divided into 5, 9-week terms. Students must attend and participate **BOTH** the in-class AND online class sessions of each course in order to be eligible to receive a satisfactory grade. Good standing in the program is defined herein as cumulative GPA of 2.50

Class scheduling includes weekly in class sessions as well as a weekend intensive version of the course which requires all residency requirements to be completed within one weekend within the 9-week term.

Sequence and Frequency of Lessons (Meeting Days, Hours, and Location)

Each course meets one day per week in the classroom for students completing the regular track. For students engaging in the weekend intensive, students will meet for a minimum of two full days of instruction during one weekend of the 9-week term.

Instructional Modes/Methods

This course primarily utilizes the hybrid instructional format which is a combination of online and on ground instruction. Each in-class session is conducted for three and-a-half (3.5) course hours. Each online session is conducted for approximately four hours (4) via the D2L Learning Management System; (LMS). The in-class sessions are comprised of lectures, written work, and group assignments. The online component is comprised of Discussion Forums, online exercises, and teacher-led collaborative learning assignments. Key segments will be synchronous and others asynchronous.

On some occasions for specific course experiences and requirements, courses may be conducted in different time configurations or leverage asynchronous class meetings to best and most efficiently deliver the course. These courses will still meet the Carnegie requirements to account for the units that the course is providing.

Online Distance Education Equipment Requirements

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected.

Supported browsers are the latest browser versions that are tested against new versions of D2L products. You can report problems and receive support for issues. For an optimal experience that offers better performance, accessibility, and security, D2L strongly recommends that all users access Brightspace Learning Environment with the latest version of a supported browser.

Important: You can access Brightspace Learning Environment with older versions of supported browsers; however, D2L does not test Brightspace Learning Environment against these older versions. This means you may encounter unexpected user interface behavior and appearance, or broken and unsupported functionality. In most cases, D2L does not fix software defects experienced in unsupported browser versions.

Note the following:

- Ensure that JavaScript and cookies are enabled in your browser.
- Brightspace Learning Environment supports HTML5 Video Player and does not rely on Adobe Flash and Adobe Flash Player. However, you can still create Flash-dependent video content in Brightspace Learning Environment.
- As of the July 2020/20.20.07 release, Firefox ESR is no longer a supported browser, due to extremely low usage. To support clients through this transition, D2L will fix high-priority issues for Firefox 68 ESR (until the end of September 2020) and Firefox 78 ESR (until the January 2021 release).
- Brightspace Learning Environment's browser version check displays warnings for browsers earlier than the following versions:
 - o Chrome 81 (released in April 2020)
 - o Chromium-based Edge 81 (released in April 2020)
 - o Legacy Edge 44 (not receiving any further updates)

- o Safari 13 (released in September 2019)
- o Firefox 76 (releases May 5th, 2020)

Desktop Computers

Brightspace Learning Environment is supported on the following desktop platforms with the latest browser versions:

Platform	Apple® Safari®	Google® Chrome™	Microsoft® Edge	Mozilla® Firefox®
Apple® Mac OS®	Yes	Yes	Yes	Yes
Microsoft® Windows®	No	Yes	Yes	Yes

Tablets and Mobile Devices

Brightspace Learning Environment is supported on the following tablets and mobile devices with the latest browser versions:

Platform	Apple® Safari®	Google® Chrome™	Microsoft® Edge	Mozilla® Firefox®
Apple® iOS® for iPhone® and iPad®	Yes	No	No	No
Android™ OS for Android phones and tablets	No	Yes	No	No

STUDENT POLICIES AND PROTECTIONS

SEXUAL HARASSMENT POLICY

It is the policy of the University of West Los Angeles to provide all students and employees with an educational, employment, and business environment free from all forms of harassment, exploitation, intimidation or unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct or communications of a sexual nature as defined and otherwise prohibited by the California Fair Employment and Housing Act, California Education Code and state

and federal rules, regulations, statutes and laws prohibiting sexual harassment and retaliation.

The University expressly forbids sexual harassment of its students and employees by faculty, managers, supervisors, employees, other students or members of the general public. The University will take whatever action may be needed to prevent, correct, and, if necessary, discipline those engaged in inappropriate behavior. Where evidence of sexual harassment is found, student disciplinary actions shall be taken. Sexual harassment should be reported immediately to the campus President, and every effort will be made to ensure that confidentiality is maintained.

RETENTION OF RECORDS

UWLA Registrar's office maintains records in full compliance with the California Code of Regulations, Division 7.5 Private Postsecondary Education, Chapter 3. Institutional Operating Standards, Article 3. Maintenance and Production of Records §§ 71920 & 71930 and California Education Code 94900 and 94900.5 which states as follows:

71920. Student Records.

(a) The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.

(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:

(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 institution or the institution'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;

(B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;

(C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;

(D) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;

- (2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
- (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- (4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, 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;
 - (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
 - (C) Credit for courses earned at other institutions;
 - (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
 - (E) The name, address, website address, and telephone number of the institution.
- (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
- (7) The dissertations, theses, and other student projects submitted by graduate students;
- (8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- (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;
- (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;
- (11) Copies of any official advisory notices or warnings regarding the student's progress; and

(12) Complaints received from the student.

71930. Maintenance of Records.

(a) An institution shall maintain all records required by the Act and this chapter. The records shall be maintained in this state.

(b)(1) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.

(2) Notwithstanding (b)(1), the institution shall maintain records relating to federal financial aid programs as provided by federal law.

(c) 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;

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

(3) The institution has personnel scheduled to be present at all times during normal 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 or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

(d) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to 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.

(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

(f) If an institution closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.

CEC 94900-94900.5

(a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

(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.

And

(a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

(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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

- A student has the right to inspect and review his/her education records within 45 days of the day the Institution receives a request for access. Students should submit to the campus Registrar written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed.
- A student has the right to request the amendment of his/her education records that the student believes are inaccurate or misleading. The student should write the institution official responsible for the record, clearly identify the part of the record he/she wants changes and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Disclosure of Educational Records

Information defined as Directory Information may be released without a student's consent. The University of West Los Angeles defines Directory Information to include:

- Name
- Address
- Phone Number
- Email Address
- Enrollment Status/Grade Level (e.g., first term, second term, etc.)
- Date of Graduation
- Degrees and Honors Received
- Photos (for identification purposes only)

- Major Field of Study
- Dates of Attendance
- Most Recent Institution Attended

A student's social security number is never considered a part of the Directory Information.

A student may opt out of Directory Information disclosure by submitting a written request to the Registrar.

A student has the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Generally, universities must have written permission from the student in order to release any information from a student's educational record. However, FERPA allows universities to disclose those records without consent to the following parties or under the following conditions (34 CFR § 99.31):

- University officials with legitimate education interest
- Other universities to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the University
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile system, pursuant to specific state law.

The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office Department of Education Independence Avenue,
SW Washington, DC 20202-4605

STUDENTS WITH DISABILITIES

The University of West Los Angeles is committed to providing services and reasonable accommodations to students with disabilities unless an accommodation would present an undue hardship to the SOB. The ADA Compliance Officer monitors our ADA Program.

Any student who desires to receive services from the ADA Program should carefully review all the program's policies and procedures. While the University of West Los Angeles recognizes its legal obligation to provide reasonable accommodations to students with disabilities, students requesting and/or utilizing these services have certain obligations and responsibilities surrounding their use of such services.

NOTICE OF NON-DISCRIMINATION POLICY

UWLA admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, military discharge or status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at UWLA. UWLA does not discriminate on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, military discharge or status, marital status, parental status, or any other protected status in administration of its educational policies, admission policies, scholarship and loan programs, and other administered programs.

RIGHTS RESERVED

University of West Los Angeles School of Business reserves the right to change, at any time, without notice, the policies and procedures announced in this agreement, technical standards, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in its catalog or other official documents. UWLA reserves the right to refuse to admit or readmit any student at any time should it be deemed necessary in the interest of the student or of UWLA to do so. UWLA reserves the right to require the withdrawal of any student at any time for misconduct and who fails to give satisfactory evidence of academic ability, earnestness or purpose, who fails to cooperate in all requirements of their enrollment or for cause as determined within the sole discretion of UWLA.

Masters of Science in Leadership, Management, and TechnologyInnovation

Program Description

A Masters of Science in Leadership, Manage, and Technology, offers the knowledge and skills for a successful career in Business. Students learn key concepts such as how to manage and lead a diverse workforce, the utility of data usage and financial systems, and the innovative use of business tools and social media. All of these tools equip graduates to make strategic decisions in order to gain business prominence.

Course List

Course Code, Course Title, Credit Units

- LI601 Leadership and Management (3 units)
- LI602 Strategic Management and Organizational Behavior (3 units)
- LI603 Human Resource Management and the Diverse Workforce (3 units)
- LI604 Ethics and Critical Thinking (3 units)
- LI605 Negotiation and Alternative Dispute Resolution (3 units)
- LI606 Statistical Analysis and Research Management (3 units)
- LI107 Understanding Business Financial Statements (3 units)
- LI108 Data Usage and Reporting (3 units)
- LI109 Social Media and its Application in the Business World (3 units)
- LI110 New Organizational Development and Innovation Protocol (3 units)
- LI611 Entrepreneurship Practicum (3 units)
- LI111: UWLA Impact Course (3 units)
- LI112: Curricular Practical Training Seminar (1 unit)
- LI113: Advanced Business Writing (1 unit)
- LI114: Externship Program (1 Unit)
- LI115: Foundations of Graduate Level Learning (0 units)

Course Descriptions

LI601 Leadership and Management (3 units)

This course is an introduction to the study of leadership qualities and management styles while examining leaders in a historical context. Students focus on effective leadership in an organizational setting. Students examine elements of administration and management. Assignments require students to complete projects with a hands-on management approach.

LI602 Strategic Management and Organizational Behavior (3 units)

This course addresses the connection of strategic management and organizational behavior. Students focus on the strategic, organizational, cultural, and leadership

challenges that organizations experience. Essential to the course is the examination of theoretical perspectives and how corporations formulate a vision, develop strategies, allocate resources, and create synergies across various businesses. The course will also examine the characteristics of leaders who manage successful organizations. Students learn how to communicate a vision, build a team, and identify key strategies to increase performance of an organization.

LI603 Human Resource Management and the Diverse Workforce (3 units)

This course focuses on the skills leaders utilize to effectively manage employees. Through case studies and supplemental readings, students study human resource elements that contribute to business success, as well as methods to maximize the human capital of an organization. Students examine demographic diversity in the global environment by exploring issues of gender, family, age, ethnicity, disabled workers and learn how businesses have adapted to changes in the workforce to achieve a competitive advantage.

LI604 Ethics and Critical Thinking (3 units)

This course offers students the opportunity to study ethics and to critically evaluate the value systems of other individuals, groups, and societies. Students examine principal-client relationships, fiduciary duties and accountability, respect for human rights, professional and personal responsibility. Students learn to differentiate between social faux pas, actionable wrongs, and to understand logic, reasoning, and professional responsibility. Case studies emphasize the importance of professional and personal ethical codes and the effects of particular choices on an organization.

LI605 Negotiation and Alternative Dispute Resolution (3 units)

This course focuses on strategies and methods for effective negotiation in legal, business, and social environments. Students learn techniques such as mediation and arbitration, as well as the art of negotiation. Additionally, students will explore theories of alternative dispute resolution as viable tools to settle conflicts and disagreements. Students gain valuable knowledge as to how to communicate diverse values, ethics, and philosophies effectively and efficiently in business.

LI606 Statistical Analysis and Research Management (3 units)

This course acquaints the student with the delicate balance between computation, decision-making, and conceptual understanding. This course assists the student in the planning and execution of empirical social research. The student gains a working knowledge of techniques used by behavioral scientists, such as measuring objectives, collecting data, working with significant levels, analyzing variances, and interpreting questionnaires, interviewing, conducting ethnographic studies,

observing participants and studying documents. Related issues such as reliability, validity, and scaling will also be covered.

LI107 Understanding Business Financial Statements (3 units)

This course focuses on the key concepts in financial management and fiscal responsibilities. Students review, dissect, and analyze financial statements to understand the dynamics of an organization in order to determine its financial condition and subsequently manage the condition of the business. Students examine documents to learn accounting practices, financial reporting, and analysis processes.

LI108 Data Usage and Reporting (3 units)

The correct use and application of data is an art form. Today's organizational leaders must be able to appropriate use and apply information to fund projects, change policies, and inform decisions. Students use case studies, supplemental readings, and class assignments to deeply explore why data is important, and how students can use it to attain their goals. Students explore the use of both qualitative and quantitative methods and learn how adapting to diverse audiences can improve the success of a leader or business.

LI109 Social Media and its Application in the Business World (3 units)

This course explores the use of social media in business and examines why businesses build an online presence. Students learn how to find and establish an audience in social media while exploring the benefits of social media as a tool to grow a business.

LI110 New Organizational Development and Innovation Protocol (3 units)

This course focuses on the impact of technological advances and how these developments have changed the way organizations conduct business. Students explore how organizations use technology to research, strategize, plan, and implement ideas. Through case studies and assignments, students examine how companies engage in strategic development, branding, and marketing.

LI611 Entrepreneurship Practicum (3 units)

This course provides students with the information to assist an individual to become a successful entrepreneur. Students learn the processes required to start a business including elements of a business plan, teamwork, and creation of a presentation. This course highlights hurdles and challenges entrepreneurs encounter and allow students to gain valuable practice addressing these issues.

LI111: UWLA Impact Course (3 units)

This course provides an array of the skills, topics, theory and outlook that is intended to add impact to the student and give them skills and ideas to impact the business world. Students have a chance to combine various areas of business and implement thought and knowledge to create exciting real-world ideas and projects.

LI112: Curricular Practical Training Seminar (1 unit)

This course is a requirement for all students who are participating in Curricular Practical Training. This course provides guidance and allows students to align and assess their work in the field with their educational experience and recognize how they can leverage both to improve as students and employees. This course is graded on a Pass/Fail system and credit is awarded for any student receiving a "Pass."

LI113: Advanced Business Writing (1 unit)

Students will receive practical business writing training for advanced professionals. This class will provide examples and opportunity to expound on the intricacies of high level business writing that is needed in any professional setting. This course is graded on a Pass/Fail system and credit is awarded for any student receiving a "Pass."

LI114: Externship Program (1 unit)

Students interested in gaining real-world legal experience working side by side with business professionals in local companies and agencies should enroll for credit in the Externship Program. Working alongside seasoned professionals, students earning externship credit will learn how to interact with colleagues and professionals and solve practical business problems. Interested students must meet with the Dean or Director of Student Services prior to registration to discuss individual interests and suitable placements.

LI115: Foundations of Graduate Level Learning (0 units) Pass/Fail

This course provides an Introduction and preparation to the rigors and requirements of Graduate Level learning, specifically at UWLA. Students often face new challenges when beginning graduate level learning, even when having experience in other programs, and this course is designed to give the foundational understanding of how to succeed in graduate programs and what resources to leverage in order to make the best of the graduate level experience. Course is required for all Transfer students, new International Students, and new students entering with a GPA below 2.5. Foundations in Graduate Level Learning is required as an introduction to the graduate level program. The course must be completed by

the following graduate level students: 1. Transfer students; 2. International Students; 3. Domestic students with a Bachelor's GPA of 2.5 or below

ACADEMIC FREEDOM STATEMENT

The School of Business has a policy of academic freedom that ensures faculty members and students have the ability to exercise their reasonable and informed judgments.

The University shall establish no policy that will inhibit academic freedom. Faculty members have the right and obligation to examine all aspects of problem areas, to gather data and to question assumptions. Faculty members are free and secure to teach, investigate, and participate as responsible citizens in community activities. The faculty and the administration shall attempt to maintain an educational climate that is conducive to the free exploration of all ideas and of varying points of view.

Any faculty member who finds that a possible violation of academic freedom cannot be resolved informally with the Dean may submit the concern in writing to the general faculty, which may appoint an investigative committee to ascertain the facts of the alleged violation and make recommendations for the resolution of the matter to the Dean and the general faculty.

Students are also encouraged the freedom of thought, belief and inquiry. Students are free to engage in debate free from the fear of retaliatory repercussions or censorship.

Views of both students and faculty can express their views openly in all modalities and be free of the fear of sanction unless those views are harassing, threatening, intimidating, ridiculing, or imposing of personal views on another.

Practical Training

Practical training is an integral part of the Master of Science program for all students. Practical training is critical in order to connect students' educational experiences with real world practical experience in the industries and settings that are emphasized within the program. The Master of Science program was built to highlight and infuse practical training in order for our students to gain the following skills from the practical training:

1. Practical experience within an organizational setting (public or private sector)
2. Team building and working alongside colleagues in the workplace environment
3. Ethical workplace decision making and problem solving
4. Critical thinking within the workplace

5. Direct relationship and application between the course work and skills within

To satisfy the Practical Training students may choose one of the following:

- Complete Curricular Practical Training (CPT)
- Complete the externship program
- Complete the CPT Seminar course
- Complete and receive an approved Practical Training Workplace waiver

If you intend on participating in CPT or the externship program, please complete the application process by contacting UWLA School of Business Administration. If you intend on submitting a practical training workplace waiver in satisfaction of the requirement, you must be currently in a role and attest that it satisfies the completion of the five practical training skills as listed herein in relationship to this program. Please request the waiver from UWLA Administration and submit prior to the beginning the program. If at any point, students are unable to satisfy their Practical Training requirement, they may be administratively dismissed from the program.

FACULTY LIST

A

Aboutalebi, Shaghayegh

J.D., University of West Los Angeles, Inglewood, CA (2017)

BA, Political Science, California State University Northridge, Northridge, CA (2011)

Aghakhanian, Armond

MBA, Woodbury University, Burbank, CA (2006)

BA, Political Science, Pepperdine University, Northridge, CA (2002)

Anastasov, Bob

MBA, Healthcare Management, Baker College, Flint, MI (2003)

BS, Biology, Central Michigan University, Mount Pleasant, MI (1999)

B

Baird, Joseph

J.D., St. Thomas University, Miami Gardens, FL (2005)

BA, Classical Culture, University of Oklahoma, Norman, OK (2002)

California State Bar #98342

Bellamy, Sherice

Ed.D, Higher Education Leadership, Nova Southeastern University, Orlando, FL (2016)

MBA, International Business, University of La Verne, La Verne, CA (2006)

BS, Management, Pepperdine University Graziadio School of Business, Malibu, CA (2001)

Bermudez, Manuel

MBA, California State University Fullerton (2013)

BS Business Finance, California State University of Long Beach (2008)

Bloomquist, Lara

J.D., Whittier Law School, Costa Mesa, CA (1978)

BA, California State University Long Beach, Political Science, Long Beach, CA (1975)

Bowman, John

JD, University of West Los Angeles, School of Law, Inglewood, CA

MSBA, Financial & marketing Management, West Coast University, Los Angeles, CA (1975)

BSEE, Electrical Engineering, Milwaukee, WI (1969)

Brooks-LeFridge, Sheila

MA, Organizational Management, University of Phoenix, Phoenix, AZ (2001)
BS, Health Science, California State University, Northridge, CA (1989)

Brown, Lauren

Ph.D., Social Policy, Florence Heller School of Social Policy & Management, Brandeis University, Waltham, MA (2008)
MPP, Irving B. Harris School of Public Policy, University of Chicago, Chicago, IL (1994)
BA, Sociology, University of California Los Angeles, Los Angeles, CA (1991)

Brown, Steven

MBA, Emphasis: Finance, Pepperdine University, Malibu, CA (2003)
B.S. Economics/Business, University of California, Los Angeles, CA (1990)

Brown, Talon

J.D., Pepperdine University School of Law, Malibu, CA (2011)
BS. Finance and International Business, Villanova University, Villanova, PA (2008)
California State Bar: 281501

Brown, Troy

MBA, University of West Lo Angeles, Inglewood, CA (2016)

C

Clifton, Romunda

MA, Public Administration, California State University Dominguez Hills, Carson, CA (1995)
BA, Human Service Adult Life & Gerontology, California State University Dominguez Hills, Carson, CA (1992)

Cole, A. Beverly

J.D., Fordham University, New York, NY (1977)
MBA, Wharton School, University of Pennsylvania, Philadelphia, PA (1983)
BA, Asian & International Studies, Boston University, Boston, MA (1973)

D

Davis, Jamil

MS, Nursing, Albany University, Albany, GA (2012)
BS, Nursing, Albany University, Albany, GA (2008)
Georgia Registered Nursing License #RN188113

Day, Vivian

Ph.D., Education, Capella University, Minneapolis, MN (2012)

BS, Health Care Administration, St. Joseph's College, Standish, ME (1986)

DeGarmo, Alana

J.D., University of LaVerne, Woodland Hills, CA (1997)

BA, Political Science, California State University Northridge, Northridge, CA (1992)

California State Bar #192449

DeGyarfus, Bridgette

J.D., Southwestern University School of Law, Los Angeles, CA (1994)

BS, Computer Information Systems, Arizona State University, Tempe, AZ (1984)

California State Bar #175368

E

Ellis, Aubrey

J.D., University of California, Davis (1974)

MA, Behavior Science: Negotiation and Conflict Management, California State University Dominguez Hills, Carson, CA (1990)

BA, History & Criminology, University of California Berkeley, Berkeley, CA (1970)

F

Fullerton, Kristina

MS, Public Safety Program, Criminal Justice, Capella University, Minneapolis, MN (2008)

BS, Criminology, University of Southern Maine, Gorham, ME (2006)

G

Gilliam, Dreana

MBA, Everett College, Danville, VA (2010)

BBA, Everett College, Danville, VA (2005)

MA, Organizational Leadership, Biola University, La Mirado, CA (2007)

BS, Human Development, Hope University, Fullerton, CA (2005)

Gonzalez, Teresita

DHA, Health Administration, University of Phoenix, Phoenix, AZ (2009)

MBA, University of Phoenix, Pasadena, CA (2004)

BA, English, Ateneo University, Davao City, Philippines (1970)

Guo, Nick

PhD Candidate Agriculture and Environmental Science, West Texas A&M University, Canyon, TX

MS Environmental Science, West Texas A&M University, Canyon, TX

Gougis, Nicole

J.D., Boalt Hall School of Law, Berkeley, Berkeley, CA (2004)
MA, Cognitive and Social Psychology, University of California Los Angeles (2000)
BA, Psychology, University of California Los Angeles (1999)
California State Bar #232986

Gonzalez, David

MA, Organizational Leadership, Biola University, La Mirada, CA (2007)
BS, Human Development, Hope International University, Fullerton, CA (2005)

Grant, Kevin

PhD, Philosophy in Global Leadership and Entrepreneurship Regent University,
Virginia Beach, VA (2008)
MBA, Entrepreneurial Finance, Azusa Pacific University, Azusa, CA (1994)
BA, Business Administration, Sterling College, Sterling, KS (1979)

Grenway, Bernard

PhD, Applied Management, Walden University, Minneapolis MN
Ed.D Doctorate of Higher Education Administration (in process), Maryville
University, St. Louis MI
MBA, Global Management, University of Phoenix, Phoenix AZ
MS, Human Relations & Business, Amberton University, Garland TX.
MA, Legal Studies, Purdue University Global, West Lafayette, IN
BS, Liberal Arts Minored in International Relation, University of Maine at Presque
Isle. Presque Isle, ME.

H**Hernandez, Esperanza**

M.Ed., Adult Education and Training, University of Phoenix (2011)
BS, Criminal Justice Administration, University of Phoenix (2008)

House, Loren

MA, Negotiation & Conflict Management, California State University Dominguez
Hills, Carson, CA
MBA, Taxation, Golden Gate University, San Francisco, CA (1991)
BA, Political Science, Howard University, Washington DC (1980)

Hyatt, Josh

MHL, Health Law, Nova Southeastern University, Fort Lauderdale, FL (2004)
BA, Psychology, Florida International University, Miami, FL (1995)

J

Jafari, Shadi

MA, Global & International Studies, University of California Santa Barbara, Santa Barbara, CA (2016)

BA, International Studies, University of California Irvine, Irvine, CA (2013)

BA, Literary Journalism, University of California Irvine, Irvine, CA (2013)

Jain, Sundeep

MSM, Business Management, Oakland City University, Oakland City, IN (2001)

BA, Business Administration, University of St. Francis, Fort Wayne, IN (1988)

K

Klein, Judith

Ph.D., Public Health, Walden University, Minneapolis, MN (2010)

MS, Public Health, Walden University, Baltimore, MD (2008)

MBA, National University, La Jolla, CA (1996)

BS, Microbiology & Immunology, McGill University, Montreal, Canada (1976)

L

Leinweber, Robert

MS, Management, University of Redlands, Redlands, CA (2002)

BS, Applied Management, Azusa Pacific University, Azusa, CA (1999)

Letter, Gordon

J.D., Hasting College of the Law, San Francisco, CA (1977)

BA, University of California Los Angeles (1974)

California State Bar #86328

Leventhal, Jonathan

J.D., University of West Los Angeles School of Law (2009)

California State Bar: 262910

Luo, Benny

BA, Psychology, University of California, Irvine (2010)

M

Manzo, Dennis

MA, Management, University of Redlands (2012)

BS, Human Resource Management, Kaplan University, Chicago, IL (2007)

Martin, Clarissa

MBA, Management and Leadership, University of LaVerne (2004)

BA, Business Administration, University of LaVerne (2003)

Martin, Perry

EdD, Organizational Leadership, University of La Verne, La Verne, CA

MA, Human Resource Development, Webster University, St. Louis, MO (2011)

MBA, Webster University, St. Louis, MO (2009)

MA, Leadership and Management, Webster University, St. Louis, MO (2008)

BS, Social Psychology, Park University, Parkville, MO (2003)

Mathur, Neil

Ph.D., Business Administration/Health Care Administration, Union Institute and University, Cincinnati, OH (2003)

M.Ed., Health Psychology, Cambridge College, Cambridge, MA (2000)

BA, Psychology and Administration, Carleton University, Ottawa, Canada (1996)

McAlpin, Kahlil

J.D., Whittier Law School, 1998

MBA, Management, California State University Dominguez Hills, Carson, CA (2007)

BA, Economics, California State University Dominguez Hills, Carson, CA (1994)

California State Bar #199512

Meade, Russ

J.D., St. John's University, Queens, NY (1975)

BA, History, Adelphi University, Garden City, NY (1968)

Medvin, Jacob

MBA, California State University Long Beach (2018)

BA Sociology, University of California Santa Barbara (2001)

Michaels, Connie

J.D., University of Southern California, Los Angeles, CA (1986)

MA, Communications Management, University Southern California, Los Angeles, CA (1986)

BA, Mass Communication and Political Science, University of California Berkeley, Berkeley, CA (1983)

Mongeon, Jannine

MBA, Escuela de Administracion de Negocis para Graduados, Lima, Peru (1999)

BS, Industrial Engineering, University of Lima, Lima, Peru (1996)

N**Nicholas, Vanita**

J.D., Texas Southern University, Houston, TX (1975)
BA, Modern Foreign Languages, Fisk University, Nashville, TN (1969)

Nicholson, Michael

MS, Business Administration, New Jersey Institute of Technology, Newark, NJ (1998)
BA, Psychology, Rutgers University, Piscataway, NJ (1990)

O

Offiah, Martin

MBA, Criminal Justice Administration, Oklahoma City University, Oklahoma City, OK (1998)
BA, Criminal Justice, University of Central Oklahoma, Edmond, OK (1989)

P

Pierson, Patrick

MS, Leadership and Executive Management, Kaplan University, Chicago, IL (2011)
BS, Higher Education Management, Everest University, Tampa, FL (2008)

Pistone, Paul

MA, Philosophy of Religion and Ethics, Biola University, La Mirada CA (2011)
BA, Philosophy, University of California San Diego (2006)

Price, Curren

J.D., University of Santa Clara, Santa Clara, CA (1976)
BA, Political Science, Stanford University, Palo Alto, CA (1972)

Q

Quarles, Starlett

MS, Industrial/Organizational Psychology, California School of Professional Psychology, San Diego, San Diego, CA (2000)
BS, Sociology, University of California at Los Angeles, Los Angeles, CA (1994)

R

Reeves, Danielle

EdD, Higher Education Administration, Argosy University, Los Angeles, CA (2015)
MBA, University of Phoenix, Phoenix, AZ (2003)
BS, Business Management, California State University Northridge, Northridge, CA (2002)

Rogers, Paulette

MSM, Finance, Argosy University, Pittsburgh, PA (2012)

BA, Marketing, Strayer University, Herndon, VA (2009)

Ruiz, Cynthia

MS, Counseling, California State University Los Angeles, Los Angeles, CA (1980)

BS, Counseling, California State University Los Angeles, Los Angeles, CA (1978)

S

Safaie, Majid

J.D., University of West Los Angeles, Los Angeles, CA (1995)

MA, Economics, California State University Los Angeles (1981)

BS, Accounting, Woodbury University, Burbank, CA (1979)

California State Bar #185129

Schugart, Kimberly

Ph.D Theoretical Chemistry, University of Wisconsin – Madison, WI

BA Chemistry, Northwestern University, Evanston IL

Scott, Bradley

MBA, Marketing, Ashford University, Clinton, IA (2011)

BS, Mechanical Engineering, Milwaukee School of Engineering, Milwaukee, WI (1994)

Scott, La Tonya

PhD, Organization and Management, Capella University, Minneapolis, MN (2012)

MBA, Pfeiffer University, Misenheimer, NC (2006)

BS, Business Administration, Mount Olive College, Mount Olive, NC (2005)

Sebhatu, Peter

Ph.D., Leadership and Organizational Behavior, United States International University San Diego, San Diego, CA (1994)

MBA, National University, Los Angeles, CA (1989)

BA, Business Administration Union Institute, Los Angeles, CA (1987)

Semple, Odetta

MS, Strategic Leadership; Leadership and Development, Mountain State University, Berkeley, WV (2011)

BS, Organizational Management and Leadership, Bluefield College, Bluefield, VA (2008)

Shahverdian, Shant

MBA, Management Concentration, California State University Northridge, Northridge, CA (2009)

BS, Business Management, California State University Northridge, Northridge, CA (2007)

Smith, Almuhtada

J.D., University of California Los Angeles, Los Angeles, CA (2008)
BA, Business Administration, Morehouse College, Atlanta, GA (2005)
California State Bar #263762

Stancil, William

J.D., New York University School of Law, New York, NY (1979)
BA, Political Science, University of Michigan, Ann Arbor, MI (1976)

Strauss, Sasha

MS, Strategic Corporate Communications Management, University of Southern California, Los Angeles, CA (2005)
Executive Business Management Certificate, University of California, Los Angeles, Los Angeles, CA (2003)
BA, Political Science, University of California, Irvine, Irvine, CA (1999)

T

Teeter, Christian

Ed.D. Higher Education Administration Concentration, University of Southern California, Los Angeles, CA (2010)
MBA, University of Southern California, Los Angeles, CA (1999)
BA, Colgate University, Hamilton, NY (1995)

Thatch, Thela

PhD. Philosophy, Public Policy and Admin, Walden University, Baltimore, MD (2020)
Master of Philosophy, Public Policy and Admin, Walden University, Baltimore, MS (2020)
MBA, North Greenville University, Tigerville, SC (2011)

Thompson, Beverly

MA, Behavioral Science, California State University Dominguez Hills, Carson, CA (1999)
BS, Business Administration, Chapman University, Orange, CA (1996)

Tooley, Tonya

J.D., Loyola University College of Law, New Orleans, LA (1997)
BA, Communications, Howard University, Washington, DC (1990)

Tremblay, Aaron

MBA International Management, Western Michigan University, Kalamazoo, MI (2008)

BA, Pre-Law General Business Administration, Western Michigan University,
Kalamazoo, MI (2006)

V

Vanderpool, Jan

Ph.D, Education, University of Southern California, Los Angeles, CA (2008)

MA, Psychology, Pepperdine University, Malibu, CA (2005)

MA, Educational Technology, Pepperdine University, Malibu, CA (2004)

MBA, Finance & Accounting, New York University, New York, NY (1977)

BA, Psychology& Chemistry, Luther College, Decorah IA (1971)

Velasco, Alejandro

MBA, University of LaVerne, LaVerne, CA (2012)

BS, Biology, Bio-Technology/Medical Technology, California State University
Northridge, Northridge, CA (2003)

W

Washington, Aldina

MBA, Keller Graduate School, Naperville, IL (2000)

BA, Organizational Management, Southern California College/Vanguard University,
Costa Mesa, CA (1996)

Wat, Eric

MA, American Studies, California State University, Fullerton, Fullerton, CA (1999)

BA, Communication Studies, University of California, Los Angeles, Los Angeles, CA
(1992)

Watts, Monique

Ed.D, Education, Pepperdine University, Malibu, CA (2016)

MPA, Public Administration, California State University Dominguez Hills, Carson, CA
(2004)

BS, Political Science/Business Administration, California State University
Dominguez Hills, Carson, CA (2001)

Willingham, Gloria

Ph.D., Education, Claremont Graduate University, Claremont, CA (1996)

MNSc, University of Arkansas Medical Science Campus, Little Rock, AR (1984)

BSN, Nursing, Regents College, University State of New York, Little Rock, AR (1981)

Wimsatt, Carman

M.A., Psychology, Pepperdine University, Malibu, CA (1996)

B.A., Sociology, University of California, Berkeley, CA (1993)

Winslow, Oscar

J.D., Southwestern University School of Law, Los Angeles, CA (1997)
BS, Psychology, California State University Long Beach, Long Beach, CA (1985)
California State Bar #233882

Y

Yedgarian, Vahick

Ph.D Business Administration, Northcentral University, Prescott Valley, AZ (2016)
MS, Psychology, University of Phoenix, Phoenix, AZ (2011)
MBA, Global Management, University of Phoenix, Pasadena, CA (2007)
JD, Newport University/Janus University, Newport Beach, CA (2006)
BS, Business Administration, University of Phoenix, Pasadena, CA (2000)

FACULTY INFORMATION AND QUALIFICATIONS

Every faculty member teaching in a term will hold “virtual office hours” weekly. Faculty members are required to be available at least one hour per week for each course taught. Students will be able to access their instructor via email, learning management system or telephone. The faculty member’s office hours are published within the course syllabus.

Faculty members possess diverse educational backgrounds and meet all minimum requirements as outlined by the Bureau for Private Postsecondary Education as duly qualified faculty. All faculty members have expertise in their field of specialty or in the emphasis that they teach. UWLA maintains documentation that demonstrates each faculty member is duly qualified to teach in the area that the faculty member was assigned.

All School of Business faculty have over four years of professional experience in their respective industries/fields and have documented educational credentials to teach the courses assigned. Refer to the Faculty List below for comprehensive list of all current School of Business faculty members and their respective qualifications.

UWLA Teach-Out Policy

According to the Western Senior College and University Commission (WSCUC) Teach-Out Plans and Agreement Policy, “an institution accredited by the Commission must submit to the Commission for its prior approval a teach-out plan or agreement upon the occurrence of any of the following:

1. The Secretary of Education notifies WSCUC that the Secretary has initiated an emergency action against an institution in accordance with section 487(c)(1)(G) of the HEA or an action to limit, suspend, or terminate an institution participating in

any Title IV, HEA program, in accordance with section 487(c)(1)(F) HEA, and that a teach-out plan is required.

2. WSCUC acts to withdraw, terminate, or suspend accreditation or candidacy of the institution.

3. The institution notifies WSCUC that it intends to cease operations entirely or close a location that provides one hundred percent of at least one program.

4. A state licensing or authorizing agency notifies WSCUC that an institution's license or legal authority to provide an educational program has been or will be revoked."

Per WSCUC, a Teach-Out Plan:

1. must provide for the equitable treatment of students by ensuring that the institution

has the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling, and to meet all of obligations to its existing students;

2. must specify additional charges, if any, and provide for notification to the students of any additional charges.

If any of the 4 aforementioned events occur and the institution or institutional location that provides 100% of one program ceases to operate before all students have completed their program of study, University of West Los Angeles (UWLA) will enact this policy with the intent to satisfy all teach out requirements established by WSCUC and to protect the interests of students. UWLA will engage execution of the teach-out plan or the execution of a teach-out agreement depending on what satisfies the equitable treatment of the students.

All decisions will be made in a timely manner, with input of all stakeholders and with careful and thoughtful coordination. Decisions will be considered time sensitive and clearly communicated with all parties.

Procedure:

Prior to termination of the program, the program Dean must conduct a program review that examines potential factors limiting the program's viability, including but not limited to: Demographics; Job data; external requirements; enrollment trends; financial considerations. If it is determined that the termination of the program is the best course of action, the University will proceed to the proposal phase.

Any proposal for the termination of a UWLA academic program will contain evidence and rationale in support of the decision to terminate. The proposal will then be forwarded to the Executive team, Academic Senate, Faculty Senate, CEO and Board of Managers for review. The proposal must include a teach-out plan that considers the following:

1. Reason for program(s) termination;
2. Nature and number of program(s) affected;
3. Dates/Timeline of program termination;
4. Number of students currently enrolled;
5. Statistics on students' status and progress toward attaining each program's degree and/or certificate;
6. Statistics on resources used to offer the program(s);
7. Explanation of how students enrolled in the program will be informed of the impending termination;
8. Explanation of how students enrolled in the program will be assisted in completing their program of study with minimal disruption or additional expense;
9. Signed copies of teach-out agreements with other institutions, if any are required; and
10. Provisions, if any are required, for storing student records, disposition of final financial resources and other assets.
11. the proposal's effects on student recruitment and degree completion, and academic planning and standards (curriculum planning);
12. the proposal's effects on budgetary, financial, and planning issues.

If the proposal is deemed following this review to be in the best interest of the students and UWLA, the CEO and Chairman of the Board of Managers in partnership with the Provost's Office will facilitate faculty review of the proposal.

If the proposed termination is approved by the faculty, Provost and CEO, the proposal will be forwarded to the Board of Managers for final consideration and approval. It will be of particular note that students and faculty be notified in writing a date of program closure as soon as possible and the notice include a rationale of termination. UWLA will also work with regional Universities to negotiate transfer arrangements when feasible.

For affected students, an academic plan will be developed for each student that enables the student to complete the curricular program requirements within the teach-out period. The University will make every reasonable effort to offer the courses needed and to support students through program completion in a timely manner and provide independent study plans if required. Students should be aware:

1. The teach-out period will, typically, not be continued for more than two academic years following the date on which the notice of termination is given to students. Programs will determine, on a case-by-case basis, the necessary length of a teach-out plan within this timeframe.
2. Students who do not make adequate progress in their academic plan for teach-out will be advised into another degree-granting program.
3. If a course required for the degree is not offered in the teach-out period, students may make arrangements, with the program Dean's consent, either to take the course

at another institution and transfer the credit or to arrange with the program to complete the requirements in some other academically appropriate fashion.

4. Students are required to have ongoing contact with their Student Services contact during the teach-out period to ensure that their academic plans are current and consistent with the projected course offering.

Appendices

A / [Student and prospective student code of conduct and discipline]

B / [Grade changes]

C / [Grade change form]

D / [School of Business change of status form]

E / [Incomplete grade form]

F/ (Complaint and Grievance Procedures)

Appendix A

STUDENT AND PROSPECTIVE STUDENT CODE OF CONDUCT AND DISCIPLINE

The School of Business has adopted this Code of Conduct and Discipline that sets the standard of conduct expected of students admitted to or attending the School of Business. ALL students are bound by the provisions of the Code of Conduct by virtue of their admission to and attendance in the School of Business.

While pursuing a degree encourages debate, advocacy, and expression of a difference of opinion, students are expected to conduct themselves in a respectful and ethical manner. The School of Business is actively committed to creating and maintaining an environment that respects the dignity of individuals and groups.

Prohibited Conduct

For any of the following causes, a student may be subject to disciplinary action by the Dean:

1. Willful violation of a rule of the School of Business that requires the student to do or refrain from doing an act connected with or in the course of the student's conduct as a student of the University. All such rules shall be issued by the University and distributed in such a manner as to furnish adequate notice to students. All students have the responsibility to read same and shall be deemed to have actual knowledge of rules so distributed.
2. Willful interference with the orderly conduct of the educational or administrative functions of the University.
3. Willful physical abuse or threat of such abuse to: a faculty member, administrator, official or employee of the University, another student of the University, another person on the University premises or at a University approved, sponsored or supervised event.
4. Theft or willful abuse of University property or property of another on the University premises.
5. Distribution or possession for purposes of distribution, any controlled substance or illegal drug on the University premises. Also, the use or possession of any controlled substance or illegal drug on University premises.
6. Forgery, alteration or misuse of University documents, records, keys, or identifications.
7. Willful and material misrepresentation or non-disclosure concerning qualifications for admission to the School of Business.
8. Commission of a criminal act, including computer crime that reflects adversely on the student's honesty and/or trustworthiness.
9. Engaging in conduct whether or not criminal that reflects negatively upon the student's moral character. This conduct includes but is not limited to acts of harassment, disorderly or lewd conduct, dishonesty, fraud, deceit or intentional misrepresentation.
10. Committing an act of dishonesty, which may include any of the following:
 - a. Cheating: Copying of work of another student or permitting copying by another student; completing an assignment for another student; submitting material produced by someone else; altering graded work after instructor evaluation and resubmitting it.

b. **Plagiarism:** Taking the words or substance of another and either copying or paraphrasing the work without giving credit to the source (e.g., through footnotes, quotation marks, reference citations).

c. **Other:** Providing material to another person with knowledge it will be improperly used; possessing another student's work without permission; selling or purchasing materials for class assignments; altering another student's assignment; knowingly furnishing false or incomplete academic information; altering documents affecting student records; forging a signature of or falsifying information on any official academic document.

The above rules and Code of Conduct are absolute. This prohibition is applicable at all times and in all places –real time and real space, as well as cyber time and electronic space. This prohibition includes oral, written, and electronic communications of all kinds.

Disciplinary Code

The Dean may impose discipline for a violation of the Code of Conduct, a University policy or a campus regulation. These sanctions are not mutually exclusive and may be imposed in combination. A record of a prior violation of the Code of Conduct or University policy may be considered in determining the appropriate sanction for a subsequent violation.

The following are authorized sanctions for such violations:

1. **Denial of Admission:** Denial of admission or re- admission to the University for an indefinite period.

2. **Warning:** Written notice that continued or repeated violations of specified University policies or campus regulations may be cause for further disciplinary action, normally in the form of Loss of Privileges and Exclusion from activities, suspension or dismissal.

3. **Loss of Privileges and Exclusion from Activities:** Exclusion from participation in designated privileges and extracurricular activities for a specified academic term or terms. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities or violation of University policies or campus regulations during the period of the action may be cause for further disciplinary action, normally in the form of suspension or dismissal.

4. **Suspension:** Termination of student status for a specified academic term or terms with reinstatement thereafter a specified time. Violation of the conditions of Suspension or of University policies or campus regulations during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.

5. Dismissal: Termination of student status for an indefinite period. Re-admission to the University shall require the specific approval of the Dean.

6. Exclusion from the Campus: Exclusion of a suspended or dismissed student from campus when there is reasonable cause to believe that the student's presence there will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions, or other disruptive activity incompatible with the orderly operation of the campus.

7. Interim Suspension: Exclusion from classes, or from other specific activities on the campus, set forth in the Notice of Interim Suspension, before final determination of an alleged violation. A student shall be restricted only to the minimum extent necessary when there is reasonable cause to believe that the student's participation in University activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions or any disruptive activity. A student placed on Interim Suspension shall be given prompt notice of the charges and the opportunity for a prompt hearing on the Interim Suspension.

8. Reinstitution: Reimbursement for damage to or misappropriation of University property may be imposed either exclusively or in combination with other disciplinary action. Such reimbursement may take the form of monetary or appropriated service to repair or otherwise compensate for damages. Reinstitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.

9. Academic Penalty: Whole or partial withdrawal of credit for a course or examination (including the awarding of a failing grade) or a combination of such penalties. An academic penalty may be imposed only with respect to the course(s) in which the violation occurred, and only with the consent of the respective professor.

10. Loss of scholarship or financial aid consistent with governmental regulations.

11. Any other sanctions the Dean deems appropriate. In the event of an expulsion or suspension that terminates a student's right to attend class during a term or summer session, the University shall retain only that portion of the total term or summer session tuition as the number of weeks of class completed before termination bears to the total number of weeks of class in the semester or summer session. The balance, if any, paid by or on behalf of the student, shall be returned to the student or lender, or in the case of a scholarship, refund proceeds shall first be

paid to the scholarship funding the source, and the balance, if any, shall be paid to the student. The term “scholarship” used herein shall include grants.

Disposition of Alleged Violation

Alleged violations of the Code of Conduct or other campus policies are to be reported to the Dean. If the Dean believes action should be taken on the charge, the Dean will notify the student who is the subject of the charge that an investigation will ensue. The Dean is responsible for conducting the investigation.

The Dean shall have the power to question persons with pertinent information, to examine pertinent materials, and to question the accused student if s/he is willing to speak. If the accused student intends to defend against or explain the alleged conduct that led to the potential violation, the student must speak with the Dean about the conduct and identify potential witnesses or documents that would support the accused student’s position. The Dean must interview the potential witnesses and review the documents identified by the accused student.

Upon conclusion of the investigation, the Dean shall submit the results of the investigation to a panel, which will be composed of the Chair of the Faculty Senate, a member of the faculty currently on staff of the accused student’s choosing, and a member of the faculty currently on staff of the Chair of the Faculty Senate’s choosing.

The Panel will review the results of the Dean’s investigation. The accused student may submit a written statement to the Panel for its review, but the statement may not include any information, potential supporting witnesses, or potential supporting documents that the student did not previously provide to or identify for the Dean unless the information was unknown or unavailable to the accused student previously.

The Panel shall determine whether or not a violation has occurred. If no violation is found to exist because the allegation is without merit, the conduct is de minimus, or the evidence is insufficient, the Dean shall keep a record, separate from the student’s permanent file. Such record will not be disclosed except under compulsion of law or upon signed consent from the student.

Following a final decision that no violation has occurred, the Dean shall notify the accused student and the person(s) who filed the notice of the alleged violation.

Should the Panel determine that a violation did occur; the Panel shall inform the Dean. The Dean shall determine any sanction(s) imposed. The Dean shall provide the student with written notice describing the violation and the sanction(s) imposed.

Review Process

The President may review the disciplinary action upon written petition of the student or prospective student against whom disciplinary action has been taken. The written request must be submitted no later than 10 days after official notice of the disciplinary action. No petition for review will be accepted after that time. The President shall make and render a decision within 30 days. The President's decision is final.

Appendix B

GRADE CHALLENGES

It is the right of every UWLA student to challenge and/or appeal grades that have been posted on their student record. However, students are required to follow published policies and procedures for formal grade challenges and requests for grade changes. Below is an outline of these policies and procedures:

Modular Assignment Grades

The following policies and procedures apply to all challenges to grades awarded for modular assignments:

1. A challenge to an assignment grade must be submitted to the professor of record for the course within 5 business days after the student receives the official assignment grade notice.
2. The professor shall issue a formal response to the grade challenge within 3 business days of receipt.
3. If approved by the professor, a grade change will be reflected in the course record.
4. Grade challenges denied by the professor may be appealed to the Dean within 2 business days after the student receives the formal response from the professor.
5. The Dean shall issue a formal response to the assignment grade appeal within 5 business days of receipt. This response shall be copied to the professor. If approved by the Dean, the appropriate grade change will be reflected in the course record.
6. The decision of the Dean may be appealed to the President (or designee) for blind review within 2 business days, only if and when an assignment grade adversely

impacts the course final grade. Otherwise, the decision of the Dean on an assignment grade challenge is final.

7. Students choosing to appeal the decision of the Dean acknowledge and agree that the final grade after appeal might be: the same grade as prior to the appeal; a higher grade; or a lower grade than that assigned by the course professor.

Final Course Grades

The following policies and procedures apply to all challenges to final course grades:

1. A grade challenge must be submitted to the professor of record within 5 business days after the official final grade notice.
2. The professor shall issue a formal response to the grade challenge within 5 business days of receipt.
3. Grade challenges denied by the professor may be appealed to the Dean within 2 business days after formal response from the professor.
4. The Dean shall issue a response to the appeal within 5 business days of receipt.
5. If approved by the Dean, a grade change recommendation shall be submitted to the Office of the Registrar.
6. In the event of denial by the Dean, the student may appeal to the President (or designee) of the appropriate program.
7. Any appeal to the President shall be submitted within 2 business days of the response from the Dean.
8. Challenges must include a statement clearly identifying the course, the courses number, the Session and the professor,
9. Challenges must include the reason for the challenge and all relevant facts and documentation to allow the President (or designee) to make a decision concerning the challenge.
10. The burden of proof for all grade challenges/appeals rests with the student who must clearly demonstrate that the grade being challenged, or denial of earlier

challenges were the result of error or discrimination, or were otherwise arbitrary or capricious.

11. The President (or designee) may subject the student's coursework to blind review and shall respond to the student in writing within 10 business days of receipt of the student's appeal.

12. Students choosing to challenge a course grade acknowledge and agree that the final grade following a grade appeal might be: the same grade as prior to the appeal; a higher grade; or a lower grade than that assigned by the course professor.

Grade Petition for Extraordinary Circumstances

UWLA recognizes that students face unforeseen special, extraordinary or extenuating circumstances in their lives that adversely impact their ability to complete and submit course requirements timely. UWLA is committed to working with students facing such circumstances to identify appropriate and flexible solutions to ensure successful completion of educational objectives. In the event of special, extraordinary or extenuating circumstances leading to a failing grade in a course, students may submit a formal grade petition requesting an opportunity to submit missing work for a grade change. The following procedures apply to all grade change petitions:

1. A grade change petition must be submitted within 30 days of posting of the course final grade.
2. The petition must be supported by documentation of special, extraordinary or extenuating circumstances.
3. The Dean (or designee) shall review the petition and supporting documents, consider the academic record of the student, and render a decision within 5 business days.
4. If the petition is approved, the student will be permitted to submit missing coursework required to complete the course objectives within a specified timeline.
5. The course Professor will review and assign appropriate grades to the new submissions.
6. Upon completion of the review, the Professor shall post a final grade within 5 business days.
7. Students acknowledge and agree that approval of a grade change petition is not guaranteed.

8. Students further acknowledge and agree that the final grade will depend on the quality of the assignments submitted and that approval of a grade change petition does not guarantee a passing grade.
9. Approval of the grade petition does not alter a student's obligations under any tuition assistance program or financial aid agreement.
10. Denial of any grade petition may be appealed to the college Dean within 5 business days. The Dean shall render a decision within 5 business days. The decision of the Dean on all grade petition appeals shall be final.

Appendix C

GRADE CHANGE FORM

Instructors should complete and submit this form to the Registrar's Office to request a change of grade. The form may be utilized to address 3 distinct grade change situations:

1. Change a grade submitted in error by the instructor electronically, for the most recent semester. This form will not be accepted by the Registrar's Office once 45 days from the last day of the class for which the "I" was given has elapsed.
2. Change an "Incomplete Grade" to a final letter grade.
3. After specific review or educational assessment and a determined grade change necessary

Date of Submission: _____

Course Term: _____

Student's Name _____

Student ID _____

Name of Course for Which "I" Was Given _____

Course Number _____

Current Letter Grade____ **Letter Grade to be Assigned**____

Justification for Grade Change Request:

___Data Entry Error ___Computational Error ___Other

“Incomplete Grade” Requirements Completed

Other (Please Specify Reason): _____

Instructor’s Name _____

Instructor Contact Information (Email and Telephone)

Appendix D

SCHOOL OF BUSINESS CHANGE OF STATUS FORM

DATE _____ NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE # _____

EMAIL _____

Last Day Attended _____

Cumulative GPA: _____

Petitioner specifically requests the following action(s) to be taken:

- ☐ Leave of Absence (\$25.00)
- ☐ Voluntary Student Withdrawal
- ☐ Dropping Courses (\$25.00)
- ☐ Administrative Dismissal

Note: If you are requesting a Leave of Absence, you must submit a written statement indicating why you are requesting the leave.

Be advised that approval of certain requests is governed by criteria that are outlined in the most current version of the campus catalog. Any false statement is a violation of the Student Code of Conduct.

I declare that the statements contained herein are true to the best of my knowledge.

STUDENT’S SIGNATURE DATE

FOR OFFICE USE ONLY

DATE GRANTED DENIED

FOR INTERNAL USE ONLY

Grade entered on____ Signature_____ Date_____

Dean's Signature_____ Date_____

Appendix E

INCOMPLETE (I) GRADE FORM

Explanation of Form:

No credit used for verifiable, unavoidable reasons. Since the "Incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" "Incomplete" have been awarded must be completed within 45 days or another grade (A, B, C, D, or F) may be awarded by the instructor based upon course work that has been completed. A "W" grade should be awarded by a Dean only under mitigating circumstances, which must be documented, and a copy of this documentation must be placed in the student's academic file.

Instructions to Faculty Member:

- 1.This form must be filled out for each "Incomplete" assigned on your grade roster(s).
- 2.The grade roster(s) and Incomplete Form(s) are DUE in the Dean's Office for submission to the Registrar's Office no later than the 5 business days after classes have ended. The Dean's or Registrar's Office will immediately send a copy to the student to inform him/her regarding what is needed to complete the class for a grade.
- 3.The original of this form will remain in the permanent student file. Please keep a copy for your records.

Student Id Number

Student's Name

Semester Fall____ Spring____ Summer____ 20____

Course Prefix Number Section

List the work that needs to be made up (test, quiz, exam, research paper, other):
Instructors may include specific deadlines for assignments if they choose.

REQUIRED

Grade to be awarded if missing work is not made up A_ B_ C_ D_ F_
(If no grade given, then an F will be assigned).

Instructor's Signature

Date

Appendix F
COMPLAINT AND GRIEVANCE PROCEDURES

Students are advised to utilize the appropriate administrative procedure for resolving complaints. The School of Business has separate policies that govern student conduct, sexual harassment, sexual assault, and discrimination (based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status or physical or mental disability.)

Students are advised to contact the Dean or Director of Student Services if unsure of which policy applies to their particular situation.

If a student has a complaint or grievance that does not fall into one of the stated policies, the student may utilize the general Grievance Procedure listed below.

Grievance Procedure

The University has an open-door policy that encourages students to bring suggestions, complaints, and grievances to the administration for discussion and, when appropriate, informal resolution.

The Grievance Procedure has been established to give students a vehicle to resolve situations, conflicts or disputes in a professional, unbiased, and documented procedure. Matters that have been resolved by another procedural process outlined in the Catalog are considered final and may not be the subject of a grievance under this policy.

Informal Resolution

The parties involved in the situation are encouraged to meet and confer in an effort to resolve the situation. This encourages communication between the student and the faculty, staff, administrator or other student involved and enhances an

opportunity to reach an agreement. No written records are maintained in the student file at this stage.

While it is hoped that resolution is reached at the informal resolution meeting, there is no requirement to meet informally prior to filing a formal complaint.

Formal Resolution Process

To file a formal complaint, the student must complete Notice of Grievance Form and submit it to the Dean. (The form is available in the UWLA Business Office and published in the Catalog. Upon receipt of the submission, the Dean will request a response to the allegations from the party or parties identified in the student's Notice of Grievance Form. Said response will be due to the Dean 15 days from said request.

Once the Dean has received the response(s), the Dean, may, after review and investigation,

1. Conduct a formal meeting with all parties to discuss and attempt to resolve the grievance or,
2. Issue a written resolution statement that is to be followed by all parties.

If the Dean finds that the issue cannot be resolved in his or her office, the Dean must directly forward the issue to the President's Office within five days. The President's Office will file and date the Dean's Letter of Findings on the day of acceptance.

The President then has 15 days to either (1) have a formal meeting with any/all parties concerned to resolve the matter, or (2) issue a written statement on the resolution or findings to be followed by all parties concerned. The decision of the President is final and binding on all parties.

When the Dean has resolved the matter and the student is not satisfied with the Dean's written resolution statement or the results of the formal meeting, the student must submit all relevant material with a Notice of Appeal – Grievance Determination to the Office of the President within 10 days of receipt of the Dean's decision. The Office of the President will date and file receipt of the Notice of Appeal on the day of acceptance. The President has 15 days after receipt of the Notice of Appeal to either (1) conduct a formal meeting with any/all parties involved in the grievance, or (2) issue a written statement of resolution or findings, which is to be followed by all parties concerned. The decision of the President is final and binding on all parties.

PROCEDURE FOR STUDENT GRIEVANCES AND/OR COMPLAINTS OF UNLAWFUL HARASSMENT OR DISCRIMINATION

The School of Business (SOB) has an open-door Grievance Policy, which encourages students to bring suggestions, complaints, and grievances to the administration for discussion and, when appropriate, informal resolution. Members of an academic community must be able to study in an atmosphere of mutual respect and trust. The University of West Los Angeles is committed to creating and maintaining an environment which respects dignity of individuals and groups.

The goal of the School of Business is to have a process that is sensitive to the needs of students as well as the rights of those against whom allegations have been made.

Students who believe they have been harassed or discriminated against based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability shall have a right to file a complaint. Such complaints will be handled pursuant to the UWLA policies covering the specific area of the complaint.

Complaints must be filed one year of the alleged unlawful harassment or discrimination or within one year of the date on which the complainant knew or should have known of the facts of the harassment or discrimination incident.

Informal Process

A student who has reason to believe that he/she may have been a victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability may resolve the matter through an informal process under this procedure. Participation in the informal process is optional and not a prerequisite to filing a formal complaint

The school of Business has established the following informal procedure to resolve charges of harassment or discrimination within 30 calendar days:

1. A student who alleges that he/she has personally suffered harassment or discrimination should be referred to the Dean to directly discuss his/her concerns.
2. The dean shall meet with the student to:
 - a. Understand the nature of the concern;
 - b. Give the student a copy of the School of Business' policy and procedure concerning such unlawful discrimination and inform the student of his/her rights under the informal and formal complaint procedures
 - c. Assist the student in any way advisable.
 - d. *If the student is willing to resolve the matter informally, it may not be necessary to pursue a formal investigation (unless warranted by the seriousness of the charge).

3. The Dean shall inform the respondent of the possible complaint and allow the respondent an opportunity to state the facts as known to him/her
4. If, after meeting jointly or separately with the Dean, the parties agree to a proposed resolution, the resolution shall be implemented, and the informal process shall be concluded. At any time during the informal process, the complainant may initiate a formal complaint.
5. The Dean shall keep a written log of discussion and a record of the resolution. This information shall become part of the official investigation file if the complainant initiates a formal complaint. If the parties reach an agreement resolving the complaint, a letter summarizing the informal investigation and the resolution agreed upon shall be sent to the complainant and the respondent and kept as part of the record.
6. Once a complaint is put in writing and signed by the complainant, the complaint is considered to be formal and the formal complaint procedures should be followed.

Formal Process

1. A student who alleges that he/she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, or physical or mental disability shall complete and sign the Complaint/Notice of Grievance form within one year of the alleged incident or within one year of the date on which the complainant knew or should have known of the facts of the harassment or discrimination incident.
2. On the Complaint/Notice of Grievance form, the complainant shall describe in detail the alleged harassment or discrimination and the action the complainant requests to resolve the matter. All written requests should be signed and dated by the complainant and shall contain at least the name(s) of the individual(s) involved, the approximate date(s) of the event(s) at issue and a detailed description of the actions constituting the alleged harassment or discrimination. Names, addresses and phone numbers of witnesses or potential witnesses should be included if possible.
3. Within three (3) working days after receipt of a signed complaint, the Dean will review the complaint to determine whether it describes the kind of harassment or discrimination which is prohibited under these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct. (In the event the complaint is made against the Dean, the President shall make the determination). If the complaint does not describe the kind of prohibited conduct the University investigates under the procedures, the complainant will be notified and will be referred to the appropriate process. If the complainant does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding whether the alleged misconduct is covered under these procedures, the complaint will be returned and the complainant will be

invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

4. Within three (3) days of receiving a complaint or amended complaint, the Dean shall appoint an outside investigator to investigate the charges. The Dean shall send a copy of the complaint to the President and a notice of the complaint and these procedures to the respondent.
5. The outside investigator shall, within ten working days of the complainant's referral to the formal process, give the complainant an opportunity to meet with the outside investigator to review the nature of the complaint and identify the scope and nature of the investigation. If the complainant fails to meet with the outside investigator within a reasonable time (usually 30 working days); the investigation will continue based on the written formal complaint. Within ten working days of the meeting with the complainant (or 30 days as noted herein), the outside investigator shall give the respondent an opportunity to meet with the outside investigator to receive the respondent's answer to the complaint and to review with respondent the scope and nature of the investigation. Parties may inform the outside investigator of witnesses to contact and may present documents in support of their positions. Each party has the right to be aided or represented by an advisor (at their expense).
6. The outside investigator shall complete a full investigation. Prior to completing the investigation the outside investigator shall meet again with the complainant and the respondent, separately, to give an overview of the steps taken during the investigation, to ask complainant and respondent for the names of any other individuals the outside investigator should speak with and to request any additional information.
7. After completion of the investigation, the outside investigator shall meet with the Dean who shall be responsible for reviewing the report of the outside investigator, making factual determinations, reaching a conclusion regarding the charges and recommending appropriate action if any.
8. In the event the action is against the Dean, the President shall review as outline in #7. In the event the action is against the President, the investigator will present the complaint and report findings to the Chair of the Board of Managers for Board consideration and any final action.
9. The investigation shall be completed within 90 calendar days of receipt of the complaint/amended complaint.
10. Within 150 days of receiving a complaint, the following will be forwarded to the complainant and respondent:
 - a. Summary of the investigative report;
 - b. A written notice setting forth:
 - i. The findings of the outside investigator and the Dean/President as to whether harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical/mental

disability did or did not occur with respect to each allegation in the complaint

- ii. Description of actions to be taken, if any, to remedy any discrimination or harassment that occurred, and to prevent similar problems from occurring in the future
- iii. Proposed resolution of the complaint
- iv. Complainant's right to appeal
- v. Respondent's right to file a written response to the findings of the Dean/President within ten working days of the receipt of the findings
- vi. The investigation report shall be made available to all parties involved.

Appeal Rights

If the complainant is not satisfied with the results of the formal administrative determination, the complainant may appeal the determination by submitting objections to the Board of Managers within 15 calendar days of receipt of the determination. Within 45 calendar days of receiving the appeal, a copy of the final Board decision shall be forwarded to the complainant, President, Dean, and respondent. The Board of Manager decision is final.

Academic Freedom Grievance

Students who are involved in an Academic Freedom grievance or concern are encouraged to make a complaint using the informal or formal procedures listed within. The process will be resolved using the procedures as detailed above in hopes for an efficient and fair resolution

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School of Business
Master of Science in Leadership,
Management, and Technology Degree
Program

Distance Education

Catalog August 01, 2024 - July 31, 2025



School of Business Catalog
August 01, 2024 – July 31, 2025
The University of West Los Angeles
Master of Science in Leadership, Management, and Technology Degree Program,
Distance Education

University of West Los Angeles
School of Business
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INTRODUCTION

Welcome to the University of West Los Angeles!

University of West Los Angeles (UWLA) has grown into one of the most respected private Universities in Los Angeles while maintaining its integrity and commitment to the community. The School of Business is poised and focused to serve the community with high quality and affordable education and join the highly regarded reputation of our School of Law.

Our goal is to produce intelligent, well-educated, successful people who value a superior education, want to serve their communities and who see themselves as change agents.

Through our guidance, the students of UWLA appreciate that knowledge is the key that unlocks all doors. All UWLA courses and degrees are designed to build successful, meaningful, and productive lives. Not only do we prepare our students for success within their chosen discipline, we also give them the tools, the confidence and the courage to define their futures far beyond UWLA. We teach them to believe, survive, fight and to revolutionize their lives in ways that don't simply define a career, but define a person.

Our rich history, traditions, and methodologies have been created to provide a wide variety of high-quality programs to help you reach your professional goals.

HISTORY

Since 1978, the Committee of Bar Examiners of the State Bar of California (CBE) continuously accredits the University of West Los Angeles, School of Law. UWLA School of Law has maintained its role as a force in the community by preparing individuals in not only the study, but the practice of law. UWLA has maintained 50-

year staying power because of the unwillingness to budge on the quality of education and the care and passion of the educators and staff as well as the students.

The School of Business was created to fit a similar need as the School of Law. UWLA wanted to provide a place where students could get a high quality, affordable business education that included not only the fundamentals of business but focused on real world application and skills.

The School of Business is slowly developing into one of the most successful institutions in the region. We have received formal accreditation with the help of our incredibly persistent students and our graduates who have gone on to have successful careers. As of the publishing of the catalog UWLA Students are currently eligible to receive Federal Financial Aid.

UWLA has received its formal accreditation from the Western Association of Schools and Colleges Senior College University Commission ("WASC") granting accreditation to our institution. WASC is recognized by the US Department of Education.

The University of West Los Angeles has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

ADMINISTRATION

President, Mr. Robert Brown, Esq.
Dean, School of Law, Mr. Jay Frykberg
Dean, School of Business, Mr. Talon Brown
Registrar, Ms. Patty White
Business Office Manager, Ms. Johnetta Hegwood
Facilities Director, Mr. Rodrigo Covarruibus
Institutional Research, Mr. Jesse Aldava

Board of Managers

President Robert Brown, Esq. is the principal shareholder of Sapere Aude, LLC. The principal policy-making body is the Board of Managers comprised of a diverse group of community leaders who reflect a commitment to the University mission, academic integrity, and the pursuit of excellence.

Board Members of the LLC include: Mr. Robert Brown, Esq., UWLA President; Mr. Jay Askari Chairman; Mr. Chris Huang, Vice Chairman Emeritus; Mr. Dexter Henderson, Secretary and Treasurer; Mr. Jay Allen; Vanita Nicholas, J.D., Mr. Richard Benbow, Ori Blumenfeld, Simone Liu, Stella Albright, and Sanam Navab.

Management

The Board of Managers has authority to manage and control the business, affairs and property of the University, to make all decisions regarding those matters and to perform activities customary to the management of the University business. However, President Brown heads the administration of the University and has day-to-day responsibility for its business operations. President Brown serves as the Chief Executive Officer.

Board Committees

UWLA has established several committees that include: Executive Committee, Academic Integrity Committee, Administrative, Finance and Institutional Planning Committee, Audit Committee, Presidential Oversight Committee, and Membership & Nomination Committee. Additional committees are established as warranted.

Given the small size of the Board, each member serves on two or more committees. This structure provides transparency and accountability to all Board members and creates an awareness of how the University operates.

BPPE STATEMENT OF APPROVAL

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 in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of the California Code of Regulations. The BPPE code for the University of West Los Angeles is: **29927698**.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post Secondary Education by calling the Toll-free telephone number (888) 370-7589 or by completing a Complaint/Notice of Grievance form which can be obtained on the bureau's internet Web site www.bppe.ca.gov

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

WASC Accreditation

UWLA has received its formal accreditation from the Western Association of Schools and Colleges Senior College University Commission ("WASC") granting accreditation to our institution. WASC is recognized by the US Department of Education.

PROSPECTIVE STUDENT- THE CATALOG FOR THE SCHOOL OF BUSINESS

Information about UWLA is published in this catalog and contains a description of certain policies, procedures, and other information about School of Business (BUS). UWLA reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in this catalog, in any revisions, supplements and addenda to this catalog, and with all SOB policies. By enrolling at UWLA, the student agrees to abide by the terms stated in this catalog and any changes or revisions to this catalog and all SOB policies.

This Catalog is updated once per year.

All prospective students receive a catalog. Student who view the website and request additional information may receive an email with a PDF version of this catalog. Students who visit the campus and request additional information receive a hard copy, website link, and/or a flash drive with this catalog saved on it. All students receive a catalog prior to signing an Enrollment Agreement.

MISSION STATEMENT OF THE SCHOOL OF BUSINESS

The mission of the University of West Los Angeles, School of Business is to offer a diverse population high quality Undergraduate and Graduate Degrees and Certificates through a technology-enhanced learning environment in order to develop and enhance their academic and professional business skills and enable them to effectively and immediately contribute to society.

Institutional Learning Outcomes

The goal of UWLA is to offer a premier education. As such, the University achieves this mission by ensuring that academically and professionally our graduates will:

1. Make progress towards becoming engaged and self-reliant learners demonstrating habits of intellectual inquiry and striving toward their maximum potential.
2. Experience an academically rigorous learning environment that challenges them to develop the necessary verbal, written and critical analysis and critical thinking skills needed to evaluate complex issues.

3. Develop an understanding of advanced concepts and major modes of inquiry using a variety of methodologies/approaches.
4. Be prepared to contribute to a diverse democratic society with a pluralistic perspective of the world.
5. Be able to demonstrate civility, empathy, interpersonal competence, social responsibility and peaceful conflict resolution within the context of their chosen field.
6. Recognize the ethical dimensions of decisions and actions as well as demonstrate the ability to engage in the ethical reasoning necessary to exercise responsibility as an ethical individual, professional, local and global citizen.

PROGRAM LEARNING OUTCOMES

Students in the Master of Leadership, Management, and Technology degree program will receive a substantial and relevant education in the important areas of knowledge in a field of study, its principle resources, and its connectedness with other areas of inquiry while making progress in becoming self-reliant learners. Upon completion of the Master of Science degree program in Business, students will be able to:

1. Describe the relationships between the curriculum and the advanced practices and skills in their field of interests.
2. Demonstrate the necessary verbal, written, critical analysis and critical thinking skills needed to evaluate advanced and complex business issues and high-level business and social related topics.
3. Contribute to a diverse society with a pluralistic perspective based on a foundation of reason, ethics analysis and critical thinking.
4. Demonstrate civility, empathy, interpersonal competence, social responsibility, and peaceful conflict resolution within the context of their chosen field.
5. Apply appropriate reasoning for responsibility as individual, professional and global citizens using ethics-based thought processes and analysis.
6. Demonstrate firm understanding and advancement in current technology from an innovative perspective to efficiently address business dilemmas as well as utilize techniques for strategic business decisions.
7. Apply and evaluate quantitative methods to solve real-world problems presented in numerical graphic form.
8. Develop an advanced strategic planning for an organizational unit addressing productivity, quality and efficiency concepts to current business environments.

DESCRIPTION OF PROGRAM FORMAT

UWLA's Master of Science Business is a 9-week online program. Each week, the students will meet for one asynchronous course lecture with the professor. The remainder of the week coursework will online engagement and academic activity. Students will be assessed in various formats and attendance and participation is required.

DESCRIPTION OF FACILITIES

UWLA has two campuses. The main campus (LAX campus) is located at 9800 S. La Cienega Boulevard, Inglewood, CA 90301. The satellite campus (San Fernando Valley campus) is located at 21650 Oxnard St. 2nd Floor Woodland Hills, CA 91367.

UWLA's School of Business on-ground courses are taught at both campuses. The campuses have ample classrooms, meeting rooms, restrooms, a student lounge with a television and vending machines, and administrative offices, as well as distinctive library facilities, computers, printers, and wireless capabilities. Students have access to all of these resources.

Classroom Technology

The institution uses D2L as the learning management system as well as the Zoom video conferencing system as part of the learning environment. Currently, classrooms are in the process of becoming retrofitted to Zoom rooms which will include two display monitors. One of the monitors will be an interactive monitor. The rooms will also include a confidence monitor and two cameras (one facing the presenter, and the other facing the audience). Additionally, a touch panel for control would be at the lectern and audio would be embedded in the ceiling. All of this is supported by XIO Cloud management software from Crestron that gives us the ability to remotely manage the Zoom meeting.

Library Equipment

The library has several computer workstations that provide access to the internet and networked to a multifunction printer. Using the computer workstations, students can access the online databases and print word processing documents. The multi-functional printer offers productivity-enhanced features that meet the student's needs. Such as, black and white printing, color printing and scanning capabilities. Also, the library is equipped with wireless internet access where faculty and students can connect to the internet from personal devices. Computers are reviewed annually by Library personnel to ensure functionality and relevance and updates and replacements are requested and made as needed.

- Nine (5 LAX, 4 SFV) Dell desktop student computer workstations

- The libraries each have a Kyocera Copystar CS 3051ci Multiple Functional Printer

ADMISSIONS

Admission Requirements

Enrollment applications are accepted on a continuous basis. Terms commence in the 5 yearly Spring 1, Spring 2, Summer, and Fall 1, Fall 2 terms. The Admissions Committee uses a prospective student's college transcripts, professional experience, personal statement, and letters of recommendation in determining eligibility for the program.

University of West Los Angeles – School of Business (MS) Admissions Policy

Students applying for admission to the Masters of Science in Leadership, Management, and Technology program at the University of West Los Angeles (UWLA) must complete a minimum of a Bachelor's level degree from a college or university accredited by an accrediting agency recognized by the United States Department of Education. UWLA admits as regular students only individuals with a high school diploma or its recognized equivalent.

Degrees earned from institutions outside of the US must receive an official translation for degree and subject equivalency comparable to instruction in the United States, provided by a credential evaluation service or UWLA's internal review process. The UWLA admissions office can provide a list of these outside NACES services upon request.

Application and Enrollment Process:

The application process requires the necessary information to determine student qualifications. All listed items and documents are required before an application may be submitted for review per the admissions committee criteria. Applications missing any of the items listed below may not be considered. It is important that the application be accurate and complete. Knowledgeable admissions counselors are available to assist students step by step in the application process.

Follow the steps below to apply:

Students applying for admission to the MS program at the University of West Los Angeles (UWLA) must:

1. Complete an application form and submit an application fee. All applicants must pay a non-refundable application fee of \$50.00 by credit card or debit card in order for applications to be processed.

2. Submit a Resume

3. Write a Personal Statement – Please provide a 2-4 page statement describing personal and professional goals.

4. Provide official transcripts evidencing all earned units and/or degrees from a college or university accredited by an accrediting agency recognized by the United States Department of Education or an equivalent degree from a recognized foreign college or university. Transcripts must be sent directly to UWLA by the granting institution(s) or turned in by a sealed official transcript to the UWLA admissions department. A 2.7 out of 4.0 is the recommended GPA minimum for all applicants in their most recent BS or advanced degree study. In limited hardship situations, a NACES organization approved official transcript evaluation report will be accepted along with an attestation of validity.

a. Degrees earned from institutions outside of the US must receive an official translation for degree and subject equivalency comparable to instruction in the United States, provided by a credential evaluation service or UWLA's internal review process. The UWLA admissions office can provide a list of these outside NACES services upon request.

UWLA reserves the right to deny admission to any applicant and to change entrance requirements without prior notice. Applicants are notified of their admission acceptance or denial in writing. The review process generally takes up to 10 days, unless there are special circumstances that require follow-up with the applicant. .

Forward all documents to:

University of West Los Angeles School of Business
9800 S. La Cienega Blvd.
12th Floor
Inglewood, CA 90301

Attention: School of Business Admissions Department- Master's Program

Our Document Acceptance Deadline Policy

Admission Requirements- International Students

As of Fall II 2018, UWLA is accepting international students. UWLA has obtained SEVIS approval. UWLA maintains the following standards:

The University of West Los Angeles welcomes international learners. UWLA provides resources that serve the needs of international students and visiting scholars through a variety of advising services, programs. UWLA assists with issues related to immigration, academics, employment and life in the United States.

The University of West Los Angeles - School of Business admissions requirements for international students are the same as outlined above. However, international students must have their transcripts verified by a UWLA and/or State approved Transcript Evaluator, such as, World Education Service and students should indicate if undergraduate work was completed in a language other than English. UWLA issues I20's but does not provide visa services and vouches for student status.

Graduate Program Admissions Requirements- International Students

- Completion of a baccalaureate degree from a college or university.
- A cumulative grade point average of 2.7 on a 4.0 is highly recommended
- Complete application and \$50 fee
- Personal Statement (this will serve as the writing sample)
- Resume
- Two letters of recommendation (recommended)- Recommenders may be asked to expound upon their personal perspectives of your intellectual ability, your research and academic skills, the quality of your work, and future potential.
- One copy of an official transcript **must be mailed directly to UWLA- School of Business-- from ALL Colleges/Universities attended**
- Entrance Rationale
- See page 10 for International Students' Language Requirements

More information on this policy is located on page 124-127

Academic Credential Evaluations from Other Colleges and Universities

International students must have their international transcripts verified and evaluated by UWLA and/or an approved Transcript Evaluator, such as, World Education Service and students should indicate if undergraduate work was completed in a language other than English. Additionally, students who wish to transfer credits from institutions based outside the United States or Canada must first have those credits evaluated by UWLA's internal evaluation or an organization or agency accepted by the University of West Los Angeles. UWLA recognizes all members of the National Association of Credential Evaluation Services (NACES). A list of the members of NACES can be found at www.naces.org and additional approved evaluators can be found on page 125.

International students may initially provide unofficial transcripts while procuring the official transcripts with the understanding that official documents will be provided within the first 30 days of the first term the student is enrolled. If official documents are not provided within 30 days, they are administratively dismissed. Student cannot proceed with the registered term and may reapply for the following term upon submission of their official documents.

Forward all documents to:

University of West Los Angeles - School of Business
9800 S. La Cienega Blvd.
12th Floor
Inglewood, CA 90301

Attention: School of Business Admissions Department- Masters Program

LANGUAGE PROFICIENCY

All instruction is provided in English and does not offer English language services, assistance or instruction. To be successful with the coursework, students are encouraged to have a mastery of the English language. Additionally, we accept a Medium of Instruction verification of English Instruction from an accredited/approved foreign University. Student must complete an additional English interview with UWLA rep as well if submitting a Medium of Instruction.

Additional details can be found on page 124

Language Requirements- International Students

International applicants must demonstrate proficiency in English by satisfying one of the following requirements:

- Graduated or received a prior BA/BS/Master's degree in good standing from an accredited U.S. (English based) University
- Submit official results of the Test of English as a Foreign Language (TOEFL) with a minimum score of 71 or better (internet-based test- iBT); or 527-530 (paper-based test- PBT).
- Submit International English Language Testing System (IELTS Academic Version) – a score of 6 or better is required for admission.
- Submit a score of 90 or higher on the Duolingo English Test (DET)
- West Los Angeles College (WLAC) Language Academy Examination
- Submit official results of PTEA with a minimum score of 48

Financial Document Requirement and submission policies can be found at the end of the catalog.

GRADUATION REQUIREMENTS

Students must complete (12) three-unit courses at UWLA for a total of 36 units for Master's degree. The project focused course, the UWLA Impact Course, is required for the completion of the program.

Enrollment Agreement

All students enrolled in the program are required to sign an enrollment agreement before beginning classes or online instruction. The Enrollment Agreement includes information necessary to make an informed decision in order to enroll in the SOB program.

The Enrollment Agreement is a legally binding agreement between the student and University once accepted by authorized personnel. The Enrollment Agreement acknowledges that the student has read and understands the terms and provisions.

New Student Orientation

Prior to each term, new students are encouraged to participate in an orientation designed to assist them in achieving success at UWLA. The orientation allows students to begin new relationships and includes information sessions with the Dean, faculty members, and staff. New Student Orientation covers University policies and procedures along with helpful information to assist new students in successfully navigating their degree program and preparing for their learning experiences.

TRANSFERABILITY OF CREDITS AND CREDENTIALS

UWLA is a private institution that **accepts** transfer credit for Master's-level coursework from accredited and/or BPPE approved institutions. UWLA does **not** accept credits earned through prior experiential learning, or for ability-to-benefit students. Course transfers are accepted on an individual basis. No more than 20%

of units or credits earned at outside institutions may be applied towards the award of a degree.

Students must submit official or unofficial transcripts prior to admission. If a student submits an unofficial transcript prior to admission, absent of emergency situations, student will have 45 days from the start of the term to submit an official transcript. If they do not provide their official transcripts within this time frame, they will immediately be administratively dismissed (and international students will have their Visas terminated). In limited hardship situations, a NACES organization approved official transcript evaluation report will be accepted along with an attestation of validity.

Students who wish to transfer credits from institutions based outside the United States or Canada must first have those credits evaluated by an organization or agency accepted by UWLA. UWLA recognizes all members of the National Association of Credential Evaluation Services (NACES). A list of the members of NACES can be found at www.naces.org.

TRANSFER CREDIT POLICY AND PROCEDURES

UWLA's policy and practice for the evaluation and award of transfer credit is based on the student's educational experience and credentials garnered at another institution. It is at the full discretion of UWLA which credits will or will not be accepted for transfer. There may be differences between the acceptance of credit for admission purposes and the applicability of credit for degree purposes. UWLA academic administrative staff initially reviews each student's transcript looking at the comparability of the nature, content, quality, and level of transfer credits and the appropriateness and applicability of the credit earned. Each member of the staff has received training on recognizing credits and the resources available to ensure proper transfer requirements. UWLA will, at times, accept previous work and enter it and its credit value on the transcript, however, because of the nature, rigor, quality, or other various factors determined by analysis, may be determined to have no or partial applicability to a specific degree to be purposed by the student at UWLA.

UWLA will consider all modes of education for credit transfer. To judge the quality of the credits earned to ensure they are qualified for credit, UWLA will review information from the institution including course catalogs, syllabi, other materials and contacting faculty/staff at the institution. Courses must meet the good standing requirement of the University in which the credits were taken. If a student has a challenge to credits that are denied, they may inform their admissions representative in writing and receive a one-time review of the denied credits.

Accreditation status of the students' prior institution will be reviewed. Non-Department of Education recognized accredited institutions credits will be accepted but face additional strenuous review to ensure academic quality. If the student is an

international student, their credits will be reviewed based on the policy herein and UWLA will use materials from the institutions of the transferring student along with assistance from the Council on International Educational Exchange, the National Council on the Evaluation of Foreign Student Credentials (CEC), NAFSA: Association of International Education, or the National Liaison Committee on Foreign Student Admissions (NLC) if and when necessary.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Forward all official transcripts to:

University of West Los Angeles School of Business
9800 South La Cienega Blvd.
12th Floor
Inglewood, CA 90301
Attention: School of Business- Masters Degree Admissions

TRANSFER OR ARTICULATION AGREEMENTS

UWLA's School of Business has currently entered into one or more transfer or articulation agreements with outside colleges or universities:

Colleges of the Los Angeles Community College District:

- East Los Angeles College
- Los Angeles City College
- Los Angeles Harbor College
- Los Angeles Mission College
- Los Angeles Pierce College
- Los Angeles Southwest College

- Los Angeles Trade-Technical College
- Los Angeles Valley College
- West Los Angeles College

El Camino College

Santa Monica College

SCHEDULE OF FEES

Total Charges for a period of attendance: \$4,637.00

Estimated Total charges for Master's program: \$27,822.00

A period of attendance is defined as two courses or 6 units. Each period of attendance includes a \$100.00 Non-refundable Registration \$67.00 Technology Fee.

TUITION AND FEES

Tuition --\$745.00 per unit

\$629.00 per unit- UWLA Alumnus

\$550.00 per unit – Campbellsville University Alumnus

12 courses Total: 36 units

Tuition total = \$26,820.00 (Does not include fees. See list of fees below.)

Approx. Book/Materials cost per term: \$80.00

Non-refundable Student Tuition Recovery Fund included = \$0.00

Non-refundable (one-time) application fee: \$ 50.00

Advanced Business Writing Course (1 unit): \$250.00

STUDENT FEES: FEES ARE CHARGED WHEN SERVICES ARE RENDERED, AS APPLICABLE: (OTHER FEES MAY APPLY

Graduation and Diploma Fee: \$200.00

Additional Diploma Fee: \$75.00

Official Transcript Fee: \$35.00

Unofficial Transcript Fee: \$10.00

Expedited Transcript Fee: \$50.00 (expedited is 3-5 business days)

Late Registration Fee: \$25.00

Returned Check or Credit Card Fee: \$25.00

Declined Credit Card Fee: \$10.00

Drop Fee per Course: \$45.00

Petition Fee: \$25.00

The Deferred Payment Plan Fee (per term): \$125.00 (the Deferred Payment Late fee is \$75.00)

Non-refundable Registration Fee: \$100.00 per term

Technology Fee: \$67.00

Independent Study Fee: \$500.00

TUITION AND FEES- INTERNATIONAL STUDENTS

Tuition --\$745.00 per unit

\$629.00 per unit- UWLA Alumnus

\$550.00 per unit – Campbellsville University Alumnus

12 courses Total: 36 units

Tuition total = \$26,820.00 Does not include fees. See list of fees below.)

International student fee: \$500.00 (one time)

Non-refundable Student Tuition Recovery Fund included = \$0.00

Non-refundable application fee: \$ 50.00

Advanced Business Writing Course (1 unit): \$250.00

STUDENT FEES: FEES ARE CHARGED WHEN SERVICES ARE RENDERED, AS APPLICABLE: (OTHER FEES MAY APPLY)

Graduation and Diploma Fee: \$200.00

Additional Diploma Fee: \$75.00

Official Transcript Fee: \$35.00

Unofficial Transcript Fee: \$10.00

Expedited Transcript Fee: \$50.00 (expedited is 3-5 business days)

Late Registration Fee: \$25.00

Returned Check or Credit Card Fee: \$25.00

Declined Credit Card Fee: \$10.00

Drop Fee per Course: \$45.00

Petition Fee: \$25.00

Non-refundable Registration Fee: \$100.00 per term

Technology Fee: \$67.00

The Deferred Payment Plan Fee per year: \$125.00 (the Deferred Payment LATE fee is \$75)

Deferred Administrative Fee per scheduled payment: \$25.00

*Additional Shipping and Servicing Fees may apply

TAX INCENTIVES FOR HIGHER EDUCATION

The tax code provides a variety of tax incentives for families who are saving for, or already paying, higher education costs or are repaying student loans.

For specific information about the following incentives, please confer with your financial advisor or accountant:

1. Students may be able to claim a Hope and Lifetime Learning Credit for the qualified tuition and related expenses of the students in their family who are enrolled in eligible educational institutions.
2. Students may be able to claim a tuition deduction of up to \$4,000 of qualified education expenses paid during the year for themselves, their spouse, or their dependent.
3. Students may be able to deduct interest paid on a qualified student loan.

FINANCIAL SERVICES

Financial Services staff is available for new and existing UWLA students to advise them on available tuition payment options. Students are urged to meet with the Financial Services department prior to or during the admission process. Student payments or satisfactory arrangements must be made prior to the first day of the session.

It is UWLA's Financial Services goal to provide financial options by which a student can continue his/her education. Financial programs at UWLA are administered according to the following principles:

- Financing education relies on the student available resources and his/her family contribution.
- When total family resources do not meet their educational expenses, UWLA will guide students and assist them with seeking alternative funds for their post-secondary education.

Interested applicants will be made aware of available financing options throughout the year. Upon request, a confidential financial package may be developed and offered to students based on individual need and circumstances, without regard to age, sex, race, color, religion, national origin or handicap.

Planning/counseling sessions are important and can be helpful to students planning their finances for the most efficient use of resources for education expenses. A meeting with the Financial Services office can be scheduled on an as-needed basis. Financial Services operates within guidelines and other standards of individual loan programs and scholarship programs available.

CHARGES DUE UPON ENROLLMENT

Student tuition and fees are charged at the beginning of each session for the enrollment period. A non-refundable application fee, a non-refundable registration fee/technology fee, full payment of tuition for enrolled courses during the session, and any other applicable fees must be made or arrangements for payment entered into with UWLA at the time of registration. Students must choose and secure a UWLA finance option at the time of enrollment. Those option are: Tuition due for units registered to be paid in full, an approved Deferred Payment Plan (DPP) (\$includes \$125 DPP fee) or an approved for Federal Financial Aid. Full payment of tuition for enrolled session and any other applicable fees must be paid or satisfactory arrangements for payment entered into with UWLA at the time of registration. Satisfactory Arrangements means an executed UWLA finance option. This must be completed before a student's registration is considered complete and the student can attend classes.

FEES

A non-refundable Application fee, non-refundable registration/technology fee. As of April 1, 2024 the student tuition recovery fund fee (currently the amount collected is zero dollars and zero cents (\$0.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program) must be paid in advance of the session. Full payment of tuition for enrolled session and any other applicable fees must be paid or satisfactory arrangements for payment entered into with UWLA at the time of registration. Satisfactory Arrangements means that an executed UWLA finance option. This must be completed before a student's registration is considered complete and the student can attend classes.

FINANCING OPTIONS

Student payment or finance options must be determined and approved by UWLA prior to or at the same time as acceptance of the Enrollment Agreement. Students have **five** payment options:

1. A student may pay for tuition due with Check, Credit Card or money order for the session. All non-refundable fees must be paid in full at the time of registration.
2. A student may choose the **Deferred Payment Plan (DPP)** which will include a \$125 DPP fee, as well as, a signed DPP contract. All tuition is due and owed at the start of the session (payment period), however, payments will be

scheduled monthly throughout each session for the first year of the program at the time via the Enrollment Agreement.

3. A Student may apply for **Federal Financial Aid** (*See Consumer Guide to Federal Financial Aid section on page 19*)
4. A student may apply for an alternative **student loan** through available lenders in which a future disbursement date has been set and a disbursement roster has been generated. Once courses are confirmed and enrollment status is confirmed, the University will certify enrollment and payment will be issued via Electronic Funds Transfer (EFT) for the enrollment period. The student will be advised via EFT of the disbursement(s) issued.
5. Other Alternative Funding: The student understands that if a separate party is financing his/her education, that the student, and the student alone, is directly responsible for all payments and monies owed to UWLA listed on this Enrollment Agreement. Students may elect to apply for alternative private loans through outside lenders. If a student obtains a loan to finance his/her education, the student is responsible for the terms of that loan.

Alternative Loans

The student understands that if a separate party is financing his/her education, that the student, and the student alone, is directly responsible for all payments and monies owed to UWLA listed on this Enrollment Agreement.

Students may elect to apply for alternative private loans through available lenders. If a student obtains a loan to finance his/her education, the student is responsible to repay the full amount of the loan plus interest, less the amount of any refund and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal student financial aid program funds.

Scholarship Programs

Students interested in scholarships are encouraged to meet with the Admissions Office for available scholarship programs for UWLA students. Contact the Financial Services office for more information at (310) 342-5210 or email: dcarrillo@uwla.edu. Refer to UWLA's website www.uwla.edu for a list of available scholarships.

FAILURE TO MAKE PAYMENTS

A student who has opted to execute a Deferred Payment Plan and fails to make scheduled payments may be considered sufficient cause to:

1. Rescind registration and/or admission.
2. Suspend or dismiss the student.
3. Disallow the student to register for future terms or courses.
4. Nullify the student's attendance for any classes previously attended and prevent the student from participating in classes or from taking any exams.
5. Nullify the student's performance on any exams and/or require the student to re-take an exam.
6. Withhold diplomas, scholastic certificates, and degrees.

UWLA Federal Student Financial Aid Information Guide

Overview

Most students enrolled in any UWLA degree track/seeking program will qualify for low interest loans in amounts sufficient to cover a percentage of tuition, fees, books and related costs. These loans may either be subsidized (where the government pays the interest charges during the term of enrollment) or unsubsidized (where interest is accrued during the term of enrollment and eventually paid by the student).

Basic Eligibility Requirements for Federally Insured Student Loans

To be eligible for Federal Insured Students Loans during your enrollment at UWLA, you must:

- Be approved for admission to a UWLA degree track program;
- Be a U.S. citizen or an eligible non-citizen;
- Have a high school diploma or GED;
- Have a Social Security number;
- Remain in good academic standing by meeting Satisfactory Academic Progress standards, as detailed in UWLA's *Satisfactory Academic Program Policy found in this catalog*;
- Demonstrate financial need (This requirement does not apply to unsubsidized loans.);

- Not have borrowed more than the aggregate loan limits under Title IV programs at any institution;
- Certify that you are not in default on a federal student loan or owe money on a federal student grant;
- Certify that you will use federal student aid for educational purposes only; and
- If you are a male, comply with Selective Service registration requirements.

Degree seeking students that are U.S. citizens or eligible non-citizens enrolled in an eligible program may apply for student financial aid as a means of assisting with financing their education.

UWLA participates in the Federal Direct Loan Program degree track students. The Federal Direct Loan Program includes Stafford Unsubsidized Loans, Stafford Subsidized Loans, and Federal PLUS Loans.

It is important to note that students enrolled in all other University programs that are NOT degree track are NOT eligible for these loans.

The University does NOT participate in the following Federal Aid Programs:

- Federal Perkins Loans
- Academic Competitiveness Grant
- National SMART Grant
- Federal Supplemental Educational Opportunity Grant

Students may also be eligible to reduce their tuition through University Scholarship/Grant offers. Student eligibility is need based or merit based. Additional information on Grants may be found on the UWLA website or inquire with the Admission Department.

Student Rights and Responsibilities

Students receiving Federal Student Aid have varying rights and responsibilities.

These rights and responsibilities include receiving the following information:

- the need-based and non-need-based federal financial aid that is available to students;
- the need-based and non-need-based state and local aid programs, University aid programs, and other private aid programs that are available;
- how students apply for aid and how eligibility is determined;
- how the school distributes aid among students;
- how and when financial aid will be disbursed;

- the terms of, the schedules for, and the necessity of loan repayment and required loan entrance and exit counseling; and
- the criteria for measuring satisfactory academic progress; and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid.

Statement of Educational Purpose

Federal Financial Aid is to be used solely for the student's educational expenses related to their enrollment in UWLA eligible programs.

Application Process

Students may apply for student financial aid after applying for admission to the University through the Admissions Department.

The following forms are required to begin the application process for student financial aid loans.

- Free Application for Federal Student Aid (FAFSA)
- Federal Direct Loan Master Promissory Note (for individuals interested in Stafford loans)
- Entrance Counseling Form
 - UWLA Enrollment Agreement documents
 - All students are required to submit a government issued form of identification, which includes both a signature and a picture. (i.e. driver's license, passport, military ID or government ID)
 - If applicable, complete and submit a Withdrawal/Clearance Letter to release prospective student's prior FSA obligation at prior school.

The Department of Education sets both an aggregate limit and an annual limit for the amount of loans that a student may borrow in Federal Student Aid. **Regardless of the number of schools that a student attends during an academic year, a student may not receive more than the annual limit for loans for their grade level.** If a student has received Federal Student Aid at another institution before enrolling at UWLA, the amount of that Federal Student Aid will be taken into consideration when determining his/her eligibility for Federal Student Aid.

We highly recommend following our online financial aid process listed on our website at <http://www.uwla.edu>.

This link will give the student an overview of the steps to complete the required student financial aid documents, which begins with the Free Application for Federal Student Aid (FAFSA) form. A student must apply for Federal Student Aid for each academic year of study.

The average processing time for financial aid is 30-60 days. Prospective students should plan accordingly.

Verification

A student may be chosen to participate in the verification process of information submitted on his or her FAFSA. Students will be selected by the Department of Education's Central Processor (CPS), following procedures established by federal regulations. The CPS prints an asterisk next to the EFC on the ISIR, SAR or SAR Acknowledgement to identify students who have been selected for verification. If a student is selected for verification, the University will usually request the student to complete a verification worksheet. An IRS Transcript may also be required. Additional documents may be requested by the University to complete the verification process. Student will receive written notification from the University of verification requirements and the timelines for completion of the process. Additionally, if an applicant's Institutional Student Information Record (ISIR) indicates that a tax return "will be filed" and it has not been filed and is considered delinquent (after October 15th deadline), then UWLA will require that the applicant file his or her tax return. This will be required to be done prior to packaging the aid award. If an ISIR indicates that a tax return "will be filed" and it is before the October 15th deadline, then UWLA will not require the tax return be filed prior to packaging the aid award.

Verification must be completed no later than **60 days past the last day of the student's enrollment for each academic year**. Corrections involving the federal processor must be made prior to the Federal Student Aid Report (SAR) correction deadline. An applicant's failure to provide required documentation within the specified time frame will result in the loss of all Title IV aid and the tuition balance becomes due immediately.

Any conflicting information, even if the ISIR is not selected for verification, must be resolved before federal student aid may be disbursed.

Students will be notified of any changes made to an ISIR because of the verification process. Any information which requires a change to the ISIR will be made and the student notified. A student who becomes aware of the need for a change to the ISIR should notify the Financial Services Department, so the necessary correction can be made.

Should the student receive a payment and then withdraw from the University and this withdrawal results in an overpayment; the Financial Services Department will complete a Return of Title IV Funds and notify the student of his/her responsibility in making repayment.

Federal Student Aid Programs

Federal Direct Loans Federal Direct Loans are received from the federal government. The loans students receive will be subsidized and/or unsubsidized.

A *subsidized* loan is awarded on the basis of financial need. Student will not be charged any interest before student begins repayment or during deferment periods. The federal government subsidizes the interest during these periods.

An *unsubsidized* loan is not awarded on the basis of need. Student will be charged interest from the time the loan is disbursed until it's paid in full. If student allows the interest to accrue while student is in school or during other periods of nonpayment, it will be added to the principal amount of his or her loan and additional interest will be based on that higher amount. Student can choose to pay the interest as it accumulates.

The amounts students can borrow will depend on his or her grade level, determined at the time application for admission is submitted, and his or her dependency status. The following table indicates Stafford Loan funding limits based on student's status of dependent undergraduate, independent undergraduate, or a graduate student. A student whose parent cannot obtain a PLUS loan is allowed to borrow additional unsubsidized Stafford amounts. Student's dependency status will be determined based on his or her answers to questions on the FAFSA.

Federal Direct Stafford Loan Limits

Annual Loan Limits for Subsidized and Unsubsidized Federal Direct Stafford Loans

1ST YEAR (Freshman)

Dependent Undergraduate Student

\$5,500—No more than \$3,500 of this amount may be in subsidized loans

Independent Undergraduate Student

\$9,500—No more than \$3,500 of this amount may be in subsidized loans

2ND YEAR (Sophomore)

Dependent Undergraduate Student

\$6,500—No more than \$4,500 may be in subsidized loans

Independent Undergraduate Student

\$10,500—No more than \$4,500 of this amount may be in subsidized loans.

3RD and 4TH YEAR

Dependent Undergraduate Student

\$7,500—No more than \$5,500 may be in subsidized loans

Independent Undergraduate Student

\$12,500—No more than \$5,500 of this amount may be in subsidized loans.

Graduate/Professional Student

\$20,500—No more than \$8,500 of this amount may be in subsidized loans.

Maximum Total Debt from Stafford Loans Upon Graduation

Dependent Undergraduate Student

\$31,000—No more than \$23,000 of this amount may be in subsidized loans

Independent Undergraduate Student

\$57,500—No more than \$23,000 of this amount may be in subsidized loans.

Graduate Professional Student

\$138,500—No more than \$65,500 of this amount may be in subsidized loans.

The graduate debt limit includes Stafford Loans received for undergraduate study.

Please note that student may also receive less funding if student receives other financial aid (such as private or military tuition assistance) that is used to cover a portion of his or her Cost of Attendance.

Processing of Federal Aid

After submitting a current Free Application for Student Aid (FAFSA) and the student has completed and forwarded the Master Promissory Note (MPN) to the Department of Education, the School will retrieve and review the information and then an award letter will be prepared and sent to the student. The award letter will inform the student of the types (subsidized, if eligible, unsubsidized or PLUS) and amount of student loans awarded for the loan period. The student will also receive a disclosure statement from Direct Loans with the same information. At the time disbursements are processed by the School the Department of Education will email/mail a disclosure statement and notify student of anticipated disbursement dates. Prior to the funds requested, the University will verify that student has maintained eligibility and is currently registered for classes. Any changes and/or breaks in attendance or failure to start classes as scheduled, may prevent federal student aid from being disbursed.

Loans are processed for an academic year. Students can reapply for subsequent loans after successfully completing these requirements. The University will disburse the loan in two installments, with the first half disbursed approximately 38 days after the beginning of the academic year and the second half disbursed at approximately 26 weeks after the first disbursement, provided student maintains satisfactory academic progress as defined.

Entrance counseling will be provided to first time Federal Direct Loan borrowers before the first disbursement of a loan will be made and exit counseling upon leaving the University. If student withdraws prior to completing the exit counseling process, student may have the opportunity to complete online exit counseling or materials will be mailed to his or her last known address and should be completed and returned to the address provided.

Federal Direct PLUS Loans

Graduate students are now eligible to borrow under the PLUS Loan Program up to the cost of attendance minus other estimated financial assistance from the Federal Direct Loan program. This loan is credit-based. The terms and conditions applicable to the Parent PLUS Loan also apply to Graduate PLUS loans. Applicants are also required to complete the FAFSA and are given an opportunity to request the maximum eligibility under the Federal Direct Loan Program when applying for a Graduate PLUS loan. Students are responsible for all interest accrued during the life of the loan.

Financial Aid Entrance and Exit Counseling

Before a Direct Loan borrower takes out a loan, the University will ensure that entrance counseling is conducted. Entrance counseling will include an explanation of the use of an MPN, the importance of the repayment obligation, a description of the consequences of default, sample repayment schedules, information in reference to a borrower's rights and responsibilities, as well as other terms and conditions. Loan exit counseling will be provided when student completes his or her course of study or withdraws from the University.

Entrance Counseling

The following information will be included in Entrance Counseling, which will be presented prior to a first Direct Loan disbursement made to a first-time borrower at the University. Entrance counseling is completed by the student who will review the following information on the U.S. Department of Education's website. The student must take and pass a quiz regarding entrance counseling information.

- Information will be provided in reference to the seriousness and importance of the repayment obligation. Although payment coupons or billing statements may be sent as a convenience for the borrower, not receiving them does not relieve the borrower of his or her obligation to make payments.
- The counseling information provided will describe the likely consequences of default, including adverse credit reports. Federal offset and litigation. In addition, charges might be imposed for delinquency or default, such as the lender's or guarantor's collection expenses (including attorney fees). A defaulter is no longer eligible for any deferment provision, if he or she would otherwise qualify. Finally, a defaulter's federal and state tax refunds may be seized, and wages garnished, and the borrower loses eligibility for any further funding from the student financial aid programs.
- The multi-year feature of the Master Promissory Note (MPN) will be explained indicating that students will be able to obtain additional loans from the Direct Loan programs without having to sign a new promissory note for each period of enrollment. Student will be required to complete a new MPN when first enrolled at the University or upon expiration of existing MPN.
- Information will be provided about Graduate PLUS loan eligibility for graduate degree students and include the requirement that students must have applied for the annual loan maximum under the Federal Direct Subsidized and Unsubsidized Loan Program. Students must also complete both the Free Application for Federal Student Aid (FAFSA) and the PLUS MPN. It will be explained during entrance counseling that the student borrower is obliged to repay the full loan even if he or she doesn't finish the program, can't get a job after graduating, or is dissatisfied with the University's educational program or other services.
- The student should be aware that all forms of aid (i.e. scholarships, grants and loans) are considered when determining a student's eligibility for federal student aid. The student should be informed of the Cost of Attendance for their program. Information that the Expected Family Contribution from the ISIR, is then deducted from the Cost of Attendance to arrive at the student's need, must be given to each student. Any scholarship that the student receives is then deducted and the remaining need may be filled with student loans.
- The student must be made aware of the office to contact when he/she wishes to withdraw. An exit interview will be conducted by the Student Financial Services Department. A student, who does not complete a program within the required time frame and is asked to leave the school, must complete an exit interview with the Student Financial Services Department. The name of

the person to contact should the student wish to withdraw, must be provided to the student.

- A student may access their Federal Student Aid account through the website, <https://studentaid.gov>. The student will need his/her FSA User ID to receive access to this site. This website has a listing of all loans that a student received at all schools that the student attended.
- A sample monthly repayment schedule based on the average borrower indebtedness of Direct Loan borrowers at the University will be provided and will include the current interest rate and also provide the applicable grace period.
- The counseling process will stress the student's obligation to keep the lender informed about address changes, changes in enrollment, name changes or changes in a Social Security Number. A student is required to inform the lender when he or she graduates, changes schools or withdraws from the school.
- The borrower will be reminded of the refund and other policies that may affect withdrawals and the status of Direct Loans.
- The importance of keeping loan records will be stressed to assist in referencing school and lender documents.

Exit Counseling

- Some of the information presented at the entrance counseling session will again be presented during the exit counseling.
- Several topics that were present in the entrance counseling will be reviewed during exit counseling to include the consequences of default and the importance of the repayment obligation, the use of the MPN and the obligation to repay the loan even if the borrower drops out, doesn't get a job, or is otherwise dissatisfied with the quality of the University's education programs and services.
- A sample monthly repayment schedule based on the average borrower indebtedness of Direct Loan borrowers at the University will be provided and will include the current interest rate and also provide the applicable grace period.
- A comparative analysis of each payment plan including actual payments as compared to average payments. The following website allows the student to

enter the amount of each type of loan borrowed into a form and the website will calculate the payments under each payment plan:

<https://www.StudentLoans.gov/>. The average payments are contained in the Exit Counseling Guide for Direct Loan Borrowers.

- Terms and conditions to obtain full or partial loan forgiveness or discharge: Discharge refers to cancellation of a loan, even one in default, due to a school closure, false certification, the student's death or total and permanent disability.
- Cancellation or sometimes forgiveness of a loan is based on the borrower performing certain types of service such as teaching in a low-income school. A defaulted loan cannot be cancelled based on qualifying service. Terms and conditions to obtain a full or partial loan forgiveness or discharge may be reviewed by going to the website <http://studentaid.ed.gov/>. This same website can be used to view the terms and conditions to obtain deferment and forbearance.
- The exit counseling will review the options for loan repayment, such as the standard, extended, graduated and income-contingent plans. The option of consolidating loans will also be provided.
- In addition to a review of debt management strategies, the counseling will reinforce the availability of forbearance, deferment and cancellation for certain situation and indicate that in most cases the borrower must start the process by applying to the lender.
- Prepayment: Should a student be in a position where he/she can pay the loan in its entirety, he/she has the option to do that at any time. A student may request a shorter repayment schedule or change repayment plans at any time as long as the student is not in default.
- A student must repay his/her loan even if he/she did not complete the program or did not complete the program within the regular completion time of that program, is unable to obtain employment, or is dissatisfied with the education received.
- Exit counseling will also explain the availability of loan information on the Federal Student Aid account and the availability of the FSA Ombudsman's office. The borrower's loan history can be viewed online at the Website <https://studentaid.gov> (FSA User ID required for access). The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed. Borrowers should first attempt to resolve complaints by contacting the University, company, agency or office involved. If the borrower has made a reasonable effort to resolve the problems

through normal processes and has not been successful, he or she should contact the

FSA Ombudsman.

- Exit counseling will include a request to obtain the borrower's expected permanent address after leaving the University, the address of the borrower's next of kin and the name and address of the borrower's expected employer. The University will also request changes in the borrower's name, address, Social Security Number, or references, and will obtain the borrower's current driver's license number and state of issuance.
- A student who fails to make loan payments on time or if the student defaults on his/her loans, the consequences are serious:
 1. The entire unpaid balance and accrued interest on the loan would be immediately due and payable.
 2. Deferment options are lost
 3. No further federal student financial aid may be received
 4. The account will be turned over to a collection agency, increasing the total debt by late fees, additional interest, court costs, collection fees, attorney's fees and other costs
 5. The debt will be reported to credit bureaus as delinquent which may damage the student's credit rating
 6. The federal government can take your federal tax refunds.
 7. The employer, at the request of the federal government can withhold (garnish) part of your wages and give them to the federal government.
 8. The Federal Government may take legal action

Effects of Loan Consolidation:

The interest rate on a consolidation loan is the weighted average of the interest rates on the loans being consolidated.

Depending on the loan amount, Consolidation loans can be repaid over 10-30 years. This may be longer than the repayment period on your current loans. A longer repayment period means a lower monthly repayment, but it also means that you will be paying more interest over the life of the loan, so your total repayment amount will be higher. If you are comfortable with higher monthly repayments, you have the right to ask for a shorter repayment period. You can also choose to prepay the loan.

A student may consolidate student loans that are in their grace period as well as loans that are in repayment. However, you lose the benefit of any remaining grace period. There is no grace period on a Consolidation loan and the first payment will usually be due within 60 days of the day of disbursement.

The same deferment and forbearance provisions are available, as for a Stafford Loan (in particular the in-school deferment and the unemployment and economic hardship deferments).

Consolidation loans do not have a cancellation/forgiveness provision for teachers at low-income schools or for child-care providers. However, all of the other cancellation provisions that are available for a Stafford Loan are also available with a Consolidation loan, including permanent disability, unpaid school refund, forgery of aid documents and attending a school that closed.

National Student Loan Data System

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data. The University updates student's enrollment status in NSLDS every 60 days.

Application of Funds to Student's UWLA University Account

Through completion of the Federal Direct Loan Master Promissory Note, the student will have authorized the University, to apply federal funds to his or her University account. The funds must be applied to the student account within 3 days of receipt from the Federal Government. If student is eligible to receive any remaining funds, the excess funds will be mailed via Certified 1st Class Mail to the student's address of record to the student in the form of a check. At that time, the student will be notified of the disposition of the funds that the University retained. The University must disburse excess loan funds to the students within 14 days.

Prior Loan Deferments

University of West Los Angeles students are eligible to defer repayment of existing federally insured student loans during their enrollment period. Students enrolled in any University System programs are eligible for this benefit. There is no charge for the completion of loan deferral forms. Deferment forms should be obtained from the loan servicer. Students must submit all deferment forms to the Student Financial services office. The financial services representative will make the final determination of granting the deferment request. Students receiving federal education loans may also obtain deferments while serving in the Peace Corps; under the Domestic Volunteer Service Act; and as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field on community service. Borrowers must formally request a deferment through the procedures established by the holder of their loan(s).

Financial Policies and Procedures

Payment Policies Tuition for each course must be paid according to the terms and conditions as outlined on the tuition and fees exhibit to the student's Enrollment Agreement. All tuition, fees and payment policies are determined prior to enrollment and outlined in the enrollment documents.

Overpayment of Federal Funds In rare circumstances a student may have received FSA funds in error. Such a student who owes an overpayment as a result of withdrawal from the University and a subsequent Return of Title IV Program funds calculation will retain FSA funding eligibility for 45 days from the date that the University sends a notification to the student of the overpayment. During the 45 days, the student will have the opportunity to take appropriate action that can continue their eligibility for FSA funds. This may be accomplished by repaying the overpayment in full to the University or by signing a repayment agreement with the U.S. Department of Education. If the student does not take one of these two actions during the 45-day period, he or she becomes ineligible for future funding on the 46th day. Further information on signing a repayment agreement with the U.S. Department of Education may be obtained from the University's Financial Services Office. A student is not obligated to return a grant overpayment of less than \$25 and is therefore, eligible to receive FSA funding if the student returns to the University. A student is liable for an overpayment of less than \$25 when that amount is a remaining balance. A remaining balance occurs when the overpayment amount was originally \$25 or more, but it is now less than \$25 because the student has made payments.

Post-Withdrawal Disbursement

If the total amount of FSA funds the student earned as calculated under the Return of Title IV funds policy is greater than the total amount disbursed, the student may be eligible to receive a post-withdrawal disbursement of FSA funds. The University will offer any loan amount to a post-withdrawal disbursement that is due within 180 days of the date that the University determined that the student withdrew by providing a written notification that will include the following:

- The type and amount of FSA funds that make up the post-withdrawal disbursement that is not credited to the student's account.
- The type and amount of FSA funds that have been credited to the student's account.
- An explanation that the student or parent may accept or decline some or all of the post-withdrawal disbursement that is not credited to the student's account.
- A request for confirmation to credit loan funds to the student's account. If the confirmation is not provided, the student and/or

parent, for a parent PLUS loan, may not receive any loan funds as a direct disbursement unless the University concurs.

- Information in reference to the student and/or parent's (for a parent PLUS loan) obligation to repay the FSA loan funds if disbursed.
- An explanation that no post-withdrawal disbursement will be made if the student and/or parent, for a parent PLUS loan, do not respond within 14 days of the letter date.

If the student and/or parent, for a parent PLUS loan, respond to the University's notice within 14 days and instruct the University to make all or a portion of the post-withdrawal disbursement, the funds will be requested and disbursed in the manner specified in their response within 180 days of the date of the University's determination that the student withdrew. If the student and/or parent do not respond to the University's notice, the post-withdrawal disbursement of grant funds will be made only for appropriate outstanding charges.

Requirements for Officially Withdrawing from UWLA

Any student who may find it necessary to interrupt their studies by withdrawing from any program should follow the procedures set forth in their Enrollment Agreement. For refund calculation purposes, any withdrawal shall become effective on the date the student notifies the University, in any manner, of his or her intention to withdraw. It is recommended, but not required, that a student contacts Student Services prior to requesting a withdrawal to investigate possible alternatives such as requesting a leave of absence or restarting a semester or academic year.

Return to Title IV Policy and Procedures

RETURN TO TITLE IV OVERVIEW

The Return of Title IV Policy (R2T4) addresses federal financial aid recipients who withdraw from the University of West Los Angeles (UWLA) and are subject to a return of Title IV calculation. This policy applies to students who received or were entitled to Title IV funds during the payment period in which the student withdrew. The University will determine the amount of federal grant and loan received for the payment period, to determine the percentage of Title IV earned for the payment period prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the federal financial aid program(s).

Return to Title IV Policy

When a federal financial aid recipient withdraws from the University prior to the end of the payment period, a R2T4 calculation must be calculated to determine the amount of federal financial aid funds earned as of the withdrawal date (e.g. last date of attendance or academic activity). If the total amount of aid earned is less than the

amount of federal financial aid funds disbursed to the student or on behalf of the student in the case of a parent PLUS, the difference between these amounts are returned to the applicable aid program(s). If the federal financial aid funds are greater than federal financial aid funds disbursed, the difference between these amounts are treated as a post withdrawal disbursement. In all cases, a R2T4 is required for any student who withdraws, regardless of 100% earned for the payment period.

Return to Title IV Calculation

The amount of federal financial aid earned is calculated by determining the percentage of days in the payment period completed and applying this percentage to the total amount of aid disbursed and that could have been disbursed for the payment period. A payment period is defined as the standard term. If conditions for a late disbursement are met prior to the date the student became ineligible (the student's last date of attendance or academic activity), any undisbursed federal financial aid will be counted as aid that could have been disbursed.

Percentage of Federal Financial Aid Earned

The calculation of Percentage of Federal Financial Aid Earned includes all financial aid disbursed or that could have been disbursed to a student. This percentage is equal to the percentage of the payment period completed by the student as of the student's last date of attendance in the payment period. If the student withdraws after successfully completing the payment period, 100% of the federal financial aid funds are earned and no calculation is required. If the withdraw date occurs after the student completes more than 60% of the payment period, the student earns 100% of the federal financial aid funds.

Total Calendar Days Completed in the Payment Period

The total number of calendar days completed in the payment period (numerator) is the count of calendar days from the payment period start date to the student's last date of attendance.

Required Adjustments to Calendar Days Completed in the Payment Period

Calendar days are removed from calendar days completed in the payment period if any of the following occurred between the payment period start date and the student's last date of attendance:

- Institutionally scheduled breaks of five (5) consecutive calendar days or more
- Holidays
- Administrative
- Student scheduled or selected breaks of five (5) consecutive calendar days or more within the term.
- All approved Leave of Absence calendar days.

Treatment of a Return of Title IV and a Credit Balance

The University will hold a federal financial aid credit balance until completion of the Return of Title IV (R2T4) process. (Refer to the Return of Title IV Policy for additional information.) Once the R2T4 calculation is completed, if there is any federal financial aid credit balance remaining, the University allocates the credit balance as follows:

- First, to repay any grant overpayment owed by the student as a result of his/her withdrawal.
- Within 14 days of the date the R2T4 calculation is performed, the University pays any remaining federal financial aid credit

balance in one or more of the following ways:

- Pay authorized charges at the University; or
- Pay the student directly (or parent for a Direct PLUS loan)

Refer to the Return of Title IV Policy for additional information.

Returning Unclaimed Federal Financial Aid Credit Balances

Federal financial aid funds may not escheat to a state or any other third party. The University will attempt to disburse credit balances to the student or parent. However, if the credit balance funds are returned to the University or not cashed by the borrower, the University will cease all attempts to disburse the funds and return them to the appropriate lender no later than 240 days after the date the first check is issued. If the funds were issued via electronic funds transfer (EFT) and subsequently returned or rejected, the University returns the funds to the applicable federal financial aid programs no later than 45 days after the funds were returned or rejected.

All unclaimed credit balances will be returned in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants

Date of Determination (DOD)

The DOD is the earlier of:

- The date the student notifies the school that s/he is not returning to the University.
- The date the University determines the student has not been attending due to its Institutional Attendance policy.
- The date the student fails to return from an official leave of absence.

Withdrawal from the University

For students who officially, unofficially, or administratively withdraw from the University, refer to the University's Institutional Withdrawal Policy. The following is

an exception to the withdrawal date and date of determination for federal financial aid purposes only.

Academic Related Activities that Occur During an Institutionally Scheduled Break or Course Extension Period (Distance Education)

The University does not recognize any Academic Related Activity that occurs during an institutionally scheduled break or during a course extension period as attendance for federal financial aid purposes only.

Withdrawal Date

If a student posts an Academic Activity during an institutionally scheduled break or during a course extension period, the University will look for the most recent Academic Activity that occurred prior to the start of the institutionally scheduled break/extension period. This date will be used as the withdrawal date for Title IV purposes.

Timelines for Return of Funds

The University completes a student's R2T4 calculation within 30 days of the University's date of determination. The University returns the amount of federal financial aid funds for which it is responsible as soon as possible but no later than 45 days after the date the University determines the student has withdrawn.

Student Rights and Grievances

In addition to the specific policies outlined in the Catalog regarding harassment and appeals for reevaluation of grades, UWLA provides the following process to file a formal grievance in the unlikely event that a dispute cannot be easily or immediately resolved.

Fundamental to the process is the principle that all parties make good-faith efforts to resolve all issues prior to initiating a formal grievance. The following actions are recommended to resolve any issue, complaint or grievance.

1. **Informal Resolution:** The complainant is encouraged to resolve the issue informally with the faculty or staff member involved.
2. **Formal Grievance Filing:** If a prompt resolution cannot be achieved through informal discussion the complainant should document in writing and submit it to the Director of Student Services. Current students should use the Request and Appeal Form. A copy of this form, which may be reproduced, is included as Exhibit "B" of the Student Handbook.

A formal grievance must clearly and concisely set forth what is sought, the reasons therefore, and any supporting information or documentation. The Director of Student Services will conduct an initial review of the grievance and convene the

faculty, Program Dean, and administration as necessary to arrive at a resolution. Additional information may be requested from the complainant. If the requested information is not received within 15 days, the complaint may be considered abandoned and may not be continued. If no resolution can be reached in a reasonable amount of time (generally 1 -2 weeks), the grievance and supporting documentation will be forwarded to the Dean who will render a decision in writing within 1 week.

The Dean's decision shall be final. In all cases, the University will take follow-up action as necessary based on the review and the decisions rendered. The complainant will be kept informed of progress throughout the grievance process. Records of all formal grievance filings are kept on file at the University.

Any complainant that does not believe that his or her grievance has been satisfactorily resolved may lodge a complaint with UWLA's state or regional regulatory body.

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

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

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

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

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

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.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798-0818 (916) 574-8900 or (888) 370-7589

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

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

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

* STRF Fee: Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges.

After the rate change, institutions will no longer be required to collect STRF assessment fees from students. However, institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for all STRF-eligible students.

For additional information regarding STRF, visit the Bureau for Private Postsecondary Education's website at: bppe.ca.gov/lawsregs/strf.shtml

ACADEMIC POLICIES

Attendance Policy

The School of Business ("SOB") considers attendance an essential component of the program. Students are expected to attend all class periods of a course. It is the student's responsibility to address the issues related to his/her absenteeism, whatever the circumstances, and are responsible for obtaining materials covered during an absence. Students are allowed 2 absences during the term (Examples: 2 weeks of online assignments/engagement; 1 week of online assignments/engagement and 1 lecture; 2 lectures). After 2 absences, the 3rd absence will result in administrative dismissal.

Distance Education Programs

Distance Education Attendance - Lecture

Live virtual lectures are one component of the Distance Education programs; courses will meet once per week for one hour of live lecture. Students are encouraged but not required to attend the live lecture but if a student elects to not attend the live lecture they must watch the recorded lecture by Sunday 5pm PST of that same week or they will be marked absent for that week for their lecture attendance.

Additionally, for lecture attendance to be properly recorded, students must engage in the course, this may include a Zoom poll during the lecture or another type of engagement. This Zoom poll will be recorded to reflect engagement and thus, attendance. It is also required that unless you have been given a waiver by your professor, your camera should be on during live lecture attendance.

Further, if a student is not attending the live weekly lecture, they should include the weekly poll question or other engagement that was asked during the recording and their response to the question within their weekly discussion question response post within the D2L course shell. This will ensure both live and recorded lectures have a trackable engagement for attendance recording purposes.

Distance Education Attendance – Weekly Assignments

Weekly assignments (discussion posts, case studies, extended learning project related assignments, skills certificates) are the second component of the Distance Education programs. Students can make up assignments for grade purposes, but they cannot do an assignment in a later week and get credit for attendance of a prior week. It is critical for students to complete their assignments in the week they are assigned.

STUDENT ACADEMIC PARTICIPATIO/ACADEMIC ACTIVITY

Academic Participation and Substantive Interaction- Online Instruction

Students are required to participate in their courses in a regular, timely, and substantive manner. Regular, timely, and substantive academic participation includes the following elements:

1. Engaging in the assigned and background readings for each week including viewing of media, lecture, and/or PowerPoint presentations by the professor.
2. Participating in discussions and posting substantive comments in the class discussion areas in D2L. Simple agreement or disagreement with comments posted by others will not be considered substantive interaction. In order for a student's discussion comments to be considered substantive, there must be explanations of

agreement or disagreement and introduction of new ideas or personal experiences related to the subject matter.

3. Conducting independent research for any Case Study assignments, using the various UWLA online library databases as well as sites on the Internet bearing on the subject matter of the curriculum, which may include government and educational sites.
4. Preparing and completing assignments – communication with the professor for clarification of expectations and guidance.
5. Submitting assignments via D2L by the proper due date. Students may refer to the academic calendar or syllabus for specific due dates.
6. Incorporating professor feedback into subsequent assignments and assessments.
7. Attending and participating in discussions as well as online chats or conferences when applicable.

Should obstacles arise that might preclude active participation or substantive interaction, students must immediately communicate with their professors and/or advisors for guidance with respect to applicable University policies related to extensions, leave of absences, etc.

For purposes of determining the last date of such activity, UWLA uses the last date of activity that UWLA can readily document through attendance or its student services systems, D2L, i.e., posting of a discussion comment or submission of course work.

Copyright Protection Policy

Students are held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright protected materials such as computer programs, music, photographs or written materials and are expected to report violations if they become aware of them.

Academic Integrity Policy

UWLA regards academic integrity as vital to the success of its students and to the reputation of the University as an institution of higher learning. Students' academic experience is enriched when there is effective learning. Effective learning occurs when students conduct their own research and are the sole authors of their work. The assessment of that learning is undermined when the originality of students' work is questionable. The University therefore expects students to adhere to the highest standards of academic integrity in all their work.

The most common form of academic dishonesty is presentation of the work of another person as one's own and is referred to as "plagiarism." Plagiarism is a serious academic infraction that tarnishes everyone associated with the infraction.

Civil and criminal penalties may also apply where conduct violates U.S. copyright laws.

Plagiarism includes, but is not limited to:

1. Contract Cheating –Using another person, organization or artificial intelligence such as ChatGPT (or similar resources) to prepare/complete academic work on your behalf;
2. Copying and Pasting - Piecing together the work of other people/artificial intelligence such as ChatGPT (or similar resources) generated material, section by section or as a whole, and presenting such copied work as your own;
3. Direct Duplication - Manual or electronic copying of the work of another person, or artificial intelligence such as ChatGPT (or similar resources), including from an article, website, book, online repository or another student and presenting such copied work as your own;
4. Paraphrasing - Restating another person’s work or material created by artificial intelligence such as ChatGPT (or similar resources) with minor changes but maintaining the essence or meaning of the statement without properly citing the source;
5. Submitting or Facilitating the Submission of Prior Work- Submitting work previously submitted for assessment whether created by oneself or another student.

Facilitating academic dishonesty is also a violation of UWLA’s Academic Integrity Policy. It includes, but is not limited to:

1. Intentionally assisting another student to commit an act of academic dishonesty;
2. Attempting to assist another student to commit an act of academic dishonesty.

While facilitating academic dishonesty may not directly benefit the facilitator, it does assist another student in violation of the policy.

To Avoid Plagiarism:

1. Never represent the work of another person as your own. Use your own words in referring to the ideas or concepts of others, even when collaborating with other students.
2. When you do use the idea of another person, give credit to the author/source. For example, you may state: “Another point of view, as espoused by Sam Smith, is that ...

[Smith, 2000]”. Place words written by another person, up to two sentences in length, in quotation marks and properly cite the source.

3. Place words written by another person of more than two sentences in length separately from the text of your report by single spacing and indenting from both right and left margin (an offset quote), and properly cite the source.

4. Familiarize yourself with the course guidelines and the elements of a well-written paper. For questions or concerns regarding plagiarism, students are urged to contact their professor.

Procedure for Reporting and Resolving Charges of Plagiarism

Charges of plagiarism may be raised by anyone including but not limited to:

1. Professors
2. Administrators
3. Peers (other students or co-workers)

The following procedures apply when a student is suspected of plagiarism:

1. The relevant details shall first be presented to the course professor.
2. If the charge is deemed credible, the professor shall contact the student and request an explanation.
3. After communicating with the student, the professor may do any of the following:
 - Accept the student’s explanation and deem the matter closed
 - Direct the student to resubmit the assignment(s) in question
 - Assign a failing grade for the assignment(s) in question
 - Assign an appropriate final grade in the course
 - Impose any other appropriate educational/academic sanction
 - Refer the matter to the Dean or designee for appropriate sanctions, including but not limited to expulsion from the program and/or university and reporting of the event to any applicable accrediting or licensure boards.

4. A student may not avoid an academic integrity allegation or assigned sanction by dropping or withdrawing from a course.
5. UWLA reserves the right to review all current and previous coursework (whether graded or ungraded) of any student found to have engaged in plagiarism. Where plagiarism in prior coursework is confirmed, appropriate sanctions may be applied by the College Dean or the Dean's designee, including but not limited to expulsion from the program and/or university and reporting of the event to any applicable accrediting or licensure boards.

Right of Appeal

In cases where a penalty/sanction is applied, the student shall have the right of appeal as follows:

1. Any decision rendered by a professor may be appealed to the Dean of the School of Business within 5 business days of the decision. However, the student must first make reasonable effort to discuss and resolve the penalty/sanction with the Professor prior to appeal.
2. Any decision rendered by the Dean of the School of Business may be appealed to the campus President or designee within 5 business days of the decision.
3. In all cases, the decision of the President shall be final and not subject to any further appeals or other proceedings.

STUDENT SERVICES

UWLA Director of Student Services or Dean will supervise students accepted into the SOB Program. All new students will be required to meet with the Director of Student Services, Enrollment Department or Dean's office during orientation period or another time in their first term of attendance. Advising will take place through a combination of online meetings or face-to-face visits, telephone calls, and/or email communication. Students will have continual online and by-appointment access to the faculty and administration throughout their course of study.

In addition, an administrative assistant will provide any additional services, especially support for the efficient and effective handling of paperwork and student files.

Academic Advising

Mandatory Academic Counseling (MAC) is designed to help students who have trouble with a particular subject or with study skills in general. Participation in MAC will be required of students earning a course grade of D (1.00) or below with a cumulative GPA below 2.5. MAC students must confer with the Dean, Director of Student Services, or faculty member for academic counseling. Any student requiring additional assistance with course work should contact his/her instructor. UWLA also provides academic support options such as tutoring and peer assistance for students facing academic troubles.

Placement Services

Prior to graduation students may meet with the Director of Student Services of Career Services office for assistance with the following:

- Career Services
- Resume Review
- Job Postings
- Notice of Events

Placement assistance is one of the most important services offered by the University of West Los Angeles. Placement services are available for students and graduates.

Note: Schools are not permitted to make a guarantee of placement and therefore we do not. However, UWLA emphasizes placement efforts for each qualified graduate.

Job Classification

The School of Business Master's degree program prepares its graduate for their future in the job market. The following job classifications are identified by the United States Department of Labor's Standard Occupational Classification Codes (SOC).

The job classifications are as follows:

- SOC 11-1021 General and Operations Managers
- SOC 11-2011 Advertising and Promotions Managers
- SOC 11-3011 Administrative Services Managers
- SOC 11-9199 Managers, All Other
- SOC 13-1011 Agents and Business Managers of Artists, Performers, and Athletes
- SOC 13-2011 Accountants and Auditors
- SOC 25-1011 Business Teachers, Postsecondary

Student Housing

The University of West Los Angeles, School of Business does not assume responsibility for student housing, and does not have dormitory facilities under its control, nor offer student housing assistance. According to, www.rentals.com for Inglewood, CA, rental properties start at approximately \$900 per month.

Library

UWLA maintains libraries at each campus location. The LAX campus is located at 800 S. La Cienega Boulevard, Inglewood, CA 90301. The SFV campus is located at 21650 Oxnard St. 2nd Floor Woodland Hills, CA 91367 .

The University has an outstanding library for onsite research and for use as a study facility for students, faculty, and alumni.

On-Line Public Access Catalog, (OPAC) is the library's database to the collection. It provides students with easy electronic access to view the library's collection. Any student who has access to an electronic device that is capable of connecting to the Internet can access the library's OPAC. It is accessible via the university's website .

Library Cards

The UWLA identification card also serves as a library card. A student must present an identification/library card to access the library and to check out materials from the Reserve Collection.

Circulation

The Library's collection circulates inside the Library only and cannot be taken out. All materials in the collection may be used inside the Library. The Library features several computer workstations available for students and faculty to use. All computer workstations are attached to a network printer. Students can use the workstations to access D2L courses, email or Microsoft Office.

Online resources are available 24 hours a day, 7 days a week.

Students may use the library M-Th 1:30 p.m. – 9 p.m., Fri and Sat 9 a.m -5 p.m.

SOB ACADEMIC CALENDAR: 2024

DATE (S) IN 2024	DAYS	EVENT
January 1	Monday	New Year's Day
January 4	Thursday	New Student Orientation
January 5	Friday	Spring I Registration Deadline
January 8	Monday	Spring I Term Begins
January 15	Monday	Martin Luther King Day
February 19	Monday	President's Day
March 9	Saturday	Spring I Term Ends
March 10-17		Term Break
March 14	Thursday	New Student Orientation
March 15	Friday	Spring II Registration Deadline
March 18	Monday	Spring II Terms Begins
May 18	Saturday	Spring II Terms Ends
May 19 – May 26		Term Break
May 23	Thursday	New Student Orientation
May 24	Friday	Summer Registration Deadline
May 27	Monday	Memorial Day
May 28	Tuesday	Summer Terms Begins
June (TBD)		Commencement
July 4	Thursday	Independence Day
July 27	Saturday	Summer Term Ends
July 28- August 4		Term Break
August 1	Thursday	New Student Orientation
August 2	Friday	Fall I Registration Deadline
August 5	Monday	Fall I Term Begins
September 2	Monday	Labor Day
October 5	Saturday	Fall I Term Ends
October 14	Monday	Indigenous Peoples Day /Columbus Day
October 6 – October 20		Term Break
October 17	Thursday	New Student Orientation
October 18	Friday	Fall II Registration Deadline
October 21	Monday	Fall II Term Begins
November 11	Monday	Veterans Day
November 28	Thursday	Thanksgiving
December 21	Saturday	Fall II Term Ends

SOB ACADEMIC CALENDAR: 2025

DATE (S) IN 2025	DAYS	EVENT
January 1	Monday	New Year's Day
January 2	Thursday	New Student Orientation
January 3	Friday	Spring I Registration Deadline
January 6	Monday	Spring I Term Begins
January 20	Monday	Martin Luther King Day
February 17	Monday	President's Day
March 8	Saturday	Spring I Term Ends
March 9-16		Term Break
March 13	Thursday	New Student Orientation
March 14	Friday	Spring II Registration Deadline
March 17	Monday	Spring II Terms Begins
May 17	Saturday	Spring II Terms Ends
May 18 – May 25		Term Break
May 22	Thursday	New Student Orientation
May 23	Friday	Summer Registration Deadline
May 26	Monday	Memorial Day
May 27	Tuesday	Summer Terms Begins
June (TBD)		Commencement
July 4	Thursday	Independence Day
July 26	Saturday	Summer Term Ends
July 27 - August 3		Term Break
July 31	Thursday	New Student Orientation
August 1	Friday	Fall I Registration Deadline
August 4	Monday	Fall I Term Begins
September 1	Monday	Labor Day
October 4	Saturday	Fall I Term Ends
October 13	Monday	Indigenous Peoples Day /Columbus Day
October 5 – October 19		Term Break
October 16	Thursday	New Student Orientation
October 17	Friday	Fall II Registration Deadline
October 20	Monday	Fall II Term Begins
November 11	Tuesday	Veterans Day
November 27	Thursday	Thanksgiving
December 20	Saturday	Fall II Term Ends

ACADEMIC PROGRAMS- MASTERS OF SCIENCE DEGREE

Instruction and Degrees Offered

Masters of Science in Leadership, Management, and Technology

Prerequisite: A minimum of a Bachelors of Arts or Bachelors of Science degree from a college or university

Student Learning Experiences and Assessments

The School of Business Master's degree curriculum is designed to prepare students to evaluate, analyze, and strategically approach real world problems. Students devise appropriate recommendations, draw effective conclusions and outline execution and implementation processes to resolve or address specific obstacles and change events within an organization. The program is focused on providing useable workplace skills to allow students to add immediate value and learn directly from professors who in many instances are industry experts. To facilitate achievement of this objective, the learning experiences the student will encounter are designed to challenge and develop high level critical thinking skills required in today's competitive workplace. During the course of the program, instructors may elect to utilize the following types of learning methodologies in order to facilitate the best learning pedagogies and properly assess the students and the program:

Case Studies (CS)

The case study is a written description of a real-world problem or situation. The intent of the case study is to place the student in a position that will require research, analysis, synthesis, and evaluation of information as well as critical thought and analysis about a particular issue, problem or obstacle or change event. Students will be asked to differentiate pertinent factors or information from extraneous ones, disaggregate that information, and develop sound rationales to make informed recommendations or action plans based on data presented in the case. This aspect of the learning experience provides an opportunity for students to improve their ability to think and reason critically and rigorously and sharpen problem-solving skills. Case studies are submitted weekly per the instructor's direction and instruction.

Class Discussions (CD)

Class discussions are open ended, thought provoking questions designed to provide students with the opportunity to analyze real world issues, problems, obstacles, change events, etc., in the workplace among themselves with instructor facilitation. Class discussions are designed to provide students with synchronous as well as asynchronous discussion opportunities. Class discussions offer students the opportunity to engage in robust discourse with each other and apply critical

analysis and critical thought techniques and approaches to various discussion prompts, ideas, and concepts as well as course materials. Students are expected to engage and post comments, questions or insights at least TWO times per week responding to the initial question posed and also responding to a classmate's post.

Presentation/Project (P)

The Presentation or Project is designed specific to each course at the instructor's discretion for students to apply course materials and discussion points relative to the examination, synthesis, evaluation or analysis of an issue, problem, obstacle, or change event. It may be a presentation or a different demonstration of the ways in which an individual student has met the Program's learning outcomes.

Examinations (E)

Many classes will require a regular, mid-term or final examinations to test the understanding and comprehension of the class material and concepts.

Students will be responsible for proper study, testing, and the integrity of the examination. Students will be made aware of the weight of the examinations prior to the exam and will be able to measure their grasp of the course via these examinations.

ACADEMIC PROGRAM MEASUREMENT – CREDIT HOURS

Calculations of credit hours in an online course is based on the consideration of the following activities:

1. The run time for required weekly course lectures are calculated on a 1:1 ratio to seat time.
2. To account for additional time spent working in the course shell, additional time spent in the course shell, the number of screens viewed in the course of online instruction. The average time spent on a "screen" is generally calculated as being between 3-5 minutes per screen.
3. The run time for required media assets assignments calculated on a 1:1 ration seat time. Rune time may be factored to account for expected multiple viewings of the asset for review and reinforcement of the material. Assets may include:
 - Self-playing videos or animations, or
 - Audio podcasts and recordings
4. Links to external learning assets – calculated as an average of the time required to consumer content such as by:
 - Reading an article
 - Watching a self-paced instructional video

- Playing an instructional game
- 5. Assignments – the instructor expectation of the time spent in online instructional assignments and activities such as:
 - Postings to group discussion site/bulletin boards
 - Online group project work
 - Use of class social media sites for group discussion/participation
 - Student-teacher interaction
- 6. Additional D2L online engagement as mandated by the professor

Therefore, students will receive three (3) semester units of credit for each courser completed. Students are awarded 3 semester credits after 9 weeks. TO ensure students are properly adhering to the current guidelines, UWLA requires asynchronous online live instruction via Zoom once a week for 1 hour per meeting. The 1 hour of asynchronous (recorded) online instruction via Zoom and all other course interactions for a total of 14 hours per week *(readings, discussions, media, research, assignments) will, after 9 weeks under this schedule, earn students 3 semester credits for this course.

FULL TIME STUDENTS

In the UWLA Master's program, a full-time student is defined as any student who takes a minimum of 18 units in a calendar year. Students must take a minimum of 3 required units and a maximum of 6 units each term and must attend each offered 9-week term to be considered full time. For financial Aid purposes, students in the master's program are considered full-time with 3 units per term and 6 units for every two consecutive terms for a total of six units every 18 weeks.

STUDENT TO TEACHER RATIOS

In an effort to afford students the most personalized academic experience and individualized attention and support, UWLA prides itself on the goal of maintaining student to teacher ratio, which in most instances will not to exceed 1:25 per course per instructor.

STUDENT RIGHTS

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

Students' Right to Cancel

Students have the right to cancel the enrollment agreement and receive a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation is effective on the date the written notice of cancellation is sent or hand delivered to the Registrar: 9800 S. La Cienega Blvd., 12th Floor, Inglewood, CA 90301. Students may also email their request to cancel to the Registrar at **registrar@uwla.edu**. Refunds will be paid within 45 days of cancellation unless the cancellation occurs after the student has either received class materials, attended the first class session or it has been seven days after enrollment, but prior to those events, in such cases, the institution shall make the refund of all charges within 45 days.

- Cancellation may be by mail, email or by hand delivery and must occur prior to the receipt of the first lesson and materials, which will occur within seven days after UWLA admits a student for admission.
- The written notice of cancellation, if sent by mail, is effective on the date when it is deposited in U.S. regular mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the agreement.
- Send correspondence to the address below:

University of West Los Angeles- UWLA
9800 S. La Cienega Blvd., 12th Floor,
Inglewood, CA 90301.

Attention: School of Business

Refunds will be paid within 30 days of cancellation unless the cancellation occurs after the institution has student has either received class materials, attended the first class session or it has been seven days after enrollment, but prior to those events, in such cases, the institution shall make the refund within 30 days after your return of materials.

INSTITUTIONAL CANCELLATION, WITHDRAWAL AND REFUND POLICIES

STUDENT'S RIGHT TO CANCEL

Students have the right to cancel the enrollment agreement and receive a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation is effective on the date the written notice of cancellation is sent or hand delivered to the Registrar: 9800 S. La Cienega Blvd., 12th Floor, Inglewood, CA 90301. Students may also email their request to cancel to the Registrar at **registrar@uwla.edu**. Refunds will be paid within 30 days of cancellation unless the cancellation occurs after the student has either received class materials, attended the first class session or it has been seven days after enrollment, but prior to those

events, in such cases, the institution shall make the refund of all charges paid within 30 days.

- Cancellation may be by mail, email or by hand delivery and must occur prior to the receipt of the first lesson and materials, which will occur within seven days after UWLA admits a student for admission.
- The written notice of cancellation, if sent by mail, is effective on the date when it is deposited in U.S. regular mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the agreement.
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Attention: School of Business

Refunds will be paid within 45 days of cancellation unless the cancellation occurs after the institution has student has either received class materials, attended the first class session or it has been seven days after enrollment, but prior to those events, in such cases, the institution shall make the refund within 45 days after your return of materials.

INSTITUTIONAL WITHDRAWAL & REFUND POLICY

A student may withdraw from the school at any time and receive a pro rata refund so long as you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a

registration fee not to exceed \$250.00, within 45 days of withdrawal. This is only applicable in the current term but not a prior term.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student must provide a written notice to the UWLA Registrar of his/her withdrawal or as of the date of the withdrawal, whichever is later.
- UWLA terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the SOB;

failure to meet financial obligations to UWLA; and/or for cause determined within UWLA's sole discretion.

- The student fails to return from an authorized leave of absence.
- **OFFICIAL ENROLLMENT:** Official enrollment in a class requires registration with the Registrar prior to the first class meeting. Faculty is not authorized to allow non-registered students to attend class or to receive grades beyond the third class session.
- **ATTENDANCE:** Refer to the attendance policy in the catalog herein

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fee, minus the non-refundable application fee divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days are based on a five-day week, which does not include Saturday or Sunday, or any holiday defined within this catalog.

For programs beyond the current "payment period," a payment period is defined as an academic term. If you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student

For the purpose of determining the amount of the refund, the date of the student's withdrawal or dismissal shall be deemed the last date of recorded attendance/participation. A change of status form along with a fee of \$45 must accompany the request to voluntarily withdraw from the University. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

Mandated Holidays (Refunds)

- January 1st, known as "New Year's Day."
- January 15th, known as "Dr. Martin Luther King, Jr. Day."
- February 19th, known as "Presidents Day."
- March 31st, known as "Cesar Chavez Day."
- March 29th, known as "Good Friday."
- May 27th, known as "Memorial Day."
- July 4th, known as "Independence Day."
- September 2nd, known as "Labor Day."

- September 9th, known as “Admission Day.”
- September 27th, known as “Native American Day.”
- October 14th, known as “Indigenous Peoples’ Day.”
- November 11th, known as “Veterans Day.”
- December 25th, known as “Christmas Day.”

CURRICULAR PRACTICAL TRAINING (CPT)

Curricular Practical Training is a type of off-campus work permission for F-1 international students who are currently pursuing study programs in the United States and want to gain experience in their fields of study. CPT is not required. CPT is an academic experience and is required to be taken with the CPT Seminar course.

(i) *Curricular practical training.* An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.

Additional details on CPT policy can be found at the end of this catalog.

GRADING SYSTEM AND ACADEMIC POLICIES

Students are graded on their class discussions, case studies, projects, and examinations as set forth in the syllabus for each course. Upon completion of the course, students are awarded a letter grade, which correlates to the four-point grading system, as follows:

A	4.00	Outstanding
A-	3.70	
B+	3.30	
B	3.00	Above average
B-	2.70	
C+	2.30	
C	2.00	Average
C-	1.70*	
D+	1.30*	
D	1.00*	Below average

D- 0.70*
F- 0.00* Failure
"I"- Incomplete
"U"- Unofficial Withdrawal
"TC"- Transfer Credit
"W"- Withdrawal
"IP"- In Progress

* Refer to Satisfactory Academic Progress, (SAP) guideline section of this catalog.

Students receive a course grade for each subject taken in the program, according to the above scale. Term and cumulative grade point averages (GPA) are calculated at the end of each term and appear together with course grades on the student's transcript.

GRADING ERRORS

A student claiming that an assignment or a course grade was the product of clerical, recording, or computational error in the calculation of the grade should, within two weeks after the grades are released, inform the instructor and request that the matter be investigated. If the matter is not resolved to the student's satisfaction, the student may petition the Dean of the School of Business for relief. This petition must be filed within one week after the School of Business has notified the student of the results of the investigation.

UNFAIRNESS OR DEPARTURE FROM ESTABLISHED GRADING POLICY

A student claiming that an examination grade or a course grade was the product of unfairness or was a departure from established grading policy may, within two weeks after the grades are released, petition the Dean of the School of Business for relief.

The student is strongly encouraged to meet with the relevant instructor in order to discuss the basis of the grade prior to petitioning the Dean. The instructor cannot change the grade. If the student did not meet with the instructor, the student must state in the petition the reason(s) such a meeting did not take place.

In any event, the petitioning student must present clear and convincing factual evidence supporting the claim that a grade was unfair or was a departure from established grading policy.

If the student fails to state a proper basis for the petition, fails to present clear and convincing factual evidence to support the petition, or fails to act timely, the Dean may deny the petition summarily.

However, if the student satisfies the procedural and substantive requirements of the petition process, the Dean may request a statement from the instructor involved. The Dean may also request other information the Dean deems appropriate. The Dean will notify the student in writing of the outcome. The Academic Council's decision on the student's petition is final.

COURSE REPETITION POLICY

A student who receives a grade of 'D' (1.00) or above in a course will receive academic credit. A student is neither permitted nor required to repeat that particular course.

A student who receives below a 'D' (1.00) in any course will not receive academic credit for that course; however, students are allowed to repeat that particular course for a higher grade. A course cannot be repeated more than once. A student who has received below 1.00 in a course is required to adhere to the Mandatory Academic Counseling outlined in this catalog. The transcript will reflect the higher grade and the repeated course will receive an asterisk (*) next to the course to denote the repetition of the course. If a student receives a grade below 1.00 in any two courses during the program will be Academically Dismissed and must petition to reenter the program. If the student did not receive an "F" (0.0), students will have a one-time opportunity to file a petition for special action to receive academic credit for the course but will keep the grade as was given and it will be applied to the cumulative GPA. Students will still be required to attend "MAC."

If a student is required to retake a course, the new grade will be used in the GPA computation and the previously earned lower grade will not be used. The transcript will reflect the higher grade and the repeated course will receive an asterisk (*) next to the course to denote the repetition of the course.

A cumulative GPA of 2.5 or above is considered good standing. The first term in which a student who maintains a GPA below 2.5 will be on Academic Probation and must follow the guidelines for Mandatory Academic Counseling. A student who retains a cumulative GPA below 2.5 for any two terms will be eligible for Academic Dismissal and must petition to continue the program.

Requests to repeat courses for reasons other than those listed above must be approved, via written petition, by the Dean, prior to a student being eligible to enroll in the desired course.

Satisfactory Academic Progress (SAP)

The University of West Los Angeles (UWLA) students must be making satisfactory academic progress toward a degree. Federal regulations require Title IV, HEA recipients to maintain satisfactory academic progress. To obtain and retain federal

financial aid assistance, UWLA students must maintain satisfactory progress according to the guidelines herein and complete all degree requirements in a timely manner. All students will be evaluated for Satisfactory Academic Progress (SAP) at the end of each semester or term.

The Registrar will review a student's cumulative grade point average (GPA) and pace, which is the ratio the total of earned credits vs. attempted credits.

Satisfactory Academic Progress Policy 34 CFR 668.34 SAP Policy required elements:

- The policy is at least as strict as the policy the institution applies to a student who is not receiving assistance under the Title IV, HEA programs.
- The policy provides for consistent application of standards to all students within categories of students, e.g., fulltime, part-time, undergraduate, and graduate students, and educational programs established by the institution – language to be used later in narrative.
- GPA or other comparable assessment measured against a norm.
- The pace at which a student must progress to complete the program within the maximum timeframe.
- Process for Incompletes, Withdrawals, Repetitions, and transfer of credit from other schools.
- Frequency of SAP evaluation.
- SAP Warning (applicable only if school's policy places student on Financial Aid Warning).
- SAP Probation (applicable only if school's policy places student on Financial Aid Probation).
- SAP Appeal (applicable only if school's policy places student on Financial Aid Probation. Student must appeal before probation granted.).
- Process for Schools that evaluate SAP at the end of each payment period.
- Process for Schools that evaluate SAP annually or less frequently than the end of each payment period.

University of West Los Angeles (UWLA) Academic Satisfactory Academic Progress

Quantitative - School of Business BS/MS and School of Law JD

The maximum time in which a student is expected to finish a program is defined as 150% of the program length. All students must pass at least 67% of all credit hours attempted. Accepted transfer credits are included in the pace calculations. Students who fall below standards for SAP will be notified and issued a warning status. If they fall below after receiving warning, the student will be required to meet with the Dean or his/her designee to create an acceptable academic plan that will ensure student is able to meet SAP standards by a specific time frame.

Qualitative - School of Business BS/MS

Qualitative - School of Business BS/MS In order to ensure students complete the Program within the prescribed time, all courses in which a student fails to earn a grade of “**D**” or higher for the MS program and a “**D-**” or higher for the BS program, **may be repeated** and in compliance with course requirements and the satisfactory academic policy in order to graduate. If a student repeats a course, only one course will apply toward the completed credit count.

If a higher grade is earned in the repeated course, it will be used to compute the Cumulative Grade Point Average (CGPA). Repeated courses will be included in the calculation for credits earned/attempted for satisfactory academic progress. All repeated final grades reflected on the official transcript are designated with an asterisk (*). All students are required to maintain a cumulative grade point average of 2.0 (BS) or 2.5 (MS) on a 4.00 scale at the completion of each semester or term.

Course Repetition Policy

A student who receives a grade of ‘**D**’ or above or ‘**P**’ in a course **will receive academic credit for the course and is not required (or permitted) to repeat that course.** (A student who receives an ‘**F**’ or ‘**NP**’ in any course will receive no academic credit for that course.)

A student who receives an ‘**F**’ or ‘**NP**’ in a required course and who remains in good standing despite the failing grade must repeat the course at such time as it is next offered. (If the student is not in good standing, the student will be academically dismissed.) The student will be required to re-register, pay tuition, and regularly attend the course. Upon completion of the course, the new grade will be used in the GPA computation and the previously earned fail will not be used (although both grades remain on the transcript).

A student who receives a grade of ‘**F**’ or ‘**NP**’ in an elective course and who remains in good standing despite the failing grade is not required to repeat the course. The student may choose to repeat the course or take another elective to meet graduation requirements. The student will be required to re-register, pay tuition, and regularly attend the course. Upon completion of the course, both the new grade and the previously earned fail will appear on the transcript and be used in the computation of the student’s G.P.A. Requests to repeat courses for reasons other than those listed above must be approved, via written petition, by the Academic Council, prior to a student being eligible to enroll in the desired course.

University of West Los Angeles (UWLA) Financial Aid Satisfactory Academic Progress

To be eligible for federal financial aid, Title IV, HEA funds at UWLA, a student must be making satisfactory academic progress toward a degree or certificate. In order to maintain eligibility for funds, students must maintain both quantitative (number of credit hours), and qualitative (cumulative grade point average) standings, and pace to completion. The satisfactory academic progress policy is consistently applied to all students (full-time, part-time, undergraduate, and graduate).

Financial Aid Satisfactory Academic Progress is defined as:

Maintaining a 2.0 semester and Cumulative Grade Point Average (CGPA) or higher (a qualitative measure). Maintain a 2.5 or higher for the MS programs.
 Successfully completing at least 67% of the course load (credit hours) taken in a semester, term, or payment period (a quantitative measure). Successful completion of a class or course is defined as earning a grade of A, B, C, D, or P. Unsuccessful grades are W, F, I, or NP.
 Completion of a program of study within 150% of the average published program length.

When is Academic Progress Evaluated?	A student's satisfactory academic progress is evaluated at the end of each semester or term (i.e., fall, spring, summer semesters, term, or payment period).
GPA Requirements	All students must maintain a cumulative GPA of 2.0 (2.5 Master's program) or higher. Failure to meet this requirement will result in a Financial Aid Warning notice to be issued in writing. If a student who was on probation status fails to meet quantitative and qualitative standards after two terms with associated notifications, the student will be deemed ineligible for financial aid until a 2.0 (2.5 Master's program) cumulative GPA is achieved.

Program Completion Requirements Complete Withdrawal: Automatic Ineligibility Program Completion Timeframe	A minimum of 67% of the credit hours taken must be earned. All students are required to maintain a cumulative grade point average of 2.0 (2.5 Master's program) (BS) or 2.5 (MS) on a 4.00 scale at the completion of each semester or term. If during a semester a student completely withdraws from the university or receives grades of all W's F's, or all incompletes, he or she will be placed in automatic financial aid ineligible status. To re-establish eligibility, the student must enroll, and successfully complete the required credits for the semester and a cumulative GPA of 2.0 (2.5 Master's program) or better at his or her own expense. Students cannot receive financial assistance for periods of enrollment beyond 150% of the average published program length (to be measured by all UWLA credit hours attempted vs. completed), including any transfer work.
	If you cannot complete the program within the maximum timeframe, you will no longer be eligible to receive financial assistance.

Financial Aid Notices	Failure to meet any of the Financial Aid Satisfactory Academic Progress (SAP) standards will result in one of the following notices being issued. Please remember that all periods of enrollment must be measured, including ones where the student may not have received financial aid.
Financial Aid Warning	The status UWLA assigns Financial Aid Warning to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one term and may do so without a student appeal.
Financial Aid Probation	The status UWLA assigns a Financial Aid Probation to a student who is failing to make satisfactory academic progress and has successfully appealed. Eligibility for aid may be reinstated for one term.
Financial Aid Ineligible	The status UWLA assigns to a student that has failed the FA Warning period and has not appealed their status to be Financial Aid Ineligible. This means the student is ineligible for Title IV program funds.
Automatic Ineligibility for Title IV, HEA programs	At the end of each semester, a review will be made to determine if a student completely withdraws, and receives grades of all W's, F's, or all I's (e.g., Incompletes). These students will be automatically deemed ineligible and will be given a written notice. A student placed in ineligible status may not receive further financial assistance until he or she meets the minimum standards under the Financial Aid Satisfactory Academic Progress Policy. A student who has been deemed ineligible has the right to submit an appeal. Please reference the appeals section below for more information.
How to Reestablish Eligibility for Title IV, HEA programs	Students must enroll, and successfully complete the required credits for the semester and a cumulative GPA of 2.0 (2.5 Master's program), or better at his or her own expense.

	Once the required hours have been completed, and the student has a cumulative GPA of 2.0 (2.5 Master's program) or higher, the ineligibility can be removed. Please contact the Registrar to request a review of the course work.
Financial Aid Appeals	A student may appeal a determination of being ineligible for financial aid by sending an appeal to the Director of Student Financial Services at the university administrative offices. The appeal should set forth in detail what, if any, extenuating circumstances occurred that caused the student the inability to meet SAP and what has changed so that student may now meet SAP. If there are mitigating circumstances (i.e. serious illness, death in the family or similar extraordinary circumstances), eligibility may be reinstated for one additional payment period. The appeal will then be given to the Director of Student Financial Services who will review the student's financial aid file and evaluate the student's written comments. The Director of Student Financial Services may also request information from the Academic Council and/or may question the student or request additional information. The FA appeal must be submitted in writing via email to: dcarrillo@uwla.edu or by mail: Attention: Financial Services Department, UWLA, 9800 S. La Cienega Blvd, 12th Floor, Inglewood, CA 90301. If the Director of Student Financial Services denies the appeal, the student will be notified, and the Probation status will stand. If the Director of Student Financial Services approves the appeal, the Probation status may be cleared. Once the appeal is resolved and if any action is required, the Director of Student Financial Services will notify the student of its outcome and whether appeal was approved or denied.

SATISFACTORY ACADEMIC PROGRESS CHART

Program	Semesters/Term	Cumulative GPA	Pace (attempted vs. completed)	
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J.D. Program	1	2.0	67% of credit hours attempted
	2	2.0	67% of credit hours attempted
Bachelor's Degree	Module 1 & 2	2.0	67% of credit hours attempted
Master's Degree	Module 1 & 2	2.5	67% of credit hours attempted

Regaining Eligibility Status

Any student who has exceeded the maximum timeframe and loses eligibility or status based on earning an unsatisfactory grade point average (GPA) may petition to regain status or eligibility via the Petition for Special Action form. Student may state the extenuating circumstances or changes that caused the delay in progress and the Petition will be reviewed and a decision will be made within two (2) weeks of submission. If the petition is approved, students will be placed on Probationary status and must meet with the Dean or Associate Dean of their program and prepare an Academic Progress Plan or Course Schedule to ensure satisfactory progress until program completion.

Academic Warning

A student whose cumulative grade point average (GPA) is less than a 2.00 for the JD program, a 2.00 for the BS program, and a 2.50 for the MS program after the most recent semester is not making Satisfactory Academic Progress (SAP), will be placed on Academic Warning and is subject to dismissal. A student will also be placed on Academic Warning when he/she re-enrolls in UWLA's School of Law or School of Business program of study after being Academically Dismissed. Students under Academic Warning will be placed on a Student Academic Improvement Plan (SAIP) for the following term/semester. A student may be on Academic Warning for only one semester. If at the end of the next semester of being on Academic Warning, a student fails to achieve the required semester and cumulative GPA, a student will be placed on Academic Probation and is subject to dismissal.

Financial Aid Warning

A student whose cumulative grade point average (GPA) is less than a 2.00 for the JD program, a 2.00 for the BS program, and a 2.50 for the MS program, after the most recent semester is not making Satisfactory Academic Progress (SAP), will be placed on Financial Aid Warning and is subject to dismissal. A student will also be placed on Financial Aid Warning when he/she re-enrolls in a UWLA program of study after being Academically Dismissed. Students under Financial Aid Warning will be placed on a Student Academic Improvement Plan (SAIP) (*see attached*) for the following

semester/term. A student may be on Academic Warning for only one semester/term.

Assuming that all other components of SAP are satisfied, students with a Financial Aid Warning status are considered eligible for financial aid. If at the end of the next semester of being on Financial Aid Warning a student whose cumulative grade point average (GPA) is less than a 2.00 for the JD program, a 2.00 for the BS program, and a 2.50 for the MS program will lose further federal financial aid eligibility.

Financial Aid Probation

Student must appeal to regain Financial Aid eligibility for a second payment period. If appeal is granted, a student will be put on Financial Aid Probation and may retain financial aid eligibility for one additional payment period by complying with that student's SAIP. If at the end of the payment period while on Financial Aid Probation, should the minimum SAP requirement not be achieved (or at the midpoint of the Program), the student loses further financial aid eligibility and may be subject to dismissal.

GOOD ACADEMIC STANDING

A student is in good academic standing if the student has fewer than two failing grades and maintains the minimum cumulative grade point average (GPA) of 2.50. All such students are in good academic standing unless they are dismissed or are placed on academic probation or otherwise subject to disciplinary action.

Academic Warning, Probation, and Disqualification

Students are expected to remain actively engaged in their academic work and maintain the following minimum grade point averages.

Students are expected to maintain a minimum cumulative GPA of 2.50 for all Master's level coursework applying toward the degree.

Academic progress will be measured and evaluated after each term.

Students who receive failing grades or who fail to maintain the required grade point average for their respective degree programs will receive formal notice of an academic warning via email from the Office of the Registrar. The notice will identify the requirements to be met by the student in order to be removed from warning status.

The requirements may include repeating failed courses and/or raising the cumulative GPA above the minimum required for graduation from the program. A copy of the notice will become part of the student's permanent file.

The performance of a student on academic warning will be reviewed every term. When the academic performance requirements have been met, the student may be removed from academic warning. A formal notice will be sent to the student via e-mail from the Office of the Registrar. A copy of this notice will become part of the student's permanent file.

Students with multiple failed grades or two terms below a 2.5 GPA will be subject to academic disqualification. Approval of academic disqualification will be based on factors including, but not limited to, the number of failed grades, the student's overall past academic performance, the level and length of academic deficiency, and the student's probability of achieving satisfactory academic standing within a reasonable time frame consistent with the University policy on the maximum timeframe for completion of a degree. Notice of academic disqualification will be sent to the student by the Office of the Registrar and will become part of the student's permanent record.

Academically disqualified students may submit a one-time request (petition) for reconsideration and readmission to the Office of the Dean. The Dean or designee will render a decision on the request within 7-10 business days. Approval of readmission does not guarantee financial aid eligibility.

Students, regardless of cumulative GPA, are placed on academic warning for the following academic session of enrollment if they have a course grade below 1.70. Students will be notified via email of the warning.

Students are placed on academic probation when their GPA falls below the acceptable minimum standard of a cumulative 2.50 GPA.

Students are dismissed from SOB if they are placed on probation for two (2) terms and do not raise their GPA to the acceptable minimum standard of a cumulative 2.50. Students may appeal a dismissal, via petition, to the Academic Standing Committee. This appeal must be submitted to the SOB Office by 12:00 p.m. by the Monday of the second week of classes following the subsequent academic session.

The Academic Council must meet within 10 days and may choose to:

- Uphold dismissal,
- Suspend the student for a minimum of one session with or without expectations to be met during their absence,
- Place a student on a third academic probation, or
- Rescind academic probation.

Students who receive an academic suspension or probation will be placed on a Mandatory Academic Counseling (**MAC**) contract upon return for the next session of enrollment. During sessions of academic suspension, the student will be considered a non-enrolled student. This status permits to campus facilities, counseling services, and academic tutorials. Non-enrolled students are not allowed to audit classes without written approval from the Dean. Upon notification of dismissal, the student may no longer take courses but may make a written appeal on the decision of dismissal by the Academic Standing Committee to the Dean.

DEGREE CONFERRAL

Students may complete the program at the end of a summer, fall, or spring term. Degrees are awarded at the end of each semester or term; diplomas are issued after the commencement ceremony.

EXTENSIONS AND INCOMPLETE GRADES

It is the mission of UWLA to support students towards the successful completion of their academic programs. Students who pursue an uninterrupted course of study have the highest probability for graduation. Those students also tend to be the best performers within their course of study and receive the maximum benefits from their learning experiences. UWLA also realizes that adult learners face real-life challenges that often require temporary breaks in enrollment or interruption of their program of study.

Grades of Incomplete may be assigned when circumstances prevent students from completing and receiving a passing grade for a course. The assignment of a grade of Incomplete is not a student's "right." It is a courtesy. The request for a grade of Incomplete must be submitted in writing to the Dean's Office for each specific course prior to the published deadline.

The request will not be approved without satisfactory completion of 66.7% (6 weeks) of the course. If approved, the 'Incomplete' grade will be assigned with an extension of one (1) to twenty-one (21) days.

If the student fails to complete the course by the deadline, the 'Incomplete' grade is changed to an F (or the appropriate letter grade based on the course work submitted to date).

Students should note that any approved extension does not alter the financial obligations a student may have with the University. Students must also comply with all tuition assistance and financial aid requirements.

If a student requests a grade of 'Incomplete' and extension for the last course in the degree program, the student will be reported as "withdrawn" to ensure the student enters the grace period/repayment timely in compliance with federal regulations. If

the student completes the course with a passing grade, the student's status will be updated from "Withdrawn" to "Graduate".

The last date to submit a request for an Extension or Incomplete:

Students have until 3 p.m. PST the Friday of the 6th week of class to request an Extension or Incomplete.

LEAVE OF ABSENCE POLICY

The SOB Master's program is designed as a series of uninterrupted courses. Students with extenuating circumstances may be granted a leave of absence (LOA), at the discretion of the Dean. Extenuating circumstances include but are not limited to the following:

Serious illness or injury.

Maternity leave (this includes an adoption of child).

Activation for military or reserve service.

Emergency health care situations involving self or immediate family member (spouse, children, parents).

Bereavement (spouse, children, parents).

The total amount of the leave may not exceed 180 days in a 12-month period and students must return within that timeframe on an established start date as outlined in the most current version of the University catalog. If the student does not return within the timeframe, the student will be withdrawn.

A request for a leave of absence must be made in writing and signed by the student. The Dean will notify the student in writing within 5 business days of the result. If a leave of absence is approved, the student will be granted a leave of absence not to exceed 180 days within a 12-month period.

ACADEMIC WITHDRAWAL AND DISMISSAL POLICIES

Students who wish to withdraw from the University from an ongoing term or a course after the published drop deadline must submit a request in writing to the Office of the Registrar. If approved after review, the student will be deemed as officially withdrawn with a grade of 'W' assigned for the course(s) in an ongoing session. Such request can only be made prior to the official ending date of the

session and will not be considered retroactively. Students requesting to withdraw will be responsible for all applicable tuition and fees.

Unofficial Withdrawal

Should students cease attending courses without officially informing the Administration, such a cessation of active and regular participation, renders students “unofficially withdrawn.” The grade reflected on the student transcript will be a “U.”

Students receiving financial assistance are urged to consult with the Financial Services Office regarding approved breaks in enrollment and requirements for course completion.

ADMINISTRATIVE DISMISSAL

An administrative dismissal is an action that the University takes that results in the student’s withdrawal from the University. Administrative dismissals may occur when a student has not:

Residential

- Attended his/her class within the first seven (7) days of the course
- Complied with the University’s Student Code of Conduct

Distance Learning

- Participated in his/her online coursework within the first seven (7) days of the course.
- Actively participated in his/her online coursework within 7 days from the last date of recorded attendance/participation as indicated by the Desire 2 Learn platform.
- Complied with the University’s Student Code of Conduct

READMISSION AND REINSTATEMENT

Students wishing to resume their studies at UWLA following an absence of less than six (6) months may be reinstated upon request under the same academic status, provided that the student was in good standing (meeting GPA requirements) at the time the absence began. No formal application process is required; however, students must inform the University and provide the Office of the Dean or the Dean’s designee all official transcripts of any academic credit earned or attempted at other institutions during their absence. Academically disqualified students are not eligible for reinstatement.

ACADEMICALLY DISQUALIFIED STUDENTS

Academically disqualified students may apply for admission to UWLA on a one-time basis after one year from the time of disqualification. Students are required to complete the admission process and provide all official transcripts of any academic credit earned or attempted at other institutions since disqualification.

STUDENTS WITH UNAPPROVED ABSENCES EXCEEDING ONE YEAR

Any student seeking to return to UWLA after an unapproved absence exceeding one year may seek readmission by completing the admission process, including a new application. Students must inform the University and provide the Office of the Registrar all official transcripts of any academic credit earned or attempted at other institutions during their absence.

Readmission to UWLA will be determined by the Dean or the Dean's designee based on student status when leaving the institution including GPA, number of courses remaining, academic warning status, etc. Notice of readmission will be issued by the Registrar to the student.

READMISSION OF SERVICE MEMBER

To minimize the disruption to the lives of persons performing service in the uniformed services, allowing a student to return to the institution without penalty for having left because of such service, UWLA will promptly readmit service members with the same academic status. Student Agreements for military students with breaks in attendance of five years or fewer will not be invalidated, and a student's activity will not be exclusively defined by taking courses with the home college.

- There will be no fee for students wishing to be readmitted. Students who reenter must provide any updated transcript information from all other institutions attended during the time of deferment or break in enrollment from UWLA (including CLEP, JST, etc.).
- A service member will be promptly readmitted (in the next available session following student notification of intent to reenroll) with the same academic status prior to going into a deferred status.
- A service member will be entitled to rights and benefits he/she had prior to going into a deferred status.
- A service member will be readmitted to the same program unless the service member requests or agrees to admission to another program (if the program is no

longer offered, the service member will be readmitted to the program that is most similar).

- A service member will be readmitted with the same tuition charges as when the service member left unless the service member's military benefits will pay increases, if any, but never more than the institution is charging other students.
- If a service member is not prepared to resume the program where the service member left off or is unable to complete the program, the institution must make reasonable efforts* (at no additional cost to the service member) to help the service member become prepared, or to enable the service member to complete the program including, but not limited to, providing refresher courses.
- A service member must meet the following criteria to be eligible for readmission:
 - Provide notice of absence for service (cumulative length of absences may not exceed five years); and
 - Provide notice of intent to return to UWLA.

*Reasonable efforts are actions that do not place an undue hardship on the institution. An undue hardship exists if an action requires significant difficulty or expense when considered in light of the overall financial resources of the institution and the impact otherwise of such action on the operation of the institution.

WITHDRAWN STUDENTS

Students officially withdrawn from the University who wish to return to UWLA may seek readmission by completing the Admission process including a new application. Students must inform the University and provide the Office of the Registrar all official transcripts of any academic credit earned or attempted at other institutions while withdrawn. Students readmitted after withdrawal will be subject to the most current program requirements.

DENIAL OF READMISSION

If UWLA determines that there are no reasonable efforts to be taken to prepare the service member to resume at the point where the service member left off, or to enable the service member to complete the program, readmission may be denied.

TERMINATION OF READMISSION ELIGIBILITY

A service member's eligibility for readmission terminates upon the occurrence of:

- A dishonorable or bad conduct discharge.

- A dismissal of a commissioned officer permitted under section 1161(a) of Title 10 USC by sentence of a general court martial, in commutation of a sentence of a general court-martial, or, in time of war, by order of the President.
- A dropping of a commissioned officer from the rolls pursuant to section 1161(b), Title 10 USC
- Absence without authority for at least three months, separation by reason of a sentence to confinement adjudged by a court-martial, or a sentence to confinement in a federal or state penitentiary or correctional institution.

ADDING/DROPPING COURSES

The University understands that students want to graduate in the least amount of time possible. In order to achieve that objective, students will often “double up” on their courses to expedite this process. Unfortunately, the University does not normally permit students to add additional courses unless special circumstances exist, and petition is approved. The dates for the last day to drop a class with a refund and withdraw from a class without academic penalty are prior to the courses second course meeting of the current term. A student may not drop or withdraw from a course after the deadlines set by the University without the permission of the University Dean.

Students who withdraw from a course before the deadline to drop without academic penalty will have a grade of “W” recorded on their academic record. Students who stop “attending” class after the last day to withdraw without academic penalty will receive a grade of “F,” except under mitigating circumstances. The student must document the mitigating circumstances and receive approval of the University Dean.

EARLY ALERT POLICY

School of Business Professors must maintain sound scholastic standards and must as soon as possible, identify and communicate an early alert for those students who appear to lack the capability to satisfactorily complete the course. First, this communication must occur from the Professor to the student and if they cannot come to terms to resolve the apparent incapacity, the Professor must communicate to the University Administration for further resolution.

ACADEMIC HONORS

Dean's List

At the completion of each term, a Dean's List is published to honor those students whose GPA for that particular semester is 3.3 or above.

To be eligible for the Dean's List, a student must have completed a minimum of 6 credit units for the term.

HONORS UPON GRADUATION

Students who graduate with the following cumulative grade point average do so with honors as follows:

Academic Honors- Required Grade Point Average

3.50 and above Summa Cum Laude

3.20 - 3.49 Magna Cum Laude

3.00 - 3.19 Cum Laude

The student with the highest GPA will be the Class Valedictorian.

INSTRUCTIONAL DELIVERY

The School of Business' instructional delivery utilizes a distance education format. Distance education coursework is instructor facilitated and instruction is conducted asynchronously.

Campus Locations:

University of West Los Angeles
9800 S. La Cienega Boulevard
12th Floor
Inglewood, California 90301

Or

University of West Los Angeles
21650 Oxnard St.
2nd Floor
Woodland Hills, CA 91367

(Satellite Location)

310.342.5291
www.uwla.edu

Faculty Response Time for Assignments- Distance Education

Approximately four to seven days will elapse between the receipt of student lessons, projects, or assignments and instructor feedback response time frame.

Program Scheduling and Delivery

UWLA's academic year is divided into 5, 9-week terms. Students must attend and participate in the online class sessions of each course in order to be eligible to receive a satisfactory grade. Good standing in the program is defined herein as cumulative GPA of 2.50.

Sequence and Frequency of Lessons (Meeting Days, Hours, and Location)

Each course meets one day per week in the classroom for students completing the regular track.

Instructional Modes/Methods

This course utilizes the online instructional format which is a fully online distance instruction. The online component is comprised of discussion forums, online, lecture, interactions, exercises, media, and teacher-led collaborative learning assignments. Key segments will be synchronous and others asynchronous.

On some occasions for specific course experiences and requirements, courses may be conducted in different time configurations or leverage synchronous class meetings to best and most efficiently deliver the course. These courses will still meet the Carnegie requirements to account for the units that the course is providing.

Online Distance Education Equipment Requirements

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected.

Supported browsers are the latest browser versions that are tested against new versions of D2L products. You can report problems and receive support for issues. For an optimal experience that offers better performance, accessibility, and security, D2L strongly recommends that all users access Brightspace Learning Environment with the latest version of a supported browser.

Important: You can access Brightspace Learning Environment with older versions of supported browsers; however, D2L does not test Brightspace Learning Environment against

these older versions. This means you may encounter unexpected user interface behavior and appearance, or broken and unsupported functionality. In most cases, D2L does not fix software defects experienced in unsupported browser versions.

Note the following:

- Ensure that JavaScript and cookies are enabled in your browser.
- Brightspace Learning Environment supports HTML5 Video Player and does not rely on Adobe Flash and Adobe Flash Player. However, you can still create Flash-dependent video content in Brightspace Learning Environment.
- As of the July 2020/20.20.07 release, Firefox ESR is no longer a supported browser, due to extremely low usage. To support clients through this transition, D2L will fix high-priority issues for Firefox 68 ESR (until the end of September 2020) and Firefox 78 ESR (until the January 2021 release).
- Brightspace Learning Environment's browser version check displays warnings for browsers earlier than the following versions:
 - o Chrome 81 (released in April 2020)
 - o Chromium-based Edge 81 (released in April 2020)
 - o Legacy Edge 44 (not receiving any further updates)
 - o Safari 13 (released in September 2019)
 - o Firefox 76 (releases May 5th, 2020)

Desktop Computers

Brightspace Learning Environment is supported on the following desktop platforms with the latest browser versions:

Platform	Apple® Safari®	Google® Chrome™	Microsoft® Edge	Mozilla® Firefox®
Apple® Mac OS®	Yes	Yes	Yes	Yes
Microsoft® Windows®	No	Yes	Yes	Yes

Tablets and Mobile Devices

Brightspace Learning Environment is supported on the following tablets and mobile devices with the latest browser versions:

Platform	Apple® Safari®	Google® Chrome™	Microsoft® Edge	Mozilla® Firefox®
Apple® iOS® for iPhone® and iPad®	Yes	No	No	No
Android™ OS for Android phones and tablets	No	Yes	No	No

STUDENT POLICIES AND PROTECTIONS

SEXUAL HARASSMENT POLICY

It is the policy of the University of West Los Angeles to provide all students and employees with an educational, employment, and business environment free from all forms of harassment, exploitation, intimidation or unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct or communications of a sexual nature as defined and otherwise prohibited by the California Fair Employment and Housing Act, California Education Code and state and federal rules, regulations, statutes and laws prohibiting sexual harassment and retaliation.

The University expressly forbids sexual harassment of its students and employees by faculty, managers, supervisors, employees, other students or members of the general public. The University will take whatever action may be needed to prevent, correct, and, if necessary, discipline those engaged in inappropriate behavior. Where evidence of sexual harassment is found, student disciplinary actions shall be taken. Sexual harassment should be reported immediately to the campus President, and every effort will be made to ensure that confidentiality is maintained.

RETENTION OF RECORDS

UWLA Registrar's office maintains records in full compliance with the California Code of Regulations, Division 7.5 Private Postsecondary Education, Chapter 3. Institutional Operating Standards, Article 3. Maintenance and Production of Records §§ 71920 & 71930 and California Education Code 94900 and 94900.5 which states as follows:

71920. Student Records.

(a) The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.

(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:

(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 institution or the institution'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;

(B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;

(C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;

(D) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;

(2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;

(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;

(4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, 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;

(B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;

(C) Credit for courses earned at other institutions;

(D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;

- (E) The name, address, website address, and telephone number of the institution.
- (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
- (7) The dissertations, theses, and other student projects submitted by graduate students;
- (8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- (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;
- (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;
- (11) Copies of any official advisory notices or warnings regarding the student's progress; and
- (12) Complaints received from the student.

71930. Maintenance of Records.

- (a) An institution shall maintain all records required by the Act and this chapter. The records shall be maintained in this state.
- (b)(1) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.
- (2) Notwithstanding (b)(1), the institution shall maintain records relating to federal financial aid programs as provided by federal law.
- (c) 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;

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

(3) The institution has personnel scheduled to be present at all times during normal 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 or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

(d) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to 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.

(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

(f) If an institution closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.

CEC 94900-94900.5

(a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

(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.

And

(a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

(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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

- A student has the right to inspect and review his/her education records within 45 days of the day the Institution receives a request for access. Students should submit to the campus Registrar written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed.
- A student has the right to request the amendment of his/her education records that the student believes are inaccurate or misleading. The student should write the institution official responsible for the record, clearly identify the part of the record he/she wants changes and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Disclosure of Educational Records

Information defined as Directory Information may be released without a student's consent. The University of West Los Angeles defines Directory Information to include:

- Name
- Address
- Phone Number
- Email Address
- Enrollment Status/Grade Level (e.g., first term, second term, etc.)
- Date of Graduation
- Degrees and Honors Received
- Photos (for identification purposes only)
- Major Field of Study
- Dates of Attendance
- Most Recent Institution Attended

A student's social security number is never considered a part of the Directory Information.

A student may opt out of Directory Information disclosure by submitting a written request to the Registrar.

A student has the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Generally, universities must have written permission from the student in order to release any information from a student's educational record. However, FERPA allows universities to disclose those records without consent to the following parties or under the following conditions (34 CFR § 99.31):

- University officials with legitimate education interest

- Other universities to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the University
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile system, pursuant to specific state law.

The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office Department of Education Independence Avenue,
SW Washington, DC 20202-4605

STUDENTS WITH DISABILITIES

The University of West Los Angeles is committed to providing services and reasonable accommodations to students with disabilities unless an accommodation would present an undue hardship to the SOB. The ADA Compliance Officer monitors our ADA Program.

Any student who desires to receive services from the ADA Program should carefully review all the program's policies and procedures. While the University of West Los Angeles recognizes its legal obligation to provide reasonable accommodations to students with disabilities, students requesting and/or utilizing these services have certain obligations and responsibilities surrounding their use of such services.

NOTICE OF NON-DISCRIMINATION POLICY

UWLA admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, military discharge or status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at UWLA. UWLA does not discriminate on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, military discharge or status, marital status, parental status, or any other protected status in

administration of its educational policies, admission policies, scholarship and loan programs, and other administered programs.

RIGHTS RESERVED

University of West Los Angeles School of Business reserves the right to change, at any time, without notice, the policies and procedures announced in this agreement, technical standards, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in its catalog or other official documents. UWLA reserves the right to refuse to admit or readmit any student at any time should it be deemed necessary in the interest of the student or of UWLA to do so. UWLA reserves the right to require the withdrawal of any student at any time for misconduct and who fails to give satisfactory evidence of academic ability, earnestness or purpose, who fails to cooperate in all requirements of their enrollment or for cause as determined within the sole discretion of UWLA.

Masters of Science in Leadership, Management, and Technology

Program Description

A Masters of Science in Leadership, Manage, and Technology, offers the knowledge and skills for a successful career in Business. Students learn key concepts such as how to manage and lead a diverse workforce, the utility of data usage and financial systems, and the innovative use of business tools and social media. All of these tools equip graduates to make strategic decisions in order to gain business prominence.

Course List

Course Code, Course Title, Credit Units

LI601 Leadership and Management (3 units)
LI602 Strategic Management and Organizational Behavior (3 units)
LI603 Human Resource Management and the Diverse Workforce (3 units)
LI604 Ethics and Critical Thinking (3 units)
LI605 Negotiation and Alternative Dispute Resolution (3 units)
LI606 Statistical Analysis and Research Management (3 units)
LI107 Understanding Business Financial Statements (3 units)
LI108 Data Usage and Reporting (3 units)
LI109 Social Media and its Application in the Business World (3 units)
LI110 New Organizational Development and Innovation Protocol (3 units)
LI611 Entrepreneurship Practicum (3 units)
LI111: UWLA Impact Course (3 units)
LI113: Advanced Business Writing (1 unit)
LI115: Foundations of Graduate Level Learning (0 units)

Course Descriptions

LI601 Leadership and Management (3 units)

This course is an introduction to the study of leadership qualities and management styles while examining leaders in a historical context. Students focus on effective leadership in an organizational setting. Students examine elements of administration and management. Assignments require students to complete projects with a hands-on management approach.

LI602 Strategic Management and Organizational Behavior (3 units)

This course addresses the connection of strategic management and organizational behavior. Students focus on the strategic, organizational, cultural, and leadership challenges that organizations experience. Essential to the course is the examination of theoretical perspectives and how corporations formulate a vision, develop strategies, allocate resources, and create synergies across various businesses. The course will also examine the characteristics of leaders who manage successful organizations. Students learn how to communicate a vision, build a team, and identify key strategies to increase performance of an organization.

LI603 Human Resource Management and the Diverse Workforce (3 units)

This course focuses on the skills leaders utilize to effectively manage employees. Through case studies and supplemental readings, students study human resource elements that contribute to business success, as well as methods to maximize the human capital of an organization. Students examine demographic diversity in the global environment by exploring issues of gender, family, age, ethnicity, disabled workers and learn how businesses have adapted to changes in the workforce to achieve a competitive advantage.

LI604 Ethics and Critical Thinking (3 units)

This course offers students the opportunity to study ethics and to critically evaluate the value systems of other individuals, groups, and societies. Students examine principal-client relationships, fiduciary duties and accountability, respect for human rights, professional and personal responsibility. Students learn to differentiate between social faux pas, actionable wrongs, and to understand logic, reasoning, and professional responsibility. Case studies emphasize the importance of professional and personal ethical codes and the effects of particular choices on an organization.

LI605 Negotiation and Alternative Dispute Resolution (3 units)

This course focuses on strategies and methods for effective negotiation in legal, business, and social environments. Students learn techniques such as mediation and arbitration, as well as the art of negotiation. Additionally, students will explore theories of alternative dispute resolution as viable tools to settle conflicts and disagreements. Students gain valuable knowledge as to how to communicate diverse values, ethics, and philosophies effectively and efficiently in business.

LI606 Statistical Analysis and Research Management (3 units)

This course acquaints the student with the delicate balance between computation, decision-making, and conceptual understanding. This course assists the student in the planning and execution of empirical social research. The student gains a working knowledge of techniques used by behavioral scientists, such as measuring objectives, collecting data, working with significant levels, analyzing variances, and interpreting questionnaires, interviewing, conducting ethnographic studies, observing participants and studying documents. Related issues such as reliability, validity, and scaling will also be covered.

LI107 Understanding Business Financial Statements (3 units)

This course focuses on the key concepts in financial management and fiscal responsibilities. Students review, dissect, and analyze financial statements to understand the dynamics of an organization in order to determine its financial condition and subsequently manage the condition of the business. Students examine documents to learn accounting practices, financial reporting, and analysis processes.

LI108 Data Usage and Reporting (3 units)

The correct use and application of data is an art form. Today's organizational leaders must be able to appropriate use and apply information to fund projects, change policies, and inform decisions. Students use case studies, supplemental readings, and class assignments to deeply explore why data is important, and how students can use it to attain their goals. Students explore the use of both qualitative and quantitative methods and learn how adapting to diverse audiences can improve the success of a leader or business.

LI109 Social Media and its Application in the Business World (3 units)

This course explores the use of social media in business and examines why businesses build an online presence. Students learn how to find and establish an audience in social media while exploring the benefits of social media as a tool to grow a business.

LI110 New Organizational Development and Innovation Protocol (3 units)

This course focuses on the impact of technological advances and how these developments have changed the way organizations conduct business. Students explore how organizations use technology to research, strategize, plan, and implement ideas. Through case studies and assignments, students examine how companies engage in strategic development, branding, and marketing.

LI611 Entrepreneurship Practicum (3 units)

This course provides students with the information to assist an individual to become a successful entrepreneur. Students learn the processes required to start a business including elements of a business plan, teamwork, and creation of a presentation. This course highlights hurdles and challenges entrepreneurs encounter and allow students to gain valuable practice addressing these issues.

LI111: UWLA Impact Course (3 units)

This course provides an array of the skills, topics, theory and outlook that is intended to add impact to the student and give them skills and ideas to impact the business world. Students have a chance to combine various areas of business and implement thought and knowledge to create exciting real-world ideas and projects.

LI113: Advanced Business Writing (1 unit)

Students will receive practical business writing training for advanced professionals. This class will provide examples and opportunity to expound on the intricacies of high level business writing that is needed in any professional setting. This course is graded on a Pass/Fail system and credit is awarded for any student receiving a "Pass."

LI115: Foundations of Graduate Level Learning (0 units) Pass/Fail

This course provides an Introduction and preparation to the rigors and requirements of Graduate Level learning, specifically at UWLA. Students often face new challenges when beginning graduate level learning, even when having experience in other programs, and this course is designed to give the foundational understanding of how to succeed in graduate programs and what resources to leverage in order to make the best of the graduate level experience. Course is required for all Transfer students, new International Students, and new students entering with a GPA below 2.5. Foundations in Graduate Level Learning is required as an introduction to the graduate level program. The course must be completed by the following graduate level students: 1. Transfer students; 2. International Students; 3. Domestic students with a Bachelor's GPA of 2.5 or below

ACADEMIC FREEDOM STATEMENT

The School of Business has a policy of academic freedom that ensures faculty members and students have the ability to exercise their reasonable and informed judgments.

The University shall establish no policy that will inhibit academic freedom. Faculty members have the right and obligation to examine all aspects of problem areas, to gather data and to question assumptions. Faculty members are free and secure to teach, investigate, and participate as responsible citizens in community activities. The faculty and the administration shall attempt to maintain an educational climate that is conducive to the free exploration of all ideas and of varying points of view.

Any faculty member who finds that a possible violation of academic freedom cannot be resolved informally with the Dean may submit the concern in writing to the general faculty, which may appoint an investigative committee to ascertain the facts of the alleged violation and make recommendations for the resolution of the matter to the Dean and the general faculty.

Students are also encouraged the freedom of thought, belief and inquiry. Students are free to engage in debate free from the fear of retaliatory repercussions or censorship.

Views of both students and faculty can express their views openly in all modalities and be free of the fear of sanction unless those views are harassing, threatening, intimidating, ridiculing, or imposing of personal views on another.

Practical Training

Practical training is an integral part of the Master of Science program for all students. Practical training is critical in order to connect students' educational experiences with real world practical experience in the industries and settings that are emphasized within the program. The Master of Science program was built to highlight and infuse practical training in order for our students to gain the following skills from the practical training:

1. Practical experience within an organizational setting (public or private sector)
2. Team building and working alongside colleagues in the workplace environment
3. Ethical workplace decision making and problem solving
4. Critical thinking within the workplace
5. Direct relationship and application between the course work and skills within

To satisfy the Practical Training students may choose one of the following:

- Complete Curricular Practical Training (CPT)
- Complete the externship program
- Complete the CPT Seminar course
- Complete and receive an approved Practical Training Workplace waiver

If you intend on participating in CPT or the externship program, please complete the application process by contacting UWLA School of Business Administration. If you intend on submitting a practical training workplace waiver in satisfaction of the requirement, you must be currently in a role and attest that it satisfies the completion of the five practical training skills as listed herein in relationship to this program. Please request the waiver from UWLA Administration and submit prior to the beginning the program. If at any point, students are unable to satisfy their Practical Training requirement, they may be administratively dismissed from the program.

FACULTY LIST

A

Aboutalebi, Shaghayegh

J.D., University of West Los Angeles, Inglewood, CA (2017)

BA, Political Science, California State University Northridge, Northridge, CA (2011)

B

Baird, Joseph

J.D., St. Thomas University, Miami Gardens, FL (2005)

BA, Classical Culture, University of Oklahoma, Norman, OK (2002)

California State Bar #98342

Bellamy, Sherice

Ed.D, Higher Education Leadership, Nova Southeastern University, Orlando, FL (2016)

MBA, International Business, University of La Verne, La Verne, CA (2006)

BS, Management, Pepperdine University Graziadio School of Business, Malibu, CA (2001)

Bermudez, Manuel

MBA, California State University Fullerton (2013)

BS Business Finance, California State University of Long Beach (2008)

Bowman, John

JD, University of West Los Angeles, School of Law, Inglewood, CA

MSBA, Financial & marketing Management, West Coast University, Los Angeles, CA (1975)

BSEE, Electrical Engineering, Milwaukee, WI (1969)

Brown, Lauren

Ph.D., Social Policy, Florence Heller School of Social Policy & Management, Brandeis University, Waltham, MA (2008)

MPP, Irving B. Harris School of Public Policy, University of Chicago, Chicago, IL (1994)

BA, Sociology, University of California Los Angeles, Los Angeles, CA (1991)

Brown, Talon

J.D., Pepperdine University School of Law, Malibu, CA (2011)

BS. Finance and International Business, Villanova University, Villanova, PA (2008)

California State Bar: 281501

Brown, Troy

MBA, University of West Lo Angeles, Inglewood, CA (2016)

C**Clifton, Romunda**

MA, Public Administration, California State University Dominguez Hills, Carson, CA (1995)

BA, Human Service Adult Life & Gerontology, California State University Dominguez Hills, Carson, CA (1992)

Cole, A. Beverly

J.D., Fordham University, New York, NY (1977)

MBA, Wharton School, University of Pennsylvania, Philadelphia, PA (1983)

BA, Asian & International Studies, Boston University, Boston, MA (1973)

D**Davis, Jamil**

MS, Nursing, Albany University, Albany, GA (2012)

BS, Nursing, Albany University, Albany, GA (2008)

Georgia Registered Nursing License #RN188113

E**Ellis, Aubrey**

J.D., University of California, Davis (1974)

MA, Behavior Science: Negotiation and Conflict Management, California State University Dominquez Hills, Carson, CA (1990)

BA, History & Criminology, University of California Berkeley, Berkeley, CA (1970)

F**G****Gilliam, Dreana**

MBA, Everett College, Danville, VA (2010)

BBA, Everett College, Danville, VA (2005)

MA, Organizational Leadership, Biola University, La Mirado, CA (2007)

BS, Human Development, Hope University, Fullerton, CA (2005)

Guo, Nick

PhD Candidate Agriculture and Environmental Science, West Texas A&M University, Canyon. TX

MS Environmental Science, West Texas A&M University, Canyon. TX

Grant, Kevin

PhD, Philosophy in Global Leadership and Entrepreneurship Regent University, Virginia Beach, VA (2008)

MBA, Entrepreneurial Finance, Azusa Pacific University, Azusa, CA (1994)

BA, Business Administration, Sterling College, Sterling, KS (1979)

Grenway, Bernard

PhD, Applied Management, Walden University, Minneapolis MN

Ed.D Doctorate of Higher Education Administration (in process), Maryville University, St. Louis MI

MBA, Global Management, University of Phoenix, Phoenix AZ

MS, Human Relations & Business, Amberton University, Garland TX.

MA, Legal Studies, Purdue University Global, West Lafayette, IN

BS, Liberal Arts Minored in International Relation, University of Maine at Presque Isle. Presque Isle, ME.

H

Hernandez, Esperanza

M.Ed., Adult Education and Training, University of Phoenix (2011)

BS, Criminal Justice Administration, University of Phoenix (2008)

House, Loren

MA, Negotiation & Conflict Management, California State University Dominguez Hills, Carson, CA

MBA, Taxation, Golden Gate University, San Francisco, CA (1991)

BA, Political Science, Howard University, Washington DC (1980)

J

Jafari, Shadi

MA, Global & International Studies, University of California Santa Barbara, Santa Barbara, CA (2016)

BA, International Studies, University of California Irvine, Irvine, CA (2013)

BA, Literary Journalism, University of California Irvine, Irvine, CA (2013)

Jain, Sundeep

MSM, Business Management, Oakland City University, Oakland City, IN (2001)

BA, Business Administration, University of St. Francis, Fort Wayne, IN (1988)

K

Klein, Judith

Ph.D., Public Health, Walden University, Minneapolis, MN (2010)

MS, Public Health, Walden University, Baltimore, MD (2008)

MBA, National University, La Jolla, CA (1996)

BS, Microbiology & Immunology, McGill University, Montreal, Canada (1976)

L

Leventhal, Jonathan

J.D., University of West Los Angeles School of Law (2009)

California State Bar: 262910

Luo, Benny

BA, Psychology, University of California, Irvine (2010)

M

Manzo, Dennis

MA, Management, University of Redlands (2012)

BS, Human Resource Management, Kaplan University, Chicago, IL (2007)

Martin, Perry

EdD, Organizational Leadership, University of La Verne, La Verne, CA

MA, Human Resource Development, Webster University, St. Louis, MO (2011)

MBA, Webster University, St. Louis, MO (2009)

MA, Leadership and Management, Webster University, St. Louis, MO (2008)

BS, Social Psychology, Park University, Parkville, MO (2003)

Medvin, Jacob

MBA, California State University Long Beach (2018)

BA Sociology, University of California Santa Barbara (2001)

N

Nicholas, Vanita

J.D., Texas Southern University, Houston, TX (1975)

BA, Modern Foreign Languages, Fisk University, Nashville, TN (1969)

O

P

Q

Quarles, Starlett

MS, Industrial/Organizational Psychology, California School of Professional Psychology, San Diego, San Diego, CA (2000)

BS, Sociology, University of California at Los Angeles, Los Angeles, CA (1994)

R

Reeves, Danielle

EdD, Higher Education Administration, Argosy University, Los Angeles, CA (2015)

MBA, University of Phoenix, Phoenix, AZ (2003)

BS, Business Management, California State University Northridge, Northridge, CA (2002)

Ruiz, Cynthia

MS, Counseling, California State University Los Angeles, Los Angeles, CA (1980)

BS, Counseling, California State University Los Angeles, Los Angeles, CA (1978)

S

Safaie, Majid

J.D., University of West Los Angeles, Los Angeles, CA (1995)

MA, Economics, California State University Los Angeles (1981)

BS, Accounting, Woodbury University, Burbank, CA (1979)

California State Bar #185129

Schugart, Kimberly

Postdoctoral Fellowship, Theoretical Chemistry, California Institute of Technology – Pasadena, CA

PhD, Chemistry - Theoretical Chemistry University of Wisconsin, Madison, WI

Bachelor of Arts, Chemistry, Northwestern University, Evanston, IL

Scott, La Tonya

PhD, Organization and Management, Capella University, Minneapolis, MN (2012)

MBA, Pfeiffer University, Misenheimer, NC (2006)

BS, Business Administration, Mount Olive College, Mount Olive, NC (2005)

Shahverdian, Shant

MBA, Management Concentration, California State University Northridge, Northridge, CA (2009)

BS, Business Management, California State University Northridge, Northridge, CA (2007)

Smith, Almuhtada

J.D., University of California Los Angeles, Los Angeles, CA (2008)

BA, Business Administration, Morehouse College, Atlanta, GA (2005)

California State Bar #263762

Spears, Jason

Doctor of Jurisprudence Florida Coastal School of Law, Jacksonville, FL; (2005)

Regent's Bachelor of Arts: Marshall University, Huntington WV (2002)

Associate of Applied Science, Paramedic Science: Marshall University, Huntington, WV (2001)

Music Business Management: Middle Tennessee State University, Murfreesboro, TN (1998)

Strauss, Sasha

MS, Strategic Corporate Communications Management, University of Southern California, Los Angeles, CA (2005)

Executive Business Management Certificate, University of California, Los Angeles, Los Angeles, CA (2003)

BA, Political Science, University of California, Irvine, Irvine, CA (1999)

T

Teeter, Christian

Ed.D Higher Education Administration Concentration, University of Southern California, Los Angeles, CA

MBA, University of Southern California, Los Angeles, CA

BA, Colgate University, Hamilton, NY

Thatch, Thela

PhD. Philosophy, Public Policy and Admin, Walden University, Baltimore, MD (2020)

Master of Philosophy, Public Policy and Admin, Walden University, Baltimore, MS (2020)

MBA, North Greenville University, Tigerville, SC (2011)

Tremblay, Aaron

MBA International Management, Western Michigan University, Kalamazoo, MI (2008)

BA, Pre-Law General Business Administration, Western Michigan University, Kalamazoo, MI (2006)

V

Vanderpool, Jan

Ph.D, Education, University of Southern California, Los Angeles, CA (2008)

MA, Psychology, Pepperdine University, Malibu, CA (2005)

MA, Educational Technology, Pepperdine University, Malibu, CA (2004)

MBA, Finance & Accounting, New York University, New York, NY (1977)

BA, Psychology & Chemistry, Luther College, Decorah IA (1971)

W**Watts, Monique**

Ed.D, Education, Pepperdine University, Malibu, CA (2016)

MPA, Public Administration, California State University Dominguez Hills, Carson, CA (2004)

BS, Political Science/Business Administration, California State University Dominguez Hills, Carson, CA (2001)

FACULTY INFORMATION AND QUALIFICATIONS

Every faculty member teaching in a term will hold “virtual office hours” weekly. Faculty members are required to be available at least one hour per week for each course taught. Students will be able to access their instructor via email or telephone. The faculty member’s office hours are published within the course syllabus.

Faculty members possess diverse educational backgrounds and meet all minimum requirements as outlined by the Bureau for Private Postsecondary Education as duly qualified faculty. All faculty members have expertise in their field of specialty or in the emphasis that they teach. UWLA maintains documentation that demonstrates each faculty member is duly qualified to teach in the area that the faculty member was assigned.

All School of Business faculty have over four years of professional experience in their respective industries/fields and have documented educational credentials to teach the courses assigned. Refer to the Faculty List below for comprehensive list of all current School of Business faculty members and their respective qualifications (this list may not contain all professors as the SOB may periodically add new professors to the program).

UWLA Teach-Out Policy

According to the Western Senior College and University Commission (WSCUC) Teach-Out

Plans and Agreement Policy, “an institution accredited by the Commission must submit to the Commission for its prior approval a teach-out plan or agreement upon the occurrence of any of the following:

1. The Secretary of Education notifies WSCUC that the Secretary has initiated an emergency action against an institution in accordance with section 487(c)(1)(G) of the HEA or an action to limit, suspend, or terminate an institution participating in any Title IV, HEA program, in accordance with section 487(c)(1)(F) HEA, and that a teach-out plan is required.
2. WSCUC acts to withdraw, terminate, or suspend accreditation or candidacy of the institution.
3. The institution notifies WSCUC that it intends to cease operations entirely or close a location that provides one hundred percent of at least one program.
4. A state licensing or authorizing agency notifies WSCUC that an institution's license or legal authority to provide an educational program has been or will be revoked."

Per WSCUC, a Teach-Out Plan:

1. must provide for the equitable treatment of students by ensuring that the institution has the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling, and to meet all of obligations to its existing students;
2. must specify additional charges, if any, and provide for notification to the students of any additional charges.

If any of the 4 aforementioned events occur and the institution or institutional location that provides 100% of one program ceases to operate before all students have completed their program of study, University of West Los Angeles (UWLA) will enact this policy with the intent to satisfy all teach out requirements established by WSCUC and to protect the interests of students. UWLA will engage execution of the teach-out plan or the execution of a teach-out agreement depending on what satisfies the equitable treatment of the students.

All decisions will be made in a timely manner, with input of all stakeholders and with careful and thoughtful coordination. Decisions will be considered time sensitive and clearly communicated with all parties.

Procedure:

Prior to termination of the program, the program Dean must conduct a program review that examines potential factors limiting the program's viability, including but not limited to: Demographics; Job data; external requirements; enrollment trends; financial considerations. If it is determined that the termination of the program is the best course of action, the University will proceed to the proposal phase.

Any proposal for the termination of a UWLA academic program will contain evidence and rationale in support of the decision to terminate. The proposal will then be forwarded to the Executive team, Academic Senate, Faculty Senate, CEO and Board of Managers for review. The proposal must include a teach-out plan that considers the following:

1. Reason for program(s) termination;
2. Nature and number of program(s) affected;
3. Dates/Timeline of program termination;
4. Number of students currently enrolled;
5. Statistics on students' status and progress toward attaining each program's degree and/or certificate;
6. Statistics on resources used to offer the program(s);
7. Explanation of how students enrolled in the program will be informed of the impending termination;
8. Explanation of how students enrolled in the program will be assisted in completing their program of study with minimal disruption or additional expense;
9. Signed copies of teach-out agreements with other institutions, if any are required; and
10. Provisions, if any are required, for storing student records, disposition of final financial resources and other assets.
11. the proposal's effects on student recruitment and degree completion, and academic planning and standards (curriculum planning);
12. the proposal's effects on budgetary, financial, and planning issues.

If the proposal is deemed following this review to be in the best interest of the students and UWLA, the CEO and Chairman of the Board of Managers in partnership with the Provost's Office will facilitate faculty review of the proposal.

If the proposed termination is approved by the faculty, Provost and CEO, the proposal will be forwarded to the Board of Managers for final consideration and approval. It will be of particular note that students and faculty be notified in writing a date of program closure as soon as possible and the notice include a rationale of termination. UWLA will also work with regional Universities to negotiate transfer arrangements when feasible.

For affected students, an academic plan will be developed for each student that enables the student to complete the curricular program requirements within the teach-out period. The University will make every reasonable effort to offer the courses needed and to support students through program completion in a timely manner and provide independent study plans if required. Students should be aware:

1. The teach-out period will, typically, not be continued for more than two academic years following the date on which the notice of termination is given to students.

Programs will determine, on a case-by-case basis, the necessary length of a teach-out plan within this timeframe.

2. Students who do not make adequate progress in their academic plan for teach-out will be advised into another degree-granting program.

3. If a course required for the degree is not offered in the teach-out period, students may make arrangements, with the program Dean's consent, either to take the course at another institution and transfer the credit or to arrange with the program to complete the requirements in some other academically appropriate fashion.

4. Students are required to have ongoing contact with their Student Services contact during the teach-out period to ensure that their academic plans are current and consistent with the projected course offering.

Appendices

A / [Student and prospective student code of conduct and discipline]

B / [Grade changes]

C / [Grade change form]

D / [School of Business change of status form]

E / [Incomplete grade form]

F/ (Complaint and Grievance Procedures)

Appendix A

STUDENT AND PROSPECTIVE STUDENT CODE OF CONDUCT AND DISCIPLINE

The School of Business has adopted this Code of Conduct and Discipline that sets the standard of conduct expected of students admitted to or attending the School of Business. ALL students are bound by the provisions of the Code of Conduct by virtue of their admission to and attendance in the School of Business.

While pursuing a degree encourages debate, advocacy, and expression of a difference of opinion, students are expected to conduct themselves in a respectful and ethical manner. The School of Business is actively committed to creating and maintaining an environment that respects the dignity of individuals and groups.

Prohibited Conduct

For any of the following causes, a student may be subject to disciplinary action by the Dean:

1. Willful violation of a rule of the School of Business that requires the student to do or refrain from doing an act connected with or in the course of the student's conduct as a student of the University. All such rules shall be issued by the University and distributed in such a manner as to furnish adequate notice to students. All students have the responsibility to read same and shall be deemed to have actual knowledge of rules so distributed.

2. Willful interference with the orderly conduct of the educational or administrative functions of the University.

3. Willful physical abuse or threat of such abuse to: a faculty member, administrator, official or employee of the University, another student of the University, another person on the University premises or at a University approved, sponsored or supervised event.

4. Theft or willful abuse of University property or property of another on the University premises.

5. Distribution or possession for purposes of distribution, any controlled substance or illegal drug on the University premises. Also, the use or possession of any controlled substance or illegal drug on University premises.

6. Forgery, alteration or misuse of University documents, records, keys, or identifications.

7. Willful and material misrepresentation or non-disclosure concerning qualifications for admission to the School of Business.

8. Commission of a criminal act, including computer crime that reflects adversely on the student's honesty and/or trustworthiness.

9. Engaging in conduct whether or not criminal that reflects negatively upon the student's moral character. This conduct includes but is not limited to acts of harassment, disorderly or lewd conduct, dishonesty, fraud, deceit or intentional misrepresentation.

10. Committing an act of dishonesty, which may include any of the following:

a. Cheating: Copying of work of another student or permitting copying by another student; completing an assignment for another student; submitting material produced by someone else; altering graded work after instructor evaluation and resubmitting it.

b. Plagiarism: Taking the words or substance of another and either copying or paraphrasing the work without giving credit to the source (e.g., through footnotes, quotation marks, reference citations).

c. Other: Providing material to another person with knowledge it will be improperly used; possessing another student's work without permission; selling or purchasing materials for class assignments; altering another student's assignment; knowingly furnishing false or incomplete academic information; altering documents affecting student records; forging a signature of or falsifying information on any official academic document.

The above rules and Code of Conduct are absolute. This prohibition is applicable at all times and in all places –real time and real space, as well as cyber time and electronic space. This prohibition includes oral, written, and electronic communications of all kinds.

Disciplinary Code

The Dean may impose discipline for a violation of the Code of Conduct, a University policy or a campus regulation. These sanctions are not mutually exclusive and may be imposed in combination. A record of a prior violation of the Code of Conduct or University policy may be considered in determining the appropriate sanction for a subsequent violation.

The following are authorized sanctions for such violations:

1. **Denial of Admission:** Denial of admission or re- admission to the University for an indefinite period.
2. **Warning:** Written notice that continued or repeated violations of specified University policies or campus regulations may be cause for further disciplinary action, normally in the form of Loss of Privileges and Exclusion from activities, suspension or dismissal.
3. **Loss of Privileges and Exclusion from Activities:** Exclusion from participation in designated privileges and extracurricular activities for a specified academic term or terms. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities or violation of University policies or campus regulations during the period of the action may be cause for further disciplinary action, normally in the form of suspension or dismissal.
4. **Suspension:** Termination of student status for a specified academic term or terms with reinstatement thereafter a specified time. Violation of the conditions of Suspension or of University policies or campus regulations during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.
5. **Dismissal:** Termination of student status for an indefinite period. Re-admission to the University shall require the specific approval of the Dean.
6. **Exclusion from the Campus:** Exclusion of a suspended or dismissed student from campus when there is reasonable cause to believe that the student's presence there will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions, or other disruptive activity incompatible with the orderly operation of the campus.

7. Interim Suspension: Exclusion from classes, or from other specific activities on the campus, set forth in the Notice of Interim Suspension, before final determination of an alleged violation. A student shall be restricted only to the minimum extent necessary when there is reasonable cause to believe that the student's participation in University activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions or any disruptive activity. A student placed on Interim Suspension shall be given prompt notice of the charges and the opportunity for a prompt hearing on the Interim Suspension.

8. Reinstitution: Reimbursement for damage to or misappropriation of University property may be imposed either exclusively or in combination with other disciplinary action. Such reimbursement may take the form of monetary or appropriated service to repair or otherwise compensate for damages. Reinstitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.

9. Academic Penalty: Whole or partial withdrawal of credit for a course or examination (including the awarding of a failing grade) or a combination of such penalties. An academic penalty may be imposed only with respect to the course(s) in which the violation occurred, and only with the consent of the respective professor.

10. Loss of scholarship or financial aid consistent with governmental regulations.

11. Any other sanctions the Dean deems appropriate. In the event of an expulsion or suspension that terminates a student's right to attend class during a term or summer session, the University shall retain only that portion of the total term or summer session tuition as the number of weeks of class completed before termination bears to the total number of weeks of class in the semester or summer session. The balance, if any, paid by or on behalf of the student, shall be returned to the student or lender, or in the case of a scholarship, refund proceeds shall first be paid to the scholarship funding the source, and the balance, if any, shall be paid to the student. The term "scholarship" used herein shall include grants.

Disposition of Alleged Violation

Alleged violations of the Code of Conduct or other campus policies are to be reported to the Dean. If the Dean believes action should be taken on the charge, the Dean will notify the student who is the subject of the charge that an investigation will ensue. The Dean is responsible for conducting the investigation.

The Dean shall have the power to question persons with pertinent information, to examine pertinent materials, and to question the accused student if s/he is willing to speak. If the accused student intends to defend against or explain the alleged

conduct that led to the potential violation, the student must speak with the Dean about the conduct and identify potential witnesses or documents that would support the accused student's position. The Dean must interview the potential witnesses and review the documents identified by the accused student.

Upon conclusion of the investigation, the Dean shall submit the results of the investigation to a panel, which will be composed of the Chair of the Faculty Senate, a member of the faculty currently on staff of the accused student's choosing, and a member of the faculty currently on staff of the Chair of the Faculty Senate's choosing.

The Panel will review the results of the Dean's investigation. The accused student may submit a written statement to the Panel for its review, but the statement may not include any information, potential supporting witnesses, or potential supporting documents that the student did not previously provide to or identify for the Dean unless the information was unknown or unavailable to the accused student previously.

The Panel shall determine whether or not a violation has occurred. If no violation is found to exist because the allegation is without merit, the conduct is de minimus, or the evidence is insufficient, the Dean shall keep a record, separate from the student's permanent file. Such record will not be disclosed except under compulsion of law or upon signed consent from the student.

Following a final decision that no violation has occurred, the Dean shall notify the accused student and the person(s) who filed the notice of the alleged violation.

Should the Panel determine that a violation did occur; the Panel shall inform the Dean. The Dean shall determine any sanction(s) imposed. The Dean shall provide the student with written notice describing the violation and the sanction(s) imposed.

Review Process

The President may review the disciplinary action upon written petition of the student or prospective student against whom disciplinary action has been taken. The written request must be submitted no later than 10 days after official notice of the disciplinary action. No petition for review will be accepted after that time. The President shall make and render a decision within 30 days. The President's decision is final.

Appendix B

GRADE CHALLENGES

It is the right of every UWLA student to challenge and/or appeal grades that have been posted on their student record. However, students are required to follow published policies and procedures for formal grade challenges and requests for grade changes. Below is an outline of these policies and procedures:

Modular Assignment Grades

The following policies and procedures apply to all challenges to grades awarded for modular assignments:

1. A challenge to an assignment grade must be submitted to the professor of record for the course within 5 business days after the student receives the official assignment grade notice.
2. The professor shall issue a formal response to the grade challenge within 3 business days of receipt.
3. If approved by the professor, a grade change will be reflected in the course record.
4. Grade challenges denied by the professor may be appealed to the Dean within 2 business days after the student receives the formal response from the professor.
5. The Dean shall issue a formal response to the assignment grade appeal within 5 business days of receipt. This response shall be copied to the professor. If approved by the Dean, the appropriate grade change will be reflected in the course record.
6. The decision of the Dean may be appealed to the President (or designee) for blind review within 2 business days, only if and when an assignment grade adversely impacts the course final grade. Otherwise, the decision of the Dean on an assignment grade challenge is final.
7. Students choosing to appeal the decision of the Dean acknowledge and agree that the final grade after appeal might be: the same grade as prior to the appeal; a higher grade; or a lower grade than that assigned by the course professor.

Final Course Grades

The following policies and procedures apply to all challenges to final course grades:

1. A grade challenge must be submitted to the professor of record within 5 business days after the official final grade notice.
2. The professor shall issue a formal response to the grade challenge within 5 business days of receipt.
3. Grade challenges denied by the professor may be appealed to the Dean within 2 business days after formal response from the professor.
4. The Dean shall issue a response to the appeal within 5 business days of receipt.
5. If approved by the Dean, a grade change recommendation shall be submitted to the Office of the Registrar.
6. In the event of denial by the Dean, the student may appeal to the President (or designee) of the appropriate program.
7. Any appeal to the President shall be submitted within 2 business days of the response from the Dean.
8. Challenges must include a statement clearly identifying the course, the courses number, the Session and the professor,
9. Challenges must include the reason for the challenge and all relevant facts and documentation to allow the President (or designee) to make a decision concerning the challenge.
10. The burden of proof for all grade challenges/appeals rests with the student who must clearly demonstrate that the grade being challenged, or denial of earlier challenges were the result of error or discrimination, or were otherwise arbitrary or capricious.
11. The President (or designee) may subject the student's coursework to blind review and shall respond to the student in writing within 10 business days of receipt of the student's appeal.
12. Students choosing to challenge a course grade acknowledge and agree that the final grade following a grade appeal might be: the same grade as prior to the appeal; a higher grade; or a lower grade than that assigned by the course professor.

Grade Petition for Extraordinary Circumstances

UWLA recognizes that students face unforeseen special, extraordinary or extenuating circumstances in their lives that adversely impact their ability to complete and submit course requirements timely. UWLA is committed to working with students facing such circumstances to identify appropriate and flexible solutions to ensure successful completion of educational objectives. In the event of special, extraordinary or extenuating circumstances leading to a failing grade in a course, students may submit a formal grade petition requesting an opportunity to submit missing work for a grade change. The following procedures apply to all grade change petitions:

1. A grade change petition must be submitted within 30 days of posting of the course final grade.
2. The petition must be supported by documentation of special, extraordinary or extenuating circumstances.
3. The Dean (or designee) shall review the petition and supporting documents, consider the academic record of the student, and render a decision within 5 business days.
4. If the petition is approved, the student will be permitted to submit missing coursework required to complete the course objectives within a specified timeline.
5. The course Professor will review and assign appropriate grades to the new submissions.
6. Upon completion of the review, the Professor shall post a final grade within 5 business days.
7. Students acknowledge and agree that approval of a grade change petition is not guaranteed.
8. Students further acknowledge and agree that the final grade will depend on the quality of the assignments submitted and that approval of a grade change petition does not guarantee a passing grade.
9. Approval of the grade petition does not alter a student's obligations under any tuition assistance program or financial aid agreement.
10. Denial of any grade petition may be appealed to the college Dean within 5 business days. The Dean shall render a decision within 5 business days. The decision of the Dean on all grade petition appeals shall be final.

Appendix C

GRADE CHANGE FORM

Instructors should complete and submit this form to the Registrar's Office to request a change of grade. The form may be utilized to address 3 distinct grade change situations:

1. Change a grade submitted in error by the instructor electronically, for the most recent semester. This form will not be accepted by the Registrar's Office once 45 days from the last day of the class for which the "I" was given has elapsed.
2. Change an "Incomplete Grade" to a final letter grade.
3. After specific review or educational assessment and a determined grade change necessary

Date of Submission: _____

Course Term: _____

Student's Name _____

Student ID _____

Name of Course for Which "I" Was Given _____

Course Number _____

Current Letter Grade____ **Letter Grade to be Assigned**____

Justification for Grade Change Request:

___Data Entry Error ___Computational Error ___Other

"Incomplete Grade" Requirements Completed

Other (Please Specify Reason): _____

Instructor's Name _____

Instructor Contact Information (Email and Telephone)

Appendix D

SCHOOL OF BUSINESS CHANGE OF STATUS FORM

DATE _____ NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
PHONE # _____
EMAIL _____
Last Day Attended _____
Cumulative GPA: _____

Petitioner specifically requests the following action(s) to be taken:

- ☐ Leave of Absence (\$25.00)
- ☐ Voluntary Student Withdrawal
- ☐ Dropping Courses (\$25.00)
- ☐ Administrative Dismissal

Note: If you are requesting a Leave of Absence, you must submit a written statement indicating why you are requesting the leave.

Be advised that approval of certain requests is governed by criteria that are outlined in the most current version of the campus catalog. Any false statement is a violation of the Student Code of Conduct.

I declare that the statements contained herein are true to the best of my knowledge.

STUDENT'S SIGNATURE DATE

FOR OFFICE USE ONLY

DATE GRANTED DENIED

FOR INTERNAL USE ONLY

Grade entered on _____ Signature _____ Date _____

Dean's Signature _____ Date _____

Appendix E

INCOMPLETE (I) GRADE FORM

Explanation of Form:

No credit used for verifiable, unavoidable reasons. Since the “Incomplete” extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of “I” “Incomplete” have been awarded must be completed within 45 days or another grade (A, B, C, D, or F) may be awarded by the instructor based upon course work that has been completed. A “W” grade should be awarded by a Dean only under mitigating circumstances, which must be documented, and a copy of this documentation must be placed in the student’s academic file.

Instructions to Faculty Member:

- 1.This form must be filled out for each “Incomplete” assigned on your grade roster(s).
- 2.The grade roster(s) and Incomplete Form(s) are DUE in the Dean’s Office for submission to the Registrar’s Office no later than the 5 business days after classes have ended. The Dean’s or Registrar’s Office will immediately send a copy to the student to inform him/her regarding what is needed to complete the class for a grade.
- 3.The original of this form will remain in the permanent student file. Please keep a copy for your records.

Student Id Number

Student’s Name

Semester Fall_ Spring__ Summer___ 20__

Course Prefix Number Section

List the work that needs to be made up (test, quiz, exam, research paper, other):
Instructors may include specific deadlines for assignments if they choose.

REQUIRED

Grade to be awarded if missing work is not made up A_ B_ C_ D_ F_
(If no grade given, then an F will be assigned).

Instructor’s Signature

Date

Appendix F

COMPLAINT AND GRIEVANCE PROCEDURES

Students are advised to utilize the appropriate administrative procedure for resolving complaints. The School of Business has separate policies that govern student conduct, sexual harassment, sexual assault, and discrimination (based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status or physical or mental disability.)

Students are advised to contact the Dean or Director of Student Services if unsure of which policy applies to their particular situation.

If a student has a complaint or grievance that does not fall into one of the stated policies, the student may utilize the general Grievance Procedure listed below.

Grievance Procedure

The University has an open-door policy that encourages students to bring suggestions, complaints, and grievances to the administration for discussion and, when appropriate, informal resolution.

The Grievance Procedure has been established to give students a vehicle to resolve situations, conflicts or disputes in a professional, unbiased, and documented procedure. Matters that have been resolved by another procedural process outlined in the Catalog are considered final and may not be the subject of a grievance under this policy.

Informal Resolution

The parties involved in the situation are encouraged to meet and confer in an effort to resolve the situation. This encourages communication between the student and the faculty, staff, administrator or other student involved and enhances an opportunity to reach an agreement. No written records are maintained in the student file at this stage.

While it is hoped that resolution is reached at the informal resolution meeting, there is no requirement to meet informally prior to filing a formal complaint.

Formal Resolution Process

To file a formal complaint, the student must complete Notice of Grievance Form and submit it to the Dean. (The form is available in the UWLA Business Office and published in the Catalog. Upon receipt of the submission, the Dean will request a response to the allegations from the party or parties identified in the student's

Notice of Grievance Form. Said response will be due to the Dean 15 days from said request.

Once the Dean has received the response(s), the Dean, may, after review and investigation,

1. Conduct a formal meeting with all parties to discuss and attempt to resolve the grievance or,
2. Issue a written resolution statement that is to be followed by all parties.

If the Dean finds that the issue cannot be resolved in his or her office, the Dean must directly forward the issue to the President's Office within five days. The President's Office will file and date the Dean's Letter of Findings on the day of acceptance.

The President then has 15 days to either (1) have a formal meeting with any/all parties concerned to resolve the matter, or (2) issue a written statement on the resolution or findings to be followed by all parties concerned. The decision of the President is final and binding on all parties.

When the Dean has resolved the matter and the student is not satisfied with the Dean's written resolution statement or the results of the formal meeting, the student must submit all relevant material with a Notice of Appeal – Grievance Determination to the Office of the President within 10 days of receipt of the Dean's decision. The Office of the President will date and file receipt of the Notice of Appeal on the day of acceptance. The President has 15 days after receipt of the Notice of Appeal to either (1) conduct a formal meeting with any/all parties involved in the grievance, or (2) issue a written statement of resolution or findings, which is to be followed by all parties concerned. The decision of the President is final and binding on all parties.

PROCEDURE FOR STUDENT GRIEVANCES AND/OR COMPLAINTS OF UNLAWFUL HARASSMENT OR DISCRIMINATION

The School of Business (SOB) has an open-door Grievance Policy, which encourages students to bring suggestions, complaints, and grievances to the administration for discussion and, when appropriate, informal resolution. Members of an academic community must be able to study in an atmosphere of mutual respect and trust. The University of West Los Angeles is committed to creating and maintaining an environment which respects dignity of individuals and groups.

The goal of the School of Business is to have a process that is sensitive to the needs of students as well as the rights of those against whom allegations have been made.

Students who believe they have been harassed or discriminated against based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital

status, or physical or mental disability shall have a right to file a complaint. Such complaints will be handled pursuant to the UWLA policies covering the specific area of the complaint.

Complaints must be filed one year of the alleged unlawful harassment or discrimination or within one year of the date on which the complainant knew or should have known of the facts of the harassment or discrimination incident.

Informal Process

A student who has reason to believe that he/she may have been a victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability may resolve the matter through an informal process under this procedure. Participation in the informal process is optional and not a prerequisite to filing a formal complaint

The school of Business has established the following informal procedure to resolve charges of harassment or discrimination within 30 calendar days:

1. A student who alleges that he/she has personally suffered harassment or discrimination should be referred to the Dean to directly discuss his/her concerns.
2. The dean shall meet with the student to:
 - a. Understand the nature of the concern;
 - b. Give the student a copy of the School of Business' policy and procedure concerning such lawful discrimination and inform the student of his/her rights under the informal and formal complaint procedures
 - c. Assist the student in any way advisable.
 - d. *If the student is willing to resolve the matter informally, it may not be necessary to pursue a formal investigation (unless warranted by the seriousness of the charge).
3. The Dean shall inform the respondent of the possible complaint and allow the respondent an opportunity to state the facts as known to him/her
4. If, after meeting jointly or separately with the Dean, the parties agree to a proposed resolution, the resolution shall be implemented, and the informal process shall be concluded. At any time during the informal process, the complainant may initiate a formal complaint.
5. The Dean shall keep a written log of discussion and a record of the resolution. This information shall become part of the official investigation file if the complainant initiates a formal complaint. If the parties reach an agreement resolving the complaint, a letter summarizing the informal investigation and the resolution agreed upon shall be sent to the complainant and the respondent and kept as part of the record.

6. Once a complaint is put in writing and signed by the complainant, the complaint is considered to be formal and the formal complaint procedures should be followed.

Formal Process

1. A student who alleges that he/she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, or physical or mental disability shall complete and sign the Complaint/Notice of Grievance form within one year of the alleged incident or within one year of the date on which the complainant knew or should have known of the facts of the harassment or discrimination incident.
2. On the Complaint/Notice of Grievance form, the complainant shall describe in detail the alleged harassment or discrimination and the action the complainant requests to resolve the matter. All written requests should be signed and dated by the complainant and shall contain at least the name(s) of the individual(s) involved, the approximate date(s) of the event(s) at issue and a detailed description of the actions constituting the alleged harassment or discrimination. Names, addresses and phone numbers of witnesses or potential witnesses should be included if possible.
3. Within three (3) working days after receipt of a signed complaint, the Dean will review the complaint to determine whether it describes the kind of harassment or discrimination which is prohibited under these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct. (In the event the complaint is made against the Dean, the President shall make the determination). If the complaint does not describe the kind of prohibited conduct the University investigates under the procedures, the complainant will be notified and will be referred to the appropriate process. If the complainant does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding whether the alleged misconduct is covered under these procedures, the complaint will be returned and the complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.
4. Within three (3) days of receiving a complaint or amended complaint, the Dean shall appoint an outside investigator to investigate the charges. The Dean shall send a copy of the complaint to the President and a notice of the complaint and these procedures to the respondent.
5. The outside investigator shall, within ten working days of the complainant's referral to the formal process, give the complainant an opportunity to meet with the outside investigator to review the nature of the complaint and identify the scope and nature of the investigation. If the complainant fails to meet with the outside investigator within a reasonable time (usually 30 working days); the investigation will continue based on the written formal complaint. Within ten working days of the meeting with the complainant (or

- 30 days as noted herein), the outside investigator shall give the respondent an opportunity to meet with the outside investigator to receive the respondent's answer to the complaint and to review with respondent the scope and nature of the investigation. Parties may inform the outside investigator of witnesses to contact and may present documents in support of their positions. Each party has the right to be aided or represented by an advisor (at their expense).
6. The outside investigator shall complete a full investigation. Prior to completing the investigation the outside investigator shall meet again with the complainant and the respondent, separately, to give an overview of the steps taken during the investigation, to ask complainant and respondent for the names of any other individuals the outside investigator should speak with and to request any additional information.
 7. After completion of the investigation, the outside investigator shall meet with the Dean who shall be responsible for reviewing the report of the outside investigator, making factual determinations, reaching a conclusion regarding the charges and recommending appropriate action if any.
 8. In the event the action is against the Dean, the President shall review as outline in #7. In the event the action is against the President, the investigator will present the complaint and report findings to the Chair of the Board of Managers for Board consideration and any final action.
 9. The investigation shall be completed within 90 calendar days of receipt of the complaint/amended complaint.
 10. Within 150 days of receiving a complaint, the following will be forwarded to the complainant and respondent:
 - a. Summary of the investigative report;
 - b. A written notice setting forth:
 - i. The findings of the outside investigator and the Dean/President as to whether harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical/mental disability did or did not occur with respect to each allegation in the complaint
 - ii. Description of actions to be taken, if any, to remedy any discrimination or harassment that occurred, and to prevent similar problems from occurring in the future
 - iii. Proposed resolution of the complaint
 - iv. Complainant's right to appeal
 - v. Respondent's right to file a written response to the findings of the Dean/President within ten working days of the receipt of the findings
 - vi. The investigation report shall be made available to all parties involved.

Appeal Rights

If the complainant is not satisfied with the results of the formal administrative determination, the complainant may appeal the determination by submitting objections to the Board of Managers within 15 calendar days of receipt of the determination. Within 45 calendar days of receiving the appeal, a copy of the final Board decision shall be forwarded to the complainant, President, Dean, and respondent. The Board of Manager decision is final.

Academic Freedom Grievance

Students who are involved in an Academic Freedom grievance or concern are encouraged to make a complaint using the informal or formal procedures listed within. The process will be resolved using the procedures as detailed above in hopes for an efficient and fair resolution

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UWLA

University of
West Los Angeles

UNIVERSITY OF WEST LOS ANGELES

SCHOOL OF LAW

Student Information Handbook

August 01, 2024 – July 31, 2025

SAN FERNANDO VALLEY

21650 Oxnard St., Suite 200
Woodland Hills, CA 91367
Phone 818.775.4500
Fax 818.308.3810

WEST LOS ANGELES

9800 S. La Cienega Blvd., 12th Floor
Inglewood, CA 90301
Phone 310.342.5200
Fax 310.342.5295

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Dear Student: The Student Handbook has been created to be your reference guide while you are a student in the School of Law.

Before contacting a professor or member of the administration please refer to the appropriate section of this Handbook.

All information in this Handbook pertains to the academic school year. Until the publication of a new Student Handbook, the policies and procedures set forth in this Handbook will remain in effect. While every effort has been made to provide you with complete and current information, this Handbook is not a contract between the student and the University. The University of West Los Angeles (UWLA) therefore reserves the right to make such changes as it deems necessary at any time, without prior notice, to its programs, schedules, classes or courses, charges, or fees, admission and graduation requirements, or other policies, rules or regulations.

If you are unable to find the answer you seek – feel free to contact any staff member in the School of Law Office or me through <https://app.simplymeet.me/frykberg>.

Have a great year!

OFFICES AND PERSONNEL

1. University Administration

President

Robert W. Brown (WLA)

2. School of Law

Provost, Dean, & ALO

Jay Frykberg (WLA/SFV)

Vice Dean Emeritus

David Chaney (WLA)

Associate Dean

Steve Zand

Director of Student Services

Suzy Marjanian (WLA/SFV)

ADA Compliance Officer

Patty White (WLA)

Registrar

Patty White (WLA)

Dean of DIEY, Vice President of Admissions,
Recruitment, & Marketing

Troy Brown (WLA/SFV)

Director of Enrollment

Shadi Jafari (WLA/SFV)

Director of Admissions

Verdel Baskin (WLA/SFV)

Director of Library, Career Services, & PDSO

Shaghayegh Brown (WLA/SFV)

3. Resident Faculty Members

Full Time Faculty Member

Robert Barrett (SFV)

Full Time Faculty Member

David Chaney (WLA/SFV)

Full Time Faculty Member

Jay Frykberg (WLA/SFV)

Full Time Faculty Member

Cheryl Simbulan-Beach (WLA/SFV)

Full Time Faculty Member

Steve Zand (SFV)

Full Time Faculty Member

Suzy Marjanian

4. Financial Services Office

Financial Services

Diana Carrillo (WLA/SFV)

5. Business Office

Chief Financial Officer

Ryan Fullmer (WLA)

Administrative Assistant

Hortencia Merchan-Harper (WLA)

6. International Programs

VP of Global Partnership, PDSO

Shaghayegh Brown (LAX/SFV)

DSO

Jesica Cantrell (LAX/SFV)

7. Facilities

Maintenance

Rodrigo Cobarruvias (WLA)

8. Legal Externship Program

Director

Robert Barrett (WLA/SFV)

9. Librarian

Director of Libraries

Shaghayegh Brown (WLA/SFV)

10. Institutional Research

Director of Institutional Research &
eLearning

Jesse Aldava (WLA/SFV)

University of West Los Angeles

Business Hours

1. School of Law

Monday – Friday

10:00 am - 6:30 pm

2. Business Office

Monday – Friday

10:00 am - 6:30 pm

3. Library (SFV)

Monday

1:00 pm - 9:30 pm

Tuesday

1:00 am - 9:30 pm

Wednesday

1:00 pm - 9:30 pm

Thursday

1:00 pm - 9:30 pm

Friday

10:00 am - 8:30 pm

Saturday

9:00 am - 5:30 pm

Sunday

Closed

Library (WLA)

Monday

1:00 pm - 9:30 pm

Tuesday

1:00 am - 9:30 pm

Wednesday

1:00 pm - 8:30 pm

Thursday

1:00 am - 9:30 pm

Friday

10:00 pm - 4:00 pm

11/22/2024

Saturday
Sunday

9:00 am - 5:30 pm
Closed

4. Financial Services

Monday – Friday

10:00 am - 6:30 pm

STAFF TELEPHONE DIRECTORY

West Los Angeles Campus:
9800 South La Cienega Boulevard, 12th Floor
Inglewood, CA 90301

Main Number: 310.342.5200

OFFICE OF THE PRESIDENT

Robert W. Brown, President

P 310.342.5225

F 310.342.5293

SCHOOL OF LAW

Jay Frykberg, Dean

P 310.612.3060

Troy Brown, Director of Recruitment & Enrollment

P 310.342.5256

F 310.342.5295

Patty White, Registrar

P 310.342.5251

F 310.342.5295

ADMISSIONS

Troy Brown, Vice President & Director of Recruitment & Enrollment

P 310.342.5256

F 310.342.5295

Shadi Jafari– Enrollment and Recruitment Manager

P 310.342.5250

BUSINESS OFFICE

Ryan Fullmer, Chief Financial Officer

P 310.342.5221

Diana Carrillo, Financial Services

P 310.342.5268

Hortencia Merchan-Harper, Administrative Assistant

P 310.342.5200

F 310.342.5294

LIBRARY

Shaghayegh Brown, Library Services Director

P 310.342.5206

Library Front Desk

P 310.342.5253

FACILITIES

Rodrigo Cobarruvias, Maintenance

P 310.342.5235

San Fernando Valley Campus:

21650 Oxnard St., Suite 200

Woodland Hills, CA 91367

P 818.775.4500

F 818.308.3810

OPERATIONS

Jay Frykberg, Interim Director of Student Services 818-775-4501

LIBRARY

Mauricio Cañas

P 818.775.4508

University of West Los Angeles
School of Law
9800 S. La Cienega Boulevard
12th Floor
Inglewood, California 90301
310.342.5200
www.uwla.edu

MISSION STATEMENT OF THE UNIVERSITY OF WEST LOS ANGELES

University of West Los Angeles is a family.

Our culture of diversity creates a unique equitable educational empowerment environment. We provide opportunities for resilient learners to become servant leaders to their communities.

Values:

F.E.E.L.: Family, Equity, Educational Empowerment, Leadership

Definitions of Our Values:

Family – Our Family value of interpersonal relationships requires that we care for and treat all *members of our community in a constructive but honest and respectful manner.

*members of our community are all who share our values.

Equity – Our value of Equity encompasses diversity and inclusion, it requires that we support each member based upon their unique needs for support and gives them fair access to educational empowerment. UWLA affirms its position as an antiracist institution.

Educational Empowerment – Educational Empowerment adds to and refines the members of our communities' existing capacity and knowledge with the creation of opportunities for professional development and social mobility.

Leadership – Irrespective of titles or names, the value of Leadership is the ability to bring about transformative change from vision to completion, while at the same time remaining a humble lifelong learner.

Vision Statement:

Liberation through educational empowerment.

INSTITUTIONAL LEARNING OUTCOMES

As our mission statement outlines, the goal of the institution is to offer premier graduate education. As such, the University of West Los Angeles achieves this mission by ensuring that academically and professionally our:

1) Graduates will make progress towards becoming engaged and self-reliant learners demonstrating habits of intellectual inquiry and striving toward their maximum potential.

- 2) Graduates will experience an academically rigorous learning environment that challenges them to develop the necessary verbal, written and critical analysis and critical thinking skills needed to evaluate complex issues.
- 3) Graduates will develop an understanding of advanced concepts and major modes of inquiry using a variety of methodologies/approaches.
- 4) Graduates will be prepared to contribute to a diverse democratic society with a pluralistic perspective of the world.
- 5) Graduates will be able to demonstrate civility, empathy, interpersonal competence, social responsibility and peaceful conflict resolution within the context of their chosen field.
- 6) Graduates will recognize the ethical dimensions of decisions and actions as well as demonstrate the ability to engage in the ethical reasoning necessary to exercise responsibility as an ethical individual, professional, local and global citizen.

MISSION STATEMENT FOR SCHOOL OF LAW

The mission of the University of West Los Angeles School of Law is to provide student initiated inquiry based learning experiences to enable resilient men and women from diverse backgrounds, without regard to age, sexual orientation or disability to become self-educators who will be ethical practitioners of the law and who will contribute to the democratization of the legal community.

PROGRAM LEARNING OBJECTIVES FOR SCHOOL OF LAW

The educational outcomes of a School of Law graduate will be able to:

(PLO 1) Identify and express legal issues. (Issue)

(PLO 2) Identify and explain an understanding of substantive and procedural law. (Rule)

(PLO 3) Apply the facts to the applicable law in an analytical fashion. (Analysis)

(PLO 4) Demonstrate the requisite critical and legal analysis in support of their conclusions. (Conclusion)

(PLO 5) Identify and apply the rules of professional responsibility and ethics to the practice of law.
(Ethics)

(PLO 6) Employ the professional skills necessary for competent and ethical practice of law through proficiency in legal analysis; critical reasoning, problem solving; oral and written communication; legal research. (Practice)

ACADEMIC FREEDOM STATEMENT

The School of Law has a policy of academic freedom ensuring faculty members, staff, and students the ability to exercise their reasonable and informed judgment.

The University shall establish no policy which will unreasonably inhibit academic freedom. Faculty members, staff and students have the right and obligation to examine all aspects of problem areas, to gather data and to question assumptions. Faculty members are free and secure to teach, investigate and participate as responsible citizens in community activities. The faculty, staff, and the administration shall attempt to maintain an educational climate which is conducive to the free exploration of all ideas and of varying points of view.

Any faculty member, staff, or student who finds that a possible violation of academic freedom cannot be resolved informally with the Dean may submit such a question in writing to the faculty senate, which may appoint an investigative committee to ascertain the facts of the alleged violation and make recommendations for the resolution of the matter to the Dean and the faculty senate.

Dean's Message --

This program has evolved in over half a century from a law office with three law students in Culver City to a two campus University spanning the greater Los Angeles basin with approximately two-hundred students. Further UWLA has the legacy of producing not only thousands of Juris Doctor Graduates but literally thousands of licensed California attorneys who practice in all manner of legal fields from Administrative Law to members of the Bench.

We place a focus on practical application of the law and the majority of our professors are practitioners in their respective fields.

I invite you to contact me and our staff.

Jay P. Frykberg

Institutional Accrediting History

The University of West Los Angeles was chartered in February 1966 under the laws of the State of California as a non-profit educational institution. In August 2010, the form of ownership of The University of West Los Angeles was changed to that of a for-profit corporation.

Since 1978, the Committee of Bar Examiners of the State Bar of California (CBE) has continuously accredited the University of West Los Angeles, School of Law.

In July 2002, the San Fernando Valley College of Law (SFVCL) became a part of the University of West Los Angeles. Academic records for students who attended San Fernando Valley College of Law or the University of La Verne - San Fernando Valley College of Law prior to summer 2002 are available from the University of La Verne.

WASC Senior College and University Commission (WASC) granted UWLA initial accreditation in June 1983. WASC terminated accreditation on June 30, 2006.

WASC Senior College and University Commission (WSCUC) granted UWLA initial accreditation again in July 2018 and has continuously accredited the University of West Los Angeles since.

The University of West Los Angeles is accredited by the WASC Senior College and University Commission (WSCUC) 1001 Marina Village Parkway, Suite#402, Alameda, CA 94501.

UWLA's Law School's degree-granting authority in connection with its students qualifying to take the California Bar Examination and obtain admission to the practice of law in California is based on accreditation by the Committee of Bar Examiners of The State Bar of California.

BPPE Statement of Approval

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 in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of the California Code of Regulations. The BPPE code for the University of West Los Angeles is: **29927698**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post Secondary Education by calling the Toll-free telephone number (888) 370-7589 or by completing a Complaint/Notice of Grievance form which can be obtained on the bureau's internet Web site www.bppe.ca.gov

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

Any questions a student may have regarding this handbook that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263- 1897

The University of West Los Angeles has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

Prospective Student - The Handbook for the School of Law

Information about UWLA is published in this catalog and contains a description of certain policies, procedures, and other information about School of Law (SOL). UWLA reserves the right to change any provision of the handbook at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the handbook, or other written format. Students are expected to read and be familiar with the information contained in this handbook, in any revisions, supplements and addenda to this handbook, and with all SOL policies. By enrolling at UWLA, the student agrees to abide by the terms stated in this handbook and any changes or revisions to this catalog and all SOL policies.

This Handbook is published once per year.

All prospective students receive a handbook. Students who view the website and request additional information may receive an email with a PDF version of this handbook. Students who visit the campus and request additional information receive a hard copy, website link, and/or a flash drive with this handbook saved on it. All students receive a handbook prior to signing an Enrollment Agreement.

THE UNIVERSITY COMMUNITY

Board of Managers

The School of Law is governed by the Board of Managers of UWLA. The Board has generally 6 to 12 members.

The Board concerns itself with major policy matters, including setting of goals, mid- and long-range planning, approval of new programs, significant changes in existing academic programs, approval of tuition levels and budgets, recruitment and election of new trustees, development of fund-raising programs, and appointment and evaluation of the President. The Board is currently meeting on a quarterly basis.

To develop leadership on the Board and to engender Trustee participation in University affairs, the Board has Managers' Committees, in addition to an Executive Committee. Each committee is chaired by a Manager and includes as members two or more Managers, as well as administrators, faculty members, students and alumni. The committee reports to the Board on their activities and make recommendations to the Board. The committees are:

- Academic Affairs
- Executive
- Finance and Facilities
- Institutional Advancement
- Personnel
- Strategy and Planning
- Trustees
- Bylaws and Insurance

In addition, *ad hoc* committees are established as needed.

President

The President, who is appointed by the Board of Managers, is the chief executive officer of the University. The President is directly responsible to the Board of Managers and has the primary responsibility for ensuring that the University fulfills its mission and acts in accordance with its purposes in implementing Board policies while maintaining adherence to principles of integrity, educational quality and sound fiscal management.

Dean of the School of Law

The Dean is the chief executive and academic officer of the School of Law with the responsibility and authority, as delegated by the President, for the appointment, re-appointment and dismissal of all employees of the School of Law. The Dean and the faculty have the responsibility for formulating and implementing academic policies and procedures, in accordance with the general policies prescribed by the Board of Managers.

Faculty

Working cooperatively with the Dean, the faculty has the primary responsibility for formulating, implementing and supervising the academic policies and procedures of the School.

Faculty bylaws, adopted by the faculty and approved by the Board of Trustees in 1993, establish the system of faculty governance. The Bylaws provide for two regular law school faculty meetings a year and two regular university-wide faculty meetings a year. They establish a Faculty Senate and two Standing Committees.

The Faculty Senate appoints faculty members to serve on the committees at the beginning of each academic year. The standing committees are:

- Admissions
- Academic Council
- Curriculum Review
- Exam Review Committee
- Faculty Hiring and Retention

- Grading Committee

PRACTICING LAW IN JURISDICTIONS OTHER THAN CALIFORNIA

Almost all law students at UWLA intend to practice law in California. UWLA is accredited by the California CBE and does not plan to seek approval by the American Bar Association. Any questions regarding the accreditation status of the School should be addressed to the Dean.

Study at, or graduation from, this law school may not qualify a student to take the bar examination or be admitted to practice law in jurisdictions other than California. A student who intends to seek admission to practice law outside of California should contact the admitting authority in that jurisdiction for information regarding its education and admission requirements.

Except as provided in rule 4.30 of the Admissions Rules (Legal education in a foreign state or country), completion of a professional law degree program at this law school other than for the Juris Doctor degree does not qualify a student to take the California Bar Examination or satisfy the requirements for admission to practice law in California. It may not qualify a student to take the bar examination or to satisfy requirements for admission to the practice of law in any other jurisdiction. A student intending to seek admission to practice law should contact the admitting authority in the jurisdictions where the student intends to qualify to sit for the bar examination or to be admitted to practice law for information regarding their legal education requirements.

DESCRIPTION OF FACILITIES

UWLA has two campuses. The main campus (LAX campus) is located at 9800 S. La Cienega Boulevard, Inglewood, CA 90301. The satellite campus (San Fernando Valley campus) is located at 21650 Oxnard St. 2nd Floor Woodland Hills, CA 91367. The campuses have ample classrooms, meeting rooms, restrooms, a student lounge with a television and vending machines, and administrative offices, as well as distinctive library facilities, computers, printers, and wireless capabilities. Students have access to all these resources.

Classroom Technology

The institution uses D2L as the learning management system as well as the Zoom video conferencing system as part of the learning environment. Currently, classrooms are in the process of becoming retrofitted to Zoom rooms which will include two display monitors. One of the monitors will be an interactive monitor. The rooms will also include a confidence monitor and two cameras (one facing the presenter, and the other facing the audience). Additionally, a touch panel for control would be at the lectern and audio would be embedded in the ceiling. All of this is supported by XIO Cloud management software from Crestron that gives us the ability to remotely manage the Zoom meeting.

Library Equipment

The library has several computer workstations that provide access to the internet. Using the workstations, students can access the online databases as well as word documents. The library is

equipped with wireless internet access where faculty and students can connect to the internet from personal devices. Staff are available to assist with copying and printing requests. A huddle station is equipped in the library for collaborative learning. Computers are reviewed annually by library personnel to ensure functionality and relevance as well as updates and replacements are made as needed.

COMMITTEE OF BAR EXAMINERS REGULATIONS

Registration as a Law Student

As a law student in the State of California whose objective it is to seek admission to practice law in this state, you must register with the CBE within 90 days after the start of your first semester of study.

The Committee of Bar Examiners encourages on-line registration and does not mail registration packets to law schools. To register on-line, go to www.calbar.org. To request a packet, call the CBE at (213) 765-1500.

After the CBE has processed your registration form, you will receive a notice of your registration as a law student and registration number in about six months.

First Year Law Students' Examination (Baby Bar)

The First Year Law Students' Examination (FYLX, commonly referred to as the Baby Bar) is administered by the CBE and is required for students attending unaccredited law schools in California, as well as for "special students" at accredited schools. If you were admitted to UWLA as a "special student" (with fewer than 60 academic units); you will be required to take and pass the examination before you may continue into your second year of law study. You must file an application for the examination at least two months prior to the date of administration. It must be sent directly to the CBE accompanied by the application fee via certified mail. (Online application process is available as well.) Forms are available by request to the CBE. The examination is given in June and October.

If you have any doubt about your status regarding the above, please contact the Dean.

1. **Requirements to take the FYLX**

A law student must have earned 18 units (completion of 270 hours of law study) within a 12-month period in order to qualify to take the FYLX.

2. **Disqualified students taking the FYLX**

Students who are academically dismissed at the end of their first year of study may be eligible to take the FYLX. Such students who take and pass the exam may petition for re-admission, and the Academic Council will consider their having passed the FYLX as one factor in determining re-

admission. If admitted, students who pass the FYLSX are awarded credit for Torts, Contracts and Criminal Law, provided at least a minimum passing grade in the course was earned.

Residency Requirements

1. The CBE has established residency requirements from rules that appear in the California Business & Professions Code, the CBE's *Policies & Factors Governing Law Schools in California*, and "*Rules Regulating Admission to Practice Law in California*." The School has its own policies as well.
2. Students are required to attend a minimum number of hours per week in any given term. The residency requirements vary depending on whether one is a full-time or a part-time student.

- a. **Full-Time Program**

Students in the full-time program follow a prescribed three-year, six-semester program of 12-15 units per semester and two summer sessions.

The CBE Rules Regulating Admission to Practice Law in California, Factors & Comments, states, "A full-time student is one who devotes substantially all of his working hours to the study of law. Normally, no student in a full-time program should be otherwise employed in excess of twenty hours a week..."

Students attending full time must comply with this prescription. **Full-time students who attempt to work more than 20 hours a week are encouraged to attend on a part-time basis.**

There are no restrictions on employment in the summer sessions, inter-term periods, or recess periods for students registered in the full-time program.

- b. **Part-Time Program**

Students in the part-time program follow a prescribed four-year, eight-semester, three-summer session program of six to eleven units per semester and three to five units per summer session.

For students registered in the part-time program, there are no restrictions on employment. However, we recommend that you limit your work schedule as much as possible.

For Financial Aid purposes, students in the Juris Doctorate program are considered full-time with 6 units per semester.

3. More detailed information on residency requirements may be found in "*Rules Regulating Admission to Practice Law in California*," which can be obtained from the CBE. It is the student's responsibility to read these rules and abide by them.
4. Generally, a student who follows one of UWLA's Projected Programs will satisfy these requirements. A student who wishes to deviate from the recommended sequence must file a petition with the

Academic Council. A student assumes full responsibility for such deviation and must ascertain that Bar residency and school graduation requirements will be met.

Attendance

1. The CBE's Rules Regulating Admission to Practice Law in California, Factors & Comments states that "Regular and punctual attendance is necessary to satisfy the 'residence' requirement," also that "An official class record shall be maintained for each course, or section of a course, which shall show...attendance record for each student..."
2. It is the School's policy to fully comply with the CBE's attendance requirements. Attendance procedures require that each student personally sign, with full signature, the attendance sheet at each meeting of each scheduled class. Failure to sign the sheet will be recorded as an absence, and records will not be changed to accommodate students who have attended classes but have neglected to sign in. Please do not make such requests to the office staff.
3. Instructors are required to mark "absent" any student who has signed in and then departed from the class without returning or who is not present in that class when called upon to participate.
4. Instructors are required to mark as absent those students who arrive more than 30 minutes late after the start of the class or those students who leave more than 30 minutes prior to the end of class.
5. Since law school attendance is a statutory requirement, **an absence is never considered to be "excused."** The student is either "present" or "absent."
6. In addition to sign-in sheets, instructors may verify student attendance by using various additional methods – seating charts, roll calls, recitation, etc. Students will be apprised of each instructor's attendance requirements during the first class meeting.
7. Students who are unprepared twice for a course will receive an absence for the course. Being unprepared includes "passing" when called on or being unable to recite due to failure to read the assigned material.
8. To satisfy the CBE's rule regarding regular attendance, it has been determined that a student may be absent no more than:
 - three hours in any one-unit course;
 - six hours in any two-unit course;

- nine hours in any three-unit course;
- twelve hours in any four-unit course.

9. Students who exceed the allowable limit will be dismissed from the course involved. If so, the student will be required to re-enroll in, and pay for, the course in a subsequent semester.

Multi-State Professional Responsibility Exam (MPRE)

Before admission to the practice of law, all candidates must take and pass the MPRE exam, which is offered four times each year. Applications may be completed online at www.calbar.ca.gov.

At the present time, students must complete one year of law school before being deemed eligible to take the exam. The Committee of Bar Examiners is considering relaxing the requirement, which would allow students to take the exam after registering with the Committee as a law student. Students will be kept abreast of the status of this requirement and notified if the eligibility criteria change.

General Bar Examination

The Committee requires applicants desiring to sit for the bar exam to file an application on-line and pay the appropriate fee, usually three to four months before the exam administration.

Students are encouraged to contact the Business Office to confirm that no outstanding balance exists since transcripts will not be forwarded to the Committee for graduates in arrears. Failure by the Committee to receive a transcript will delay admission to the practice of law.

Practical Training of Law Students Program/ Certified Law Student

The State Bar of California sponsors the Practical Training Program, which allows advanced students the opportunity to perform certain legal functions under the supervision of a sponsoring attorney.

Basically, participation in the program requires a student to have completed one year of law study and to have completed or be currently enrolled in Civil Procedure and Evidence. Complete application packets are available in the School of Law office. Please see the Dean for further information and directions on application submission.

Certification of Dean of the School of Law/Determination of Moral Character

Prior to commencing the senior year, all students should file an application for determination of moral character with the CBE. Applications may be completed online at www.admissions.calbar.ca.gov. Failure to file a timely application may result in delay in admission to practice law once the bar exam has been passed.

The CBE wants to be informed of any matters known to the Dean or contained in the graduate's record that may bear adversely on the graduate's moral character and fitness for admission to the California Bar.

The following questions are included on the form signed by the Dean:

"Do the records in your office reflect that the applicant has been:

- a. denied admission to practice law in any other state?
- b. arrested or otherwise charged formally or informally with a violation of the law?
- c. accused of a violation of trust?
- d. knowingly delinquent to any financial obligation?
- e. disciplined by any educational institution?
- f. disciplined by a licensing authority?
- g. diagnosed or treated for a medically recognized mental illness, disease or disorder that would interfere with his/her ability to practice law?
- h. diagnosed or treated for a chemical dependency that would interfere with his/her ability to practice law?

If you have any personal remarks or if the answer to any of the above is 'yes' please provide a short summary of details."

If a student has had a negative incident in the past. Questions about this matter should be directed to the CBE at (213) 765-1500.

UWLA BAR EXAMINATION PASSING RATE

Information relating to the school's bar examination passing rate can be found at the State Bar's website at www.calbar.ca.gov.

PROGRAM TUITION AND FEES

Program	Application Fee Non-Refundable	Registration Fee/Semester Non-Refundable	Registration Fee/Summer Non-Refundable	Tuition	*Total Estimated Cost
J.D.	\$50.00	\$250.00	\$150.00	\$1245.00 per unit	\$113,700

**Estimated charges for the entire program including books.*

Tuition for the academic year will be as follows:

Tuition	per unit \$1245.00
UWLA Alumnus	per unit \$529.50
Qualifying UWLA Senior*	per unit \$529.50

A period of attendance is defined as one semester and 12 units for a full-time student for a period of attendance. The total tuition for a period of attendance for 12 units is \$14,940. Each period of attendance includes a \$250 Registration Fee for the fall and spring semester. The summer period of attendance is defined as one semester and

3 units for a full-time student. Each period of attendance for summer includes a \$150 Registration fee. The total tuition for a period of enrollment for 3 units is \$3,735. The total charges for the entire program as a full-time student which requires 85 units is \$105,825 for tuition and \$1,950 for registration fees. For Financial Aid purposes, students in the Juris Doctorate program are considered full-time with 6 units per semester.

* A qualifying UWLA senior is a student of the Law School that wishes to take more than the eighty-five units needed to graduate. Thus, any units registered for after the required eighty-five units would be at a reduced rate.

Check and Credit Card Policy

Acceptable Checks

All checks must be imprinted with name, full address (including street address) and telephone number.

Returned Checks

- All checks being returned will have a “returned check” processing fee of \$25.00.
- All returned checks must be paid within 5 (five) days of the advice notice from the bank with cash or money order.
- Students writing checks on closed accounts will be reported the Dean of the School of Law who in turn may report it to the Committee of Bar Examiners as part of the moral character determination process.
- Failure to adhere to the above may result in the withholding of grades, transcripts, diplomas, scholastic certificates, degrees and/or suspension from studies.

Acceptable Charge Cards

There is a \$10.00 fee for all declined credit cards.

Financial Services

Financial Services staff is available for new and existing UWLA students to advise them on available tuition payment options. Students are urged to meet with the Financial Services department prior to or during the admission process. Student payments or satisfactory arrangements must be made prior to the first day of the session. It is UWLA’s Financial Services goal to provide financial options by which a student can continue his/her education. Financial programs at UWLA are administered according to the following principles:

- Financing education relies on the student available resources and his/her family contribution.
- When total family resources do not meet their educational expenses, UWLA will guide students and assist them with seeking alternative funds for their postsecondary education.

Interested applicants will be made aware of available financing options throughout the year. Upon request, a confidential financial package may be developed and offered to students based on individual need and circumstances, without regard to age, sex, race, color, religion, national origin or handicap.

FINANCING OPTIONS

Student payment or finance options must be determined and approved by UWLA prior to or at the same time as the student registers to begin enrollment. Students have three payment options:

1. A student may pay for tuition due with Check, Credit Card or money order for the semester. All non-refundable fees must be paid in full at the time of registration.
2. A student may choose the Deferred Payment Plan (DPP) which will include a \$125 DPP fee, as well as, a signed DPP contract.
3. A Student may apply for Federal Financial Aid

Other Alternative Funding: Students may elect to apply for alternative private loans through outside lenders. If a student obtains a loan to finance his/her education, the student is responsible to repay the full amount of the loan plus interest, less the amount of any refund and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from the federal student financial aid program funds. The student understands that if a separate party is financing his/her education, that the student, and the student alone, is directly responsible for all payments and monies owed to UWLA.

For additional information please contact the Office of Student Financial Services during the business hours of Monday- Friday 10:00 am – 6:30 pm via phone 310-342-5230.

Federal Financial Aid

Overview

Most students enrolled in any UWLA degree track/seeking program will qualify for low interest loans in amounts sufficient to cover a percentage of tuition, fees, books and related costs. These loans may either be subsidized (where the government pays the interest charges during the term of enrollment) or unsubsidized (where interest is accrued during the term of enrollment and eventually paid by the student).

Basic Eligibility Requirements for Federally Insured Student Loans

To be eligible for Federal Insured Students Loans during your enrollment at UWLA, you must:

- Be approved for admission to a UWLA degree track program;
- Be a U.S. citizen or an eligible non-citizen;
- Have a high school diploma or GED;

- Have a Social Security number;
- Remain in good academic standing by meeting Satisfactory Academic Progress standards, as detailed in UWLA's Satisfactory Academic Program Policy found in this handbook;
- Demonstrate financial need (This requirement does not apply to unsubsidized loans.);
- Not have borrowed more than the aggregate loan limits under Title IV programs at any institution;
- Certify that you are not in default on a federal student loan or owe money on a federal student grant;
- Certify that you will use federal student aid for educational purposes only; and
- If you are a male, comply with Selective Service registration requirements.

Degree seeking students that are U.S. citizens or eligible non-citizens enrolled in an eligible program may apply for student financial aid as a means of assisting with financing their education.

UWLA participates in the Federal Direct Loan Program degree track students. The Federal Direct Loan Program includes Stafford Unsubsidized Loans, Stafford Subsidized Loans, and Federal PLUS Loans.

The University does NOT participate in the following Federal Aid Programs:

- Federal Perkins Loans
- Academic Competitiveness Grant
- National SMART Grant
- Federal Supplemental Educational Opportunity Grant

Students may also be eligible to reduce their tuition through University Scholarship/Grant offers. Student eligibility is need based or merit based. Additional information on Grants may be found on the UWLA website or inquire with the Admission Department.

Student Rights and Responsibilities

Students receiving Federal Student Aid have varying rights and responsibilities. These rights and responsibilities include receiving the following information:

- the need-based and non-need-based federal financial aid that is available to students;
- the need-based and non-need-based state and local aid programs, University aid programs, and other private aid programs that are available;
- how students apply for aid and how eligibility is determined;
- how the school distributes aid among students;
- how and when financial aid will be disbursed;
- the terms of, the schedules for, and the necessity of loan repayment and required loan entrance and exit counseling; and
- the criteria for measuring satisfactory academic progress; and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid.

Statement of Educational Purpose

Federal Financial Aid is to be used solely for the student's educational expenses related to their enrollment in UWLA eligible programs.

Application Process

Students may apply for student financial aid after applying for admission to the University through the Admissions Department.

The following forms are required to begin the application process for student financial aid loans.

- Free Application for Federal Student Aid (FAFSA)
- Federal Direct Loan Master Promissory Note (for individuals interested in Stafford loans)
- Entrance Counseling Form
- All students are required to submit a government issued form of identification, which includes both a signature and a picture. (i.e. driver's license, passport, military ID or government ID)
- If applicable, complete and submit a Withdrawal/Clearance Letter to release prospective student's prior FSA obligation at prior school.

The Department of Education sets both an aggregate limit and an annual limit for the amount of loans that a student may borrow in Federal Student Aid. Regardless of the number of schools that a student attends during an academic year, a student may not receive more than the annual limit for loans for their grade level. If a student has received Federal Student Aid at another institution before enrolling at UWLA, the amount of that Federal Student Aid will be taken into consideration when determining his/her eligibility for Federal Student Aid.

The average processing time for financial aid is 30-60 days. Prospective students should plan accordingly.

Federal Student Aid Programs

Federal Direct Loans

Federal Direct Loans are received from the federal government. The loans students receive will be unsubsidized.

An unsubsidized loan is not awarded on the basis of need. Student will be charged interest from the time the loan is disbursed until it's paid in full. If student allows the interest to accrue while student is in school or during other periods of nonpayment, it will be added to the principal amount of his or her loan and additional interest will be based on that higher amount. Student can choose to pay the interest as it accumulates. The amounts students can borrow will depend on his or her grade level, determined at the time application for admission is submitted, and his or her dependency status. The following table indicates Stafford Loan funding limits based on a graduate student.

Federal Direct Stafford Loan Limits

Graduate/Professional Student

\$20,500—No more than \$8,500 of this amount may be in subsidized loans.

Maximum Total Debt from Stafford Loans Upon Graduation

Graduate Professional Student

11/22/2024

\$138,500—No more than \$65,500 of this amount may be in subsidized loans.

The graduate debt limit includes Stafford Loans received for undergraduate study. Please note that student may also receive less funding if student receives other financial aid (such as private or military tuition assistance) that is used to cover a portion of his or her Cost of Attendance.

Processing of Federal Aid

After submitting a current Free Application for Student Aid (FAFSA) and the student has completed and forwarded the Master Promissory Note (MPN) to the Department of Education, the School will retrieve and review the information and then an award letter will be prepared and sent to the student. The award letter will inform the student of the types (if eligible, unsubsidized or PLUS) and amount of student loans awarded for the loan period. The student will also receive a disclosure statement from Direct Loans with the same information. At the time disbursements are processed by the School the Department of Education will email/mail a disclosure statement and notify student of anticipated disbursement dates. Prior to the funds requested, the University will verify that student has maintained eligibility and is currently registered for classes.

Any changes and/or breaks in attendance or failure to start classes as scheduled, may prevent federal student aid from being disbursed. Loans are processed for an academic year. Students can reapply for subsequent loans after successfully completing these requirements. The University will disburse the loan in two installments, with the first half disbursed approximately 30 days after the beginning of the academic year and the second half disbursed at approximately 26 weeks after the first disbursement, provided student maintains satisfactory academic progress as defined.

Entrance counseling will be provided to all Federal Direct Loan borrowers before the first disbursement of a loan will be made and exit counseling upon leaving the University. If student withdraws prior to completing the exit counseling process, student may have the opportunity to complete online exit counseling or materials will be mailed to his or her last known address and should be completed and returned to the address provided.

Federal Direct PLUS Loans

Graduate students are now eligible to borrow under the PLUS Loan Program up to the cost of attendance minus other estimated financial assistance from the Federal Direct Loan program. This loan is credit-based. Applicants are also required to complete the FAFSA and are given an opportunity to request the maximum eligibility under the Federal Direct Loan Program when applying for a Graduate PLUS loan. Students are responsible for all interest accrued during the life of the loan.

Financial Award/Scholarship Disbursements

Before the Financial Services Office can disburse funds, a student's academic **and** financial aid file must be complete.

Overpayments

Overpayment of Federal Funds In rare circumstances a student may have received FSA funds in error. Such a student who owes an overpayment as a result of withdrawal from the University and a subsequent Return of Title IV Program funds calculation will retain FSA funding eligibility for 45 days

from the date that the University sends a notification to the student of the overpayment. During the 45 days, the student will have the opportunity to take appropriate action that can continue their eligibility for FSA funds. This may be accomplished by repaying the overpayment in full to the University or by signing a repayment agreement with the U.S. Department of Education. If the student does not take one of these two actions during the 45-day period, he or she becomes ineligible for future funding on the 46th day. Further information on signing a repayment agreement with the U.S. Department of Education may be obtained from the University's Financial Services Office.

Return to Title IV Overview

The Return of Title IV Policy (R2T4) addresses federal financial aid recipients who withdraw from the University of West Los Angeles (UWLA) and are subject to a return of Title IV calculation. This policy applies to students who received or were entitled to Title IV funds during the payment period in which the student withdrew. The University will determine the amount of federal grant and loan received for the payment period, to determine the percentage of Title IV earned for the payment period prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the federal financial aid program(s).

Return to Title IV Policy

When a federal financial aid recipient withdraws from the University prior to the end of the payment period, a R2T4 calculation must be calculated to determine the amount of federal financial aid funds earned as of the withdrawal date (e.g. last date of attendance or academic activity). If the total amount of aid earned is less than the amount of federal financial aid funds disbursed to the student or on behalf of the student in the case of a parent PLUS, the difference between these amounts are returned to the applicable aid program(s). If the federal financial aid funds are greater than federal financial aid funds disbursed, the difference between these amounts are treated as a post withdrawal disbursement. In all cases, a R2T4 is required for any student who withdraws, regardless of 100% earned for the payment period.

Return to Title IV Calculation

The amount of federal financial aid earned is calculated by determining the percentage of days in the payment period completed and applying this percentage to the total amount of aid disbursed and that could have been disbursed for the payment period. A payment period is defined as the standard term. If conditions for a late disbursement are met prior to the date the student became ineligible (the student's last date of attendance or academic activity), any undisbursed federal financial aid will be counted as aid that could have been disbursed.

Satisfactory Academic Progress

Federal and state financial aid regulations require that recipients of federal and state aid make satisfactory academic progress toward the completion of their degree. This same policy has been enacted by UWLA for certification and disbursement of our private loan funding as well.

Therefore, as a UWLA student aid recipient, of any source, in addition to meeting other financial aid eligibility criteria, must be in good academic standing and making satisfactory progress in their degree program.

The SAP policy is reviewed on an annual basis and if policy changes are made, will then be updated and reflected on this page, in the student Handbook, and any additional printed information our Student Finance office distributes. Any questions regarding your SAP standing or eligibility standards related to continued funding should be directed to the Dean and/or the Director of Student Financial Services.

The maximum time in which a student is expected to finish a program is defined as 150% of the program length. All students must pass at least 67% of all credit hours attempted. Accepted transfer credits are included in the pace calculations. Students who fall below standards for SAP will be notified and issued a warning status. If they fall below after receiving warning, the student will be required to meet with the Dean or his/her designee to create an acceptable academic plan that will ensure student is able to meet SAP standards by a specific time frame.

University of West Los Angeles

Tuition Refund Policy (School of Law)

Refund policies depend on a student's status and when the student withdraws. For students who withdraw from any class up through the 60% point in the semester, charges are reduced in proportion to the percentage remaining in the semester after the student's withdrawal date. For students who withdraw from any class after the 60% point in the semester, NO REFUND IS GIVEN.

The withdrawal date is set as the date that the student submits a Change of Program Form or a Full Withdrawal Form and the applicable fee. A \$45.00 fee is assessed each time a student withdraws from a class (after the second week of school in a given semester) or withdraws from the school (at any time).

If the student withdraws from ALL classes in a given semester, refunds on tuition are first returned to the private loan agency if applicable.

Any request to withdraw from a class or from the school MUST BE IN WRITING and accompanied by the appropriate fee to be valid. Verbal notifications of intent to withdraw from a class or from the school are insufficient, and will not be recognized as an appropriate notice to the school.

All legitimate requests for the refund of tuition payments will be made within 30 days after a student withdraws from school, or 30 days after the law school's notice that it will discontinue any class or program.

The University of West Los Angeles School of Law has adopted an institutional refund policy that is both fair and equitable and satisfies Department of Education guidance. All student withdrawals become effective on either the date the student notifies the institution of their

intent to withdraw or the date the institution determines that the student is no longer attending and is administratively withdrawn, whichever date is earliest.

Institutional Refunds (IR) are determined based on a pro-rata calculation of tuition charges for the given payment period. If a student completes less than sixty percent (60%) of the payment period, a pro-rata calculation is completed. If a student completes more than sixty percent (60%) of the payment period, the student has effectively completed the term and 100% of the tuition charges will be retained by the institution.

In addition to the pro-rata calculation described above, a student who receives Title IV Federal Direct Loan will be subjected to a Return to Title IV (R2T4) calculation as prescribed by the U.S. Department of Education. Please see the UWLA Return to Title IV policy for details.

The University will issue any refunds as described above within the required 30-day timeframe from the official withdrawal date as established by the University.

The Office of Student Financial Services is notified of a student's withdrawal by the Registrar's Office and will proceed with calculating the Institutional Refund and Return to Title IV amounts accordingly. If there is a refund required, the dollar amount of the refund is given to the accounting office to issue a refund check to the student or eligible Title IV program. The Office of Student Financial Services will then confirm the tuition adjustment and the refund amount is posted to the student's account ledger within 30 days of the official withdrawal date.

The Office of Student Financial Services is responsible for sending the Notification of Refund communication to the student, which explains both IR and R2T4 calculations, within 45 days of the official withdrawal date.

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

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

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

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

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

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.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798-0818 (916) 574-8900 or (888) 370-7589

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an

educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

* STRF Fee: Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges.

After the rate change, institutions will no longer be required to collect STRF assessment fees from students. However, institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for all STRF-eligible students.

For additional information regarding STRF, visit the Bureau for Private Postsecondary Education's website at: bppe.ca.gov/lawsregs/strf.shtml

TUITION PAYMENT POLICY OF THE UNIVERSITY OF WEST LOS ANGELES SCHOOL OF LAW

GENERAL POLICY

Full payment of **tuition** and the **non-refundable registration fee** and **any other** applicable fees must be made or arrangements for payment entered into with the University at the time of registration. Tuition and fees must be paid or arrangements for payment entered into with the University for each term before a student's registration is complete and the student is allowed to attend classes.

Registration, when accepted by the University, constitutes a financial contract between the student and the University. Failure to make payments of any amounts owed to the University when they become due is considered sufficient cause: (1) to rescind registration; (2) to suspend or dismiss the student; (3) to disallow a student to register for future terms or courses; (4) to nullify a student's attendance of any classes and prevent a student from participating in classes or from taking any exams; (5) to nullify a student's performance on any exams and/or to require a student to re-take an exam, or (6) to withhold grades, transcripts, diplomas, scholastic certificates, and degrees. **A student is NOT permitted to enroll in a subsequent term until the unpaid balance is paid. All unpaid balances must be cleared through the Business Office before registration for the next semester can begin.**

DEFERRED PAYMENT PLAN

All students may apply with the Business office for deferred payment of tuition unless such participation conflicts with rules governing Financial Services. In order to qualify under this Deferred Payment Plan, a student must be eligible to advance academically and not have had any prior unresolved payment deficiencies with the University. Prior defaults in any deferred payment plans will **automatically disqualify** a student from being eligible for a future deferred payment plan. A non-refundable deferred payment fee of \$125 will be assessed on all deferred payment plans. **All fees, including registration fees,**

deferred payment fees, and any other applicable fees must be paid prior to setting up a deferred payment plan.

A **Deferred Payment Contract** must be signed by each student participating in this Deferred Payment Plan. Payment of tuition in accordance with this Deferred Payment Plan for the **fall and spring semesters** must be made in the form of **three equal installments**, as follows:

- The first installment payment of **one-third** of total tuition charges is due at the time of registration;
- The second installment payment of **one-third** of total tuition charges is due **not later than the 15th day of the first month following the month in which classes begin**; and
- Payment of the **balance** of tuition charges, together with any other unpaid charges, is due **not later than the 15th day of the second month following the month in which classes begin**. *All accounts must be cleared – that is, paid in full -- by this date.*

Payment of tuition in accordance with this Deferred Payment Plan for the **summer term** must be made in the form of **two equal installments**, as follows:

- One-half of total tuition charges is due at the time of registration; and
- Payment of the **balance** of tuition charges, together with any other unpaid charges, is due not later than the **15th day of the first month following the month in which classes begin**.

NOTE: ALL DEFERRED PAYMENT CONTRACTS MUST BE APPROVED BY THE UNIVERSITY'S BUSINESS OFFICE.

Deferred Payments Plans are governed by the following rules and regulations:

- A late payment fee of \$75 WILL BE charged for each payment that is past due. **Non-receipt of periodic billings from the Business Office does not affect the obligation to make payments when due. You must make your payments according to the schedule set forth in your Deferred Payment Contract;**
- Students who have past due amounts will **not be allowed to attend class, take exams, or receive grades until such amounts are brought current. Only clearance by the Business Office will be accepted as proof that the past due amounts have been satisfied;**
- The Business Office will submit to the Deans and the Registrar's Office regular status reports of delinquent accounts;
- The Business Office will notify the Deans and the Registrar when a previously delinquent account has been cleared. An account will be considered cleared if payment is by cashier's

check or by credit or charge card. If payment is by personal check, then a waiting period of seven business days will be imposed before clearance is issued in order to allow sufficient time for the check to clear. **Note: Payment by personal check may delay a student's ability to attend class, sit for exams or receive grades; and**

- In the event payment of a student's tuition charges or registration fee is tendered in the form of a check or via a credit or charge card and such check is returned to the University for non-sufficient funds or such credit or charge card is rejected, the following will result: (a) the University's Business Office will promptly notify the Registrar's Office of the fact that the check has been returned or the credit or charge card rejected; and (b) the student's registration will be rendered incomplete, null and void until such time as all amounts then due and owing are paid in full.

University of West Los Angeles

Deferred Payment Contract

WHEREAS, _____ ("Student") desires to defer payment of his or her tuition to the University of West Los Angeles School of Law (the "University") for the _____ 20____ semester or term; and,

WHEREAS, the University has a policy allowing such deferred tuition payments; and

WHEREAS, it is in the best interests of Student and the University to enter into such a deferred tuition-payment agreement (the "Deferred Payment Contract" or the "Agreement"),

THE PARTIES HEREBY AGREE, in consideration of the following mutual covenants and promises and other good and valid consideration, as follows:

By applying to the Business Office for approval to defer payment of his or tuition in the manner particularized below, Student hereby agrees, acknowledges and represents that: (a) he or she is required to read and understand – and he or she has read and understands -- the University's payment policy as detailed in the University's Student Information Handbook; (b) said policy as described in the Student Information Handbook is incorporated herein by this reference as though it were set forth in full at this point; and (c) the University's agreement to approve and accept payment of Student's tuition on a deferred basis is strictly subject to the following terms and conditions:

A. Student must be currently eligible to advance academically, and except for those amounts forming the subject matter of this Deferred Payment Contract, there must exist no sums presently due or owing by Student to the University.

B. Student shall pay to the University, in full and not later than the time of execution of this Deferred Payment Contract, a deferred-payment fee of One Hundred Twenty-Five Dollars (\$125).

C. Student shall pay to the University, in full and not later than the time of execution of this Deferred Payment Contract, all fees -- including his or her registration fee; the deferred-payment fee referred to in paragraph B, immediately above; and any other applicable fees.

D. Payment of tuition in accordance with this Deferred Payment Contract for the **fall and spring semesters**, if applicable, shall be made in the form of **three equal installments**, as follows:

(1) The first installment payment of **one-third** of total tuition charges is due at the time of registration;

(2) The second installment payment of **one-third** of total tuition charges is due **not later than the 15th day of the first month following the month in which classes begin**; and

(3) Payment of the **balance** of tuition charges, together with any other unpaid charges, is due **not later than the 15th day of the second month following the month in which classes begin**. *All accounts must be cleared -- that is, paid in full -- by this date.*

E. Payment of tuition in accordance with this Deferred Payment Contract for the **summer term**, if applicable, must be made in the form of **two equal installments**, as follows:

(1) One-half of total tuition charges is due at the time of registration; and

(2) Payment of the **balance** of tuition charges, together with any other unpaid charges, is due not later than the **15th day of the first month following the month in which classes begin**. *All accounts must be cleared -- that is, paid in full -- by this date.*

F. Student understands and agrees that in the event she or he fails to remit payment of any amounts at or before the time payment of such amounts falls due and owing under the terms of this Deferred Payment Contract, she or he will be subject to the sanctions and penalties set forth in the Tuition Payment Policy described in the Student Information Handbook unless and until such amounts are paid in full. Student further understands that the University's Business Office will submit to the Dean's and Registrar's Office regular status reports of delinquent student accounts.

G. Student understands and agrees that: (1) the University may assess against Student a late-payment fee of Seventy-Five Dollars (\$75) for each instance in which a payment owing under the terms of this Deferred Payment Contract is not received by the University at or before the time that such payment is due to be made under this Agreement; (2) the University's failure to assess such a late-payment fee in one or more such instances of late or non-payment by Student does not constitute a waiver of or otherwise adversely affect the University's right to assess such a late-payment fee in any other instance of late or non-payment on Student's part; and (3) Student's non-receipt of billing statements from the Business Office does not affect Student's obligation to make payments as and when they become due under the terms of this Tuition Payment Contract.

H. Student understands and agrees that: (1) Student's account will be considered cleared and paid in full if and when full payment is tendered in the form of cash, cashier's check, or credit or charge card; and (2)

if payment is made in the form of a check, then a waiting period of seven (7) business days will be imposed in order to allow sufficient time for the check to clear.

I. **Attorney's fees:** Student understands and agrees that in the event the University prevails in an action instituted for the purpose to enforce this Tuition Payment Contract, Student will be liable to the University for the amount of any and all costs of suit incurred by the University in prosecuting such action, including its reasonable attorney's fees.

J. No modification of this Tuition Payment Contract shall be valid unless such modification is in the form of a writing that is dated and signed by both parties.

K. The parties represent and acknowledge that in executing this Tuition Payment Contract, they do not rely and have not relied upon any representation or statement made by any of the parties or by any of the parties' agents or representatives with regard to the subject matter, basis or effect of this Agreement or otherwise, other than those specifically stated in this written Agreement.

L. Should any provision of this Agreement be declared or be determined by any court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining parts, terms or provisions shall not be affected thereby, and said illegal, unenforceable or invalid part, term or provision shall be deemed not to be a part of this Agreement.

M. This Agreement sets forth the entire agreement between the parties and fully supersedes any and all prior agreements or understandings, written or oral, between the parties.

O. This Agreement shall be interpreted in accordance with the plain meaning of its terms and not strictly for or against any of the parties.

P. This Tuition Payment Contract shall be construed in accordance with and governed by the laws of the state of California.

STUDENT'S SIGNATURE BELOW SHALL INDICATE THAT SHE OR HE HAS READ THIS TUITION PAYMENT CONTRACT AND AGREES TO ITS TERMS.

Student Signature: _____

Dated: _____

Print Name: _____

Student No.: _____

University of West Los Angeles School of Law

By: _____

Dated: _____

Print Name: _____

11/22/2024

PAYMENT SCHEDULE

Payment	Due Date	Amount Paid	Date Received	Received by
First:	_____	_____	_____	_____
Second:	_____	_____	_____	_____
Third:	_____	_____	_____	_____
Adjustments:	_____			

CURRICULUM

UWLA has a well-designed curriculum that includes a balance of required substantive courses, research and writing courses, and a variety of mainly practice-oriented electives that enhance the traditional coursework. The 85-unit curriculum has 73 units of required courses, including all the subjects tested on the California Bar Examination, several research and writing courses, electives, including non-classroom coursework such as the Legal Externship Program.

REQUIRED COURSES

ADVANCED LEGAL WRITING

3 units

Building on the skills mastered in Legal Research and Writing, this course provides students with advanced legal research skills training as well as additional writing practice including closed and open office memoranda of points and authorities.

APPELLATE ADVOCACY

3 units

This course is designed to study the methods and procedures attorneys use at trial. Students will learn through active participation in all aspects of trial, including opening statement, direct examination and cross-examination of witnesses, closing arguments, objections, demonstrative evidence, exhibits, and moving exhibits into evidence. The instructor and classmates will provide feedback to students on their presentations. The course will emphasize the importance of ethical courtroom demeanor and the skills needed for effective oral advocacy.

BUSINESS ORGANIZATIONS

3 units

A study of the law relating to corporations, agency, and the various forms of limited liability entities, including general and limited partnerships (LLC's and LLP's) and uniform acts such as the Uniform Partnership Act and the Model Business Corporations Act.

CIVIL PROCEDURE

4 units

Elements of the civil action; splitting and joining actions; pleadings; amendment of pleadings; pre-trial motions; choice of law, federal jurisdiction, personal jurisdiction and venue; discovery; pre-trial conferences; jury trial; post-trial motions and appeals; Federal Rules of Civil Procedure.

COMMUNITY PROPERTY

3 units

The law of California marital property. Topics include classifying marital property, management and control of community property, the liability of marital property for the debts and torts of the spouses, the division of community property upon dissolution or death, and the property rights of putative and meretricious spouses. The course also includes coverage of selected California family law topics.

CONSTITUTIONAL LAW I

3 units

An introductory study of the Constitution of the United States. Subjects include the structure of the federal republic, the constitutional powers of government, separation of powers, the theory and practice of judicial interpretation and review, individual rights, including due process of law.

CONSTITUTIONAL LAW II

3 units

A further study of the Constitution of the United States. Subjects include equal protection, freedom of expression and association, and free exercise and establishment of religion.

CONTRACTS I

3 units

The first semester of the year-long course in contract law covers the agreement process (intent to contract, offer, acceptance, consideration, etc.), alternative doctrines under which a non-contractual promise may be legally enforced (promises made in recognition of a benefit received, promissory estoppel), "policing the bargain, doctrines (status, misconduct, public policy), Statute of Frauds (the requirement of writing).

CONTRACTS II

3 units

The second semester of the course begins with parole evidence and contract interpretation. With all aspects of contract formation covered, the course goes on to contract performance doctrines (conditions, impossibility/impracticability, frustration of purpose, breach). Following the mid-semester exam, the course is completed with remedies (damages, restitution, specific performance), the rights and duties of third parties (assignment, delegation, third party beneficiaries), and finally, remaining doctrines of contractual discharge (mutual rescission, accord and satisfaction, novation).

CRIMINAL LAW

3 units

Criminal law is the study of the substantive law by which society regulates the conduct of its members and imposes criminal liability. Criminal liability is normally referred to as punishment. That liability may be discharged by a fine, by imprisonment, or by death. We will study general principles of criminal liability as

well as the specific crimes of homicide, conspiracy, assault and battery, rape and sexual assault, attempts, theft crimes including robbery, and burglary, as well as justification defenses and excuses for criminal conduct. While there is no such thing modernly as common law crimes and while all criminal systems must be provided for by statute of the jurisdiction involved, we will study cases from a variety of jurisdictions as well as the Model Penal Code promulgated by the American Law Institute in 1962.

CRIMINAL PROCEDURE

3 units

Rules relating to the exclusion of evidence against a criminal defendant alleged to be in violation of one or more of the first Ten Amendments and the Fourteenth Amendment to the U.S. Constitution. Includes illegal search and seizure of the person or property, search warrants, double jeopardy, self-incrimination, confessions, right to counsel, right to bail, right to a fair and speedy trial, right of witness confrontation, right to trial by jury, right of due process of law, pre-trial criminal procedures, and post-conviction remedies.

EVIDENCE I

3 units

The admission and exclusion of evidence and the basis and logic/or policy underlying the rules. Topics include relevancy and materiality; hearsay and its exceptions. The allocation of the burden of persuasion and of producing evidence and the effect of presumptions are also examined.

EVIDENCE II

3 units

Materials include competency of witnesses; privileged communication; impeachment and cross-examination; and scientific, demonstrative, and documentary evidence.

INTRODUCTION TO LEGAL STUDIES

3 units

The substance and structure of legal analysis and legal method, including reading, briefing, and understanding cases and statutes. Extensive in-class and out-of-class written work emphasizing the application of case law and statutory law to specific fact situations.

LEGAL RESEARCH AND WRITING

3 units

Basic techniques of manual and computer-assisted legal research, legal writing, and updating research. Course requires submission of written research assignments, an office memorandum, and a memorandum of points and authorities.

PRETRIAL LITIGATION PROCEDURE

3 units

Students explore pre-trial procedures (including pleadings, discovery and planning the trial)

PROFESSIONAL RESPONSIBILITY

3 units

Organization, regulation and ethical obligations of the legal profession; unauthorized practice; forming the attorney-client relationship; limitations on advertising, solicitation, and group legal service plans; compensation for legal services; fiduciary duties to client; avoiding conflicts of interest; competent

representation; withdrawal from employment; duties and limitation on zealous representation; relations with other attorneys and the court; judicial ethics.

REAL PROPERTY I

3 units

An introduction to the law of real property, including the states and other interests in land at common law, concurrent ownership, modern methods of creating, acquiring and transferring interests in land, including the contract and the deed and remedies for failure of performance.

REAL PROPERTY II

3 units

Includes the recording system, title insurance, covenants of title and implied warranties; private restrictions on the use of land and zoning; duties and rights of landlord and tenant; easements; covenants; equitable servitudes.

REMEDIES

3 units

A study of legal and equitable remedies. Includes damages, injunctive relief, specific performance, restitution and defenses. Emphasis will be placed upon the choice of appropriate remedies for achieving the best strategic result.

TORTS I

3 units

An introduction to Tort theory and the nature of public policy. Extensive study of the laws governing intentional torts and negligent conduct.

TORTS II

3 units

Continued study on the laws governing negligence. Other topics covered include strict liability, product liability, defamation, invasion of privacy and business torts.

Trial Advocacy

3 units

Students explore trial procedures and strategies (including selecting a jury, examining witnesses, raising objections and making legal and factual arguments to the jury).

TRUSTS & ESTATES

3 units

The nature and use of inter vivos and testamentary trusts; elements of private and charitable trusts; use of trusts in estate planning; duties of trustees; rights of beneficiaries; enforcement of trusts; intestate succession; nature, validity, and operation of wills with particular emphasis on the California Probate Code, and probate and administration of estates.

ELECTIVE COURSES

The following is a list includes all elective courses offered by UWLA in the preceding two years and it is not exhaustive as new electives are developed every year. Note that not all electives are offered every year, but on a rotating basis based upon student interest.

BANKRUPTCY

3 units

A study of the substantive law of Bankruptcy and its application, including voluntary and involuntary liquidations, discharge of debts, exemptions and creditor claims. Chapter 11 reorganizations, Chapter 13 plans and adversary proceedings will be detailed.

BILLING and CASE MANAGEMENT

1 unit

Focuses on the art of billing and file organization. This hands-on course will provide students with skills they will need in every field of law they practice. With the assignments in this class, the students will be exposed to various tasks involved in multiple fields, and will learn how to capture billing. The familiarity with billing practices and case management that students will gain from this class will help provide the competitive tools needed to advance in the areas of law they choose to practice.

CALIFORNIA CRIMINAL PRACTICE

3 units

Law students must be able to think critically and write well in order to succeed in law school and pass the California Bar Examination. However, these objectives cannot be fully realized without a grasp on the foundational conceptions and theories regarding the fundamental nature of law. Jurisprudence is the theory and philosophy of law. Scholars of jurisprudence, or legal philosophers, hope to obtain a deeper understanding of the nature of law, of legal reasoning, legal systems and of legal institutions.

The semester will be spent exploring central issues in Jurisprudence as well as the various approaches and philosophies underlying it. This will be done in part through the study of various theories about the purpose

and function of law in the Western legal tradition including Legal Realism (e.g., Karl Llewellyn, Jerome Frank), Natural Law (e.g., Aquinas, Ronald Dworkin, John Finnis) and Positivism (e.g., H.L.A. Hart, Joseph Raz). We will also examine the implications and effects of these theories on law as well as life in general.

After a preliminary overview of the differences between pre-modern, modern, and post-modern thinking, students will be required to complete a group assignment which will be presented in class. Details of this group assignment will be provided at a later time.

CALIFORNIA DUI & TRAFFIC DEFENSE

3 units

The purpose of our DUI & Traffic Course is to prepare students for the practice of criminal law in the defense of infractions, misdemeanors, and felonies relating to the California Vehicle Code. This course is designed to cover legal issues, forms, pleadings, procedures, preparation of the case and defense thereof, and issues dealing with Traffic Court and Diversion Drug Court Programs. In addition, this course may touch upon DMV Administrative Hearings, hearing procedures, administrative reviews, and grounds for setting aside suspensions and/or reinstating driver licenses.

Although there is abundant material to cover in this course, particularly in DUI Defense, this course is designed to give students sufficient background to be familiar with traffic and DUI cases as they may arise in their professional careers.

CIVIL RIGHTS LAW

3 units

This course provides students with the principles of the primary federal and California civil rights legislation, as well as a working knowledge of the historical, moral, and social policies that gave rise to these legal rules and that affect their continuing application today. The course analyzes noncriminal statutes Congress and the California Legislature enacted to protect civil rights, and litigation under those civil rights laws. The course will first focus on federal law, including 42 United States Code section 1983, and laws prohibiting sex discrimination, discrimination in employment and housing, and disability discrimination. California law will also be examined, including the Fair Employment and Housing Act, the Unruh Civil Rights Act, and other state civil rights legislation.

CLIENT COUNSELING

3 units

This is a client-centered course on client counseling and interviewing. We shall employ some traditional concepts, strategies and techniques for interviewing and counseling both new and existing clients with which you will find yourself once entering the practice of law. You will be introduced to a range of strategic options that exist when confronted with varying problems with clients. This course is much more than

teaching you how to execute a given skill or technique, but will help you become better interviewers and counselors.

CRIMINAL LITIGATION WORKSHOP

3 units

This class will be a hands-on introduction to complex criminal litigation. We will evaluate a large current criminal case that involves hundreds of evidentiary documents and we will discuss how to analyze and organize the case in preparation for a hearing. Students will be evaluating arguments presented by (real) counsel and will be preparing counter-arguments. We will also be observing similar proceedings taking place in real courts during the semester. Each student will prepare a pleading addressing their assigned portion of the case.

CRIMINAL PRACTICE

3 units

A course covering the practical aspects of criminal practice and procedure from arrest through trial. Emphasis on pre-trial proceedings such as arraignments, motions, preliminary hearings, discovery, and trial. Designed for those who are interested in careers as prosecutors or criminal defense lawyers in either public or private settings.

DEBTOR-CREDITOR RELATIONS

3 units

This course is designed to familiarize students with many of the applicable laws that apply to nearly every aspect of a client's personal and business life and recognize the pervasive nature of the Debtor-Creditor Relationship: The Debtor-Creditor Relationship is central to everyone's life, and is central to the day-to-day life of a practicing attorney.

DOMESTIC VIOLENCE

3 units

This course will examine the legal system's response to domestic violence using an interdisciplinary approach. The course will address the legal issues of domestic violence in the areas of criminal, family, tort, immigration, employment, human rights, federal, and constitutional law. Ethical and policy issues will be included throughout. Specific legal issues will include the effectiveness of civil restraining orders, how intentional torts have applied to domestic violence, the erosion of interspousal immunity, how domestic violence is taken into account in custody and support proceedings, and interstate custody problems. The course will also analyze in the criminal area the efficacy of mandatory arrest and no-drop prosecution policies, including claims of self-defense and the use of expert testimony.

ENTERTAINMENT LAW

3 units

A comprehensive and systematic approach to entertainment transactions, with an emphasis on film and television production. Basic copyright and trademark law will be covered as it relates to the transactions.

FAMILY LAW

3 units

Family relations, including the law of marriage and annulment, dissolution and judicial separation, property settlement agreements, spousal support, legitimacy of children, custody, and adoption.

HOW TO START A SUCCESSFUL LAW PRACTICE

3 units

This is a practical course/workshop which will cover everything a new Attorney needs to know too start a new law practice. The class will feature at least one guest lecturer. Students will be taught how to interact with potential clients through role play and other methods. Students will prepare a business plan for their own mock law practice.

IMMIGRATION LAW

3 units

The law relating to enforcement agencies, administration, requirements, exclusion process, elements of deportation, aliens, citizenship, naturalization, and customs.

INDEPENDENT STUDY

1-3 units

Comprehensive individual research projects under supervision of a faculty member, resulting in a scholarly paper. Topic and unit credit must be approved in advance by the Academic Council. Students who elect to do independent study must be in good standing academically.

This is an opportunity for advanced students to pursue new and different areas of the law not covered in the standard curriculum. Generally, projects will be awarded 1 to 3 units of credit, based upon the amount of identifiable and pre-approved time spent in research and writing. Independent study units are graded on a pass/fail basis and are included in the maximum eight non-classroom units.

Before a student may register for Independent Study, the student first must petition the Academic Council for permission, submitting a detailed written proposal jointly prepared by the student and the professor who is willing to supervise the project, and receive approval by the Academic Council in advance of beginning the project. The written proposal must include a time-line of steps to be taken and the estimated number of hours of each step, including research, a bibliography, drafts, editing, rewriting, and the like. If the Academic Council approves the petition, the Council will determine the number of acceptable units.

NOTE: If a student opts to participate in Independent Study under the supervision of a professor who is not scheduled to supervise the course for that semester, it is the student's responsibility to make ALL of the arrangements and to pay the professor's salary for the course.

JURISPRUDENCE

3 units

Law students must be able to think critically and write well in order to succeed in law school and pass the California Bar Examination. However, these objectives cannot be fully realized without a grasp on the foundational conceptions and theories regarding the fundamental nature of law. Jurisprudence is the theory and philosophy of law. Scholars of jurisprudence, or legal philosophers, hope to obtain a deeper understanding of the nature of law, of legal reasoning, legal systems and of legal institutions.

The semester will be spent exploring central issues in Jurisprudence as well as the various approaches and philosophies underlying it. This will be done in part through the study of various theories about the purpose and function of law in the Western legal tradition including Legal Realism (e.g., Karl Llewellyn, Jerome Frank), Natural Law (e.g., Aquinas, Ronald Dworkin, John Finnis) and Positivism (e.g., H.L.A. Hart, Joseph Raz). We will also examine the implications and affects of these theories on law as well as life in general.

After a preliminary overview of the differences between pre-modern, modern, and post-modern thinking, students will be required to complete a group assignment which will be presented in class. Details of this group assignment will be provided at a later time.

LEGAL WRITING

2 units

Legal writing is a practicum based course in which students will spend two hours per week reviewing essays fact patterns and writing responses to those questions, while at the same time receiving immediate feedback from their professors focused on Fall semester substantive subjects.

L.A.W. B

2 units

Legal Analysis and Writing (LAW) is a practicum based course in which students will spend two hours per week reviewing essays fact patterns and writing responses to those questions, while at the same time receiving immediate feedback from their professors focused on Spring semester substantive subjects.

LEGAL CLINIC EDUCATIONAL LAW -IEP

3 units

The objective of the Legal Clinic is to provide a wide range of support to families and children with physical and/or mental disabilities or other special needs. Students enrolled in the Legal Clinic course will provide assistance to families as it relates to Individualized Education Plans ("IEP"). Students will provide support and counseling prior to, during, and after the IEP Process whereby the family will have the opportunity to meet with the law student(s) at the UWLA Campus for free legal assistance. Students will subsequently serve as "Advocates" with the family during their IEP Meeting.

In addition to providing families with the above-mentioned services, it is the goal of the Legal Clinic to promote community awareness of the University of West Los Angeles thereby enhancing student achievement. Further, the Legal Clinic will provide UWLA law students the unique opportunity to learn various aspects of education and disability law. Students will receive hands-on experience in hopes of enhancing their skills as law students and as effective practitioners.

LEGAL EXTERNSHIP PROGRAM

1-3 units

Externships and clerkships in which students are placed with local public agencies, including the District Attorney, the Public Defender, various city agencies, including legal aid clinics, and local judges in both the trial and appellate courts. Students work under the supervision of an attorney, learn how to deal with clients, and solve practical legal problems. Interested students must meet with the Director prior to registration to discuss individual interests and suitable placements.

Students who have completed 21 units may participate in Legal Externship Program.

1. Prior to beginning an externship, students must obtain (1) written determination of administrative eligibility to take externship units from the Director of Student Services, and (2) written determination of academic approval of the placement chosen by the student from the Director.
2. Students are allowed up to 8 units of non-classroom work. More than 3 units may be in externships if the student shows good cause to exceed the 3-unit standard limit. In rare circumstances externships such as those at the DA's office for Certified Law Students may qualify for more than 8 units.
3. Students may select a placement from a list of approved agencies and said placement, must be approved by the Legal Externship Program Director before enrollment is permitted. Placement in private law firms is permitted in exceptional circumstances if approved by the Director.
4. Students who commit to the Legal Externship program are involved in the representation of real clients. Therefore, students must fully understand the responsibility and must take the commitment very seriously. Students who take a position and later withdraw may receive a failing grade at the discretion of the attorney sponsor and Legal Externship Program Director.
5. Students **must** complete the legal externship work during the semester for which the student enrolls for legal externship program credit.
6. Students will receive a Pass/Fail grade based on participation in their legal externship assignment and in the legal externship studies course.
7. In addition to working at a placement, students are required to log their time on monthly reports signed by their attorney supervisor, and to complete written assignments selected by the Director. These assignments may include viewing law-related videos and submitting written reports, a final written report on the student's work at the placement, an exit report describing the student's level of satisfaction with the placement, weekly journals for students placing at private law firms, and other requirements at the discretion of the Director.

8. Whenever a student is certified pursuant to the Practical Training of Law Students to appear in court, it is the student's responsibility to pay the Certification filing fee. Forms and procedures regarding how to become a certified law student are available in the School of Law office. The application consists of three pages: a Student Application; Declaration by the Supervising Attorney; and a Declaration by the Dean. The student is to submit a completed student application and supervising attorney form to the School of Law office with the Dean's form and the appropriate fee. The School of Law office will review the forms, make a student file copy and then mail the forms to the State Bar.
9. For more information on the Legal Externship Program or the Practical Training of Law Students, contact Robert Barrett, Director of the Legal Externship Program.

LEX PARSIMONIAE/BAR EXAM Prep

3 units

Focusing on test-taking techniques with an emphasis on essay questions, the objective of this course is to enhance the student's knowledge and mastery of subjects tested on the California Bar Examination. The class is not intended as a substitute for any other course in the curriculum or for an outside bar review course.

MBE B (1 unit)

Focusing on test-taking techniques with an emphasis on multiple choice questions. The objective of this course is to enhance the student's knowledge and mastery in multiple choice questions of subjects offered and tested during the FALL 2017 semester and on the California Bar Examination. The class is not intended as a substitute for any other course in the curriculum

MOOT COURT

3 units

Upper-division students are given an appellate problem for use in representing UWLA in Moot Court Competition. This course is available by invitation only.

MOOT COURT PROJECT

1, 2 or 3 units

Upper-division students are given an appellate problem for which they must write a judged research brief and participate in a judged oral argument on behalf of both appellant and respondent. The topic is an actual (but modified) recent CIVIL appeal involving employment law. Following the preparation of the brief, done individually and with individual and group meetings with the instructor, all members of the Project meet for a series of group class sessions and simulated oral arguments. Participating students must have previously completed the Appellate Advocacy class. Class sessions are scheduled to accommodate other class/work obligations of the Project participants, and therefore meetings typically take place in the evenings and on weekends. Although there are informational meetings held during the brief writing portion of the Project, the majority of class meetings take place following the conclusion of the brief, when

simulated oral arguments are conducted. At those simulated court sessions, students alternate advocating on behalf of either party, and also serve as appellate judge, evaluating presentations of the advocates. Students will be evaluated by Professor Glassman, other advocacy instructors, fellow students, and invited attorneys and judges. Participation will also provide students to attend oral argument sessions of the California Court of Appeal, during which related actual case hearings will be evaluated. The Project concludes in the first week of April, providing students ample time to prepare for examinations in other classes and for graduating students, commence bar preparation. Class is Pass/No Pass.

POLICE MISCONDUCT & EXCESSIVE FORCE

3 units

This course focuses on litigating civil rights claims under 42 U.S.C. Section 1983, in lawsuits suit government officials (including City agencies and individual police officers). This course will discuss the nuances between filing in Federal versus State jurisdiction. There will be a discussion of the potential federal and state causes of action. The primary focus will be to learn how to use federal and state statutes to vindicate constitutional rights or defend governmental entities. We will also cover the proper defendants and theories under Section 1983; what kind of constitutional violations must be shown; how causation works for governmental and tort claims; immunity and other defenses that have been read into the statute; and how damages are assessed. There will also be a discussion surrounding the attorneys fees provision in Federal court. We will discuss high profile police misconduct cases while discussing a wide range of substantive civil rights violations, including due process violations, equal protection violations, denial of free speech, excessive force, and unlawful searches and seizures. Finally we will discuss the discovery process as it relates to section 1983 cases (including Pitchess Motions). There will also be discussions regarding the intersection of the criminal and civil proceedings.

POST CONVICTION RELIEF OTHER THAN APPEAL

3 units

Course includes There are legal mechanisms available in the trial court simply to improve a criminal record – usually done to improve employment opportunities. This is a practical “how to” class on what can be done, and the underlying legal principles involved, including supporting statutory and case law. Topics include, early termination of probation, reduction of a felony conviction to a misdemeanor, post conviction dismissal (expungement), certificate of rehabilitation and pardon, and motion to seal records (factual innocence).

PREPARING FOR LAW PRACTICE IN CALIFORNIA

3 units

This course, Preparing for Practice in California for Solos and Small Firm Practice, will introduce the student to traditional concepts, strategies and techniques for preparing to open, opening, surviving the first year of a solo or small firm practice and beyond. The student will be introduced to a range of strategic issues faced by the new practitioner, including preparing a business plan, financing and capitalization, and marketing. We shall explore the use of new technology, including software for general and client trust accounting, conflict screening, billing, and more. The underlying principles introduced in this courses’ practical approach is grounded in the rules and laws of ethics.

SALES & SECURED TRANSACTIONS

3 units

This is a basic course dealing with contracts for the sale of goods under Article 2 of the Uniform Commercial Code. Its goals include the development of skills in statutory analysis and an in-depth understanding of the process of contract formation and performance in the modern world of sales of goods. An understanding SECURED TRANSACTIONS This practical course focuses on the formation, enforceability and use of security interests in personal property and in basic commercial transactions. Secured transactions are covered under Article 9 of the Uniform Commercial Code Both Sales and Secured Transactions relate to and control fundamental everyday legal issues that impact our clients.

TAXATION

3 units

A fun, practical, powerful no math course on basic income tax concepts. No bookkeeping or accounting required. Maximize your earnings and help clients retain more from settlements. Discover how the wealthy grow their wealth and preserve their income.

TRADEMARK

3 units

This course will make students familiar with the fundamentals of trademark law and begin exploration into the trademark prosecution with the United States Patent and Trademark Office (USPTO)

WORKERS' COMPENSATION Practice I

3 units

Workers' Compensation Practice I prepares students for the practice of Workers' Compensation law before the State of California Workers' Compensation Appeals Board. The course covers all legal issues, forms, pleadings, procedures, preparation/file management/litigation of applicant's cases and defense thereof. The course includes practicum portions with training in depositions, cross-examination techniques and skills, rating and analyzing reports, and completing settlement and trial documents. The course focuses on the actual practice of workers' compensation and the assignments were designed to walk the students through the initial handling of a workers' compensation case up to litigation.

GRADUATION REQUIREMENTS

1. Students must file a graduation petition at the beginning of the academic school year in which they plan to graduate. Petitions are made available to graduating students in the fall of each year.
2. In any given year, all Juris Doctor Candidates who will complete graduation requirements in July following a summer session may participate in the graduation ceremony in June of that year. Juris Doctor Candidates who will complete graduation requirements in December following the fall semester are expected to join the candidates for the Juris Doctor degree in the June graduation ceremonies the following year.

3. Students are permitted to order additional diplomas at the time they petition for graduation at a reduced rate. The mandatory graduation fee covers administrative costs, including, but not limited to, a graduation check, bar certification, commencement costs, one diploma insert and cover, and the cap, gown, tassel and hood.
4. All students are required to submit a graduation petition, whether or not they intend to participate in the ceremony itself.

DEGREE CONFERRAL

The State Bar of California requires that the course of study for the JD degree be completed no earlier than thirty-two months and no later than eighty-four months after a student has commenced study at UWLA or a law school from which UWLA has accepted transfer credit.

Students may complete the program at the end of the summer term, or fall or spring semesters. Degrees are awarded at the end of each semester or term; diplomas are issued after the spring commencement ceremony.

Faculty

All Faculty are listed on UWLA's website.

STUDENT TO TEACHER RATIOS

In an effort to afford students the most personalized academic experience and individualized attention and support, UWLA prides itself in maintaining low student to teacher ratios by restricting practicum-based classes to a maximum of twenty students.

ADMISSION REQUIREMENTS

Enrollment applications are accepted on a continual basis however courses only commence in the Fall, Spring and Summer semesters.

Our admissions standard is based on your LSAT score, prior legal education and life experiences and our bar is set to allow qualified individuals the opportunity to pursue a quality graduate education if they can evidence their capacity for the study of law on either a standardized test or their evidenced capacity in our Introduction to Legal Studies course. The SOL admissions standard is based on inclusivity as opposed to exclusivity. But bear in mind that although we will help open the door it is still up to you to walk through and get the job done.

The University of West Los Angeles welcomes international learners, if you have any questions on Visa related issues; please contact Kelly Li at 310-342-5200.

Students who wish to transfer credits from institutions based outside the United States or Canada must first have those credits evaluated by an organization or agency accepted by UWLA. UWLA recognizes all members of the National Association of Credential Evaluation Services (NACES). A list of the members of NACES can be found at www.naces.org. All official transcripts should be forwarded to:

***University of West Los Angeles School of Law
9800 S. La Cienega Blvd. 12th Floor Inglewood, CA 90301
Attention: School of Law Admissions Department***

Language Proficiency

The UWLA welcomes international students to enroll into a program of their choosing, residential or distance learning. All instruction is provided in English and does not offer English language services, assistance or instruction. To be successful with the coursework, students are encouraged to have a mastery of the English language.

Language Requirements- International Students

International applicants must demonstrate proficiency in English by satisfying one of the following requirements:

- Submit official results of the Test of English as a Foreign Language (TOEFL) with a minimum score of 61 or better (internet-based test- iBT); or 500 (paper-based test- PBT).
- Submit International English Language Testing System (IELTS Academic Version) – a score of 6 or better is required for admission.
- Submit a score of 90 or higher on the Duolingo English Test (DET)
- West Los Angeles College (WLAC) Language Academy Examination
- UWLA Approved Language School/Academy Examination may be presented for waiver

Cost- English Language Pathways Program

As of the date of this catalog, West Los Angeles College's English Pathways Program currently costs \$1,950.00 per session. Please refer to the college website below for up to date cost information.

(<http://www.wlac.edu/West-Language-Academy/index.aspx>).

Representative School of Law Academic Calendar

Academic Calendar *schedule subject to change without notice

Fall 2024

Classes Commence: August 5, 2024

Labor Day Holiday: September 2, 2024

Classes End: November 18, 2024

Thanksgiving Holiday: November 28-29, 2024

Final Exams: December 2 - 13, 2024

Winter Break: December 14 - January 12, 2025

Spring 2025

Classes Commence: January 13, 2025

MLK Jr Holiday: January 20, 2025

Presidents' Day Holiday: February 17, 2025

Classes End: April 21, 2025

Final Exams: May 5 - May 16, 2025

Spring Break: May 17 - June 1, 2025

Summer 2025

Memorial Day: May 26, 2025

Classes Commence: June 2, 2025

Juneteenth: June 19, 2025

4th of July Holiday: July 4, 2025

Classes End: July 22, 2025

Final Exams: July 23 - 25, 2025

Summer Break: July 26 - August 3, 2025

REGISTRATION

Registration is conducted three times a year and is non-refundable. Packets are prepared four to six weeks in advance of the commencement of the semester/term. Students will be notified when the packets are available for pick-up in either School of Law office.

The registration packet includes all necessary information for completing the process. There are two steps to register:

1. Course Selection - Allows students to pre-register by paying only fees to secure a desired course schedule.
2. Account Settlement - Requires students to settle their accounts with the Business Office. (Students not participating in a financial services program must pay one-third of the tuition cost and a deferral fee at the time of registration).

Students participating in a financial services program will receive loan disbursements at the end of the third week of the semester provided all paperwork (academic as well as financial services) is in order. Students who are unsure of their file status should contact the Registrar (academic file) or the Financial Services member (financial services file) as early as possible to avoid any processing delays.

LATE REGISTRATION

In order to encourage timely registration, the School of Law enforces a stringent late registration policy. Students who fail to register by the posted deadlines will be assessed a \$250 late registration fee in a semester or \$150 during the summer term. Students who encounter any difficulties registering in a timely fashion are encouraged to contact the School of Law Office or the Business Office for guidance to avoid becoming ineligible to attend a given semester or term.

ADD/DROP

Students are permitted to make changes in their schedule during the first two weeks of each semester/term free of charge. A \$45 fee is assessed to make a change, after the second week of school.

Students are encouraged to seek counseling from the Dean or Director of Student Services prior to submitting an Add/Drop slip since in some instances a Petition for Special Action may be necessary (as in the case when a student wants to drop a required subject).

STATUS CHANGES

The School of Law allows students the opportunity to change their status in the program subject to certain conditions. In all situations where a student is considering a status change, the student is strongly

encouraged to seek counseling from the Dean or Director of Student Services to be fully informed of the ramifications of the change.

PART-TIME TO FULL-TIME

Students who commence the program as part-time students must complete an entire year (fall and spring semesters) as a part-time student. Only students with a cumulative GPA of 2.30 or higher will be considered for status as full-time students. Full-time students are expected to attend the majority of their classes during the morning and afternoon hours and have limited employment responsibilities.

Full-time students must maintain a cumulative GPA of 2.30. Failure to do so will result in a mandatory return to part-time status.

Full-time students must enroll in a minimum of 12 units (maximum of 15 units) during the fall and spring semesters (unless otherwise required by the projected program.)

FULL-TIME TO PART-TIME

Generally, a full-time student is permitted to drop to part-time status at any time during a given semester. Students are strongly encouraged to seek counseling prior to consider options that will have the least impact on their projected programs. Should a subsequent change back to full-time be desired, satisfaction of the grade point average requirement described above will be required.

Note: Students who enter the program as Performance Participants must attend part-time for their first year. Provided the 2.30, cumulative grade point average is met, full-time status is allowed in the second year.

SUMMER SESSIONS

For Financial Aid purposes, students in the Juris Doctorate program are considered full-time with 6 units. All students are expected to attend summer school in order to meet graduation requirements in three or four years. If a student desires to take a summer off, permission must be obtained from the Dean. Maximum enrollment in the summer is six units unless a petition to take more has been granted by the Academic Council.

REDUCED COURSE LOAD

Upon approval of a Petition for Special Action, the School of Law allows students to attend with a reduced course load (six units or less during the fall or spring semesters). Students are encouraged to seek counseling from the Dean or Director of Student Services before requesting a reduced course load since such course loads may impact eligibility to sit for the First Year Law Students' Examination and the General Bar Examination (in the event of dismissal from the School of Law). Participation in financial services programs may be jeopardized as well. Students carrying a reduced course load must sign a statement accepting any responsibility for consequences that may occur as a result of taking the reduced course load.

TRANSFER OR ARTICULATION AGREEMENTS

This School of Law has not entered into transfer or articulation agreements with any other college or university. Although all students wishing to transfer credit into UWLA are restricted by the Guidelines for Accredited Law School Rules 5.6 and 5.7.

WITHDRAWAL FROM THE PROGRAM

Students may withdraw from the school at any time and receive a pro rata refund so long as less than 60 percent of the scheduled days in the current payment period have been completed in the program through the last day of attendance. The refund will be less an application fee not to exceed \$250.00, within 45 days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn or administratively dismissed from a program of instruction when any of the following occurs:

- The student notifies UWLA of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. Request for withdrawal from the university must be submitted in writing along with the "change of program" form and the \$45.00 processing fee.
- Failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; failure to meet financial obligations to UWLA; and/or for cause determined within UWLA's sole discretion will result in an "administrative dismissal" from the university.
- Failure to log into his/her online course within the first seven days of the course will result in an "administrative dismissal" from the university.
- The student fails to return from an authorized leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal or dismissal shall be deemed the last date of recorded attendance/participation. A change of status form along with a fee of \$45 must accompany the request to voluntarily withdraw from the University. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days are based on a five-day week, which does not include Saturday or Sunday, or any holiday stated below.

INSTITUTIONAL CANCELLATION, WITHDRAWAL AND REFUND POLICIES

STUDENT'S RIGHT TO CANCEL

Students have the right to cancel the enrollment agreement and receive a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation is effective on the date the written notice of cancellation is sent or hand delivered to the Registrar: 9800 S. La Cienega Blvd., 12th Floor, Inglewood, CA 90301. Students may also email their request to cancel to the Registrar at registrar@uwla.edu. Refunds will be paid within 45 days of

cancellation unless the cancellation occurs after the student has either received class materials, attended the first class session or it has been seven days after enrollment, but prior to those events, in such cases, the institution shall make the refund of all charges paid within 45 days.

- Cancellation may be by mail, email or by hand delivery and must occur prior to the receipt of the first lesson and materials, which will occur within seven days after UWLA admits a student for admission.
- The written notice of cancellation, if sent by mail, is effective on the date when it is deposited in U.S. regular mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the agreement.
- Send correspondence to the address below: • University of West Los Angeles- UWLA 9800 S. La Cienega Blvd., 12th Floor, Inglewood, CA 90301

INSTITUTIONAL WITHDRAWAL & REFUND POLICY

A student may withdraw from the school at any time and receive a pro rata refund so long as you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00, within 45 days of withdrawal. This is only applicable in the current term but not a prior term.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student must provide a written notice to the UWLA Registrar of his/her withdrawal or as of the date of the withdrawal, whichever is later.
- UWLA terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the SOL; failure to meet financial obligations to UWLA; and/or for cause determined within UWLA's sole discretion.
- The student fails to return from an authorized leave of absence.
- OFFICIAL ENROLLMENT: Official enrollment in a class requires registration with the Registrar prior to the first class meeting. Faculty is not authorized to allow non- registered students to attend class or to receive grades beyond the third class session.
- ATTENDANCE: Refer to the attendance policy in the catalog herein

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the

program (total institutional charge, minus nonrefundable fee, minus the non-refundable application fee divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days are based on a five-day week, which does not include Saturday or Sunday, or any holiday defined within this catalog.

For programs beyond the current “payment period,” a payment period is defined as an academic term. If you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student

For the purpose of determining the amount of the refund, the date of the student’s withdrawal or dismissal shall be deemed the last date of recorded attendance/participation. A change of status form along with a fee of \$45 must accompany the request to voluntarily withdraw from the University. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

ACADEMIC INTEGRITY POLICY

UWLA’s student and prospective code of conduct evidences the university’s regard of academic integrity as vital to the success of its students and to the reputation of the university as an institution of higher learning. Students attain their educational goals, and the academic experience is enriched only when there is effective learning. Effective learning occurs when students conduct their own research and are the sole authors of their work. The assessment of that learning is undermined when the originality of students’ work is questionable. The University therefore expects students to adhere to the highest standards of academic integrity in all their work.

Authenticating the identity of the student submitting work and participating in all educational activities and other law school activities -

Examinations – All graded examinations conducted at UWLA will be administered by a trained proctor following UWLA’s Proctor Instructions (Sample Attached), which will require all students to present a valid student identification card to the proctor as they enter the testing area to confirm their identity. Additionally, no outside materials are permitted in the testing area. In addition to the assigned examination proctor, UWLA maintains a site supervisor proctor at each campus to monitor live video

which is recorded from cameras stationed in testing areas to review any irregularities observed by the proctors.

ExamSoft – All UWLA students who choose to use their computer for an examination must install and use ExamSoft. ExamSoft is the most secure and stable testing application available and is currently in use by more than forty state bar associations include the California Committee of Bar Examiners. Through ExamSoft’s secured testing environment coupled with a student registering that program to their personal computer allows UWLA to confirm a student’s identity to that examination through the above-described proctoring process.

Attendance – All UWLA courses require attendance to be verified through a signed roll sheet from the assigned professor of that course which is turned in daily and then documented within UWLA’s transcripts Student Management System by the registrar. Additionally See Infra “Attendance.”

Non-Examination Writing Exercises – All Activities of any student or prospective student are governed by the below “student and prospective student Code of conduct and discipline.”

STUDENT AND PROSPECTIVE STUDENT CODE OF CONDUCT AND DISCIPLINE

The School of Law has adopted this Code of Conduct and Discipline that sets forth the standard of conduct expected of students admitted to or attending the School of Law. All students are bound by the provisions of the Code by virtue of their admission to and attendance in the School of Law.

While the study of law encourages debate, advocacy and expression of a difference of opinion, students are expected to conduct themselves in a respectful and ethical manner. The School of Law is actively committed to creating and maintaining an environment, which respects the dignity of individuals and groups.

Prohibited Conduct

For any of the following causes, a student may be subject to disciplinary action by the Dean:

1. Willful violation of a rule of the School, which requires the student to do or refrain from doing an act connected with or in the course of the student’s conduct as a student of the School. All such rules shall be issued by the School and distributed and posted in such a manner as to furnish adequate notice to students. All students have the responsibility to read same and shall be deemed to have actual knowledge of rules so distributed or posted.

2. Willful interference with the orderly conduct of the educational or administrative functions of the School or University.
3. Willful physical abuse or threat of such abuse to: a faculty member, administrator, official or employee of the University, another student of the University, another person on the University premises or at a University approved, sponsored or supervised event.
4. Theft or willful abuse of University property or property of another on the University premises.
5. Distribution or possession for purposes of distribution, any controlled substance or illegal drug on the University premises. Also, the use or possession of any controlled substance or illegal drug on University premises.
6. Misrepresentation on resume relating to law school grade point average, class rank or other acknowledgments.
7. Forgery, alteration or misuse of University documents, records, keys or identifications.
8. Willful and material misrepresentation or non-disclosure concerning qualifications for admission to the School of Law.
9. Commission of a criminal act, including computer crime that reflects adversely on the student's honesty, trustworthiness or fitness for admission to the Bar.
10. Engaging in conduct, whether or not criminal, which reflects negatively upon the student's moral character and fitness as a prospective member of the legal profession. This includes but is not limited to acts of harassment, disorderly or lewd conduct, dishonesty, fraud, deceit or intentional misrepresentation.
11. Committing an act of academic dishonesty, which may include any of the following:
 - a. **Cheating:** possessing unauthorized sources of information during an examination; copying of work of another student or permitting copying by another student during an exam; completing an assignment, such as an exam paper, for another student; submitting material produced by someone else; submitting out-of-class work for an in-class assignment; altering graded work after instructor evaluation and resubmitting it for re-grading; retaining exams or other materials after they were supposed to be returned to an instructor; submitting the same paper in two different classes without approval of both instructors; inventing data or authority; removing exams or papers from the office without permission of the staff.
 - b. **Plagiarism:** taking the words or substance of another and either copying or paraphrasing the work without giving credit to the source (e.g., through footnotes, quotation marks, reference citations).

- c. **Other:** providing material to another person with knowledge it will be improperly used; possessing another student's work without permission; selling or purchasing materials for class assignments; altering another student's assignment; knowingly furnishing false or incomplete academic information; altering documents affecting student records; forging a signature of or falsifying information on any official academic document.

UWLA's Policy on VIDEO AND AUDIO PRIVACY

"VIDEO AND AUDIO PRIVACY

1. **Purpose:** This policy serves the interests of protecting student, staff, and faculty privacy as well as facilitating a pedagogically sound Socratic method in which students and faculty may comfortably engage in debate for the training of lawyers, while at the same time not becoming self-conscious of the concern in others outside the class discussion misusing or misunderstanding what is being presented. By way of example, it would not be uncommon in a classroom discussion for a professor to debate a student on a point of law that may be challenging to that student's personal belief structure and request the student to present both sides to the legal issue, and argue against their own personal beliefs as part of their training to "think like a lawyer." The following policy clarifications are being issued to more explicitly state UWLA's policy.
2. The below issues could be addressed under UWLA's existing Student Code of Conduct. However, due to COVID-19 and distance learning the following is being disseminated in this format to confirm UWLA's policy as clearly as possible.
3. **Prohibited Recording:** When classes or other gatherings are held on campus or online via a video and audio program such as Zoom, D2L or any other platform, it shall be a violation of the Student Code of Conduct to photograph, video, screenshot-save, or by any other method for capturing the image or audio, moving or still, with or without sound, record another participant without that participant's consent.
4. **Prohibited Distribution:** It shall be a further and separate violation to without permission, to distribute items described in paragraph 1 to others by any means, including but not limited to any tangible form, social media (i.e. Facebook, Twitter, YouTube, etc.), email, text, and any electronic dissemination however characterized.
5. **Broad Interpretation:** Technology evolves. If future captures could be evaded by strict adherence to the language of paragraphs 1 and 2, then that language shall be interpreted broadly to encompass all invasions of privacy, however characterized, and by whatever technological means accomplished.

6. Punishment: Punishment for violations of the above shall be determined by the Dean as with other Honor Code violations, including but not limited to suspension or expulsion from school and reporting to the State Bar of California as part of the Moral Character Process.

7. Exceptions: Students seeking an exception to UWLA's mandatory video classroom appearance policy on grounds of personal privacy shall contact the Director of Student Services or other administrator as designated by the Dean to seek the exception. The student shall abide by rules and procedures adopted by UWLA to facilitate an exception which does not disrupt the classroom or interfere with the professor's teaching, taking roll, or other academic and administrative obligations.

Disciplinary Code

The Dean may impose discipline for a violation of the Code of Conduct, a University policy or a campus regulation.

These sanctions are not mutually exclusive and may be imposed in combination. A record of a prior violation of the Code of Conduct or University policy may be considered in determining the appropriate sanction for a subsequent violation.

The following are authorized sanctions for such violations:

1. Denial of Admission: Denial of admission or re-admission to the University for an indefinite period.
2. Warning: Written notice that continued or repeated violations of specified University policies or campus regulations may be cause for further disciplinary action, normally in the form of Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.
3. Loss of Privileges and Exclusion from Activities: Exclusion from participation in designated privileges and extracurricular activities for a specified academic term or terms. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of University policies or campus regulations during the period of the action, may be cause for further disciplinary action, normally in the form of Suspension or Dismissal.
4. Suspension: Termination of student status for a specified academic term or terms with reinstatement thereafter after a specific time. Violation of the conditions of Suspension or of University policies or campus regulations during the period of Suspension may be cause for further disciplinary action, normally in the form of Dismissal.

5. Dismissal: Termination of student status for an indefinite period. Re-admission to the University shall require the specific approval of the Dean.

6. Exclusion from the Campus: Exclusion of a suspended or dismissed student from campus when there is reasonable cause to believe that the student's presence there will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on

University property or at official University functions, or other disruptive activity incompatible with the orderly operation of the campus.

7. Interim Suspension: Exclusion from classes, or from other specific activities on the campus, set forth in the Notice of Interim Suspension, before final determination of an alleged violation. A student shall be restricted only to the minimum extent necessary when there is reasonable cause to believe that the student's participation in University activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions or any disruptive activity incompatible with the orderly operation of the campus. A student placed on Interim Suspension shall be given prompt notice of the charges and the opportunity for a prompt hearing on the Interim Suspension.

8. Restitution: Reimbursement for damage to or misappropriation of University property may be imposed either exclusively or in combination with other disciplinary action. Such reimbursement may take the form of monetary or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.

9. Academic penalty: Whole or partial withdrawal of credit for a course or examination, or the determination of a grade for a course or an examination (including the awarding of a failing grade) or a combination of such penalties. An academic penalty may be imposed only with respect to the course(s) in which the violation occurred, and only with the consent of the respective professor.

10. Revocation of degree: To be determined by the Faculty Senate upon recommendation of the Dean.

11. Loss of scholarship or financial services consistent with government regulations.

12. Any other sanctions the Dean deems appropriate.

In the event of an expulsion or suspension which terminates a student's right to attend class during a semester or Summer term, the School shall retain only that portion of the total semester

or Summer Session tuition as the number of weeks of class completed before termination bears to the total number of weeks of class in the semester or Summer Session. The balance, if any, paid by or on behalf of the student, shall be returned to the student or lender, or in the case of a scholarship, refund proceeds shall first be paid to the scholarship funding source, and the balance, if any, shall be paid to the student. The term “scholarship” used herein shall include grants.

Disposition of Alleged Violation

Alleged violations of the Code of Conduct or other campus policy are to be reported to the Dean. In the event the Dean concludes that action should be taken on the charge, the Dean will cause the student who is the subject of the charge to be provided written notice of the specific charge or charges and that an investigation will ensue. The Dean is responsible for conducting the investigation. During the investigation and its subsequent disposition by an impartial panel the student will not have the right to have counsel present nor to participate in the process.

The Dean shall have the power to question persons with pertinent information, to examine pertinent materials, and to question the accused student if s/he is willing to speak. If the accused student intends to defend against or explain the alleged conduct that led to the potential violation, the student must speak with the Dean about the conduct and identify any potential witnesses or documents that would support the accused student’s position. The Dean must attempt to interview the potential witnesses and review the documents identified by the accused student.

Upon conclusion of the investigation, the Dean shall determine whether probable cause exists to believe that the student who is the subject of the charge may have committed a violation of the Code of Conduct or other campus policy. In the event the Dean determines the existence of such probable cause, he or she shall submit the results of the investigation to an impartial panel, which shall be composed of the Chair of the Faculty Senate, a member of the faculty currently on staff of the accused student’s choosing, and a member of the faculty currently on staff of the Chair of the Faculty Senate’s choosing. The Dean shall cause written notice to be afforded to the accused student of the time set for the Panel to convene for the purpose to deliberate upon the charges made against him or her.

The Panel will review the results of the Dean’s investigation. The accused student may submit a written statement to the Panel for its review, but the statement may not include any information, potential supporting witnesses, or potential supporting documents that the student did not previously provide to or identify for the Dean unless the information was unknown or unavailable to the accused student previously. Upon his or her written request submitted to the Dean, the accused student shall be afforded an opportunity for a hearing before the Panel. In order to be effective, said written request must be received by the Dean not later than 72 hours after the accused was provided notice of the time set for the Panel to convene for the purpose to deliberate upon the charges made against the accused student.

The Panel shall determine whether or not a violation has occurred. If no violation is found to exist because the allegation is without merit, the conduct is de minimus, or the evidence is insufficient,

the Dean shall keep a record, separate from the student's permanent file. Such record will not be disclosed except under compulsion of law or upon signed consent from the student. Following a final decision that no violation has occurred, the Dean shall notify the accused student and the person(s) who filed the notice of the alleged violation.

Should the Panel determine that a violation did occur the Panel shall inform the Dean. The Dean shall determine any sanction(s) imposed. The Dean shall provide the student with written notice of the final determination, which shall include a statement describing the violation or violations; the facts; the conclusions; and the sanctions, if any.

Review Process

The President may review the disciplinary action upon written petition of the student or prospective student against whom disciplinary action has been taken. The written request must be submitted to the President's office no later than 10 days after official notice of the disciplinary action. No petition for review will be accepted after that time. The President shall make and render a decision within 30 days. The President's decision is final.

EXAMINATIONS

Written Final Exams

There is a written final examination given in every course offered for credit, with the exception of Legal Externship Program, Moot Court, and selected research and writing or elective courses in which other substantial written work is required. Certain subjects contain multi-state questions as well.

Mid-Semester Examinations

Mid-semester examinations are given at the discretion of each instructor. Grades on mid-semester exams may count up to 30% of the course grade.

Examination Papers

Final examination papers are retained by the School for one year and, therefore, are not returned to the students. They may be viewed in the office during specified posted hours. Students are welcome to make photocopies (at student's expense.)

UWLA allows students to inspect and copy examination questions and their answers to those questions (other than for multiple-choice, true-false, and similar tests) for a reasonable period after grades are recorded. UWLA allows students to compare their answer sheets to the answer key for multiple-choice, true-false, and similar tests for a reasonable period of time after grades are recorded. UWLA releases multiple-choice, true-false, and similar questions and answers to students only with the professor's approval which is discretionary.

Make-Up Examination Policy

Students are required to take final examinations at the time and date scheduled. If a student fails to take a final examination at the scheduled time and date without discussing the matter *in advance* with a School of Law dean, a grade of “F” shall be recorded. In the extraordinary circumstance where a student is unable to give notice in advance, the student may, within one week after the date of the missed examination, file a petition with the Academic Council requesting that the “F” be removed and an “I” (for “incomplete”) be recorded instead.

A student who does speak with the appropriate administrator in advance of the examination(s) must set forth, in detail, the reasons for the inability to sit for the examination and must include documentation supporting the circumstances giving rise to the request. Reasons that will be considered include the following:

The student’s religious beliefs prohibit the taking of an examination at the scheduled time.

The student is experiencing grave illness or injury, which hospitalizes or otherwise incapacitates the student.

The student has had a death in the immediate family immediately preceding the examination date.

The student is experiencing a dire family emergency involving an immediate family member.

Insufficient reasons include:

Vacation

Previously purchased airplane/train/cruise, etc. tickets

Family events

Work or business conflicts

Conferences

Minor illness (i.e., head cold)

Childcare issues or conflicts

If the student has put forth a sufficient reason and included the appropriate documentation, the student will be allowed to either: (1) withdraw from the class or (2) request an incomplete depending upon the student’s particular circumstances and the course for which the examination was missed.

A student who withdraws from a course must enroll in the class again at the next time the course is offered, pay the tuition, attend class sessions, and take the final examination.

In situations where an incomplete is granted, the Academic Council will impose the conditions that must be met to complete the course. These conditions might include allowing the student to pay a fee of \$100.00 per hour for the preparation of a new final examination, allowing the student to take the final examination the next time the course is offered, or other conditions that are appropriate to the circumstances at the option of the Academic Council.

Typing of Examinations

The deadline to register with the School of Law to take examinations using the ExamSoft software is due the Friday immediately preceding the start of classes (the "Posted Deadline"). In order to encourage timely registration-and thereby help ensure the smooth and orderly administration of the exams the School of Law is compelled to enforce the following strict late-registration policy:

1. Any student who registers after the Posted Deadline and not later than the Friday of the 2nd week of the semester or term will be assessed a \$50 late fee; and
2. Any student who fails to register before the 7th week of the semester or term will be assessed a \$100.00 late fee.

Downloading/Uploading of ExamSoft Software and Files

Not later than 3 weeks after notification via e-mail that his or her ExamSoft account is now active, each ExamSoft user must install and register ExamSoft software onto the personal computer that he or she plans to use for the exams. Failure to comply with this policy may result in the student's having to handwrite his or her exam for that semester or term.

Final Examination Schedule

During the second month of the semester and the second week of summer session, a final examination schedule is established and posted. Departmental examinations for all sections are given in the evening. Final examinations are not necessarily scheduled on the day or the evening that the class meets during the semester.

Students who follow the recommended curriculum should encounter no conflict in examination dates. For those students who have not followed the recommended curriculum, an examination conflict may arise in which case the student must petition the Academic Council to request an alternate examination date.

Final Examination Policy

1- All your final exams will be available on D2L within your currently registered course shells at 6:30 p.m. PST on the first day of the published final examination period (i.e for Fall 2024 that would be December 2, 2024). The examination question(s) will appear within the Content tool under the module titled “Final Examination.” Your time

limit starts at that time. All final examinations will be released at the same time to all students.

2- Your exam must be returned by email through a Microsoft Word document or PDF format within the following time limits:

One Final Examination – 36 hours after the release of the final examination

Two Final Examinations – 60 hours after the release of the final examinations

Three Final Examinations – 84 hours after the release of the final examinations

Four Final Examinations – 108 hours after the release of the final examinations

Five Final Examination - 132 hours after the release of the final examinations

Each final examination (per course) must be returned as ONE separate document. Please do not send each individual

question separately. The page limit shall be determined by the professor teaching your class and shall be included

within the exam instructions for each exam as part of the cover page, if a stated page limit is exceeded no points will

be earned for material submitted after exceeding the stated page limit. The essay response must be double-spaced

using 12-point type size. It is preferred that all essay responses should be typewritten. However, you are also

permitted to handwrite your exams. Your handwritten exams must be scanned or photographed. They must be on

standard 8.5 x 11 lined paper and double spaced. If you are handwriting your exam, your page limit will be double

the page limit provided to typists on your instructions for that exam. It is your responsibility to ensure that your

scanned or photographed exam is clearly legible.

3- Students who wish to take the final exam due to a previous incomplete in a course, must notify the Registrar no

later than one month prior to that examination, of their decision to take the final in any course or courses. Failure to

inform the Registrar by the aforementioned deadline will prevent the student from taking the exam. The Registrar

will respond to the email request with a Notice of Acknowledgement of Receipt.

4- Failure to return your exam pursuant to the above-mentioned rules, shall cause your exam not to be graded and you shall receive a "Fail."

5- You shall receive a "Notice of Acknowledgement of Receipt of Final Exam" from the Registrar if your exam was timely received.

6- Once the final examination has begun, you are prohibited from discussing any aspect of the exams with any

UWLA student or any other individual, or entity (inclusive of any Artificial Intelligence program) other than the

Registrar or Dean until the end of the examination period for the School of Law.

7- Any violation of the above-mentioned paragraph "6" shall result in commencement of an Honor Code Violation

investigation pursuant to paragraph 11.a of Prohibited Conduct of the Student Handbook. Such violation shall be

reported to the California Committee of Bar Examiners on a zero-tolerance basis. Such violation shall also result in

dismissal from the UWLA, School of Law.

8- Every student is required to acknowledge this policy by email to our registrar Patty White by emailing her your

acknowledgment each semester or term at least one month prior to examinations Failure to acknowledge the receipt

of this email from the registrar on or before the aforementioned deadline may result in an "incomplete" in the course

or courses.³

9- You may elect to receive a Pass in place of a letter grade for non-bar tested subjects (Bar Tested subjects are:

Business Associations, Civil Procedure, Community Property, Constitutional Law, Contracts, Criminal Law and

Procedure, Evidence, Professional Responsibility, Real Property, Remedies, Torts, Trusts, and Wills and Succession). The election requires that you must earn at least a "C-" in the course and notify the registrar no later

than five (5) business days after the release of official grades.

Examination Sessions

1. The School of Law has adopted procedures for the administration and proctoring of examinations to be implemented for final examinations. We expect the administration and proctoring of exams to be more efficient and careful as a result of these improvements.

2. Examination sessions begin promptly at the scheduled time.

3. Bring only your pens and highlighters to the testing room. No other materials will be allowed. If you bring any other items to an exam, you will be asked to take them and put them in your car.

4. Any student who continues to write after time has been called will be disqualified; the paper will not be graded and a failing grade will be imposed. Since law school examinations are designed to impose time pressures, writing beyond the allotted time is, in a very real sense, “cheating.”
5. Bluebooks are included in each examination packet.
6. Each question is to be answered in a separate bluebook, appropriately labeled with the student’s I.D. number, the name of the course, and the number of the exam question. A student’s name is **never** put on bluebooks. It is the student’s responsibility to present a legible exam. Grades will be based on what a professor can reasonably read.
7. Students will be given an exam envelope (at each exam) which will contain bluebooks, scratch paper and the exam. You will be required to place all materials in the exam envelope at the end of the exam; you will not be permitted to leave the room with any paper. Extra copies of the exam will be available during the bluebook review period.
8. If a student finishes the examination earlier than five minutes before the exam is over, he/she may turn in the bluebooks to the proctor and then may leave. However, if a student has not finished the examination before the last five minutes of the given examination session, the student must remain seated until time is called.
9. When time is called at the end of the examination, each student is to remain seated while the proctor instructs students how to turn in bluebooks. Only when this procedure has been completed may students leave. “Lost” bluebooks are the sole responsibility of the student.
10. Students who plan to hand-write examinations should have several pens (blue or black ink only). Pencil-written examinations are not acceptable.
11. Students are permitted to use personal laptop computers to type the essay portions of their examinations, using the ExamSoft Softtest program, which students must register for, and pay a \$25 fee each semester, in order to download the most recent ExamSoft version onto their laptops. During the final exam period, separate classrooms are set-aside for those students who type their essays on laptop computers. All typed examination answers must be in black ink; they must be double-spaced and typed on one side of the paper only.

NOTE: If a typed examination is lost, destroyed or otherwise rendered incapable of being graded during the examination, the student will not be permitted additional time in which to complete the examination – even in the case of an electrical outage or other incident not the fault of the student.

NOTE ALSO: In the event a student's examination answer cannot be printed (and therefore not graded), it is the sole responsibility of the student to petition the Academic Council for relief. (By way of example, the relief sought by such a petition might take the form of a request that the professor create a new and different examination to be administered to that student under timed conditions; or, in the alternative, a request that the student receive an interim course grade of "Incomplete" ("I"), subject to the requirement that the student must sit for the examination in the class at such time as the examination is next administered in the ordinary course.)

12. No eating, drinking, or smoking is allowed in examination rooms. Students may quietly leave the room during the examination to go to the restroom, or they may leave and need not return if they complete the examination more than five minutes before time is called.
13. Audible timers, cell phones, or beepers should not be taken into an exam.
14. Designated check-in and exit procedures will take place each time an exam is administered. Your cooperation is essential to the timely commencement and closing of exams. Please listen to the proctor's directions carefully when you take each exam.
15. A student who leaves the classroom during the examination period may not take any materials from the testing room. Likewise, it is forbidden to speak with other students or to make telephone calls during the testing period either inside or outside of the classroom.
16. Students arriving more than fifteen minutes late will not be permitted to take the exam.
17. Students who leave the test room for a period of longer than 10 minutes will not be permitted to complete the exam. Such students will be required to submit a statement explaining the absence to the Dean, who will decide the appropriate action to take.
18. Upon request, each student must present to the examination proctor or proctors his or her official UWLA student photo-identification card; no other form of identification will be deemed sufficient or

acceptable. After the student's identity has been verified, by the proctor or proctors by reference to the official UWLA identification card, the student must place the card on the desk directly in front of him or her, and it must remain there for the duration of the examination.

Computing Course Grades

Course grades are computed according to the formula determined by each professor. Generally, each final consists of two essay questions and 25-30 multi-state questions, each component counting one-third.

Professors are required to write the grade earned on each bluebook. Students failing to turn in a scantron for the multi-state portion of the exam will earn a failing grade 'F' for that portion of the exam.

For example:

Question 1	=	C+	(2.30)
Question 2	=	B-	(2.70)
Multi-states	=	C	(2.00)

To determine the course grade, add the numerical value of each grade and divide by three. Thus:

$$2.30 + 2.70 + 2.00 = 7 \quad \text{divided by } 3 = 2.333$$

The School of Law has adopted a scale to determine break points for each grade equivalent (see scale that follows). In the above example, a 2.333 is a course grade of 'C+' since it is below the 2.50 required for a 'B-'. Questions regarding grade calculations should be directed to the Director of Student Services

Grading Scale

A letter grade/4.0 grading scale is used at the School of Law as follows:

A+ (4.0) Outstanding

A (4.0) Outstanding

A- (3.7) Excellent

B+ (3.3) Very good

B	(3.0)	Good
B-	(2.7)	Fairly Good
C+	(2.3)	Adequate
C	(2.0)	Minimally Adequate
C-	(1.7)	Inadequate
D+	(1.3)	Poor
D	(1.0)	Very poor, but with credit
F	(0.0)	Failing with no credit

There is no grade of D-.

In addition, the following grades designations may be given as indicated, but are not included in GPA calculations:

NC	No credit (Audit only)
W	Withdrawal (Official withdrawal from one or more classes)
X	Administrative dismissal (Grade assigned for failing to meet any of the following requirements: admissions documentation; payment of tuition or fees; taking scheduled final examinations; excessive absences; etc.)
I	Incomplete (Grade granted by Academic Council to student who cannot complete final exams as scheduled)

Pass/Fail Courses

The following courses are graded on a pass/fail basis: Legal Externship Program; Independent Study and Moot Court. In order to pass such courses, students must earn a grade of 'C' or above on exams and other course work. Course grades for pass/fail courses are posted on transcripts as follows:

P+	Pass with Honors
P	Pass
P-	Low Pass (Only 'P' is recorded on permanent transcript)
NP	Fail (No Pass)

<u>Grade</u>	<u>Numerical Value</u>	<u>Break*</u>
A+	4.0	
A	4.0	
		- 3.85
A-	3.7	
		- 3.50
B+	3.3	
		- 3.15
B	3.0	
		- 2.85
B-	2.7	
		- 2.50
C+	2.3	
		- 2.15
C	2.0	
		- 1.85
C-	1.7	
		- 1.50
D+	1.3	
		- 1.15
D	1.0	
		- .50
F	0.0	

*Point at which a grade goes up or down. For example:

3.84 = A-
 3.86 = A
 2.17 = C+
 2.14 = C

Computing Grade Point Average (GPA)

- Listed below is information to assist students in computing their grade point average.
- Grade point average is determined by the number of graded units a student has completed up to a certain point in time. (Pass/Fail courses are included only as units earned; they do not figure into the GPA calculation.)
- Compute the number of grade points for each course by multiplying the number of units for the course times the numerical equivalent of the course grade (see “Grading Scale” for a complete list of course grades and numerical equivalents). For example:

<u>Grade points</u>			
Torts I	3 units 'B' (3 x 3 = 9)	(3.0)	9.0
Contracts I	3 units 'C-' (3 x 1.70 = 5.1)	(1.70)	5.1
Criminal Law	3 units 'B-' (3 x 2.70 = 8.1)	(2.70)	8.1
Total	<u>9 units</u>	<u> </u>	22.2 points

- To determine the cumulative GPA, add all grade points and divide by the total units:

$$22.2 \div 9 = 2.47$$

- If the third decimal place is 5 or higher, round the second decimal place up one increment:

$$2.015 = 2.02$$

$$2.014 = 2.01$$

- Students with any questions are encouraged to contact the Dean.

Anonymous Grading

To the greatest extent practicable and appropriate, grading at UWLA is anonymous. (By way of illustration, circumstances under which anonymous grading may not be practicable or appropriate include practicum-oriented courses – such as Trial Advocacy and Appellate Advocacy – in which a student’s grade is based, in whole or in part, on his or her personal performance in class.) All students are assigned a five-digit identification number at the time of initial enrollment, which is to be used for examinations. Students’ names may **never** be placed on any handwritten or typed examination answers or on written assignments intended to be anonymously graded. A student may obtain a new and different identification number by submitting a written request therefore to the registrar. Additionally, a total of approximately 19 weeks will pass between the start the semester and the student receiving their grades.

Credit For Class Participation (“Push Points”) Prohibited

Effective as of commencement of the summer 2010 term, extra credit on account of “class participation” or in the form of so-called push points may not be awarded for any reason in any class. Accordingly, professors have no discretion or power to raise (or lower) a student’s grade based on class participation or on any basis other than graded examinations or assignments.

Feedback on Final Exams

In an effort to provide meaningful feedback to students on final examinations, all professors are required to (where possible):

1. Review, in class lecture, all midterm exam questions.
2. Include in each bluebook, one of the following:
 - a. Written comments.
 - b. An issue outline.
 - c. Grading comment key.
3. Make themselves reasonably available for conferences with students to discuss the quality of examination answers to assist students in improving future exam performance.

Posting of Grades

Course grades are available for student pick up as soon as practicable, typically in the second or third week of the following semester or term. Grade distributions will be posted by course at each campus. Grades are not given out over the telephone.

PETITIONING FOR A GRADE CHANGE

A grade once entered into the official transcript may be changed only upon a showing of good cause. The policy set forth below under grading errors is the procedure to be followed to apply for and approve a transcript change.

Petitions to the Academic Council Regarding Course Grades or Examination Grades

Students are not permitted to lobby instructors to request a grade change. Once a grade has been released, it will not be changed unless one of the following situations exists:

1. **Error**

A student claiming that an examination grade or a course grade was the product of clerical, recordation, or computational error in the calculation of the grade should, within two weeks after the grades are released, inform the School of Law office and request that the matter be investigated. If the matter is not resolved to the student's satisfaction, the student may petition the Academic Council for relief. This petition must be filed within one week after the School of Law notified the student of the results of the investigation.

2. **Unfairness or Departure from Established Grading Policy**

A student claiming that an examination grade or a course grade was the product of unfairness or was a departure from established grading policy may, within two weeks after the grades are released, petition the Academic Council for relief.

The student is strongly encouraged to meet with the relevant instructor in order to discuss the basis of the grade prior to petitioning the Academic Council. The professor cannot change the grade. If the student did not meet with the instructor, the student must state in the petition the reason(s) why such a meeting did not take place.

In any event, the petitioning student must present clear and convincing factual evidence supporting the claim that a grade was unfair or was a departure from established grading policy.

If the student fails to state a proper basis for the petition, fails to present clear and convincing factual evidence to support the petition, or fails to act timely, the Academic Council may deny the petition summarily.

If, however, the student satisfies the procedural and substantive requirements of the petition process, the Council may request a statement from the instructor involved. The Council may also request other information it deems appropriate.

The Council will notify the student in writing of the outcome. The Academic Council's decision on the student's petition is final.

TRANSCRIPT-ENTRY CHANGES OTHER THAN GRADES

Transcript entries may be changed only upon a showing of good cause. As student claiming that a transcript entry is the result of clerical, recordation or computational error should so inform the School of Law office and request that the claim of error be investigated. In the event that the matter is not resolved to the student's satisfaction, the student may petition the Academic Council for relief. Any such petition: (a) must be submitted, if at all, within ten (10) days after the School of Law notified the student of the results of the investigation; and (b) must set forth facts establishing the existence of the error claimed.

COURSE REPETITION POLICY

A student who receives a grade of 'D' or above or 'P' in a course will receive academic credit for the course and is not required (or permitted) to repeat that course. (A student who receives an 'F' or 'NP' in any course will receive no academic credit for that course.)

A student who receives an 'F' or 'NP' in a required course *and* who remains in good standing despite the failing grade must repeat the course at such time as it is next offered. (If the student is not in good standing, the student will be academically dismissed.) The student will be required to re-register, pay tuition, and regularly attend the course. Upon completion of the course, the new grade will be used in

the GPA computation and the previously earned fail will not be used (although both grades remain on the transcript).

A student who receives a grade of 'F' or 'NP' in an elective course *and* who remains in good standing despite the failing grade is not required to repeat the course. The student may choose to repeat the course or take another elective to meet graduation requirements. The student will be required to re-register, pay tuition, and regularly attend the course. Upon completion of the course, both the new grade and the previously earned fail will appear on the transcript *and* be used in the computation of the student's G.P.A.

Requests to repeat courses for reasons other than those listed above must be approved, via written petition, by the Academic Council, prior to a student being eligible to enroll in the desired course.

ACADEMIC STANDARDS AND POLICIES

Degree Requirements (Juris Doctor)

1. Typically three years in residence for a student in the full-time division, carrying not fewer than 12 units each semester or four years in residence as a student in the part-time division, carrying not fewer than six units no more than 11 units each semester. But in no event may a student take more than 84 months to complete their legal education
2. Successful completion of 85 or more semester units, including all courses required by the School of Law.
3. A cumulative grade point average (GPA) of 2.00 for all work earned.

GOOD ACADEMIC STANDING/PROBATION

1. For purposes of this section, a student is deemed to be in "good standing" if their cumulative grade point average is 2.00 or higher. Students earning a grade of fail in any course during the first year will be academically dismissed.
2. Upon completion of his/her first semester in the School of Law, no-full or part-time student may enter the second semester unless he or she is in good standing at that time. Notwithstanding the foregoing, a student may enter the second semester or term, on academic probation, under the following circumstances:

Automatic Academic Probation -

At the end of their first semester or term, all students must have earned at least a cumulative GPA of 1.70 or academic dismissal will occur. Additionally, all non-transfer students must have earned a "C" in Introduction to Legal Studies as well or academic dismissal will occur.

3. Upon completion of his/her first academic year, no full- or part-time student may enter the second year of law school unless he or she is in good standing at that time. Thereafter, a student must be in good standing at the end of each subsequent semester or term to continue in the School of Law. Notwithstanding the foregoing, a student may enter the third or subsequent semester or term, on academic probation, under the following circumstances:

Discretionary Academic Probation –

Any time after the second semester or term a student may petition the Academic Council to be placed on academic probation so long as they maintain at least a cumulative GPA of 1.90 or academic dismissal will occur. The petitioner must evidence in their petition for special action, that an outside cause not likely to reoccur caused their cumulative GPA to fall below the required good standing level of 2.00. The Academic Council only has the discretionary authority to grant a student Academic Probation once. If granted the student must attain at least a cumulative GPA of 2.00 in the following semester or term or academic dismissal will occur.

4. A cumulative GPA of at least 2.00 is required for graduation.
5. Commencing with the Fall semester of 2019, students with a cumulative GPA of below 2.00 are subject to academic disqualification even if they have received an incomplete in one or more of their courses. However, those students who received an Incomplete prior to Fall 2019 may continue on in good standing until that Incomplete has been replaced by an earned letter grade, but any such grandfathered students are required to sit for the examination for the course that they received an Incomplete in the next time it is offered by UWLA or they will lose their grandfathered status and be subject to academic disqualification.

PRESCRIBED COURSES

The first-year courses are prescribed for each program. Part-time students normally take Introduction to Legal Studies, Contracts, Torts, and Criminal Law. Full-time students take Real Property in addition.

All students are expected to follow the projected programs as outlined within the Student Information Handbook. Following the programs means that students will be able to enroll in required courses and will have no conflicts in scheduling of final exams.

Students who wish to deviate from the program must file a Petition for Special Action. The Academic Council reviews the requests and decides the matter. Students are advised that they may encounter scheduling conflicts and extend their projected date of graduation as a result of deviating from the projected program.

Students are encouraged to seek counseling before filing such a petition.

ADMISSION OR READMISSION AFTER ACADEMIC DISQUALIFICATION

Applicants previously dismissed from UWLA or another law school for low scholarship may be granted admission or readmission, as the case may be, upon an affirmative showing by the applicant, to the satisfaction of UWLA's Admissions Council, of matters justifying the conclusion that the applicant possesses the requisite ability for the study of law. Such showing by the applicant must be made in the form of a written petition timely submitted to UWLA's Admissions Council and in accordance with the requirements and guidelines set forth in Title 4, Division 5, section 5.6, titled "Admission or Readmission of Applicants Previously Disqualified for Academic Reasons," of the Factors and Comments Governing the Interpretation and Application of the Standards adopted by the Committee of Bar Examiners of the State Bar of California. It is strongly recommended that, prior to submitting his or her petition for admission or readmission, the applicant: (1) seek the advice and counsel of a UWLA admissions counselor, and (2) access the official website of the State Bar of California, at calbar.ca.gov, and carefully review the applicable requirements and guidelines. Failure to file a timely petition may be considered by the Academic Council as grounds for denial of the petition.

Credit Allowed to an Applicant for Admission or Readmission after Dismissal for Low Scholarship

The amount of credit that UWLA will grant for prior legal studies to an applicant who has been previously dismissed for low scholarship is determined by reference to the limitations and guidelines set forth in Title 4, Division 5, section 5.7, titled "Credit Allowed for Admission or Readmission after Disqualification for Academic Reasons," of the Factors and Comments Governing the Interpretation and Application of the Standards adopted by the Committee of Bar Examiners of the State Bar of California. It is strongly recommended that, prior to submitting his or her petition for admission or readmission, the applicant: (1) seek the advice and counsel of a UWLA admissions counselor; and (2) access the official website of the State Bar of California, at calbar.ca.gov, and carefully review the applicable limitations and guidelines.

Transfer Credit

Credit for prior law study may be allowed to an applicant for admission who was not previously disqualified, from an American Bar Association-approved or California-accredited school, for academic reasons. Credit may be granted only for courses in which the applicant received a grade at the good standing level or higher from the awarding law school. However, in the case of an applicant who has passed the First-Year Law Students' Examination, the law school may acknowledge the credit previously granted for each completed course in Torts, Criminal Law, and Contracts, even if the grade was less than would be required for good standing. However, no more than 42 units will be accepted in transfer.

Only courses in which the student has earned a grade deemed in good standing (not merely passing) by the institution granting said grade will be considered for transfer credit. However, only units transfer, not the previous grades earned.

Course work that was taken more than 36 months prior to transfer to UWLA will not be accepted.

No credit may be granted for work completed at a registered unaccredited law school unless the student has passed the First-Year Law Students' Examination during the first three administrations after becoming eligible to take the examination. Credit may be allowed for all courses taken prior to passing. No credit will be granted for prior experiential learning.

Students who wish to transfer credits from institutions based outside the United States or Canada must first have those credits evaluated by an organization or agency accepted by UWLA. UWLA recognizes all members of the National Association of Credential Evaluation Services (NACES). A list of the members of NACES can be found at www.naces.org.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

VISITING

Upon approval from the Academic Council, a student may visit another California-accredited or ABA-approved law school to take a course that would be counted towards their units of elective credit allowed in the UWLA curriculum. A student may not take a UWLA School of Law required course at another school absent extraordinary circumstances and the prior approval of the Academic Council. Students should seek approval from the Academic Council by filing a petition, which must contain the name of the school and course the student wishes to attend. Only credits for the approved course in which the student earned at the good standing level of the awarding institution may be applied to UWLA. In addition, only the unit credit will be transferred; the grade earned will not be calculated in with grades earned at UWLA for the student's cumulative grade point average.

INCOMPLETE GRADES

It is the experience of UWLA that students who pursue an uninterrupted course of study have the highest probability for successfully completing their degree programs. Those students are also the best performers in their degree program and receive the maximum benefits from their learning experience. UWLA also realizes that adult learners face unforeseen circumstances in their lives requiring temporary breaks in enrollment or interruption of their program of study.

A student who, because of extraordinary extenuating circumstances, is unable to complete a course because he or she cannot take final exams as scheduled may petition the Academic Council for a grade of Incomplete. If granted, the Academic Council will indicate the deadline by which the final examination and other course work must be completed. If the deadline is not met, the grade will be changed to an 'F'. Generally, a student is not permitted to have an Incomplete in more than one course each term.

CHANGING SECTIONS/INSTRUCTORS

Students are permitted to change to different sections of a course or change instructors only by petition and only if the section that the student wishes to attend is not closed. Petitions must be fully justified with supporting documentation as to the need for the change.

LEAVE OF ABSENCES

1. A student may petition for a leave of absence of up to one academic year. Requests for leaves of absence must be made in writing to the dean or the registrar within a reasonable time in advance of the proposed leave.
2. In order to be granted a leave of absence, a student:
 - A. must have completed the first year and be in good standing at the time of the request -- that is, having a GPA of at least 2.00;
 - B. may request a leave of no more than one academic year at a time;
 - C. must state that the student will abide by the UWLA academic policies in force at the time of the student's return to school;
 - D. must state that the student understands that failure to return to UWLA at the expiration of a leave of absence will cause the student's file to become inactive and will require the filing of a new application; and
 - E. must remain compliance with State Bar of California Rules requiring that the course of study for the J.D. degree be completed no later than eighty-four months after a student has commenced law study at UWLA or a law school from which UWLA has accepted transfer credit. It is the student's responsibility not that of the UWLA School of Law, to conform his or her course of study to meet that deadline.

ATTENDANCE

10. The CBE's Rules Regulating Admission to Practice Law in California, Factors & Comments states that "Regular and punctual attendance is necessary to satisfy the 'residence' requirement," also that "An official class record shall be maintained for each course, or section of a course, which shall show...attendance record for each student..."
11. It is the School's policy to fully comply with the CBE's attendance requirements. Attendance procedures require that each student personally sign, with full signature, the attendance sheet at each meeting of each scheduled class. Failure to sign the sheet will be recorded as an absence, and records will not be changed to accommodate students who have attended classes but have neglected to sign in. Please do not make such requests to the office staff.

12. Instructors are required to mark “absent” any student who has signed in and then departed from the class without returning and may mark “absent” any student who is not present in that class when called upon to participate.
13. Instructors are required to mark as absent those students who arrive more than 30 minutes late after the start of the class or those students who leave more than 30 minutes prior to the end of class.
14. Since law school attendance is a statutory requirement, **an absence is never considered to be “excused.”** The student is either “present” or “absent.”
15. In addition to sign-in sheets, instructors may verify student attendance by using various additional methods – seating charts, roll calls, recitation, etc. Students will be apprised of each instructor’s attendance requirements during the first class meeting.
16. Students who are unprepared for a course may receive an absence for the course at the professor’s discretion. Being unprepared includes “passing” when called on or being unable to recite due to failure to read the assigned material.
17. To satisfy the CBE’s rule regarding regular attendance, it has been determined that a student may be absent no more than:
 - three hours in any one-unit course;
 - six hours in any two-unit course;
 - nine hours in any three-unit course;
 - twelve hours in any four-unit course.
18. Students who exceed the allowable limit will be administratively dismissed from the course involved. If so, the student will be required to re-enroll in, and pay for, the course in a subsequent semester.

WITHDRAWAL and DISMISSAL POLICIES

Withdrawal from School

1. Students are allowed to fully withdraw from the program by submitting a withdrawal form and a \$45 fee prior to the commencement of final exams.
2. Students may be allowed to withdraw from any course upon submission of a petition to the Academic Council prior to the commencement of final examinations. Verbal notification to the school is NOT acceptable; the student’s intent to withdraw MUST be in writing and accompanied by a \$45 fee to be valid.
3. Any student who does not notify the School of the intention to withdraw before the commencement of final examinations and who does not take the final examination will receive a grade of ‘F’ for all examinations and courses and will be administratively dismissed.
4. Students who withdraw from the School, and who wish to return, must reapply for admission. Students will be subject to admissions policies in force at the time of readmission.

5. Students should consult with the Dean about the effect of the withdrawal on their projected program and graduation date.

ADMINISTRATIVE DISMISSAL

An administrative dismissal is an action that the university takes which results in the student's withdrawal from the university. Administrative dismissals occur when a student has:

1. Exceeded the allowable limit of absences for their course
2. Failed to take exams,
3. Failed to provide the necessary documents in support of admission,
4. Failed to pay tuition and fees, or
5. Violated the Student Code of Conduct

Grades of 'X' will be reflected on the transcript and no course credit will be granted. Students who have been administratively dismissed must reapply for admission upon the desire to return. Such students are subject to the admission policies in force at the time of readmission.

ADDING/DROPPING COURSES

Students are permitted to make changes in their schedule during the first two weeks of each semester free of charge. A \$45 fee is assessed to make a change, after the second week of school.

Students are encouraged to seek counseling from the Dean or Director of Student Services prior to submitting an Add/Drop slip since in some instances a Petition for Special Action may be necessary (as in the case when a student wants to drop a required subject).

ADD/DROP DEADLINES

Students may add a course so long as the student has not missed the maximum number of absences for that course already. Students may drop a course any time prior to the commencement of the final examination of that course.

ACADEMIC HONORS

Dean's List

At the completion of each semester, a Dean's List is published of those students whose GPA for that particular semester places them in the top ten percent of their respective class. When determining the Dean's List, separate categories for part-time and full-time students are not made, they are calculated together.

To be eligible for the Dean's List, a student must have completed a minimum of 6 credit units for the semester.

To be eligible for the Dean's List, a student must have completed a minimum of six graded units for the semester, which may include Pass/Fail courses. Summer sessions and "repeated courses" do not

count toward determination of eligibility for the Dean's List. Dean's List recognition is noted on the student's transcript.

SCHOLARSHIPS AND AWARDS

The School of Law has a number of scholarships and awards for students who demonstrate academic excellence and for students who enrich the School through their contribution to scholarly or extra-curricular activities. Pertinent information is emailed each semester.

WITKIN AWARD FOR ACADEMIC EXCELLENCE

The Witkin Legal Institute, named for preeminent legal scholar Bernard E. Witkin, was established to recognize outstanding achievement in law school. Students earning the highest grade in qualifying courses receive a certificate from the Institute. (In the event of a tie, the Witkin Award winner will be chosen by the professor.)

HONORS UPON GRADUATION

Students who graduate with the following cumulative grade point average do so with honors as follows:

<u>GPA</u>	<u>Honor</u>
3.20	Summa Cum Laude
3.00 - 3.19	Magna Cum Laude
2.80 - 2.99	Cum Laude

The student with the highest GPA will be the Class Valedictorian. If the Class Valedictorian is a transfer student, then the student address will be given by the student with the highest GPA who completed all of his/her course work at UWLA.

DETERMINATION OF CLASS RANK

Class rank is calculated annually, after the spring semester. Spring entrants who have completed only one semester of course work are not included.

Rank is determined for the first, second, third and graduating class. There is no distinction made between part-time and full-time. All students in one class are considered together. Students who have withdrawn or been dismissed are not included.

Even though students complete graduation requirements three times a year, they are grouped together for purposes of class rank. Hence, students who complete graduation requirements at the end of Fall 2013, Spring 2014, and Summer 2014 will comprise the class of 2014.

Questions regarding class rank should be directed to the Dean.

ACADEMIC SUPPORT PROGRAM

Dean, Jay Frykberg, oversees the School of Law's Academic Support Program. This is a hands-on program designed to address and support each student's individual needs. In addition, the program will include sessions in most of the substantive law courses offered each semester to assist students in developing their analytical and critical thinking skills.

CAREER SERVICES

Career services are provided. Our career services office prepares students for the rigors of a job search, both before and after an offer has been made, including but not limited to resume and cover letter creation, interview preparation, networking fundamentals and salary negotiation.

However, students agree and understand that the UWLA does not and cannot promise nor guarantee either employment or level of income or wage rate to any student or graduate.

Job Classification

The School of Law Juris Doctor degree program prepares its graduates for their future in the job market. The following job classifications are identified by the United States Department of Labor's Standard Occupational Classification Codes (SOC). The job classifications are as follows:

- 23-1011 Lawyers
- 23-2011 Paralegals and Legal Assistants
- 23-2099 Legal Support Workers, All Other

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT UWLA

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

DESCRIPTION OF FACILITIES

UWLA maintains a campus in both Inglewood and Chatsworth, California. The campuses have ample classrooms, meeting rooms, and office space as well as two distinctive library facilities, computers and wireless capabilities.

LIBRARY

The University has an outstanding library for onsite research and study facility for students, faculty, and alumni. The University also offers access to Internet legal research via Westlaw Next, Lexis Advance, ProQuest and CALI for our students.

Students may use the library M-Th 1:00PM – 9: 30PM, Fri 10:00AM – 4:00PM and Sat 9AM-5:30PM.

UWLA has added a policy effective for the Fall 2021 semester and forward that all law students will be issued passwords automatically without the need for a request to access online law library material upon or shortly after their enrollment.

STUDENT SUPPORT SERVICES

Are extensive, from boot camp components in the Fall semester through writing in UWLA's L.A.W. courses throughout the years culminating in our supplemental bar review course before graduation. For more information please contact the Director of Student Services.

Student Housing

The University of West Los Angeles, School of Business does not assume responsibility for student housing, and does not have dormitory facilities under its control, nor offer student housing assistance. According to, www.rentals.com for Inglewood, CA, rental properties start at approximately \$900 per month.

POSTING OF ACADEMIC PERFORMANCE INFORMATION

Students in the School of Law are protected by the Family Educational Rights and Privacy Act (FERPA), which safeguards against the public disclosure of any personally identifiable student information without their written consent. This information includes, but it is not limited to, performance on examinations. The public disclosure by student's name, matriculation number or social security number without written permission is a violation of the law.

STUDENT RECORDS (FERPA)

A. Access to Student Records

In accordance with Section 99.5 of Title 34 of the Code of Federal Regulations, the following rights are provided for all UWLA students under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 1232g (Supp. IV, 1974):

1. The law school maintains records for each student that include name, address, student identification number, information on parents, guardian, and spouse, general information on academic status at the law school, previous school data, results of standardized admissions examinations, courses previously

taken or being taken, credits, and grades. Applicants for financial aid have an additional file established to maintain financial aid records.

2. The Registrar's Office is responsible for maintaining all of these records, except for those involving financial aid. All records are available to the Registrar, the Dean, the Chief Financial Officer, the Director of Student Services, the Director of Financial Aid, the faculty of the law school, and their respective staffs for the normal academic and business purposes of the law school. There may be instances where student records need to be shared between UWLA, its accreditors, and other institutions for legitimate academic purposes.

Records involving financial aid are maintained by the Director of Financial Aid and are available to the Director and staff, the Dean, and the Chief Financial Officer, for the purpose of granting and administering the law school financial aid program. All of these records are also available to such other organizations and persons as are entitled to them under Part 99 of Title 34 of the Code of Federal Regulations.

Students have the right to provide written consent before the law school discloses personally identifiable information from student records, except to the extent that FERPA authorizes disclosure without consent. UWLA discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by UWLA in an administrative, supervisory, academic, research, or support staff position (including security unit personnel); or a person serving on the board of managers. A school official may also include a volunteer or contractor outside of the law school who performs an institutional service or function for which the law school would otherwise use its own employees and who is under the direct control of the law school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, collection agent, housing management company personnel, or a student volunteering to assist another school official in performing his or her tasks. External agents of the law school that are considered school officials with legitimate educational interests include organizations such as the National Student Clearinghouse. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for UWLA. Upon request, the law school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll or has already enrolled.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by UWLA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. These situations include the following:

1. disclosure to other school officials, including faculty, within UWLA whom the law school has determined to have legitimate educational interests;
2. disclosure to authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the law school's state-supported education programs;
3. disclosure in connection to financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid;
4. disclosure to organizations conducting studies for, or on behalf of, the law school, in order to (a) develop, validate, or administer predictive tests, (b) administer student aid programs, or (c) improve instruction;
5. disclosure to accrediting organizations to carry out their accrediting function;
6. disclosure to comply with a judicial order or lawfully issued subpoena; and
7. disclosure to appropriate officials in connection with a health or safety emergency.

The law school retains documentation, available to the student and kept with his or her file, of all persons and organizations, other than those authorized and designated above, requesting or obtaining access to the file. This record will indicate specifically the legitimate interest that each person or organization obtaining access to the records has in such records. Where records are furnished in compliance with judicial order or pursuant to any lawfully issued subpoena, students will be notified in advance of the law school's compliance.

3. Students are allowed access to their records as follows: A student may inspect his or her academic transcript during normal working hours in the Registrar's Office. To see other records, the student must submit a written request to the Registrar, the Director of Financial Aid, the Dean, or to their staff, as appropriate. A mutually convenient time will be arranged within 15 working days after receipt of the request for the student to examine the records of his or her file. At that time, the student may examine all records in the file with the exception of those specifically exempted by Part 99 of Title 34 of the Code of Federal Regulations. The student may obtain copies of any of the records available to him or her. A student may not obtain copies of another institution's transcript or letters of recommendation. All reasonable requests for explanations or interpretations of the records will be honored, and if inaccurate, misleading, or otherwise inappropriate data are found in the records, they will be promptly corrected or

deleted. The student also has the right to insert into the records a written explanation respecting the contents of such records.

If the student and the Registrar, or the Director of Financial Aid, or the Dean, or their staff, do not agree on any item contained in the records, the student may submit a written request to the Provost for a hearing to challenge the content of the records. The Provost will schedule such a meeting within 30 days after receipt of the request and will notify the student reasonably in advance of the hearing of its date, time and place. The hearing will be before a Board composed of the Provost, Dean, or their designated alternates, and at least one disinterested member of the faculty who shall be appointed by the Dean. None of those hearing the challenge may have a direct interest in the outcome. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney. The decision of the Board on the correctness of the record, as determined by majority vote, will be rendered in writing within ten days after the conclusion of the hearing, and will be final. This decision will be based solely upon the evidence presented at the hearing and will include a summary of the evidence and of the reasons for the decision.

If, as a result of the hearing, the law school decides that the information in the files is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the law school shall amend the records accordingly and so inform the student in writing. However, if as a result of the hearing, the law school decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students, it shall inform the student of the right to place in the records a statement commenting on the information in the records and/or setting forth any reasons for disagreeing with the decision of the law school.

4. At its discretion, UWLA may provide “directory information” in accordance with the provisions of FERPA. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at UWLA includes the following: student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities, degree and awards received, and the most recent educational institution attended. Students may block the public disclosure of directory information by notifying the Registrar’s Office in writing.

Students should consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for UWLA not to release any or all of this “directory information;” thus, any future requests for such information from non-UWLA persons or organizations will be refused unless required by law.

UWLA will honor a student’s request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Although the initial request may

be filed at any time, requests for non-disclosure will be honored until removed, in writing, by the student. Regardless of the effect upon you, UWLA assumes no liability as a result of honoring your instructions that such information be withheld.

5. No student can be required to waive rights under Part 99 of the Code of Federal Regulations. However, a student may voluntarily waive right of access to confidential statements made by third parties respecting admission to educational agencies or institutions, applications for employment, or the receipt of an honor or honorary recognition. In case of waiver, the confidential statements will be used solely for the purposes for which they were specifically intended, and the student will, upon request, be notified of the names of all persons making such confidential statements. If a student should desire to waive right of access, so as to facilitate the obtaining of a confidential statement of this nature, he or she should contact the Registrar's Office.

6. The law school reserves the right to destroy from time to time any and all records that it maintains on a student, except to the extent that the law requires their maintenance for a longer period of time. However, access to records which has been requested under Part 99 of the Code of Federal Regulations, are not allowed to be and will not be destroyed until such access has been granted or a decision to deny such access has been arrived at as described in (3) of this section.

7. Any student has the right to file a complaint with the United States Department of Education concerning an alleged failure by the law school to comply with the provisions of Section 438 of the General Education Provision Act (20 U.S.C.A. Section 1232g).

PROCEDURE FOR STUDENT GRIEVANCES

The School of Law (SOL) has an open door Grievance Policy, which encourages students to bring suggestions, complaints, and grievances, to the administration for discussion and, when appropriate, informal resolution.

The Grievance Procedure has been established to give students a vehicle to resolve situations, conflicts or disputes in a professional, unbiased, and documented procedure. Matters that have been resolved by another procedural process are considered final and may not be the subject of a grievance under this policy.

SOL seeks to address student issues that may arise and works to partner with a student to arrive at effective, timely resolution to a student's issues either informally or formally:

INFORMAL RESOLUTION

The parties involved in the situation are encouraged to meet and confer in an effort to resolve the situation. This encourages communication between the student and the faculty, staff, administrator or other student involved and enhances an opportunity to reach an agreement. No written records are maintained in the student file at this stage.

While it is hoped that resolution is reached at the informal resolution meeting, there is no requirement to meet informally prior to filing a formal complaint.

FORMAL RESOLUTION PROCESS

To file a formal complaint, the student must complete a Notice of Grievance Form & submit it to the Dean. (The form is available in the School of Law office and published in this Student Handbook.)

Upon receipt of the submission, the Dean will request a response to the allegations from the party or parties identified in the student's Notice of Grievance Form. Said response will be due to the Dean no later than 15 days from said request.

Once the Dean has received the response(s), the Dean, may, after review, and investigation,

1. Conduct a formal meeting with all parties to discuss and attempt to resolve the grievance or,
2. Issue a written resolution statement that is to be followed by all parties.

If the Dean finds that the issue cannot be resolved in his or her office, the Dean must directly forward the issue to the President's office within five days. The President's office will file and date the Dean's Letter of Findings on the day of acceptance. The President then has 15 days to either (1) have a formal meeting with any/all parties concerned to resolve the matter, or (2) issue a written statement on the resolution or findings to be followed by all parties concerned. The decision of the President is final and binding on all parties.

When the Dean has resolved the matter and the student is not satisfied with the Dean's written resolution statement or the results of the formal meeting, the student must submit all relevant material with a Notice

of Appeal – Grievance Determination to the Office of the President within 10 days of receipt of the Dean’s decision. The Office of the President will date and file receipt of the Notice of Appeal on the day of acceptance. The President has 15 days after receipt of the Notice of Appeal to either (1) conduct a formal meeting and any/all parties involved in the grievance, or (2) issue a written statement of resolution or findings in which is to be followed by all parties concerned. The decision of the President is final and binding on all parties.

COMPLAINT PROCEDURE FOR DISCRIMINATION AND/OR UNLAWFUL HARASSMENT

Members of an academic community must be able to study in an atmosphere of mutual respect and trust. The School of Law is committed to creating and maintaining an environment, which respects the dignity of individuals and groups.

The goal of the School of Law is to have a process that is sensitive to the needs of students as well as the rights of those against whom allegations have been made.

Students who believe that they have been harassed or discriminated against based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability shall have a right to file a complaint. The procedures outlined below govern the process of all discrimination complaints filed by students, with the exception of complaints of sexual harassment or sexual assault. Such complaints will be handled pursuant to the School policies covering these specific areas.

Complaints must be filed within one year of the alleged unlawful harassment or discrimination or within one year of the date on which the complainant knew or should have known of the facts of the harassment or discrimination incident.

INFORMAL PROCESS

A student who has reason to believe that he/she may have been a victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability may resolve the matter through an informal process under this procedure.

Participation in the informal process is optional and not a prerequisite to filing a formal complaint.

The School of Law has established the following informal procedure to resolve charges of harassment or discrimination within thirty (30) calendar days:

1. A student who alleges that he/she has personally suffered harassment or discrimination should be referred to the Dean to directly discuss his/her concerns.
2. The Dean shall meet with the student to:
 - a) Understand the nature of the concern;

b) Give the student a copy of the School's policy and procedure concerning such unlawful discrimination and inform the student of his/her rights under the informal and formal complaint procedures;

c) Assist the student in any way advisable.

If the student is willing to resolve the matter informally, it may not be necessary to pursue a formal investigation (unless warranted by the seriousness of the charge.)

3. The Dean shall inform the respondent of the possible complaint and allow the respondent an opportunity to state the facts as known to him/her.
4. If, after meeting jointly or separately with the Dean, the parties agree to a proposed resolution, the resolution shall be implemented and the informal process shall be concluded. At any time during the informal process, the complainant may initiate a formal complaint.
5. The Dean shall keep a written log of discussions and a record of the resolution. This information shall become part of the official investigation file if the complainant initiates a formal complaint. If the parties reach an agreement resolving the complaint, a letter summarizing the informal investigation and the resolution agreed upon shall be sent to the complainant and the respondent and kept as part of the record.
6. Once a complaint is put in writing and signed by the complainant, the complaint is considered to be formal and the formal complaint procedures should be followed.

FORMAL PROCESS

1. A student who alleges that he/she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, or physical or mental disability shall complete and sign the School of Law Discrimination Complaint Form within one year of the alleged incident or within one year of the date on which the complainant knew or should have known of the facts of the harassment or discrimination incident.
2. On the complaint form, the complainant shall describe in detail the alleged harassment or discrimination and the action the complainant requests to resolve the matter. All written requests shall be signed and dated by the complainant and shall contain at least the name(s) of the individual(s) involved, the approximate date(s) of the event(s) at issue and a detailed description of the actions constituting the alleged harassment or discrimination. Names, addresses and phone numbers of witnesses or potential witnesses should be included if possible.
3. Within three (3) working days after receipt of a signed complaint, the Dean will review the complaint to determine whether it describes the kind of harassment or discrimination which is prohibited under

these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct. (In the event the complaint is made against the Dean, the President shall make the determination.) If the complaint does not describe the kind of prohibited conduct the School investigates under the procedures, the complainant will be notified and will be referred to the appropriate process. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding whether the alleged misconduct is covered under these procedures, the complaint will be returned and the complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

4. Within three (3) days of receiving a complaint (or amended complaint), the Dean shall appoint an outside investigator to investigate the charges. The Dean shall send a copy of the complaint to the President and a notice of the complaint and these procedures to the respondent.
5. The outside investigator shall, within ten (10) working days of the complainant's referral to the formal process, give the complainant an opportunity to meet with the outside investigator to review the nature of the complaint and identify the scope and nature of the investigation. If the complainant fails to meet with the outside investigator within a reasonable time (usually 30 working days); the investigation will continue based on the written formal complaint. Within ten (10) working days of meeting with the complainant (or 30 days as noted above), the outside investigator shall give the respondent an opportunity to meet with the outside investigator to receive the respondent's answer to the complaint and to review with respondent the scope and nature of the investigation. Parties may inform the outside investigator of witnesses to contact and may present documents in support of their positions. Each party has the right to be aided or represented by an advisor (at their expense).
6. The outside investigator shall complete a full investigation. (A description of Guidelines for Conducting an Investigation, are included following this section.) Prior to completing the investigation the outside investigator shall meet again with the complainant and the respondent, separately, to give an overview of the steps taken during the investigation, to ask complainant and respondent for the names of any other individuals the outside investigator should speak with, and to request any additional information.
7. After completion of the investigation, the outside investigator shall meet with the Dean who shall be responsible for reviewing the report of the outside investigator, making factual determinations, reaching a conclusion regarding the charges and recommending appropriate action if any.
8. In the event the action is against the Dean, the President shall review the complaint and make the determinations outlined above. In the event the action is against the President, the investigator will present the complaint and report findings to the Chair of the Board of Managers for Board consideration and any final action.

9. The investigation shall be completed within ninety (90) calendar days of receipt of the complaint (or amended complaint).
10. Within 150 days of receiving a complaint, the following will be forwarded to the complainant and respondent:
 - a. A summary of the investigative report;
 - b. A written notice setting forth:
 - (1) The findings of the outside investigator and Dean/President as to whether harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability did or did not occur with respect to each allegation in the complaint;
 - (2) A description of actions to be taken, if any, to remedy any discrimination or harassment that occurred, and to prevent similar problems from occurring in the future;
 - (3) The proposed resolution of the complaint;
 - (4) The complainant's right to appeal;
 - (5) The respondent's right to file a written response to the findings of the Dean/President within ten (10) working days of the receipt of the findings.
 - (6) The investigation report shall be made available to all parties involved.

APPEAL RIGHTS

If the complainant is not satisfied with the results of the formal administrative determination, the complainant may appeal the determination by submitting objections to the Board of Trustees within fifteen (15) calendar days of receipt of the determination. Within forty-five (45) calendar days of receiving the complainant's appeal, a copy of the final Board decision shall be forwarded to the complainant, the President, Dean, and the respondent. The Board's decision is final.

GUIDELINES FOR CONDUCTING AN INVESTIGATION

1. Upon receiving a complaint, which is properly filed, the School of Law will commence an impartial fact-finding investigation of the complaint. The Dean within three (3) working days of receiving a written

and signed complaint shall assign an outside investigator to investigate the charges in accordance with established procedures.

2. Upon the assignment, the outside investigator shall immediately contact the complainant to schedule a meeting regarding the complaint.
3. Within the time frames described in the Formal Process, the outside investigator shall meet with the complainant and respondent separately. Parties may inform the outside investigator of witnesses to contact and may present documents in support of their positions. Each party has the right to be aided or represented by an advisor of his or her choice. The parties may present written and oral evidence. The proceedings may be recorded on audiotape or such other method (including a videotape or stenographic record) as the formal process investigator may direct. All investigative reports written or recorded will be made available to the complainant, the respondent, and their representatives.
4. The outside investigator will review all credible factual information presented, interview witnesses who may have knowledge relevant to the complaint investigation, and incorporate such information into the investigative report. Confidentiality will be maintained to the extent possible.
5. Once the investigation is complete, the outside investigator will meet with the complainant and respondent separately and give an overview of the steps taken during the investigation. The outside investigator will reveal to the complainant and respondent what was done and the people the outside investigator spoke with during the investigation. The complainant and respondent will also be asked for the names of any others the outside investigator should speak with or if there is anything else he/she would like for the outside investigator to do before finalizing his/her report.
6. The results of the investigation shall be set forth in a written report and presented to the Dean, which shall include:
 - a. A description of the circumstances giving rise to the complaint;
 - b. A summary of the information provided by each witness, including the complainant, the respondent, and any other witnesses; interviewed.
 - c. An analysis of any relevant data or other evidence collected during the course of the investigation.
 - d. Any other information deemed appropriate.
7. The Dean shall, within ten (10) working days of reviewing the outside investigator's report, determine whether harassment or discrimination did or did not occur with respect to each allegation in the complaint. The findings shall take into consideration the severity of the conduct, the pervasiveness of the conduct, the pertinent background, and other relevant School policies.

8. If disciplinary action is recommended, appropriate due process will be invoked. If the Dean finds there is no evidence to sustain the allegations, the record shall be kept confidential except to the extent that disclosure may be required by law. To such extent as the law allows the records will be destroyed.

The respondent shall, upon receiving the outside investigator's findings and recommendations, have the opportunity to respond in writing within ten (10) calendar days. Respondent's written response shall be included in the investigation file.

HOW TO FILE A HARASSMENT OR DISCRIMINATION COMPLAINT:

1. A copy of these procedures and the Discrimination Complaint forms, are available in the School of Law office.
2. Completed complaint forms are to be mailed or taken to the attention of the Dean.
3. Complaint forms will be processed if filed within one year of the alleged harassment or discrimination. The complaint shall be filed by one who alleges that he or she has personally suffered unlawful harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability.

A person who alleges that he or she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender (discrimination only), religion, sexual orientation, marital status, or physical or mental disability, or one who has learned of such unlawful harassment or discrimination, shall invoke the procedures described above.

An individual may also file a complaint of unlawful discrimination with the Equal Employment Opportunity Commission, 2014 "T" Street, Suite 210, Sacramento, CA 98514, The United States Department of Education, Office of Civil Rights, 50 United Nations Plaza, Room 239, San Francisco, CA 94102, or the Department of Fair Employment and Housing, may be called at 1-408-291-7352. These additional procedures may be used at the time of filing a complaint, during, or after use of the School's harassment or discrimination complaint process.

Dissemination:

The School will disseminate the information regarding its policies and appropriate procedures on harassment and discrimination to all students and announce its existence in prominent places including, but not limited to, the college catalog, Student Information Handbook, in appropriate student publications, on official School bulletin boards, and by direct communication to students. Are we doing this?

UNIVERSITY OF WEST LOS ANGELES

SCHOOL OF LAW

UNLAWFUL HARASSMENT AND DISCRIMINATION COMPLAINT

Please Print _____ Date _____

Complainant (Name)

I Wish to Complain Against:

Identify person, activity or program in which alleged discrimination occurred:

I allege that I was discriminated against because of my: (Please check only those that apply)

_____ National or Ethnic Origin

_____ Religion

_____ Color

_____ Disability

_____ Race

_____ Age

_____ Sex (excluding sexual harassment)

_____ Sexual Orientation

_____ Marital Status

_____ Gender

Date of Alleged Discrimination:

11/22/2024

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Written statement outlining the allegations:

What is the specific action you are requesting to resolve the matter?

I certify that this information is correct to the best of my knowledge.

Signature of Complainant

Attach Additional Pages As Needed

INSTRUCTIONS TO COMPLAINANT:

Please complete the information listed below: This information will be kept strictly confidential and will not be given to the respondent.

Address

Street City Zip
Code

Home/Message

Business

Telephone: () _____ Telephone: () _____

If there is anyone who could provide more information regarding this, please list names, addresses, and phone numbers, if possible.

Name: _____ Telephone: () _____

Address: _____

Name: _____ Telephone: () _____

Address: _____

Name: _____ Telephone: () _____

Address: _____

Name: _____ Telephone: () _____

Address: _____

Name: _____ Telephone: () _____

Address: _____

Send original copy to the Dean and be sure to keep a copy for your files.#

POLICY ON SEXUAL HARASSMENT

Policy Statement

It is the policy of UWLA that sexual harassment of employees and students is unacceptable and will not be tolerated. This policy statement is directed towards all forms of sexual harassment among peers and co-workers, supervisors and subordinates and instructors and students. The

Grievance Procedure is to be followed if a student believes that she or he is the victim of sexual harassment.

Definition

For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment.

It includes, but is not limited to:

1. Unsolicited oral, written, physical and/or visual contact with sexual overtones such as suggestive or obscene letters, notes and invitations, jokes, slurs, comments, epithets, touching, assault, impeding movement, patting or pinching, leering, gestures, display of sexually suggestive objects, pictures, posters.
2. Continuing to express sexual interest after being informed that sexual interest is unwelcome.
3. Making reprisals or express or implied threats of reprisal after a negative response. Conduct such as changing grades, withholding support for an appointment or promotion, change of assignment, suggesting a poor performance report or suggesting failure or probationary status is included in this category.
4. Engaging in implicit or express coercive sexual behavior, which is used to control, influence or affect the career, salary or work environment.
5. Offering favors of academic or employment advancement in exchange for sexual favors.

COMPLAINT PROCEDURES

1. Student Sexual Harassment Informal Complaint Procedures

Procedures for Complaints against Faculty and Staff:

a. Encouragement to Pursue

Any student subjected to unwelcome sexual behavior is encouraged to pursue the matter through the informal or formal procedures described below.

b. Purpose of Informal Procedure

The informal procedures provide an opportunity for confidential discussion, advice, investigation and attempts at resolution short of adjudication. A student need not initiate or exhaust informal complaint procedures before making a formal complaint.

c. Initiation of Informal Complaint

A student may initiate an informal complaint by speaking to the Dean. In the event the complaint is against the Dean, the student should speak to the President.

d. Responsibility of the Dean is to:

- (i) Advise the student whether the conduct complained of falls within the definition of sexual harassment or is more appropriately addressed through other procedures;
- (ii) Explain to the student the procedures available for resolving complaints and the ramifications of making such a complaint, including protection from retaliation and the scope of confidentiality;
- (iii) Counsel the student regarding ways he/she can resolve the matter directly with the respondent whose conduct is at issue;
- (iv) With the student's consent, and after the student has signed a written statement of the allegations, discuss the complaint with the respondent in order to resolve the matter informally;

- (v) If informal resolution fails, advise the student on his/her option to pursue the matter through the formal complaint procedure; and
- (vi) Advise the complainant and the respondent that he/she may be assisted by a volunteer unpaid advocate at any state of the proceedings.

f. Confidentiality of Informal Procedure

- (i) The Dean will not reveal the name of the complaining student to the respondent whose conduct is at issue or to anyone without the student's permission.
- (ii) The Dean will not reveal the identity of a respondent whose conduct is or has been complained of to anyone, with the following exception:
 - (a) The Dean may reveal such information when the Dean believes the conduct complained of occurred and poses a threat to the safety of other members of the Law School community;
 - (b) If the Dean reveals information pursuant to subsection above, the Dean shall inform the respondent, whether or not the Dean takes any action on the information;
 - (c) The Dean may reveal to a complainant who is considering bringing a formal complaint against a respondent after informal resolution has failed that the respondent has in the past been found through the formal complaint procedures to have committed sexual harassment, provided, however, that the Dean will not reveal the names of prior complainants without their permission.
- (ii) (a) Any information disclosed by one party to the other party during the informal procedures which was not available to the other party outside the informal procedure will be treated as given in confidence. The fact that such disclosure was made shall not be used in the formal procedure except as agreed by the party making the disclosure.
- (ii) (b) Any information disclosed to the parties in the informal procedure other than that covered by (ii)(a) above which was not available to the parties outside of the informal procedure shall be treated as given in confidence.
- (iii) The Dean will keep written records of the complaints made, including the status and gender of the complainant and respondent involved, the

nature of the complaint and its resolution, but not including any information that could be used to identify complainants or respondents.

g. Statute of Limitations

The period for initiating either the informal complaint procedure or the formal complaint procedure, if the informal procedure has been bypassed, shall be:

- (i) One (1) year from the date the incident occurred unless the complainant is enrolled in the respondent's class or is a rejected applicant;
- (ii) If the complainant is enrolled in the respondent's class, it shall be one (1) year after the complainant ceases to be enrolled in the respondent's class; or
- (iii) If the complainant is a rejected applicant, it shall be six (6) months after the complainant received notice of the rejection.

2. Formal procedures for complaints against faculty and staff.

- a. Written Complaint. In order to initiate the formal portion of the procedure, a student must file a written complaint with the Dean setting forth the alleged facts.
- b. Notification. The Dean shall notify the respondent named in the complaint that a complaint has been filed, inform the respondent of the nature of the complaint, and provide a copy of the complaint to the respondent.
- c. Formal Investigation
 - (i) The Dean shall investigate the allegations in the complaint and shall speak to the respondent and the complainant. He/she may speak with any other person he/she thinks may be helpful to the investigation. The Dean shall not require the complainant to repeat the details of his/her allegations except as necessary for clarification or to resolve inconsistencies.
 - (a) If, after investigation, the Dean finds the complaint to be well founded, a sanction may be recommended.

- (b) The Dean shall inform the respondent and impose a sanction commensurate with the seriousness of the offense. The respondent shall have an opportunity to meet with the Dean regarding the sanction, but any appeal must be heard by the hearing committee described below.
- (c) The Dean shall report his/her decision to the complainant, the respondent and the Sexual Harassment Committee (defined below).
- (d) The formal investigation will be confidential in accordance with the personnel policies of the Law School.

d. Formal Hearing

- (i) Following an adverse decision by the Dean, either the complainant or the respondent may request a hearing before the Sexual Harassment Committee. The Committee consists of three faculty members specially appointed by the Chair of the Faculty Senate. At least one (1) member of the hearing committee shall be a woman and at least one (1) member shall be a man.
- (ii) The hearing committee shall hear the Dean's report, all the evidence from the complainant and the respondent and shall decide by majority vote whether sexual harassment occurred. The complainant and the respondent are entitled to an advocate of his/her choice from the Law School community. A complainant or a respondent may be assisted by a private attorney retained at that person's sole expense.
- (iii) The formal hearing procedures will be consistent with state law requirements.
- (iv) The complainant and the respondent are entitled to copies of all witness statements pertinent to the complaint, as well as all statements of decision of prior formally adjudicated complaints.
- (v) The hearing committee may request that all students and employees so involved appear at the hearing.

- (vi) The formal hearing will be confidential. The hearing will be open only to those persons who in the determination of the hearing committee have reason to be there. The decision of the committee shall be made known to the complainant, the respondent, and the Dean. Information revealed during a formal hearing shall be treated as confidential by all those who participate in the hearing process and protected from outside disclosure.

3. Correctional Measures

a. Sexual Harassment

Following a decision by the Sexual Harassment Committee that sexual harassment occurred, the committee shall, by majority vote, decide the following subsidiary questions.

(i) Levels of Wrongdoing.

(a) Intentional Behavior: If the committee finds that the respondent either knew or was substantially certain that the conduct in which he/she engaged would be regarded as sexual harassment by the complainant or by a reasonable complainant, then the committee shall find that such conduct was intentional.

(b) Reckless Behavior: If the committee finds that the respondent actually realized, or knew of facts from which he/she should have realized, that there was a strong probability that the behavior in which he/she engaged would be regarded as sexual harassment by the complainant or by a reasonable complainant, then the committee shall find that such conduct was reckless.

(c) Negligent Behavior: If the committee finds that the respondent engaged in behavior which an ordinary reasonable person under the circumstances would have thought to be sexual harassment, then they shall find that it was negligent.

b. Corrections

(i) Amending Corrections: Private Apology, Public Apology. Respondents who have been found not to have engaged in sexual harassment, although the conduct would have been considered sexually harassing

from the perspective of a reasonable person in the position of the victim, shall be encouraged to apologize. Public apology would be appropriate when the behavior involved more than one person (regardless of the number of complainants).

(ii) Educative Corrections: Education, Counseling. If behavior is found to be negligent, under no circumstances shall the respondent be given a more severe sanction.

(iii) Disciplinary Corrections: Private Reprimand, Public Reprimand. These corrections are appropriate for reckless or intentional behavior.

(iv) Punitive Sanctions:

(a) Major: Suspension or termination from school. Major punitive sanctions shall be limited to those cases where the committee unanimously finds that the behavior was intentional.

4. Prevention of Retaliation

Complaints of retaliation by any member of the Law School community against a complainant, witness or advocate in a sexual harassment complaint proceeding may be made to the Dean. The same procedures described above for substantive complaints of sexual harassment shall be applicable to complaints of retaliation.

POLICY ON USE AND ABUSE OF ILLICIT DRUGS AND ALCOHOL

The Drug-Free Schools and Communities Act Amendments of 1989 require notification to each student and employee of campus standards of conduct regarding the abuse of alcohol and illicit drugs, the legal sanctions which apply, possible health risks and available counseling and assistance programs. This notification is required of every institution that receives federally funded or guaranteed student loans.

Campus Standards of Conduct

UWLA has adopted standards of conduct, which prohibit the unlawful possession, use, solicitation or distribution of illicit drugs and the abuse of alcohol by students and employees on campus property or as part of any University activities.

Applicable Administrative and Legal Sanctions

Violations by students of the above standards of conduct may result in probation, suspension or expulsion from the University. Employees who violate the above standards may be disciplined, up to and including termination of employment.

In addition, violations of law committed on campus property, or at a University event, will be subject to prosecution by federal, state and local enforcement agencies. Penalties for violations of law may include imprisonment, fines or both.

Students who are convicted of any federal or state offense of distribution or possession of a controlled substance may be ineligible to receive student loans or grants.

Health Risks

Both productivity at work and the learning process are significantly impaired by the use of illicit drugs and alcohol abuse. Substance abuse and dependency can cause many short-term and long-term health consequences.

Alcohol-related illnesses now represent the third leading cause of death in the United States exceeded only by cancer and heart disease. Medical research has established very strong evidence that alcohol abuse contributes significantly to cancer and heart disease. There is clear evidence of serious negative effects on babies due to use of illicit drugs and alcohol by the mother during pregnancy.

Student and Employee Counseling and Treatment

Students in need of additional information regarding drug or alcohol counseling, treatment, rehabilitation or re-entry programs are encouraged to contact the Dean.

All inquiries through the University's referral service are strictly confidential.

SEXUAL ASSAULT POLICY

UWLA is committed to offering a safe environment that promotes the furthering of higher education. Unfortunately, no educational institution can be a guarantor that no crime will occur.

Therefore, in accordance with California Education Code Section 94385, the following policy has been adopted in the event a sexual assault occurs on the UWLA campus, or at events sponsored by UWLA.

ANY QUESTIONS CONCERNING THIS POLICY SHOULD BE ADDRESSED TO A DEAN.

General Statement

Of paramount importance to UWLA is providing assistance to victims and witnesses of sexual assault. UWLA strongly recommends immediate reporting of sexual assaults or any other crime to law enforcement authorities and to an administrator. Immediate reporting will most likely result in apprehending the one committing the assault and in deterring additional assaults.

Procedures for Notification Following Sexual Assault

Notification of Authorities:

If possible, the victim or witness of a sexual assault should immediately report the incident to the police. The quickest and most efficient way is to dial 911. Trained specialists are on duty 24 hours a day to dispatch the emergency care necessary whether it is paramedics, police, or both.

A victim or witness of sexual assault should remember that safety is of utmost importance: therefore a victim or witness should first go to a safe place. Once in a safe place, the police should be called immediately. When reporting a sexual assault stay as calm as possible and do not hang up until the authorities have all necessary information. The reporter of a sexual assault should give:

1. Name and telephone number (of telephone from which call is made).
2. Address and location (i.e. room, building, floor etc.) where the victim or witness is located.
The same information should be given for the location of the assault.
3. The crime being reported and a **BRIEF** statement of what has occurred.
4. Suspect Information
 - a. Is the suspect's location known or has the suspect fled?
 - b. If the suspect has fled, in which direction last headed.
 - c. Description of the suspect.
 - Male or female
 - Race
 - Approximate age
 - Height
 - Weight
 - Hair Color
 - Eye Color
 - Description of clothing worn by suspect
 - d. If the suspect fled by vehicle
 - Type of vehicle
 - Color of vehicle
 - License plate number – even if partial
 - In which direction vehicle was going

After calling the proper authorities, victims or witnesses should take extreme care to preserve all physical evidence. Clothing and the person should not be washed. Clothing worn by the victim at the time of the assault must be saved. The area where the assault occurred must not be disturbed.

Notification of UWLA Administration

UWLA administration also should be notified immediately that a sexual assault has occurred. The victim of an assault should seek assistance and information from any available member of the Administration or Faculty. Assistance includes transportation to medical facilities, notifying police, or paramedics, or both. If no administrative person or faculty member is available, a telephone call to Dean Jay Frykberg (310) 612-3060 (at the West Los Angeles campus and at the San Fernando Valley campus), should be made immediately.

Unless directed by the assault victim not to report the assault, UWLA without delay will report the assault to the authorities. UWLA believes strongly that any sexual assault must be reported as soon as possible. UWLA **will** report immediately, where in the best judgment of the administration, reporting is necessary to safeguard the victim or other individuals. UWLA will preserve to the utmost extent possible, the privacy of the victim.

Location of Telephones

Victims and witnesses of an assault can make emergency calls from telephones located on the law school premises. Telephones are located in the law school office, the Business Office, the law school library and in the faculty offices.

Available Services

A list of available services for victims of sexual assault is appended to this policy. A list of all services will automatically be given to any victim of sexual assault.

Confidentiality

Any report of sexual assault will be kept in strictest confidence by UWLA. Once an assault has been reported and all essential assistance has been rendered, the matter will be turned over to a Dean. The Dean shall have sole access to the file, which will include information about events that have occurred and all future action that transpires.

In order to assure confidentiality for the victim, all procedures for case management, including keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault, or the results of any disciplinary action or appeal will be the responsibility of a Dean.

UWLA employees will be instructed about the importance of strictest confidentiality.

No information will be released without the express consent of the victim or unless under court order. Should UWLA receive a subpoena for information, the victim will be notified prior to complying with the subpoena to give the victim an opportunity to challenge the subpoena.

Absent legal incapacity, the information will not be released to the victim's family. UWLA recognizes the importance of strictest confidentiality.

Academic Impact of Assault

Every effort possible will be afforded the victim of an assault in relation to any academic difficulties that may arise as a result of the assault. The victim may discuss the options available with a Dean. This may include (but is not limited to) a leave of absence, tutoring or extensions of time for completion of courses. Appropriate assistance will be determined by the Administration.

Legal Recourse by Victim of Sexual Assault

Criminal Action: The victim of an assault will receive information about existence of criminal prosecutions against the person committing the assault. A crime report form will be kept on file at the school and will be given to the victim.

Civil Action: Each victim will be informed that civil action can be instituted against the perpetrator of an assault. The victim will be advised to seek counsel, whether private or through legal services available to the victim of an assault.

A list of telephone numbers for available legal services is appended to this policy and will be maintained by the School of Law.

EMERGENCY NUMBERS

American Red Cross

(800) 733-2767 (24Hr.)

Federal Emergency Management Association (FEMA) - Disaster Assistance Information	(800) 621-3362 (24Hr.) (800) 525-0321
Hidden Hills Fire Department	(818) 222-1107
Hidden Hills Police/Sheriff	(818) 878-1808
Inglewood Police (One Manchester Blvd., Inglewood) (Emergencies or non-emergencies)	(310) 412-5211
Inglewood Fire Department (One Manchester Blvd., Inglewood) (Emergencies and non-emergencies)	(310) 419-2160
Police/Paramedics/Emergencies	911
All San Fernando Valley (Police)	(818) 898-1267

MEDICAL EMERGENCY

Southern California Hospital Medical Center (3828 Delmas Terrace, Culver City) (310) 836-7000 (24-hour emergency services, paramedic base station)	
Kaiser Permanente Woodland Hills Medical Center 5601 De Soto Ave, California 91367	(818) 719-2000
Centinela Hospital Medical Center (555 E. Hardy St., Inglewood) (24-hour emergency care)	(310) 673-4660
Encino-Tarzana Residential Medical Center (24Hr. Emergency Care) 16237 Ventura Blvd., Encino 18321 Clark Street, Tarzana	(818) 995-5000 (818) 881-0800
Kaiser Hospital (5601 DeSoto Ave., Woodland Hills)	(818) 719-2000
Strength United Trauma Center	818) 886-0453 (24 Hr.)
West Hills Hospital (7300 Medical Center Dr., West Hills)	(818) 676-4000

MEDICAL

Harbor Community Clinic, San Pedro	(310) 547-0202
Pine Grove Hospital (Behavioral Health) 4768 7011 Shoup Ave., Canoga Park 91307	(Crisis Line) (800) 843- (818) 348-0500
Southbay Family Healthcare Center	(310) 318-2521
T.H.E. Clinic at Ruth Temple, Los Angeles	(323) 730-1920
Venice Family Clinic, Venice	(310) 392-8636
Westside Women's Health Clinic, Santa Monica	(310) 450-4773
Women's Health Care Clinic, Torrance	(310) 222-2409

LEGAL ASSISTANCE

Bet Tzedek Legal Services	(323) 939-0506
Legal Aid Foundation of Los Angeles, Legal Dept., Central L.A.	323-801-7991
Valley Bar Mediation Center	818-856-0232
San Fernando Valley Bar Association Lawyer Referral Service	(818) 340-4529
San Fernando Valley Neighborhood Legal Services	(818) 896-5211
Victims of Crime Resource Center (English/Spanish) (Legal Information and Referrals)	(800) 842-8467
Mesereau Free Legal Clinic 722 Crenshaw Blvd, Inglewood, CA 90305	(323) 892-2921
Women Lawyers' Association – Los Angeles	(213) 892-8982

RAPE HOTLINES

Peace Over Violence 24 HOUR RAPE & BATTERING HOTLINES	(626) 793-3385
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	(310) 392-8381 (213) 626-3393
Haven Hills Battered Women's Crisis Line	(818) 887-6589 (24 Hr.)
Jewish Family Service of Los Angeles Family Violence Project Crises Line	(818) 505-0900 (24 Hr.)
Los Angeles Commission on Assaults Against Women (Westside): Rape and Battering Hotline – 24-hour	(310) 392-8381
Center for the Pacific Asian Family Hotline 24 hr. (Japanese, Korean, Filipino & Vietnamese)	(800) 339-3940
Santa Monica-UCLA Medical Center - Rape Treatment Center	(310) 319-4000
Rosa Parks Rape Crisis Center – 24-hour	(323) 751-9245

COUNSELING/OUTREACH

Advanced Psychological Services of Encino 16633 Ventura Blvd., Ste. 1212, Encino	(818) 789-3336
Airport Marina Counseling Service	(310) 670-1410
Benjamin Rush Center, Culver City – 24-hour	(310) 390- 8896
Center for Individual & Family Counseling	(818) 761-2227
Community Helpline (24 hours, talk line, information and referral)	(310) 802-6164
Encino Psychotherapy Associates Jewish Family Services of Los Angeles	(818) 881-7214 (310) 247-0864
Ocean Park Community Center, Santa Monica	(310) 264-6646
San Fernando Valley Community Mental Health Center	(818) 901-4830
SHARE! Self-Help and Recovery Exchange	(310) 846-5270

(Referrals to support groups)

South Bay Center for Counseling (El Segundo) (310) 414-2090

Valley Community Clinic (818) 763-8836

Valley Counseling (818) 995-0368

Valley Women's Center (818) 713-8700

Council Talk Line (West L.A.) (323) 655-3807

COMPLAINTS AND/OR GRIEVANCES

Students are advised to utilize the appropriate administrative procedure for resolving complaints. The School of Law has separate policies that govern student conduct, sexual harassment, sexual assault and discrimination (based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status or physical or mental disability.)

Students are advised to contact the Dean if unsure of which policy applies to their particular situation.

If a student has a complaint or grievance that does not fall into one of the above stated policies, the student may utilize the general Grievance Procedure listed below.

Grievance Procedure

The University has an open door policy in which encourages students to bring suggestions, complaints, and grievances to the administration for discussion and, when appropriate, informal resolution.

The Grievance Procedure has been established to give students a vehicle to resolve situations, conflicts or disputes in a professional, unbiased, and documented procedure. Matters that have been resolved by another procedural process outlined in the Handbook are considered final and may not be the subject of a grievance under this policy.

Informal Resolution

The parties involved in the situation are encouraged to meet and confer in an effort to resolve the situation. This encourages communication between the student and the faculty, staff, administrator or other student involved and enhances an opportunity to reach an agreement. No written records are maintained in the student file at this stage.

While it is hoped that resolution is reached at the informal resolution meeting, there is no requirement to meet informally prior to filing a formal complaint.

Formal Resolution Process

To file a formal complaint, the student must complete a Notice of Grievance Form & submit it to the Dean. (The form is available in the School of Law office and published in the Student Handbook.)

Upon receipt of the submission, the Dean will request a response to the allegations from the party or parties identified in the student's Notice of Grievance Form. Said response will be due to the Dean 15 days from said request.

Once the Dean has received the response(s), the Dean, may, after review, and investigation,

1. Conduct a formal meeting with all parties to discuss and attempt to resolve the grievance or,
2. Issue a written resolution statement that is to be followed by all parties.

If the Dean finds that the issue cannot be resolved in his or her office, the Dean must directly forward the issue to the President's office within five days. The President's office will file and date the Dean's Letter of Findings on the day of acceptance. The President then has 15 days to either (1) have a formal meeting with any/all parties concerned to resolve the matter, or (2) issue a written statement on the resolution or findings to be followed by all parties concerned. The decision of the President is final and binding on all parties.

When the Dean has resolved the matter and the student is not satisfied with the Dean's written resolution statement or the results of the formal meeting, the student must submit all relevant material with a Notice of Appeal – Grievance Determination to the Office of the President within 10 days of receipt of the Dean's decision. The Office of the President will date and file receipt of the Notice of Appeal on the day of acceptance. The President has 15 days after receipt of the Notice of Appeal to either (1) conduct a formal meeting and any/all parties involved in the grievance, or (2) issue a written statement of resolution or findings in which is to be followed by all parties concerned. The decision of the President is final and binding on all parties.

NOTICE OF GRIEVANCE FORM

Student Name: _____

(Please print legibly or type in requested information)

NATURE OF GRIEVANCE:

(State the facts and parties involved giving rise to your grievance)

DATES OF ANY ATTEMPTED INFORMAL RESOLUTION & NAMES OF PARTIES PRESENT:

RESOLUTION/REMEDY REQUESTED:

I verify that the above information is true to the best of my knowledge.

Signature

Date

Received in the School of Law Office: _____ by _____.

11/22/2024

Date

Staff Member

NOTICE OF APPEAL-GRIEVANCE RESOLUTION

(The Dean's written response and the student's original notice of Grievance must accompany this form. It is the student's responsibility to submit all necessary documentation.)

Student Name:

(Please print legibly or type in requested information)

Basis for Appeal:

Resolution/Remedies Requested:

I verify that the above information is true to the best of my knowledge.

Signature

Date

Received in the President's Office: _____ by _____.

11/22/2024

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Date

Staff Member

RETENTION OF RECORDS

SOL shall maintain all records in accordance with its accreditor's requirements;

1. The names, addresses, email addresses and telephone numbers of each student who enrolled, permanent records of degrees, certificates and the dates each were granted, the courses and units on which the certificate or degree was based, the grades earned by the student in each of those courses. Transcripts showing all courses completed or attempted, educational programs, and credits awarded from UWLA. The educational programs offered by SOL and the curriculum for each, the names, addresses and educational qualifications of SOL faculty members.

PERTINENT INFORMATION FOR STUDENTS WITH DISABILITIES AT THE UNIVERSITY OF WEST LOS ANGELES SCHOOL OF LAW

I. OVERVIEW

The University of West Los Angeles, School of Law, is committed to providing services and accommodations to students with documented disabilities. Our ADA Program is monitored by the ADA Compliance Officer who reports to the Dean of the School of Law. The Director of Student Services is involved in the determination and facilitation of academic and examination accommodations.

Any student, who desires to receive services from the ADA Program, should carefully review all the program's policies and procedures. While the University of West Los Angeles recognizes its legal obligation to provide reasonable accommodations to students with disabilities, students requesting and/or utilizing these services have certain obligations and responsibilities surrounding their use of such services.

II. CONFIDENTIALITY

Information about who has a disability and the nature of that disability is highly confidential information. However, it is sometimes necessary for the ADA Officer to provide disability information to University personnel in the consideration and facilitation of academic and examination accommodations for students with disabilities. As a general rule, only the members of the law school staff will have specific information about a student's disability so that reasonable and appropriate accommodations can be determined. Only when necessary for carrying out the responsibilities of their jobs is disability information given to other University personnel. Written consent of a student with a disability to share information with personnel other than the referenced University personnel is necessary before disclosure will be made.

Therefore, the following is a list of personnel, by department, who may have information regarding students with disabilities:

Personnel Who May Have Access to Students' Disability Files:

1. ADA Officer
2. Dean of the School of Law

Personnel Who May Need to Have Knowledge That a Student Has a Disability, But Who Will Not Have Access to the Nature of Disability:

1. Examination Proctors
2. Registrar
3. Director of Operations

III. PROCEDURES FOR DETERMINING DISABILITY AND ACCOMMODATIONS

A. Verification of Disability

In 1999, the School of Law adopted the guidelines set forth by the Committee of Bar Examiners, which establish the criteria that must be met before accommodations will be provided.

The process requires the student and the diagnostician to complete a specific form as part of the application process. There are separate forms for physical, learning, and mental disability. Specific testing requirements are outlined as well.

Students are required to submit the necessary forms to the ADA Officer as early in the term as possible, to allow time for review, or submission of additional information. Late submissions may result in the student being ineligible to receive accommodations for the term.

Since the forms must ultimately be submitted to the Committee of Bar Examiners, original forms are returned to the student and a copy is maintained in the student's ADA file.

The School reserves the right to submit the request and test results to an independent licensed consultant who is contracted with the School. In this instance, the student's name will be redacted to preserve anonymity. If the student withholds permission to forward the request to an independent consultant, accommodations may be denied.

An information sheet outlining the CBE's guidelines follows this section. A complete application packet is available in the School of Law office. All students who believe they may need accommodations are encouraged to contact the Compliance Officer as early as possible.

B. Verification of Temporary Disability

Students seeking accommodations on the basis of a temporary disability must provide documentation verifying the nature of the condition, stating the expected duration of the condition, and describing the accommodations deemed necessary. A temporary disability is not a handicap within the meaning of Section 504; however, it is the policy of the University to provide reasonable academic accommodations for such disability whenever possible. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. The assessment or verification of disability

must reflect the student's current level of disability, and **shall be no older than 60 days**. The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, the University shall have the discretion to require supplemental assessment of a temporary disability. The cost of the supplemental assessment shall be borne by the student.

IV. GENERAL ACCOMMODATIONS

A. Procedure for Requesting Accommodations

Reasonable and appropriate academic and examination accommodations are defined as alternative means to access information or facilities, or alternative ways to demonstrate knowledge, without compromising essential academic objectives and without undue financial or administrative burden on the institution. All students requesting services are required to submit the forms required by the CBE including a form filled out by the student and one filled out by an appropriate professional with supporting documentation prior to receiving services from the ADA Program. Additionally, documentation of accommodations received at another educational institution or place of work may be helpful in determining accommodations in the law school setting.

Students will be notified in writing of the accommodations granted and/or denied, or if additional information is necessary. Every effort will be made to respond timely to student requests.

Should the student disagree with the decision, the student is encouraged to contact the Officer to discuss concerns, in an effort to resolve the matter informally. If the matter cannot be resolved informally with the ADA officer, the student may file a grievance under the School's Complaint Procedure for Discrimination.

B. Recorded Textbooks

A free, public service known as Recordings For The Blind and Dyslexic provides recorded textbooks and textbooks on computer disks (IBM compatible) to students with documented disabilities that would affect reading (such as visual impairments and dyslexia). If a student requires recorded textbooks, it is the student's responsibility to apply for RFB&D services. It is important to note that it takes about a month to have an application from RFB&D processed. Also, it can take up to three months to have a law textbook recorded that has not already been recorded. Therefore, it is of the utmost importance to submit an application to RFB&D as soon as possible. Reasonable effort must be made in a timely manner to obtain recorded textbooks from RFB&D.

C. Liaison Services With the State Department of Rehabilitation

The Department of Rehabilitation offers services to students with disabilities, such as special adaptive equipment, books, supplies, tuition and employment counseling. Students must have a verifiable

disability and meet their criteria to qualify for services. For more complete details about Rehabilitation Services, please contact a counselor at the California State Department of Rehabilitation.

D. Reader Services

All students requiring recorded textbooks should receive this service from Recordings for the Blind. There are occasions, however, when students with visual impairments or learning disabilities need material on tape that is not available through RFB. The ADA Officer may provide readers or recording services in these cases if documentation is on file justifying the accommodation. The ADA Officer must receive, in writing, a student's request for either a reader or for material to be recorded by the ADA Office. The request must be submitted within ten (10) days, for every one hundred pages to be recorded, in advance of the due date. The ADA Officer may accept requests for reader/taping services that do not meet the above time lines and every reasonable effort will be made to provide the service. However, the ADA Officer cannot guarantee the timely completion of the request without the aforementioned notice. This request must include the book title, author, page numbers, and the date you need the recording. In some cases, you may need to leave your book with the ADA Office so the material can be recorded. All recordings made by the ADA Office are the property of the Program and must be returned to the ADA Officer upon completion of the semester, or upon withdrawal from the University.

E. Library Assistants, Proofreaders, Scribes

During the course of the semester, students with disabilities may require assistance in the library, or the use of proofreaders to check for mechanical errors in written work, or may need someone to write for them as they dictate information. If the diagnostician has stated that such services are required as a result of the disability, every effort will be made to accommodate the request. Please note that a minimum of twenty (20) business days is required to facilitate such services. Therefore, all written requests must be received 20 business days in advance of the date the student expects to need the requested accommodation. While written requests received by the Officer without such notice will be accepted, every reasonable effort will be made to facilitate the request, but no guarantees can be made.

F. Reduced Course Load as an Accommodation

The State Bar of California requires that, students must enroll on a full-time or part-time basis. However, some students, because of the specific impact of their disability, may need a reduction in course load. Should you believe that your disability requires such an accommodation, your diagnostician must so indicate in the statement provided. Students are advised that carrying a reduced course load may result in ineligibility to participate in the financial aid program, ineligibility to sit for the "Baby Bar" in the advent of disqualification from UWLA, and an extension of the date of graduation. All students carrying a reduced course load must sign a statement accepting responsibility for any consequences that may occur as a result of taking the reduced course load.

G. Recording Accommodation

Some students with disabilities may be unable to take adequate notes in a classroom situation. As is the case with all accommodations, professional documentation of the disability must support the need for note-taking services. Generally student assistants are utilized for note-taking. ADA students may record lectures by borrowing a tape recorder from the office. Tapes will be provided. (ADA students must give the Officer advance notice of the intent to tape.)

H. Priority Registration for Courses

The ADA Office may make special arrangements with the Admissions Office for students with disabilities to register early if the specific impact of such disabilities necessitates priority registration. Please see the ADA Officer to request this accommodation.

V. EXAM ACCOMMODATION

Accommodations for exams will be made as necessary to minimize the effect of a particular disability and to accurately measure a student's performance in the course. All examinations taken with accommodations are under the supervision of the ADA Officer. All correspondence regarding exam accommodations, exam dates and times, and exam locations, should be directed to the ADA Officer.

Students with disabilities taking accommodated exams under the supervision of the ADA Office are subject to the same rules and regulations as outlined in this Student Handbook. The only exceptions to the rules and regulations set forth in the aforementioned publication are the accommodations themselves approved by the ADA Officer. In addition, some of the administrative procedures may differ from the general exam process. Therefore, please review the following information about examinations administered under the auspices of the ADA Program:

1. Ascertain your exam number from the School of Law prior to checking in the day of the exam. Failure to do so may result in loss of exam writing time.
2. You are required to check in at the School of Law office 15 minutes prior to the scheduled exam start time. Failure to check in on time may result in loss of exam writing time.
3. You are strongly discouraged from discussing your exam accommodations with professors. This is to preserve the anonymous exam and grading process.
4. You may not bring any unauthorized books, notes, papers, briefcases, purses, handbags or like materials into an examination room or use them for reference. You must place these materials in your car before reporting to the office.
5. The ADA Officer, ADA exam proctors, Registrar and the Deans may enter the examination room at any time. Each of these people has the right to inspect any and all materials in the room.

6. Students who, because of disability, have been allowed to bring food and beverages into the examination room are limited to one, small lunch bag and a reasonable sized beverage container. The ADA proctor will inspect this bag prior to the onset of the examination and at any time during the course of the examination.
7. Students who have the use of a personal computer as an accommodation for disability must do all the proofing, editing, saving, etc. within the specified exam time. No extension of time will be granted for these purposes. The same rule applies if a transcriptionist is being utilized. The student is responsible for instructing the transcriptionist accordingly, and structuring time accordingly.
8. Examinees may not speak to another student for any purpose after an examination has begun.
9. Any breaks must be taken within the exam period unless otherwise stated as a separate exam accommodation.
10. No extension of time will be given if a student is late for the examination. Arrival more than 15 minutes after the scheduled starting time will result in eligibility to sit for the examination and a grade of "Administrative X" for the examination. Receipt of the "Administrative X" may be avoided only on the basis of extraordinary and compelling excuse as determined by the Dean.
11. The proctor will not talk to students except to give a 5-minute warning at the end of the exam and then will inform students when the exam period is over. The proctor is the time keeper and will enter the room at the end of the exam to pick up all the materials. Please comply with the proctors. If there are any questions as to starting time and/or extended exam allowance, please check with the ADA Officer before the exam date.
12. Should a student become ill and unable to sit for the examination, immediate notification to the ADA Officer is necessary. Any decision about the change in time or date can only be made by the ADA Officer in consultation with the Dean.
13. Students must leave campus immediately after the exam. Since ADA students may take an exam before the balance of students, discussion of the exam content is cause for disciplinary action under the Student Code of Conduct. ADA students will be required to sign an affidavit agreeing to this condition. Failure to do so may result in denial of accommodations.

VI. Readmission to the University

ADA students who are academically dismissed are subject to the same policies as other academically dismissed students.

Students may not request retroactive ADA status. Each student has an affirmative duty to notify the ADA Office of a possible disability and to provide documentation as stated in Section III, prior to receiving accommodations.

The Rehabilitation Act states that accommodations are given to disabled students to “level the playing field” to allow them to compete in the University setting. ADA students are not given accommodations to provide an advantage nor are they counted as a liability. The recommendations are solely a leveling agent and students are evaluated on their adjusted/accommodated ability.

TAX INCENTIVES FOR HIGHER EDUCATION

The tax code provides a variety of tax incentives for families who are saving for, or already paying, higher education costs or are repaying student loans.

For specific information about the following incentives, please confer with your financial advisor or accountant, for;

- 1) Students may be able to claim a Hope and Lifetime Learning Credit for the qualified tuition and related expenses of the students in your family who are enrolled in eligible educational institutions.
- 2) Students may be able to claim a tuition deduction of up to \$4,000 of qualified education expenses paid during the year for themselves, their spouse, or their dependent.
- 3) Students may be able to deduct interest paid on a qualified student loan.

VIDEO/PHOTO/SPEECH RELEASE

I understand that during any UWLA or SOL program and/or activity, including but not limited to class participation, my photograph may be taken and my speech recorded by UWLA and SOL or its agents, event producers, sponsors, organizers, and/or assigns.

I agree that my photograph and speech, including video photography, still photography, or other reproduction of my likeness and/or speech, may be used without charge by the UWLA and SOL and their owners, agents, event producers, sponsors, organizers and/or assigns in any form (such as podcasts or other downloadable form) and for any purpose they deem appropriate, including, but not limited to, promotional materials, fund raising presentations or proposals, newspaper or magazine publication or posting on a website for promotional or other purposes.

NOTICE OF NON-DISCRIMINATORY POLICY

UWLA admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, military discharge status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at UWLA. UWLA does not discriminate on the basis of race, color, sex, age, national

or ethnic origin, religion, sexual orientation, ancestry, military discharge status, marital status, parental status, or any other protected status in administration of its educational policies, admission policies, scholarship and loan programs.

Further, the University provides reasonable accommodations to students in accordance with Section 504 of the Rehabilitation Act of 1973 ("Section 504") and the Americans with Disabilities Act of 1990 ("ADA"), Title I. The University also makes, in accordance with Section 504 and Title III of the ADA, academic adjustments and provides auxiliary aids to disabled students upon submission of the requisite documentation.

Pursuant to its statutory obligation, the University has designated the Registrar as the Compliance Officer, who is the University official responsible for coordinating the University's compliance efforts under Section 504. Questions regarding the policy of non-discrimination or ADA compliance should be addressed to:

Compliance Officer

University of West Los Angeles

9800 S. La Cienega Blvd., 12th Floor

Inglewood, CA 90301

Building Security

Reporting of Criminal Activity

The Student Right-to-Know and Campus Security Act (Public Law 101-542, as amended) requires that UWLA compile records of all crimes reported to the police or campus authorities, and arrests for the following criminal offenses: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, liquor law and drug abuse violations and weapons possession offenses that occur on campus. This information is to be provided annually to all current students and employees, and to all applicants for admission and employment upon request. It is posted on the official bulletin board in the Library Building.

In order for UWLA to comply with these data collection requirements, every student or employee who is a witness to or the victim of any of the offenses listed above while at school must immediately report such incidents.

Building Security Policy

It is the policy of UWLA to encourage the accurate and prompt reporting of all crimes at school. The following guidelines have been established to protect students, faculty and employees of the University. Please read these guidelines carefully.

1. The possession of firearms or other weapons is not permitted on the UWLA campus or at any UWLA sponsored event.
2. Any occurrence of vandalism, violence or fighting should be reported immediately to an administrative official.
3. Cars should be locked when parked in the campus parking structure.
4. Any unidentified individual(s) observed loitering on the campus or in the parking structure should be immediately reported to an administrative official.
5. Never leave personal property unattended in an office, classroom or the library. Don't leave valuables in plain view, especially on the seat of your car.
6. Since UWLA does not provide continuous on-campus security protection or an escort service, students and faculty should exercise caution when entering the campus and when returning to their cars at night, especially when parking on adjacent streets.
7. The following steps should be taken upon the occurrence of any criminal act on campus:
 - a. Immediately call the Inglewood Police Department, or the San Fernando Valley Police Department, at 911 and follow these tips:
 - Stay calm
 - Be observant
 - Give your name
 - Don't hang up until told to do so
 - Tell what happened. Give:
 - The location of the occurrence

- When it occurred
 - Injuries, if any
 - Description of suspects
 - Vehicle license number
 - Weapons, if any
 - Last known direction of travel of suspects
- b. File a written report with any administrative personnel. As required by the Student Right-to-Know and Campus Security Act, a Campus Incident Statement must be completed within 24 hours of the occurrence of any incident.

SAFETY AND HEALTH & EMERGENCY INFORMATION

Smoking

Smoking is not permitted in the classrooms, library, student lounge, offices or restrooms at any time.

Fires, Earthquake and other Emergencies

1. Calling for Help

In case of emergency for police, fire, or ambulance, call 911. Be sure to give our location: 9800 S. La Cienega Blvd. 12th Floor, Inglewood and telephone number: (310) 342-5200, or, 9201 Oakdale Avenue, #201, Chatsworth, (818) 775-4500.

2. Hospitals

The closest hospitals to the West Los Angeles campus are:

Daniel Freeman Memorial: 333 N. Prairie Ave., Inglewood - (310) 674-7050

Centinela Hospital: 555 E. Hardy, Inglewood - (310) 673-4660

The closest hospitals to the San Fernando Valley campus are:

Kaiser Hospital: 5601 DeSoto Ave., Woodland Hills - (818) 719-2000

West Hills: 7300 Medical Center Dr., West Hills - (818) 676-4000

3. Police

The regular, non-emergency number for the police is (310) 412-8771 and (818) 994-5273.

The parking enforcement number is (310) 412-8721 and the general information number is (310) 412-5210, for the City of Inglewood, and (818) 756-8408 for the City of Los Angeles – Valley.

4. Fire Department

The regular, non-emergency numbers for the fire department are (310) 671-8233 and (818) 756-8684.

The business numbers are (310) 412-5350, and (818) 756-8684.

Special Earthquake Instructions

1. Safety During an Earthquake

During an earthquake and aftershocks, duck, cover your head and hold on to something. If you are inside, take cover under a desk or table or against an inside wall, or stand in a doorway, bracing yourself in the doorframe. Move away from bookshelves and ceiling fixtures. If you are outside, move away from buildings, trees, billboards, and telephone and electrical lines. Stay out of the elevators.

2. First-Aid After an Earthquake

After an earthquake, check yourself and others for injuries and assist in providing first aid.

3. Safety Checks After an Earthquake

Check for gas, water and sewage breaks, for downed electric lines and shorts, and for fires.

Evacuation (West Los Angeles Campus)

In the event of a fire, earthquake or other emergency that requires evacuation from the campus, proceed carefully to the closest unobstructed stairwell and exit in a quick and orderly fashion. If you are in class when the need for an evacuation arises, please follow the instructions of your teacher or any staff member who is assisting in the evacuation. Please assemble with your class on the lawn near the parking lot. The property management staff will handle any damage control and take care of any utility problems.

Evacuation (San Fernando Valley Campus)

In the event of a fire, earthquake, or other emergency, please leave the building and exit through the nearest exit. The property management staff will handle any damage control and take care of any utility problems.

ADMINISTRATIVE RULES AND REGULATIONS

Smoking

Smoking is not permitted in the classrooms, library, student lounge, offices or restrooms at any time.

Furniture

Most of the desks and chairs in the classrooms have been specially designed and constructed to provide comfort, attractive surroundings and durability. Please do not mark or deface any of the furniture.

Eating

Food and drinks are not permitted in classrooms or in the library.

Break Periods

During three-hour class sessions, professors normally have one or two break periods of either 10 or 15 minutes. For classes that are two hours or less, break periods are not customarily given.

Energy Conservation

Please make an effort to switch off lights in your classrooms when class is over or when the room is not in use. Please do not study in vacant classrooms unless the library is full to capacity.

Library

A library guide is available in each library at the reference desk. A copy machines is available in the library for student use.

Canceled or Rescheduled Classes

On occasion a class must be canceled and/or rescheduled. If there is time to notify students, the staff will email students and post such notification of UWLA's Facebook account.

Change of Address

It is sometimes necessary to contact students by telephone or to mail important notices and materials during the term. Students must report a change of address and/or telephone number, both home and work, in writing to the office immediately.

Official Notices

Students are held strictly responsible for observing information and following instructions on notices posted on the official bulletin boards.

Lost and Found Articles

Any inquiries regarding lost or found articles should be directed to either the library reference clerk (for items lost in the library) or a staff member in the law school office (for items lost in the Classroom Building at the West Los Angeles campus).

Identification Cards

Student identification cards are issued during the student's first semester at the School of Law. This I.D. card is to be retained by the student for use during his/her entire school career. Students must present I.D. cards at the time of taking exams, and for library use.

Recording of Classes

Students who wish to record a class session must obtain the permission of the instructor whose class they wish to record. UWLA does not require instructors to permit recording.

Students are advised that listening to recordings does not excuse the absence from class.

Use of Commercial Briefs

Professors may in their discretion allow use or prohibit use of commercially prepared briefs in class. Enforcement of any prohibition will be in the professor's discretion. Any prohibition must be clearly stated in the course syllabus, including any sanctions for violating the prohibition.

Faculty Representation of Current Students

Faculty is prohibited from serving as counsel for students currently enrolled in the School of Law absent the express prior authorization of the Dean.

AMENDMENT OF STUDENT INFORMATION HANDBOOK

No policy set forth in this Student Information Handbook may be amended except upon resolution adopted by a majority vote of the UWLA Faculty Senate.

RIGHTS RESERVED TO THE UNIVERSITY

Catalogs, bulletins, course and fee schedules, etc., are not to be considered as binding contracts between the University of West Los Angeles and the students. The University reserves the right at any time, without advance notice, to: (a) withdraw or cancel classes, courses, and programs; (b) change fee schedules; (c) change the academic calendar; (d) change admission and registration requirements; (e) change the regulations and requirements governing instruction in, and graduation from, the University, and (f) change any other regulations affecting students. Changes shall go into force whenever the proper authorities so determine and shall apply not only to prospective students but also to those who are matriculated at the time in the University. When conditions permit, the University provides advance notice of such changes. In particular, when an instructional program is to be withdrawn, the University will make every reasonable effort to insure that, students who are within two years of completing the graduation requirements, will have the opportunity to complete the program to be withdrawn. The University also reserves the right to deny a student the privilege of registering, and the right not to release a student's records, or any

information based on the records, when the student has failed to discharge any obligation to the University.

EXCLUSION OF STUDENTS

UWLA reserves the right to exclude any student when such action is deemed necessary by the Dean, and/or Academic Council to serve the best interests of the student or the School.

ARBITRATION

It is agreed and understood that any dispute arising out of or related to my enrollment at UWLA will be resolved by final and binding arbitration under the laws of California. This means that such disputes will not be decided by a judge or jury in a trial. It is agreed and understood that arbitration is not available as a remedy for disputes about my academic performance. The arbitration will be conducted pursuant to the applicable rules of the American Arbitration Association. UWLA shall bear the costs of the arbitration with the exception of attorney's fees. Attorney's fees may be awarded by the arbitrator only under applicable law.

The arbitrator's award may be reviewed only pursuant to California law. This arbitration agreement does not affect UWLA's procedure for student grievances found in the SOL catalog. All SOL grievance policies and procedures must be exhausted before arbitration can be requested. It is agreed and understood that this agreement means that I may not pursue any cause of action or request for relief against UWLA or SOL in a court of law.

Faculty List

All School of Law Faculty have earned their Juris Doctor and are all either members of the California State Bar, the Texas State Bar, Current Sitting Judges, or Retired Attorneys.

A

- **Aldava, Jesse**
 - University of West Los Angeles
- **Ameli, Mark**
 - University of West Los Angeles

B

- **Barrett, Robert Matthew**
 - Georgetown University of Law
- **Beach-Simbulan, Cheryl**
 - University of West Los Angeles
- **Billington, Miriam**
 - Concord Law
- **Blumfield, Darrin**
 - District of Columbia School of Law
- **Bock, Blithe**
 - University California Los Angeles School of Law
- **Byrdsong, Rupert**
 - Vanderbilt Law School

C

- **Chaney, David**
 - University of California Los Angeles School of Law
- **Chang, Wendy**
 - Loyola Law School
- **Clemens, Keith**
 - University of California Los Angeles School of Law
- **Cole, Emily**
 - Golden Gate University School of Law

D

- **Dao, Nancy**
 - University of West Los Angeles
- **Ding, Diana (Xiaona)**
 - University of West Los Angeles
- **Dolmadgian, Mary**
 - University of West Los Angeles
- **Dordi, Firdaus**
 - Loyola Law School

E

- **Ellis, Steven**
 - University of California, Berkley School of Law
- **Ekizian, Sam D.**

- o University of LaVerne

F

- **Frykberg, Jay Paul**
 - o University of West Los Angeles

G

- **Galoosian, Talin**
 - o Southerwestern University School of Law
- **Glassman, David F.**
 - o Loyola Law School
- **Goetz, Reva**
 - o Whittier College School of Law

H

- **Hayes, M. Jonathan**
 - o Loyola Law School
- **Hicks, Jamon R.**
 - o Loyola Law School

I

J

- **Javaherian, Tina**
 - o Pepperdine Law School
- **Juhas, Mark**
 - o Southwestern University School of Law

K

- **Kade, Michael**
 - o University of West Los Angeles
- **Karapetyan, Karo**
 - o University of West Los Angeles

L

- **Lake, David**
 - o University of San Fransisco School of Law
- **Leventhal, Jonathan**
 - o University of West Los Angeles
- **Libis, Paul**
 - o San Fernando Valley College School of Law
- **Luna, Ana Maria**
 - o University of Southern California School of Law

M

- **Mancini, Stephen**
 - o San Fernando Valley College School of Law
- **Marjanian, Suzy**
 - o University of West Los Angeles
- **Mizrahi, Zorhreh**
 - o Texas Southern University
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