

Sep. 2011- Aug.  
2012

# Catalog



# ULA

University of Los Angeles

### **Notice Regarding this Catalog**

This student catalog should be regarded as a set of guidelines outlining the practices and policies of the University. It is not a contract between the University and any enrolled student.

Although great efforts have been taken to ensure the accuracy of the information contained in this catalog, the policies may be amended, modified, deleted or otherwise changed by the University of Los Angeles from time to time without prior notice.

This catalog supercedes and replaces all prior information should any inconsistency occur with previously published material.

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.

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## UNIVERSITY OF LOS ANGELES

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Globalization, technological advances, and multicultural workforces have created an increasingly complex and changing business environment. The University of Los Angeles' programs have been developed to address these changes to provide managers with the critical thinking skills necessary to implement effective solutions as managers. The MBA and Master of Science in International Commerce and Trade programs focus on the development of planning, initiative, problem solving, communicating, and managerial skills relevant to today's business world. Organized from an interdisciplinary viewpoint, students are able to integrate formal academic learning with their business related experiences.

### **Academic Programs**

The Master of Business Administration Degree (MBA) is a 15 course program that can be completed in approximately one and a half years as a full-time student.

The Master of Science in International Commerce and Trade Degree (MSICT) is a 10 course program that can be completed in approximately one year as a full-time student. Students who complete the MSICT program have the option to continue into the MBA program as the core courses that comprise the MSICT degree are also required within the MBA program. Should this option be chosen, the student will be awarded either the MSICT or the MBA degree at the end of the program.

### **Learning Model**

All courses are delivered in sequential order rather than concurrently enabling students to focus on one course at a time. In a standard 3 unit graduate course, students attend 5 hours of class per week. Students are also required to meet 4 hours per week with their Business Team in a school approved location to work on projects and group assignments. This encourages student interaction whereby students contribute individual skills to contribute to an effective group effort.

### **Location and Directions**

The University of Los Angeles is located at 19119 E. Colima Road, Suite 201 in the city of Rowland Heights, a suburb 25 miles east of Los Angeles. The school is conveniently located near the 10, 60, 57 and 605 freeways.

*From Los Angeles:* Take the 60 Freeway west to the Nogales exit and turn right. Turn left on Colima and proceed to the University entrance on your left side.

Parking is unlimited to the University and is available at no charge to students. Visit our website at [www.ula.edu](http://www.ula.edu) for additional information.

### **Approval to Operate**

The University of Los Angeles is a private institution that is licensed to operate by the Bureau of Private Postsecondary Education of California.

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## **MISSION STATEMENT**

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### **Purposes and Objectives**

1. To develop a high level of academic, professional comprehension, and literacy.
2. To support students in the development of their personal and career goals beyond completion of the degree program.
3. To provide a well-structured, career-oriented degree program for students to meet the demands of the business world in the twenty-first century.
4. To establish alternative educational delivery systems via distance learning to provide learners anywhere in the world with the opportunity to acquire a body of knowledge.
5. To provide students of all social and cultural backgrounds with the knowledge to develop critical thinking skills and research and analysis techniques to succeed in the international world of business.
6. To provide an educational delivery system whereby theory, experience, academic freedom and self-determination are integrated into a recognized academic discipline.
7. To enable adult learners to incorporate quality continuing education with personal experience to address real world needs.

### **Mission**

The University recognizes and is responding to rapid social and technological changes that call for new educational approaches and delivery modes. If the curriculum is the vehicle that drives the institution of higher education, then teaching fuels the power and learning creates the perspective of the product and the learning experience.

The mission of the University of Los Angeles is to integrate theory and practical application into a meaningful didactic experience obtained through higher learning that promotes respect for scholarship, free enterprise, human diversity, and the international business market of the world. To these ends, efforts of the faculty and administration are directed toward the individual needs of students to prepare them for articulated roles in today's modern professional, educational, and increasingly global communities.

The University of Los Angeles is positioned to be geographically and demographically an International University. Its location on the Pacific Rim lends itself to the rim's ethnically and culturally diverse countries. We are dedicated to producing future business leaders that the Twenty-First Century will demand as well as redefining and expanding upon the existing skills of the working professional.

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## ADMISSION AND APPLICATION PROCEDURES

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### Application Requirements

The Admissions Packet provided by the University contains instructions for completing the application process. The following documents must be submitted:

- **Completed Application Form**
- **Official Transcripts** - Have your previous academic institution(s) send your official transcripts covering all undergraduate and graduate studies directly to the Admissions Office of the University of Los Angeles. If any of the transcripts are not in English they must be accompanied by certified English translations.

It is your responsibility to make sure complete, official transcripts are in your application file. If you have any work in progress, it will be considered towards fulfillment of requirements, and admission may be granted subject to the filing of final transcripts showing satisfactory completion of work in progress.

ULA has not entered into an articulation or transfer agreement with another college or university.

- **Application Fee** - A non-refundable application fee of \$100.00. The University of Los Angeles requires that payment of all fees be in the form of a check drawn on a US bank or an International Postal Order.

Students may submit these documents for consideration; however they are not required for admission:

- **Student Portfolio** – You may choose to submit a Student Portfolio for evaluation of prior experiential learning credit and/or transfer of credit from nationally or regionally accredited institutions of higher learning. See page 14 of this catalog for guidelines.

Application Requirements for International Students Only:

- **Proof of English Language Proficiency** - Applicants whose native language is not English or are from a non-English speaking country must demonstrate English language proficiency prior to being accepted into a degree program. Proficiency may be determined by achieving a minimum score on ULA's English Proficiency Exam.

Any student who earns a bachelor's or master's degree from an accredited United States college or university or submits a TOEFL (Test of English as a Foreign Language) score of 550 or higher is exempt from this requirement.

- **Financial Certificate** – An original bank letter or statement evidencing sufficient funds to cover educational and living expenses for one year.
- **Transfer Letter** – A transfer letter is required from the applicant's last attended school if transferring from a school in the United States.

Send the completed Application packet to the Admissions Office. Submitting an Application for admission does not ensure consideration until all supporting documents have been received and processed.

**UNIVERSITY OF LOS ANGELES**  
Admissions Office  
19119 East Colima Road, Suite 201  
Rowland Heights, California 91748

## **Admission Interview**

All applicants must also be interviewed in person or by a phone conference call. Interviews can be scheduled during normal business hours, evenings, and weekends by making an appointment with the Admissions Office.

## **Program Acceptance**

Admission decisions are based on an equation in which grade point average, past employment, past experiences, and student interview are considered.

The Admission Office will inform the applicant of the status of the application, but it is the applicant's responsibility to be certain that all necessary documents are received by published deadlines for admission. You will be notified of your admission status within two weeks after your application file is complete.

If you are offered admission but decline, either by written notice or by failure to submit the "Intent to Register" Form, your application will be canceled. Supportive documents will be kept on file for one year should you wish to reapply within that time. All documents in your file belong to the University and will not be returned. The status of the information in your file is confidential. Information will be revealed, at our discretion, only to you or individuals whose names you have provided to us in writing.

## **Enrollment Agreement**

All students are required to sign an enrollment agreement before beginning any classes.

## **Unclassified Student**

While acceptance to the program may allow a student to enroll for 45 days as an Unclassified Student, admission to the University of Los Angeles will not be considered final until the application file is complete. No amount of credit taken while on Unclassified Status will assure a student of admission. A letter from the Academic Dean will confirm admission.

## **ADMISSION INFORMATION FOR INTERNATIONAL STUDENTS**

The subsequent information is intended to answer questions frequently asked by students not familiar with higher education in the United States. If you have any additional questions regarding admission or the application process, please contact the University Admissions Office.

### **TOEFL Information**

The Test of English as a Foreign Language (TOEFL) is offered worldwide. Contact TOEFL Testing Centers in your home country for information about dates, locations, and procedures for taking the test. TOEFL scores are not required for admission into the University of Los Angeles; however they may be submitted to waive the English language proficiency requirement.

### **Transcripts**

Have all transcripts from former colleges and universities sent directly to the University of Los Angeles' Admission Office from an authorized official of the issuing institution. Transcripts must include courses taken, grades received or exam results, and dates of attendance. They should be signed by the official, stamped with the school seal and sent in a sealed envelope from the institution. If your school does not make a practice of sending original transcripts, copies certified by the issuing institute or notarized from the original documents will be accepted. Documents in languages other than English must be accompanied by certified English translations.

International academic credentials may require analysis by a University approved evaluation service such as World Education Services ([www.wes.org](http://www.wes.org)). Applicants are responsible for any fees incurred for the analysis. The University of Los Angeles will make a final determination for awarding credit based on the evaluation.

### **Financial Certificates**

In order to conform to regulations of the United States Citizenship and Immigration Services (USCIS), the University of Los Angeles requires applicants who are not citizens or permanent residents of the United States to submit an original bank letter or statement evidencing sufficient funds to cover educational and living expenses for one year.

### **Visa Information**

Because of the extra time required for correspondence and processing visa documents, international applicants residing in their home countries should apply at least three months prior to enrolling, and use air mail for all correspondence.

When an international student has been admitted to the University of Los Angeles and finances for the first year of study have been documented, the student will be sent an I-20 form to apply for an F-1 Student visa. Additional information concerning the US Citizenship and Immigration regulations and advice about obtaining a Visa are available from the Admissions Office.

### **Orientation**

Orientations are held prior to the beginning of each semester for new students. There is a supplementary orientation for international students that provide practical information on immigration requirements, US academic policies, and on general adjustments to life in the United States. The International Admissions Office also conducts cross cultural and other workshops for international students during the academic year.

### **English Language Skills**

All University of Los Angeles courses are taught in English. Applicants whose native language is not English or are from a non-English speaking country may be required to demonstrate English language proficiency by taking a diagnostic exam administered by the University prior to being accepted into a degree program. Any student who earns a bachelor's or master's degree from an accredited United States college or university or submits a TOEFL (Test of English as a Foreign Language) score of 550 or higher is exempt from this requirement.

Students who do not achieve the minimum level should strongly consider beginning their studies by enrolling in an Intensive Language Program in a University approved program to bring their English skills up to the appropriate level.

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**PROGRAMS OF STUDY**  
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The Masters of Science (M.S.) Degree in International Commerce and Trade requires completion of 30 Units.

BA 305	International Trade Regulation	3 Units
BA 310	Applied Microeconomics	3 Units
BA 321	Commercial Internet Applications	3 Units
BA 333	Global Marketing	3 Units
BA 340	New Venture Creation	3 Units
BA 350	International Business Ethics	3 Units
BA 360	Financial Management	3 Units
BA 370	Asian Management Systems	3 Units
BA 380	International Business Law	3 Units
BA 389	International Finance	3 Units

The Masters of Business Administration (M.B.A.) Degree in International Business Administration requires completion of 45 units.

BA 305	International Trade Regulation	3 Units
BA 310	Applied Microeconomics	3 Units
BA 321	Commercial Internet Applications	3 Units
BA 333	Global Marketing	3 Units
BA 340	New Venture Creation	3 Units
BA 350	International Business Ethics	3 Units
BA 360	Financial Management	3 Units
BA 370	Asia Management	3 Units
BA 380	International Business Law	3 Units
BA 389	International Finance	3 Units
BA 489	Macroeconomics	3 Units
BA 550	Operations Management	3 Units
BA 610	Executive Global Management	3 Units
BA 710	Organization Theory and Behavior	3 Units
BA 789	Accounting System and Control	3 Units

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

The transferability of credits you earn at ULA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn in the above listed courses is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 ULA to determine if your credits will transfer.

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## COURSE DESCRIPTIONS

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### **BA 305**

#### **International Trade Regulation**

This course explores the regulatory framework governing international trading relations. It begins with the economic theory of international trade and in particular, the case for free trade. The politics of trade policy, objections and sources of opposition for free trade will be discussed in detail. The following topics will be introduced and examined: international economic institutions, in particular, the FATT/WTO and NAFTA, international regulation of tariff, national tariff administration, the principle of nondiscrimination (most favored action treatment), anti-dumping regulations, subsidies and countervailing duties, safeguard, adjustment assistance, trade-in-services, trade-related investment measures, trade-related intellectual property measures, trade and the environment, trade and development, and dispute resolution in international trade.

This course will strongly emphasize the institutions and political economy of international trading relations and how economic and political forces have shaped current regulatory policies and are likely to shape future politics.

### **BA 310**

#### **Applied Microeconomics**

The theme of this course is how economic institutions develop problems that arise in a society. Economics is the science that studies human behavior as a relationship between ends and scarce means that have alternative uses. This course will answer the question of how scarce resources are allocated by one type of market...institutions. The purpose, then, of microeconomics is to help explain the institutional structures in an economy. The emphasis of this course is to demonstrate how all the tools assembled in the toolbox of modern microeconomic theory can be used to help explain the world. How institutions we observe around us and how they came into being and function is discussed in detail. Class experiments as well as lecture and seminar are integral to this course.

### **BA 321**

#### **Commercial Internet Applications**

Understanding marketing and the power of the Internet is essential to success in today's modern business environment, employers expect their promotional personnel to know about the Internet and how the Internet can benefit an organization. The purpose of this course is to give the business student a "tour" of the NET. You will use the Internet as a tool to visit quality-marketing sites that can assist you in planning and decision making. This course offers hands-on activities and experience in data collection and analysis tasks, and an understanding of how the Internet can work in marketing. Topics include using E-mail, the Usenet, preparing mission statements, understanding demography, politics, technology, target marketing and international marketing. By the end of this course, the student will gain skills and abilities in order to use the Internet as a marketing tool. Practical experience is used throughout as students learn to use the NET in real-life, practical situations and applications.

### **BA 333**

#### **Global Marketing**

Marketing has been defined as the process of planning and executing the conception pricing promotion and distribution of ideas, goods and services to create exchanges that satisfy individual and organizational objectives. Global marketing is defined as the coordinated performance of marketing activities to create exchanges across countries that satisfy individual, organizational and societal objectives. The focus of this course is the concepts, strategies and practice of global marketing.

Topics include: the economic and financial environments, political, legal and cultural logistics channels and promotion strategies, market entry and management, ethics and global marketing. Students are required to orally defend a term paper concerning any topic of the course.

### **BA 340**

#### **New Venture Creation**

This course is about the actual process of getting a new venture started, financed, growing the venture and successfully reaping the profits. The goal of the course is to develop knowledge, skill, awareness and involvement in the process of creating a new venture and making it grow. This course is taught in six sections 1) the driving forces of entrepreneurship 2) the way in which successful entrepreneurs think and act 3) finding financial resources and developing a business plan 4)

entrepreneurial finance 5) start-up strategies for success and 6) establishing goals. Topics include opportunities as entrepreneurs, resource requirements, financing entrepreneurial ventures, start-ups and crafting a personal entrepreneurial strategy.

### **BA 350**

#### **International Business Ethics**

This course focuses on three concepts for interpreting international business ethics 1) a social contract between productive organizations and society 2) the notion of fundamental international right, and 3) a moral “algorithm” to help international managers make tradeoffs between conflicting norms in home and host countries. These concepts are employed in the analysis of specific problems. This course explores the moral nature of international business and discussions are conducted concerning ways that moral theory can contribute to a better understanding of today’s global business environment. The thrust of this course, then, is to advance knowledge about ethics in global business. The discussions will identify a group of rights critical to global business and develops a broad, normative framework for interpreting ethics in a global market. The course will suggest an ethical algorithm for multinational managers to use in resolving conflicts between home and host countries.

### **BA 360**

#### **Financial Management**

Financial management is the art and science of making the right financial decisions for any firm or organization. The thrust of this course is international in scope. The firm or organization must make the right decisions in order to best serve the interests of its owners. For a corporation to act in its owners’ best interest, managers need a framework for making financial decisions. This framework is the focus of financial management. Topics include the firm, value and risk, operating decisions, issuing and valuing financial securities, financing decisions, planning and working capital, agency considerations, and corporate restructuring.

### **BA 370**

#### **Asian Management Systems**

This course explores all four Asian management systems: Japanese, Mainland China, overseas China and Korea, on a comparative basis. The main aspects of each system are explored in detail including cultural and historical influences, evolving operational environments, managerial processes and competitive strategies. Special topics include the creation and management of successful joint ventures in China, a comparative study of trading systems in China and Japan, and a look at negotiating with Chinese and Japanese business partners.

Further topics include a comparative study of Confucian Asian management system as it is applied to the four areas within this course. Joint ventures, cross-cultural negotiations and comparative trade systems are explained as well as general differences between the East and West and the most likely areas of convergence.

### **BA 380**

#### **International Business Law**

This course acquaints students with the principles, laws and organizations that impact on Management of an international business transaction. Students will recognize and evaluate risks of an international transaction and be prepared to evaluate the impact of the decision-making. Cultural and ethical issues in international business are introduced and discussed throughout the course. Students will be familiar with ethical issues confronting business people operating in different cultural environments, and with the social responsibility issues affecting businesses in developing countries. The problems of doing business with non-market economy nations and in the republics of the former Soviet Union and Eastern Europe are discussed and solutions suggested. This course is designed to be basic training covering the law of international trade, licensing and investment.

### **BA 389**

#### **International Finance**

The thrust of this course is on the international aspects of modern financial theory. An international viewpoint is essential for financial management in today’s complex society. Thus, this course will focus on issues such as whether firms face exchange rate risk and how to measure this risk and how to use exchange-contingent claims to hedge this risk. Topics in this course include: spot exchange markets, forward contracts in “perfect” markets, the value of a forward contract, currency options, forecasting exchange rates, hedging, measuring and managing contractual and operational exposure to the exchange rate, measuring and managing accounting exposure and the risks in international trade, international capital budgeting and international taxation. This course assumes familiarity with basic concepts in corporate finance and economics. An interview with the instructor-in-charge is recommended prior to registration.

**BA 489****Macroeconomics**

Macroeconomics is the study of an economy's overall performance...why and how the economy grows, why it fluctuates and what causes inflation and unemployment. Macroeconomics is also the study of how government policy influences the economy's performance. Using a single analytical framework, this course focuses of a two-period life cycle to examine the major issues in contemporary macroeconomics. Case studies are examined intensively as well as teaching the student how to apply analytical tools. Topics include output, input and growth, the dynamic supply of inputs economic fluctuations, measuring output, grown in the international economy, fiscal policy, money and prices in the closed economy, monetary and fiscal policy, recession, nature and costs of unemployment, counter cyclical policy, money, exchange rates and policy in an open economy, banking systems, the federal Reserve and money supply, saving behavior and credit markets, and financial markets and the credit system.

**BA 550****Operations Management**

Operations management is a field of study that tries to understand, explain, predict, and change the organizational and strategic effects of the transformation process. This course uses an approach that emphasizes value and its role in the operations management system. This system argues that people are not cost minimizes but value maximizes. The goal of this course is to prepare the student to successfully cope with the paradox of operations of operations management, examination of the attributes associated with value, and a discussion of problem solving and decision making in operations management. Other topics include the design of a value driven operations management system, planning, executing and performing a strategic audit.

**BA 610****Executive Global Management**

Executive Global Management, or international management is about the challenges, tasks and Practices that managers in international companies are involved in at all times. The basic premise of this course is that managing an international company brings forth international dilemmas and challenges that not only are different in nature but far more complex than those problems usually encountered by managers in a domestic company. The emphasis of this course id upon the managerial processes tasks and assures that managers in an international company must handle effectively in a dynamic global economic, political, legal and cultural environment of international business. After an introduction to international management and international companies, the course continues with the international business environment and is completed with an in depth examination of management in the international context.

**BA 710****Organization Theory and Behavior**

This course focuses on the study and behavior, thoughts, and feelings of women and men as they adjust to the people, objects and surroundings in the workplace. The course continues with the application of organizational theory and behavior to maximize the economic and psychological well being of all employees and constituencies (men and women, minority and majority groups, labor and management, employees and owners, and others). Topics include: methods and procedures of industrial and organizational psychology, job analysis, performance appraisal, personnel selection, training, motivation, attitudes, leadership and management, organizations and behavior, organizational change, work conditions and the work environment, and labor unions. Students will write a teacher approved term paper on a topic of importance within the context of the course parameters.

**BA 789****Accounting Systems and Controls**

This course examines the relationships and distinctions between accounting information systems (AIS) and the total management information system (MIS) environment with major emphasis on computerized AIS. Typical AIS application subsystems are explored in detail such as order entry, sales, billing/receivable, cash receipts, inventory, purchasing/payables/cash disbursements, and payroll and materials planning/production.

Students will be involved in a variety of learning experiences including team participation in outside-of-class assignments, oral classroom presentations based upon library and empirical research, analysis and implementation of software packages, plant visitations and practitioner guest-lecturers discussing selected contemporary topics. Major themes throughout the course include oral and written communication, objectives and procedures of internal control, typical business documents and reports, proper system documentation through flowcharts and other techniques, and system analysis and design methodologies.

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## ACADEMIC POLICIES & PROCEDURES

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### Academic Calendar

Please see current published schedules for application filing deadlines and complete academic calendars.

#### Fall Trimester 2011

Session 1	9/1 – 10/3
Session 2	10/6 – 11/7
Session 3	11/10 – 12/12
Winter Break	12/15 – 1/2

#### Spring Trimester 2012

Session 1	1/5 – 2/6
Session 2	2/9 – 3/12
Session 3	3/15 – 4/16
Spring Break	4/19 – 4/30

#### Summer Trimester 2012

Session 1	5/3 – 6/4
Session 2	6/7 – 7/9
Session 3	7/12 – 8/13
Summer Break	8/16 – 8/27

### Credits Accepted in Transfer

No more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree.

### Experiential Learning Credit

The maximum amount of Prior Experiential Learning Credit accepted by the University is no more than 3 semester units for prior experiential learning for the first 30 semester units of a graduate program, and no more than 3 semester units for the second 30 semester units.

Faculty charged with the responsibility of transfer of credit for experiential activities utilize the Council for Adult and Experiential Learning (CAEL). Students are expected to provide documents for each college or university level learning experience being evaluated.

Students are awarded transfer credit based on a written report prepared by qualified faculty from your subject area of concentration, who makes their evaluation using the following criteria:

- (A) The prior learning is equivalent to a college or university level of learning;
- (B) The learning experience demonstrates a balance between theory and practice and;
- (C) The credit awarded for the prior learning experience directly relates to the students degree program and is applied in satisfaction of some of the degree requirements.

The responsibility for monitoring the process of transfer evaluation is that of the Academic Dean. The Dean must evaluate the transfer documents and sign-off before the University of Los Angeles accepts the transfer credits.

### Dropping / Adding A Class

Students who wish to make a change in their class schedule must complete a "Drop Card" or an "Add Card," or both; these are available from the Registrar's Office. All "Adds" require approval of the instructor and the student's adviser. A fee will be charged for adding courses after the announced deadline.

The last date to add classes is two weeks into the semester. No classes may be added after this date. All changes should be completed prior to the second week of class so that students may be properly registered.

## **Withdrawal from a Class**

Students desiring to withdraw formally from a class may do so before the last day to drop courses published in the academic calendar. Formal withdrawal removes the student's name from the class roll and removes the course listing from the student's record and transcript. The student must obtain a "Drop Card" from the Registrar's Office, complete it and sign it. Signatures of the instructor and the student's academic adviser must also be obtained. The card must then be returned to the Registrar's Office.

Students withdrawing from a class after the last day to drop courses will receive a "W" for the course. The course and grade will appear on the student's transcript.

Filing a "Drop" does not qualify the student for cancellation of any University tuition or fees.

## **Course Load**

A student taking 6 or more units per trimester is considered a full-time student.

## **Course Load Reduction**

An individual course reduction is a reduction in class load, but not total withdrawal from the university. For example, a student who registers for three courses and then drops one or two classes but continues with the other class or classes.

Individual course reductions are limited to five withdrawals during a student's academic career at the University of Los Angeles, unless it is "dropped" during the official drop/add period.

## **Attendance Policy**

Attendance at every class and team meeting is expected of each student. More than Two lecture absences and/or two team meeting absences in any one course may be grounds for course failure at the instructor's discretion. Instructors will keep attendance records for each class meeting. Team leaders are responsible for keeping accurate attendance records of all team meetings.

## **Satisfactory Academic Progress**

Students must make satisfactory academic progress (SAP) in order to remain in good academic standing. There are three components to Satisfactory Academic Progress:

- Maintaining a minimum grade point average
- Completing a minimum number of credits each term
- Graduating before the maximum timeframe for the program

## **Academic Probation**

Students are placed on probation if they:

- Receive a grade of an "F" in any term
- Fall below a 2.0 grade point average
- Pursue less than the minimum course load for 2 trimesters in a row

Any student who does not meet the criteria for making satisfactory academic progress will be placed on academic probation. A student must remedy the infraction in the subsequent term. If a student on academic probation fails to do so by the end of the subsequent term, they will be suspended. The Academic Committee may grant readmission of a suspended student upon their submission of a petition. If the student is permitted to re-enroll, he or she will be placed on academic probation, and must meet the terms for satisfactory academic progress or the student will be academically dismissed permanently.

## **Termination of Candidacy**

The University of Los Angeles reserves the right to terminate any student who fails to make satisfactory academic progress, fails to comply with the terms of academic probation, fails to pay tuition and fee by dates agreed upon in the enrollment agreement, falsification of any records or academic work submitted, displays personal behavior that does not comply with the University's standards, regulations, and rules.

### **Time Limitations**

Students are allowed up to four years from the date of initial enrollment to complete their degree requirements. Students may receive an extension under special circumstances if they file a petition with the Academic Dean.

### **Appeals Process**

If a student wishes to appeal termination or probation due to unsatisfactory progress or behavior, the student may make a written appeal to the Vice-President of Academic Affairs within 30 days of receiving the written notification. Within 15 days of receiving the student's appeal, a final decision shall be rendered.

### **Grade Reports and Transcripts**

At the end of each course, faculty members submit grades for each student. Grades are available to students who are in current financial standing. Grade reports will be mailed to each student two weeks after the end of the trimester.

### **Grading Procedures**

Cumulative grade point averages are calculated on a 4.0 scale. The University uses the following grading system to evaluate achievement in a course:

<u>Grade</u>	<u>Points</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
I	Incomplete
W	Withdrawal

### **Application for Graduation**

Students must submit a graduation application in order for their degree to be processed. Graduation applications are sent to students by the Registrar's Office with degree audit progress reports when students have neared the completion of their degree requirements.

In order to be eligible for graduation, a student must meet the following requirements:

- 1) Successfully complete all required courses.
- 2) Have a cumulative grade point average of 2.0 or higher.
- 3) All financial obligations must be paid in full.
- 4) Petition to the Academic Dean for graduation.

### **Leave of Absence**

Matriculated students may interrupt continuous enrollment by electing to take a leave of absence from the University. The purposes may be for medical or personal reasons, or to engage in other off-campus educational experiences without severing their connection with the University of Los Angeles through withdrawal. Before taking a leave of absence, students are encouraged to discuss their particular situation with the Academic Dean.

### **The Rules Regarding Leaves of Absence**

All non-international students must file for a leave of absence through the Admissions Office. International students are subject to special regulations set forth by the United States Citizenship and Immigration Services (USCIS) and obtain the most current information must through the International Admissions Office. The Academic Dean must receive clearance from the Bursar/Business Office for all leaves of absence.

If any of the following conditions are applicable, the student is not eligible for a leave of absence:

1. A student who is on University disciplinary probation.
2. A student who has been dropped or dismissed from the University for disciplinary or academic reasons is not eligible for a leave of absence until properly reinstated.
3. A student who has withdrawn as a degree candidate is not eligible for a leave of absence. If a student withdraws while on leave of absence, the leave is invalidated.

If a student wishes to return later than the trimester originally stated on the leave of absence form, the person must apply for an extension of his/her leave of absence through the Academic Dean's Office.

Taking a leave of absence may affect a student's financial aid. All students receiving financial aid are encouraged to contact the Financial Aid Office before taking a leave of absence. A student who fulfills the conditions of an approved leave of absence may return to the University and register for classes without applying for readmission; the student may pre-register for the semester in which he/she plans to return.

For leaves of absence completed during the first 12 weeks of the trimester, the student's transcript will contain no record of courses attempted or grades received during that semester.

### **Withdrawal from the University (Item 13)**

Students desiring to withdraw from the University must complete the necessary form at the Academic Dean's Office and notify each of their instructors. It is the student's obligation to complete this formal procedure. Failure to do so leaves the student liable for all of the current semester's tuition and fees, and may result in grades of an "F" being assigned in the student's courses.

Formal withdrawal must be completed during the first four weeks of the semester in order to obtain any tuition and fees unless there are clearly extenuating circumstances and a formal appeal is made through the Academic Dean's Office.

Formal withdrawal which is completed at any time during the first 12 weeks of the semester will assure that the student's transcript will contain no record of courses attempted or grades received during that semester. Students should note that formal withdrawal after the twelfth week cannot be regarded as complete unless, in addition to the above requirements, it has been approved by the Provost's Office.

Because of the serious ramifications of formal withdrawal from the university, students contemplating this action should discuss the matter with their adviser or a counselor as soon as problems are perceived.

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## **REGULATORY POLICIES**

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### **Standards of Student Behavior**

Students attending the University of Los Angeles are expected to act with courtesy and consideration toward all instructors, staff, students, and visitors at all times. Violations of these standards must be forwarded in writing to the Vice-President of Academic Affairs for investigation into the matter. Improper conduct including but not limited to:

1. Possession of alcohol, drugs, or a weapon.
2. Using or being under the influence of alcohol or drugs while on campus.
3. Fighting.
4. Harassment, sexual or otherwise, that creates a hostile or offensive environment.
5. Threats that violate the personal safety of others.
6. Any conduct that interferes with the quality of education for others.

### **Non-Discrimination Statement**

The University of Los Angeles is in compliance with all requirements imposed by Title VI of the Civil Rights Act of 1964 and the regulations issued there under, to the end that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the right of, or be otherwise subjected to discrimination under any program or activity sponsored at this institution. Further, as prescribed by Section 504, Rehabilitation Act of 1973, this institution does not discriminate on the basis of handicap in admission or employment in its programs and activities.

### **Drug and Alcohol Statement**

The University of Los Angeles is committed to maintaining a safe and healthy atmosphere free from the influence of controlled substances and alcohol. The possession, sale, or distribution of mood altering substances on campus shall be a violation of the school's drug and alcohol policies. The offender will be subject to disciplinary action, including possible dismissal from the University.

### **Sexual Harassment**

The University of Los Angeles would like our students, staff, faculty, and administration to enjoy an environment free of harassment of any kind. Harassment of a sexual nature is unacceptable and will not be tolerated in any form.

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and /or other verbal or physical contact of a sexual nature when:

- 1) Submission to such conduct is made whether explicitly or implicitly as a term or condition of a student's continuation or grade,
- 2) An individual's submission to or rejection of such conduct is made the basis for employment decisions,
- 3) The unwelcome conduct substantially interferes with the student's performance or creates an intimidating, hostile, or offensive work environment.

### **Procedure for Grievances**

Students are encouraged, at all times to verbally communicate their concerns to members of the faculty and administration for amicable solutions. If the problem cannot be resolved, the student may submit a written grievance report within fifteen days addressed to the University Vice-President of Academic Affairs. The Vice-President of Academic Affairs will call a Grievance Committee Hearing. The Committee will include a University administrator, a faculty member, and a student Association representative. The grievance committee will make a formal recommendation to the Vice President of

Academic Affairs regarding the complaint. If the decision is not satisfactory, he or she may file a complaint directly with the President of the University whose decision regarding the matter will be final.

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

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## **FINANCIAL POLICIES AND PROCEDURES**

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### **Tuition**

Tuition is subject to change each year, however students are guaranteed the tuition charged at the initial time of enrollment for the entire twelve-month period covered by the Enrollment Agreement. ULA does not participate in federal and state financial aid programs.

Tuition does not cover the cost for books for each course. Students are responsible for purchasing their textbooks.

### **Fees**

Application Fee (nonrefundable)	\$100.00
Tuition Per Unit	\$230.00
Student Activity Fee	\$75.00
Late Registration Fee	\$50.00
Official Transcript	\$5.00
Installment Payment Fee	\$30.00
Returned Check Fee	\$30.00
Late Payment Fee (nonrefundable)	\$30.00
Delinquency Charge (per month)	0.9%

### **Single Payment Option**

The student pays the entire balance in full by the first day of the term for each trimester.

### **Installment Payment Option**

If a student has maintained good financial standing with the University, the student may have the option to pay tuition fees in three installments with a \$30.00 fee. A nonrefundable \$30 late payment fee will be assessed for each installment payment that is late. If the student fails to make tuition payments when they are due, the school reserves the right to disqualify installment payment options, place the student on academic hold, withhold transcripts or diplomas, and prevent the student from attending classes or taking exams.

The first payment will be due upon enrollment, the 2<sup>nd</sup> on or before the 8<sup>th</sup> week of instruction, and the final payment will be due on or before the 16<sup>th</sup> week of instruction.

### **Cancellation Policy**

The University will refund 100% of tuition fees paid minus the \$100 registration fee if a notice of cancellation is received on or before the seventh day after enrollment or the first class session, whichever is later. All notices of cancellation must be submitted in writing.

### **Refund Policy**

If the learner received 60% or less of the program of study the refund shall be a pro rata refund based on the number of weeks remaining in the program, less the \$100 registration fee and any other fees and charges incurred. If a student withdraws from a program of instruction after the period described in the Cancellation Policy, the institution shall remit a refund within 30 days following the student's withdrawal.

The refund paid to a student for a program of instruction subject to this article shall be calculated as follows:

- (A) Deduct a registration fee not exceeding one hundred dollars (\$100) from the total tuition charge.
- (B) Divide this figure by the number of hours in the program.
- (C) The quotient is the hourly charge for the program.
- (D) Multiplying the total hours attended by the hourly charge for instruction derives the amount owed by the student.
- (E) The refund would be any amount in excess of the figure derived in subparagraph (D) that was paid by the student.

### **State of California Student Tuition Recovery Fund**

#### **§ 76020. Student Tuition Recovery Fund (STRF).**

(a) The fund exists to relieve or mitigate economic losses suffered by a student in an educational program as defined in section 94837 of the Code at a qualifying institution, who is or was a California resident or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, paid the assessment, and suffered loss as a result of any of the following:

- (1) The closure of the institution;
  - (2) The institution's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purposes, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the institution;
  - (3) The institution's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the institution prior to closure in excess of tuition and other costs;
  - (4) A significant decline in the quality or value of the educational program within the 30day period before the closure of the institution or, if the decline began before that period, the period of decline determined by the Bureau, to a degree that results in the institution's failure to meet minimum operating or academic standards; and
  - (5) The student's inability to collect a judgment entered against a qualifying institution for a violation of the Act, subject to all of the following:
    - (A) The student has reasonably tried, and failed, to collect on the judgment. The Bureau will determine the reasonableness of the effort on a case-by-case basis;
    - (B) The Bureau receives the student's application within 4 years from the school's closure;
    - (C) The student has not received reimbursement or forgiveness from any other source. 2.
- (b) A student whose total charges were paid by a third-party payer is not eligible to make a claim.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94874.1, 94923, 94926, 94927 and 94927.5, Education Code.

**§ 76120. Amount of STRF Assessment.**

(a) Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) 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. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is two dollars and fifty cents (\$2.50).

(b) Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by third-party payer shall not pay the STRF assessment to the qualifying institution.

(c) Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, the assessment is non-refundable. “

To be eligible for STRF, a student must be a resident of California and reside in California at the time the enrollment agreement is signed. Students who are temporarily residing in the State of California for the sole purpose of pursuing education, specifically those who hold student visas, are not considered California residents.

A student must apply for an STRF refund within two years of receiving notice from the BPPE that the institution has closed. If notice is not received from the Bureau, a student has four years from the closing date to file an STRF application.

**It is important that you keep a copy of all enrollment agreements, contracts, or applications to document enrollment; as well as tuition receipts, or canceled checks, to document the amount of tuition paid. Such information may assist a claim for reimbursement from the STRF.**

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**STUDENT AND ACADEMIC SERVICES**  
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**Library Services**

The University of Los Angeles Library facilities are available to students in three configurations. The University library has a collection of journals, reference materials, periodicals and books selected to support student course work. The professional staff also has access to variety of electronic databases and services. They are able to help the faculty and students answer questions about how and where they can find information and do research on any subject matter.

The library has computer terminals with internet access to our on-line library. Pre-configured reference sites are book marked. Helpful links that are benchmarked by Degree Program requirements are available to faculty and students.

In addition, the library has made arrangements with a local public library that can assist students with basic information needs. You may visit the Rowland Heights Library located at 1850 S. Nogales Street (phone number 626-912-5348). Operating hours are Monday through Thursday from 9:00 am to 9:00 pm; Friday 9:00 am to 6:00 pm; Saturday 9:00 am to 5:00 pm; and Sunday from 1:00 pm to 5:00 pm. This off-site facility is located within two minutes from the University.

**Health Insurance**

All international students are required to have some form of medical insurance. Enrollment is possible at the beginning of each semester. Students who have purchased their own medical insurance may not be required to purchase the University insurance. To secure a waiver, students must show proof of alternate medical insurance coverage for at least \$50,000 to the Vice President of Operations at the time the student registers. Only the Vice President of Operations can approve such a wavier and only at registration.

## **Student Services and Activities**

The University of Los Angeles programs include more than just classroom study. Students will have many opportunities to mix informally with University staff and students. Specific services and activities include:

- A. Student advisors are available to assist students with any questions they may have about their academic progress, career planning, and life on campus or adjusting to life in the United States for international students.
- B. There are a growing number of student organizations on campus, reflecting a wide variety of interests. Frequent lectures, films, and other forms of entertainment are available on campus.
- C. The University of Los Angeles organizes field trips each semester to places of interest, such as the LA Zoo, museums, Los Angeles area beaches, Disneyland and Knott's Berry Farm.
- D. The University of Los Angeles can arrange tutorial assistance for students who either request such assistance, or are counseled to take tutorial assistance.
- E. The ULA Career Center provides a wide range of career and job search assistance. These services include resume and interviewing skills, career fairs, and access to industry, government, and other applicable sources. The ULA "Best Job Search Sites" guide pulls together the Internet's best sources of job openings and career development information.

ULA's classrooms are equipped with the necessary technology and resources to provide an optimal environment for students to excel in their studies. A large flat screen television connected to the internet can be found in each classroom to maximize the delivery of visual supplements to lessons. A computer lab provides students with access to the online library along with a movie theatre for students to view pertinent programs as well as recent blockbusters. Students will have access to all school resources during the hours the school is in operation. The lounge provides students with a place to socialize and rest. As for textbooks, ULA uses the most up to date curriculum and complementary materials compiled from years of successful operation.

## **Living Accommodations**

The University has no dormitory living arrangements, however our Student Services Representatives maintain information regarding various living arrangements for students. You may stop at the Student Services office for a list of housing available in the area. Most students are able to find housing within a few days and pay an average of \$500 per month for a private room.

## **After Graduation: Continuing Service and Support**

Your relationship with the University of Los Angeles does not end upon graduation. The University provides some of its most important services for students after they graduate. The University of Los Angeles graduates routinely call upon the University to request letters of completion and transcripts for employers and prospective employers.

## **Career Development**

The University of Los Angeles encourages its students to put their new skills and knowledge to work. To help them do that, the University provides valuable employment information about the student's chosen field. The University of Los Angeles maintains information on job openings, career placement and job classifications for the benefit of its students and graduates.

## **Diploma / Final Transcript**

An embossed diploma and a final transcript will be sent to the graduate after all academic and financial requirements have been met. Transcript requests from employers, companies, etc, will be honored once the student has signed the authorization form in his or her enrollment packet, and paid the requisite fees.

## **Records Retention**

An official transcript will be kept on file permanently for each student of the University.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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## **ADMINISTRATION**

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### **President**

William H. Kraus  
Ph.D., University of Southern California  
MS, Occidental College  
MA, University of Southern California  
BA, University of California, Riverside

### **Vice President of Academic Affairs**

Bee Hiler  
BA, University of California, Berkeley

### **Academic Dean**

Yong Kim  
MA, Pepperdine University  
BA, Hankuk University of Foreign Studies

### **Director of Student Financial Services**

Jason Kim  
BA, University of California, Los Angeles

## **FACULTY AND ADJUNCT FACULTY**

### **Henry Huynh**

MBA, University of Redlands  
BSEE, California State University

### **Dr. Daljit Singh**

Ph.D., Claremont Graduate School  
MA, Claremont School  
BA, California State University  
LL.M., University of Leicester

### **Suzanne Scholz**

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BS, California State Long Beach

### **Dr. Joel M. Fisher**

Ph.D., Claremont Graduate School

### **Dr. Robert A. Linzmeyer**

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MA, The Catholic University of America  
BS, Regis College

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BA, Antioch University