

ACADEMIC CATALOG 2019



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January 1st 2019 until December 31st 2019

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About Us

Recognition

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California.

State Licensing

University of Mansford, as a private for-profit institution, has received approval to operate from the Bureau for Private Postsecondary Education (BPPE), a division of the State of California Department of Consumer Affairs in accordance with the provision of California Education Code 94900 and/or 94915. An approval to operate means that the Bureau has determined and certified that the institution meets the minimum standards for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of its programs.

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.

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

Memberships and Affiliations

National Association of State Boards of Accountancy (NASBA)

Programs of Study

Degree Programs

- Master of Science in Business Administration

Diploma Programs

- Advanced Diploma in Business Management

"Notice to Prospective Degree Program Students"

University of Mansford is, provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- ✓ Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one-degree program.
- ✓ Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by August 19, 2019, and full accreditation by May 19, 2022.

General Information

Mission Statement

The University of Mansford's mission is to create affordable, accessible, and innovative learning in post-secondary online business education to further personal and professional development for career-minded professionals.

Vision

University of Mansford's vision is to provide an innovative learning environment to promote core business knowledge, analytical skills, information literacy, and Communication Skills for the personal and professional development of all students.

Institutional Goals

The University of Mansford achieves its mission through the following institutional goals by:

- Leveraging technology and using effective digital tools to deliver quality distance education programs.
- Delivering current and innovative curricula and instructional materials that allow students to gain core business knowledge, analytical skills, information literacy, and communication skills.
- Attracting and retaining qualified and diverse faculty who facilitate and support student learning.

Office Hours

Our office hours are from 09:00 AM to 12:00 PM, Monday, Wednesday, and Friday (Pacific Standard Time). UM offices are closed on Federal Holidays as shown below:

Federal Holidays 2019

New Year's Day	Jan. 1
Martin Luther King Day	Jan. 21
President's Day	Feb. 18
Memorial Day	May 27
Independence Day	July 4
Labor Day	Sept. 2
Veterans Day	Nov. 11
Thanksgiving	Nov. 28-29
Christmas	Dec. 24-25

Note: When a holiday falls on a weekend, the office will observe Saturday holidays on Friday and Sunday holidays on Monday.

Academic Year

The University operates year-round. The academic calendar consists of three Trimester. It consists of 3 Trimesters in length. Each Trimester is fifteen weeks in length. Course study is 14 weeks. Final exams and term papers are due by the end of the 15th week.

2019 Academic Calendar

Trimester 1	Begins Jan. 1 Ends Apr. 16
Term Break	Begins Apr. 17 Ends Apr. 30
Trimester 2	Begins May 1 Ends Aug. 14
Term Break	Begins Aug. 15 Ends Aug. 31
Trimester 3	Begins Sept. 1 Ends Dec. 14
Term Break	Begins Dec. 15 Ends Dec. 31

Technology Requirements

Populi Management System (PMS) operates 24 hours a day, seven (7) days a week, including holidays. Students use PMS to access course materials including lecture notes, online discussions, chat, video steaming, and online library reading materials. Students interact with faculty members and fellow students via email, chat and discussion board postings.

Students are required to provide/have access to specific computer hardware and software: 1.6 GHz processor or faster; current anti-virus application; 512Mb RAM or greater;

100 GB hard drive or larger; high speed internet connection; monitor; Video Card with 1024x768 pi or greater resolution; sound card with speakers; CD-ROM; printer, Microsoft Internet Explorer version 10.0 or later; Adobe Reader; and Microsoft Office 2007 or greater.

Graduate Program

Master of Science in Business Administration

This program is designed for students looking to accelerate their career development, as well as mid-level managers and administrators seeking professional growth. The program teaches the latest concepts in business administration, including leadership skills. **(SOC: 11-0000 Management Occupations; 13-0000 Business and Financial Operations Occupations)**

Program Outcomes

Upon successful completion of this course, students will be able to:

- Demonstrate knowledge in the core areas of business operations.
- Analyze leadership and organizational skills in various organizations.
- Develop the analytical skills and decision-making tools to manage all facets of an organization.
- Demonstrate effective written communication skills.
- Evaluate the legal and ethical issues in the business environments.

Final Exams

Final Exams are administered for each of the courses in this program of study.

Courses details

BA620	Managerial Accounting	3 Credit Hours
BA623	Managerial Economics	3 Credit Hours
BA695	Corporate Governance and Social Responsibility	3 Credit Hours
BA611	Managerial Negotiations	3 Credit Hours
MIS637	Information Technology for Management	3 Credit Hours
BA631	Leadership and Organizational Development	3 Credit Hours
BA638	Marketing and E-Commerce Management	3 Credit Hours
BA642	Quality and Operations Management	3 Credit Hours
BA682	Financial Management	3 Credit Hours
BA665	Global Business Management	3 Credit Hours
BA693	Business Law	3 Credit Hours
BA700	Strategic Management Capstone Prerequisites: course may not be taken until all other core courses have been successfully completed.	3 Credit Hours

Diploma Program

Advanced Diploma in Business Management

This program teaches students the essential business management knowledge to own and operate a small business or undertake a responsible position in business and related fields. Topics covered include: critical concepts such as accounting, economics, business law, management, finance, communication skill, organizational behavior, marketing and entrepreneurship. **SOC: 11-0000 Management Occupations; 13-0000 Business and Financial Operations Occupations**

Program Outcomes

Upon successful completion of this course, students will be able to:

- Demonstrate a core business knowledge in accounting, economics, business law, management, finance, communication skill, human resource, organizational behavior, marketing and entrepreneurship.
- Evaluate business performance using various analytical tools.
- Demonstrate basic business communication skills.
- Apply core business knowledge to formulate business strategies.

Final Exams

Final Exams are administered for each course.

Course Details

ACC220	Principles of Accounting	3 Credit Hours
EC220	Essentials of Economics	3 Credit Hours
FIN292	Legal Environment of Business	3 Credit Hours
MGT230	Principles of Management	3 Credit Hours
FIN301	Principles of Finance	3 Credit Hours
BA350	Business Communication	3 Credit Hours
MGT305	Organizational Theory and Behavior	3 Credit Hours
MKT301	Principles of Marketing	3 Credit Hours
MGT330	Entrepreneurship Prerequisites: The course may not be taken until all other core courses have been successfully completed.	3 Credit Hours

Course Descriptions

Master of Science in Business Administration

BA620 Managerial Accounting

This course studies how corporation produces accounting information for making business decisions. Additional topics will include incremental analysis, profit planning and the preparation of budgets, variance analysis, understanding cost behavior and cost-volume-profit analysis. Job order costing and activity-based costing systems will also be studied.

BA623 Managerial Economics

This course is intended to explore microeconomic theory and its application to managerial decision making. Examines consumer behavior, cost and Market Structure, pricing issues in competitive and non-competitive markets, and decision making under uncertainty.

BA611 Managerial Negotiations

This course is designed to improve students' capability to apply theory and practice of negotiation skills as an approach in the complex world.

MIS637 Information Technology for Management

This course aims to use the current technology in strategic decision-making and operations of the modern organizations. The course examines how organizations plan, develop, implement, and maintain information systems to take advantage of recent technological advances in information technology.

BA631 Leadership and Organizational Development

This course will explore organizational behavior from the intrapersonal level to the systems level, including concepts of change and conflict. It will rely heavily on student participation and case studies.

BA638 Marketing and E-Commerce Management

This course will examine the intersection of marketing and technology. Learn how e-commerce works, how e-commerce business models interact in the real world. Topics include internet technology for e-commerce, business concepts, implementation and social issues.

BA642 Quality and Operations Management

This course aims to demonstrate tools and techniques for quality management that are commonly used today under organizational initiatives such as Lean Management and Six Sigma. Toward this objective, we will study problem-solving concepts including statistical models that are the basis for these tools and techniques.

BA682 Financial Management

The primary goal of the Finance Fundamentals course is to help students achieve better understanding and application of financial concepts with financial strategies. Topics include Financial Management, valuation of financial assets, capital budgeting, capital structure, and liquidity management.

BA695 Corporate Governance and Social Responsibility

This course provides a study of corporate governance affecting the operation of business. Business ethics and social responsibility will also be discussed throughout the course. In an overview, the course material includes: legal aspects of starting businesses; sole proprietorships; general and limited partnerships; limited liability companies; franchises and special forms of doing business; administrative law; governance, liabilities, antitrust, and mergers and acquisitions.

BA665 Global Business Management

This course is designed to give students a knowledge of the environment in which international business operates and of the management practices required to compete successfully in global markets.

BA693 Business Law

This course is intended to incorporate a wide range of business legal topics relevant to different organization. The topics cover: the court system, contracts, e-commerce, negotiable instruments, agency law, product liability and employment law.

BA700 Strategic Management Capstone

The Strategic Management Capstone course is designed to provide the student with a specific set of knowledge, skills, and competencies. This course involves practical application of knowledge and skills developed and acquired during the MBA degree program. Students are required to conduct research, analysis, and implementation of strategic plans related to business establishment, growth, and longevity.

Advanced Diploma in Business Management**ACC220 Principles of Accounting**

This course introduces students to the fundamentals of accounting. It provides a basic overview of accounting components, concepts and principles and examines how these relate to actual business situations.

EC220 Essentials of Economics

This course is an overview of economics and provides students with an understanding of both micro- and macro-economic principles. Topics covered include microeconomic foundations, consumers and firms, market structure and firm strategy, macroeconomic foundations, and monetary and fiscal policy.

FIN292 Legal Environment of Business

This course introduces students to the basic principles and functions of business law and explains the evolutionary stages of the U.S. legal system.

MGT230 Principles of Management

This course introduces students to the concepts, functions and processes of management.

FIN301 Principles of Finance

Finance represents the process of planning for, acquiring, and allocating funds by a business enterprise. This process involves several decision-making tools, including the time value of money, financial statement analysis and financial forecasting, and working capital management.

BA350 Business Communication

This course examines communication techniques and strategies that contribute to success in the contemporary business environment. Students will acquire a general understanding of the essentiality of good communication skills in business, and learn how technology affects communication in the business environment.

MGT305 Organizational Theory & Behavior

This course presents the theory and practical applications of organizational behavior.

MKT301 Principles of Marketing

This course introduces students to the essential role marketing plays in today's business environment. The course provides a detailed description of the various components involved in marketing, and also provides tangible examples demonstrating how marketing can augment customer satisfaction and ensure consumer loyalty.

MGT330 Entrepreneurship*

The Entrepreneurship is designed to provide the student with a comprehensive set of skills and competencies concerning key theoretical and empirical perspectives on entrepreneurship relevant to the current marketplace. This course involves practical application of knowledge and skills acquired during the Advanced Diploma in Business Management program. Students are required to construct a comprehensive business plan.

*This course has prerequisites

Application Process

Master of Science in Business Administration Admission Requirements

- A completed online application form (<https://umansford.populiweb.com/router/admissions/onlineapplications/index>)
- Government-issued photo identification with 21 years old or above;
- A current resume -3 years of occupational experience;
- Proof of a bachelor degree completion in business, management, or administration; other disciplines may be acceptable and applicable to students with two years relevant working experiences or postgraduate certificate holders in related disciplines.
- Applicant whose English is not their native language
 - Must meet one of the following requirements:
 - A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 50 on the Pearson Test of English Academic Score Report, 50 on the Duolingo English Proficiency Test. A bachelor degree completed from an appropriately accredited institution where the medium of instruction in English.
 - A transcript indicating completion of at least 30 semester hours of credit with an average grade of "B" or higher at an appropriately accredited institution where the language of instruction in English; The institution must be accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education (CHEA), or an accepted foreign equivalent that is listed in the International Handbook of Universities where the medium of instruction in English.
 - A bachelor degree completed from an appropriately accredited institution where the medium of instruction in English.
- Transcripts not in English must be translated into English and evaluated by a 3rd party evaluation service to show what type of program the student has and the grade equivalence (GPA) in the U.S. format. The document-by-document credential evaluation must be sent directly to University of Mansford by the evaluating party. A copy of the original transcripts must be submitted to University of Mansford in addition to the evaluation report. Please refer to <http://naces.org/> to select an evaluation service. The approved evaluation services listed at www.naces.org are not related to the University and any fees for the evaluation service will be the responsibility of the student.

Advanced Diploma in Business Management Admission Requirements

- A completed online application form (<https://umansford.populiweb.com/router/admissions/onlineapplications/index>)
- Government-issued photo identification with 21 years old or above;
- A current resume -2 years of occupational experience
- Proof of high school completion or obtaining GED or a relevant certificate/diploma
- Applicant whose English is not their native language
 - Must meet one of the following requirements:

- A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT); a 6.0 on the International English Language Test (IELTS); 44 on the Pearson Test of English Academic Score Report; 50 on the Duolingo English Proficiency Test.
- A transcript indicating completion of at least 30 semester hours of credit with an average grade of "C" or higher at an appropriately accredited institution where the language of instruction in English; The institution must be accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education (CHEA), or an accepted foreign equivalent that is listed in the International Handbook of Universities where the medium of instruction in English.
- A high school diploma completed from an appropriately accredited institution where the medium of instruction in English.
- Transcripts not in English must be translated into English and evaluated by a 3rd party evaluation service to show what type of program the student has and the grade equivalence (GPA) in the U.S. format. The document-by-document credential evaluation must be sent directly to University of Mansford by the evaluating party. A copy of the original transcripts must be submitted to University of Mansford in addition to the evaluation report. Please refer to <http://naces.org/> to select an evaluation service. The approved evaluation services listed at www.naces.org are not related to the University and any fees for the evaluation service will be the responsibility of the student.

Official Acceptance

Prospective students must complete admissions requirements prior to the course start date. Following submission of the application and required documentation, prospective students will be notified of admissions status within seven (7) business days. Notification will be made by email or postal mail. Prospective students successfully completing admissions requirements will receive an enrollment agreement and the Student Performance Fact Sheet. The Student Performance Fact Sheet is tailored to each student and includes tuition information and confirmation of specific course registration. Upon payment of tuition and related fees, students receive login name, password and student handbook for the Populi Management System.

Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits awarded by the University of Mansford is at the discretion of the institution being petitioned by the student(s). Acceptance of the degree or diploma earned is at the discretion of the institution being petitioned by the student(s). If the University's degree or diploma is not accepted by the institution being petitioned by student(s), the student(s) may be required to complete additional coursework which may repeat previously completed coursework. It is the responsibility of prospective students and enrolled students to ascertain the transferability of coursework completed at the University of Mansford.

The University of Mansford has not entered into an articulation or transfer agreement with any other institution and does not award credit for satisfactory completion of CLEP or

other comparable challenge or achievement examinations, credit for experiential learning, or credit for academic credit earned in prior programs.

Right to Contact the Bureau for Private Postsecondary Education

Any questions a student may have regarding the University that have not been satisfactorily answered by US may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Ste. 400, Sacramento, CA 95833, or online at www.bppe.ca.gov, or tollfree telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Complaint Policy

The Student Complaint Policy is available to any student who is unsatisfied with aspects of their experience with University of Mansford.

- Difficulties with program structure, schedules or other program-related issues, students should discuss with the appropriate faculty member(s).
- If unresolved, students should contact the Chief Student Services Officer (CSSO). The CSSO will review and provide possible resolution within seven (7) days.

A student or any member of the public may file a complaint 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.

Tuition & Fees

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

Tuition

Diploma per credit hour \$ 66.67

Graduate per credit hours \$ 166.67

Diploma Program

Tuition	US\$ 1,800
Enrollment fee *	US\$ 100
Library Service Fee	Included
Technology Access Fee	Included
Est. Textbook Cost**	US\$ 900
Total Program Costs	US\$ 2,800

Graduate Degree Program

Tuition	US\$ 6,000
Enrollment Fee*	US\$ 100
Library Service Fee	Included
Technology Access Fee	Included
Est. Textbook Cost**	US\$ 1,200
Total Program Costs	US\$ 7,300

*Non-Refundable

** Students are – responsible for costs associated with purchasing textbooks. The cost of textbooks is estimated at \$100 per course.

Incidental Fees - are not subject to refund after the five (5) calendar day student-right-to-cancel enrollment.

International Postage	US\$65
Replacement Diploma Fee	US\$100
Replacement Transcript Fee	US\$20

Methods of Payments

Payments may be made by credit card (Visa, MasterCard, Discover), cash, money order, cashier's check, or certified check. Payment can be paid in person, online, or by mail. Mail payments to the University of Mansford, 12440 Firestone Blvd., Ste. 210, Norwalk, CA 90650.

Full payment is required at least one week prior to the start of the program.

Student Right to Cancel or Withdraw & Refund Policy

Students have the right to cancel and obtain a refund of monies paid through the first week of instruction or seven (7) calendar days after enrollment, whichever is later. Students have the right to a full refund if the student cancels this agreement by submitting written notice via email or mail prior to close of business on Monday of the second week of the session. The written notice should clearly state the student's name, student ID, and reason for the cancellation. Once the refund has been approved, a refund check will be mailed to the student's address on record. Students will receive the refund within 30 days of cancellation. The course is removed from the student's transcript; the resulting transcript will not reflect course registration.

In addition, students may withdraw from a course before the end of Week 9 by submitting a written notice via email or mail and receive a pro-rated tuition refund. Non-tuition fees are non-refundable. Refer to Sample Refund Calculation below for more details. If a student withdraws from a course after the end of Week 9, the student's transcription will reflect an "F" and will not receive a refund of any monies paid to the University.

Sample Refund Calculation – Graduate Program

Example: Joe withdraws from the Master of Science in Business Administration program during week 4 of the 15-week term. The refund would be \$365 based on the pro-rated formula:

Enrollment Fee (Non-Refundable): \$100.00
 Course tuition paid: \$500.00
 Weeks attended: 4 weeks
 Tuition refund due to student: \$365

Graduate Program		
USD \$500 per 3-unit course	Percentage Refunded	Total Refund
Week 1	100%	\$500
Week 2	87%	\$435
Week 3	80%	\$400
Week 4	73%	\$365
Week 5	67%	\$335
Week 6	60%	\$300
Week 7	53%	\$265
Week 8	47%	\$235
Week 9	40%	\$200
Week 10-15	0%	0

Sample Refund Calculation – Diploma Program

Example: Anna withdraws from the Advanced Diploma in Business Management program during week 4 of the 15-week term. The refund would be \$146 based on the pro-rated formula:

Enrollment Fee (Non-Refundable): \$100.00

Course tuition paid: \$200.00

Weeks attended: 4 weeks

Tuition refund due to student: \$146

Diploma Program		
USD \$ 200 per 3-unit course	Percentage Refunded	Total Refund
Week 1	100%	\$200
Week 2	87%	\$174
Week 3	80%	\$160
Week 4	73%	\$146
Week 5	67%	\$134
Week 6	60%	\$120
Week 7	53%	\$106
Week 8	47%	\$94
Week 9	40%	\$80
Week 10-15	0%	0

Student Tuition Recovery Fund

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.

Loan Repayment

This institution does not provide loan repayment of any kind.

Academic Policies

Academic Freedom

The University of Mansford is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the University encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the University, methods for which the institution has received oversight approval.

The University of Mansford encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Satisfactory Academic Progress (SAP)

The University of Mansford measures Satisfactory Academic Progress according to the following qualitative and quantitative measures:

Qualitative Requirements: Students must meet or exceed the following grade point average at the end of each trimester.

- Diploma students - cumulative GPA at least 1.5 in their first evaluation of enrollment and maintain at least a 2.0 cumulative grade point average for all subsequent terms.
- Graduate students - cumulative GPA at least 2.5 in their first evaluation of enrollment and maintain at least a 3.0 cumulative grade point average for all subsequent terms.

Quantitative Requirements: Students must maintain a pace of progression of at least the following at the end of each trimester:

- Diploma students - Students must complete at least 20 percent of the program per year from the first enrollment date. The entire program must be completed within 54 months.
- Graduate students - Students must complete at least 20 percent of the program per year from the first enrollment date. The entire program must be completed within 72 months.

A course will be considered complete if the student receives a letter grade of C or better for graduate students and D or better for Diploma students. A course will be considered as not completed, if the student receives a grade of "W" (Withdrawal), "I" (Incomplete), or a letter grade below the state minimum.

Academic Warning

Students who fail to meet SAP in the first evaluation of enrollment will be placed on Academic Warning for the next trimester.

Academic Dismissal

Failing to meet SAP requirements during the Academic Warning trimester, the student will be dismissed from the University.

SAP Dismissal Appeal

Students seeking to file an appeal by mail or email should do so immediately upon notification of dismissal. The appeal letter must provide reason(s) for not meeting SAP requirement and what changes the student will make to meet SAP during the next trimester. Appeals will be reviewed by the Chief Academic Officer. Students may appeal based on unusual or unforeseeable circumstances, such as death of a relative, an injury, or illness of the student. If the appeal is approved, the student will be placed on Academic Probation. If the student does not satisfy with the appeal, please see Complaints/ Grievance policy.

Academic Probation

Under a successful SAP appeal, the Chief Academic Officer will counsel the student to development a suitable academic plan. The student must follow the academic plan to meet SAP requirements. Failure to meet the requirements of the academic plan will result in the student's dismissal.

Grading Policies

Upon completion of each course, students receive a final grade. Final grades are awarded via a letter grade carrying a numerical value (see Grading Table below). Grades and point values are used to calculate a student's Grade-Point Average (GPA).

Grading Table:

Graduate Level

Letter Grade	Grade range	Grade Point
A	96-100	4
A-	90-95	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
F	0-73	0.0

Diploma Level

Letter Grade	Grade range	Grade Point
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A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

Cumulative Grade Point Average (CGPA) - Cumulative Grade Point Average is determined by (1) multiplying the grade value (see Grading Table) for each course completed by the number of credits for the course to determine the quality grade points for each course; (2) adding all quality grade points earned; and (3) dividing this total by the total number of credits for all courses attempted.

Incomplete ("I") - Incomplete academic work for unforeseen, emergency, and justifiable reasons within two (2) weeks of the end of the term may result in an "I" (Incomplete) grade. When assigning an "I", the faculty member identifies in writing the requirements the student must fulfill to complete the course, as well as the reason(s) for assigning an "I". A copy of the statement will be retained by the faculty member and provided to the Chief Academic Officer.

The incomplete is not used in calculating a grade point average and no credits are considered earned until a final grade is entered. A course with a grade of "I" must be completed within six months or the "I" will be changed to an "F". A student may not re-enroll in the course until resolving the incomplete grade.

To remove the "I" grade, the student must contact the faculty member who taught the course or the CAO (in the absence of the faculty member), to complete the grade change process within the allowed time frame. A final grade will be assigned by the faculty member or the CAO (in the absence of the faculty member) when the work assigned has been completed and graded.

Withdrawal (W) - A student withdrawing from a course before the end of week nine will receive a "W." Courses for which a "W" is received must be re-taken at a later time. The "W" will be reflected on the student's permanent transcript. The "W" on a student's transcript does not affect the GPA. However, "W" courses are considered credits attempted when calculating SAP.

Academic Integrity

Any work requiring research must adhere to APA 6th Edition guidelines to sourcing material. Failure to properly acknowledge sources is considered plagiarism. The University of Mansford enforces a strict policy of academic integrity. Failure to comply with University guidelines may result in sanctions, including dismissal or failure of the course.

Grade Appeal

It is the instructor's responsibility to provide correct and careful evaluation of student performance and to determine a student's grade for the coursework.

Students may request a grade appeal based on the following criteria:

- The final grade is incorrectly entered, a clerical error or computation error.

- Unfair conditions:
 - Standards differed from those applied to other students in the course.
 - There was a substantial deviation from the instructor's previous standard articulation outlined in the course syllabus.
 - The established classroom policies are not fairly applied to all enrolled students.

Participation

Participation in courses is paramount to student success. Lack of submission of assignments, not participating in discussions, and not completing any assigned additional tasks (quizzes, exams) constitutes non-participation.

Please note the following concerning course participation:

- Assignments must be submitted on or before the due date. Deadlines will be specified by the instructor.
- Non-participation for three weeks (consecutive or non-consecutive) will result in a failing grade.
- All students are required to inform the instructor in advance of any anticipated absences that may result in non-participation.

Proctored Examination

Students are required to take proctored exams in graduate courses throughout the program.

All students are required to select a proctor. This person will be approved by the university to proctor the examinations that students take during the proctored examination.

The proctor cannot be a relative of the student, and cannot be a student of University of Mansford. Example of acceptable proctors include a college or university administrator, faculty member, a school superintendent or principal, a school or public librarian, ministry director, or a pastor.

Once a student selects a proctor who meets the specified criteria, the proctor must complete the University's proctor application.

The proctor application form must be submitted at least two (2) business days before the exam is to be taken.

The time and place for the examination will be facilitated by the proctor. The proctor must be present in the same location with the student during the entire examination. The student must show a government issued ID to verify that the person taking the examination is indeed the same student who selected the proctor.

The Populi Management System asks the proctor for contact information, including a mobile phone number at the beginning of the examination. Populi sends the proctor a check-in code via SMS/mobile text message. After the proctor enters the validation code, the student can take the examination. After the student submits the completed examination, Populi sends the proctor a check-out code via SMS/mobile text message. The proctor enters the code to verify monitoring the student for the entire examination period and confirming that no cheat was observed.

Please see instructions from Populi.

<https://support.populiweb.com/hc/en-us/articles/223797667-Online-tests-getting-started#proctoring>.

Graduation Requirements

Students who have satisfactorily completed all academic and financial requirements may petition for graduation. Prospective graduates are required to complete the Graduation Application and submit to CSSO. Graduation is held at the end of each 15-week trimester.

To complete the Diploma Program, students must:

- Successfully complete 27 semester credit hours;
- Maintain a minimum CGPA of 2.0; and
- Settle all financial obligations.

To complete the Graduate Program, students must:

- Successfully complete 36 semester credit hours;
- Maintain a minimum CGPA of 3.0; and
- Settle all financial obligations.

Student Code of Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. The University reserves the right to exercise student dismissal for reasons including but not limited to:

- Disobedient or disrespectful behavior to other students and/or University faculty and staff.
- Not completing course work on their own unless otherwise directed by their instructors;
- Not properly citing all referenced works used to complete assignments;
- Being untruthful or misrepresenting the truth while communicating with other students and/or University faculty and staff.
- Not abiding the University of Mansford's policies as identified in the University's Academic Catalog, Enrollment Agreement and/or website.
- Attempted hacking of course material and systems.

A breach of the above-referenced actions may result in immediate dismissal or other disciplinary action determined appropriate. Should a student disagree with the University's disciplinary action, the student may file a complaint in accordance with Student Complaint Policy.

Administration Policies

Confidentiality and Privacy

It is the University's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is UM's intent to protect the privacy of student financial, academic and other school records. The University will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

STATE AGENCY

If a formal process resolution between the parties does not result in a satisfactory resolution, a student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's web site www.bppe.ca.gov.

Distribution of the Catalog

This institution makes its current catalog available to the public at no charge. Individuals who wish to obtain a copy from University's website, www.umansford.us or email contact@umansford.us

English as a Second Language (ESL) Instruction

This institution does not provide ESL instruction.

Financial Assistance

The University of Mansford does not participate in either state or federal financial aid programs, nor does it provide financial aid directly to students.

Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a bankruptcy petition within the preceding five (5) years nor has had a petition in bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Leaves of Absence

If circumstances require a student to take a leave of absence, the student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student

repeatedly requests a leave of absence or shows a pattern of delays or if approving a leave of absence would significantly interfere with the planned completion of a program of study, the Chief Academic Officer, exercising sole discretion, may dismiss a student from the program and issue the appropriate refunds, if appropriate.

Non-Discrimination

The University of Mansford is committed to providing equal opportunities to all applicants. No discrimination shall occur in any University program or activity, including but not limited to activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. In any case where a student makes the University aware of a disability, an individual academic plan can be developed to assist the student with mitigating any difficulties they may have with the learning environment based on their disability.

Professions – Requirements for Eligibility for Licensure

None of the educational services offered lead to occupations that require licensure.

Renewal of Catalog

The University's policy is to update the official institutional catalog in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Student Records and Transcripts

Student records are permanently maintained. Students may inspect and review their educational records. To review records, students submit a written request identifying the specific information to be reviewed to the CAO. Should a student find a discrepancy in the permanent record, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may request a

meeting with the CAO to discuss and resolve the matter. Student files contain application materials, enrollment agreements, financial records, transcripts, correspondence between the University and student, SAP calculations, etc.

Student Identity Verification

UM ensures that the student who registers in a distance education program is the same student who completes the coursework and receives credit, detailed as below:

- ✓ Applicants must submit a government-issued photo identity document.
- ✓ UM assigns students a unique student identification number upon enrollment.
- ✓ Students must create their own secure passwords and must use these secure credentials to access campus systems where their distance education courses are hosted, i.e. UM's Populi Management System with a check-in code via SMS.

Additionally, proctored examinations requiring student identification verification may be offered in accordance with the Proctor Examination policy.

Student Services

University of Mansford offers all educational programs in an online delivery modality. The University maintains student support services focused on the needs of online distance learners. UM does not provide airport reception services, housing assistance, Visa related services, placement services or other services.

Student General Inquiry

- ✓ email: contact@umansford.us (usually responded in same or next business day)
- ✓ call: 1-562-455-4988 (usually responded in real-time or next business day)
- ✓ mail: 12440 Firestone Blvd., Ste. 210, Norwalk, CA 90650 (expected response in 2-5 business days)

Academic Advising

Through electronic correspondence, telephone, individual appointments the Chief Student Services Officer is available during normal office hours to provide students with academic advisement.

IT Help Desk

The University's IT manager provides hardware software, and telecommunications support to all University students, administrators, faculty and staff. For assistance, please contact contact@umansford.us

Library

UM library services seek to provide information resources that support the learning and academic goals of the University's academic programs. UM provides a Librarian who is committed to helpful and efficient guidance for all students.

LIRN (Library and Information Resource Network) is an online library accessible to students 24/7 at www.LIRN.net. LIRN provides a core library collection with access to thousands of scholarly journals, e-books, encyclopedias, newspapers, magazines, and audio, and video clips. Through LIRN, UM provides access to ProQuest that offers on-demand, instant access to more than thirty thousand titles in various formats including e-books, audio books, and multi-media. ProQuest materials cover countless subject areas and provide UM students critical information on business, business management and leadership. Hundreds of new titles are added to ProQuest each month.

Ordering Diploma and Transcripts

Registered UM students, as well as former students, may request an additional official diploma and transcript from the administration's Office at UM.

Official diploma and transcript can be ordered electronically by the student through the student portal, Populi, or can be ordered in person, email, or mail. Requests will be sent out via U.S. mail or can be picked up in the University office. If someone other than yourself will be picking-up the transcript, you need to provide a signed release authorizing the third party to pick-up your official transcript. The response time will be usually be within 7-10 business days.

It is the student's responsibility to clear all holds on his or her account before submitting a transcript request. Any hold, such as an outstanding financial balance, will delay or prevent a request from being processed. If you have questions regarding any hold(s) on your record which would delay processing your transcript, please contact UM at 562-455-4988, or email contact@umansford.us

Student Orientation

The Student LMS Handbook provides instruction on navigating the online learning platform. Handbook topics include logging in, navigating LMS, getting to the lessons, working through lessons, viewing class materials, taking examinations and submitting assignments. In addition, online video lectures are available via student portal.

Students with Disabilities

The University is committed to providing equal opportunity for persons with disabilities in full compliance with the American with Disabilities act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973. Students can request special accommodations by voluntarily self-disclosing and providing documentation to the University at studentservices@umansford.us for review. After review, UM will recommend accommodations and notify faculty and staff.

Updating Records

It is the student's responsibility to keep contact information updated. Students may update personal information on the student portal or by contacting the Registrar.

Legal Governance

Governance and Control

University of Mansford Inc.

Board of Directors

San Lo, Chairman

Dr. Hans Chang, Member

Adrian TikLo, CPA, Member

Phuong Le, Member

Advisory Board

Dr. Keith Chau, Member

Larry Ngheunfai, KICPA, Member

Vu Nguyen, Member

Administration

Adrian Tik Lo, CPA, President/ Chief Operating Officer

Dr Edward Kufuor, Chief Academic Officer

Theresa Owen, Chief Student Services Officer

Faculty

Graduate Program

Dr. Edward Kufuor - Doctor of Business Administration- Accounting, Argosy University

Dr. Ali Fallahchay - Doctorate in Business Management, De La Salle Araneta University

Dr. Hans Chang - Doctor of Business Administration, Drake University

Dr. Joseph Lam - Psy.D, Alliant International University

Dr. Catrin Hechl-Novak - Doctor of Business Administration, Northcentral University

Diploma Program

Dr. Edward Kufuor - Doctor of Business Administration- Accounting, Argosy University

Dr. Ali Fallahchay - Doctorate in Business Management, De La Salle Araneta University

David Lam - Masters' Degree in Business Administration, Pepperdine University

Theresa Owen - MsEdu, Alabama Agricultural and Mechanical University

Wallace, So - Masters' Degree in Economics, London School of Economics