UNIVERSITY OF IRVINE

CATALOG
2022–2023

Effective August 1, 2022 – August 30, 2023

TABLE OF CONTENTS

INTRODUCTION

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 The information in this catalog is effective for the indicated academic year unless superseded by a revision.

MESSAGE FROM THE PRESIDENT

It is with great joy and enthusiasm that I extend a warm welcome to each one of you. Your presence at University of Irvine (UI) signifies the beginning of an incredible journey towards knowledge, growth, and success. At UI, our dedicated faculty and staff are wholeheartedly committed to providing you with a high-quality education that goes beyond textbooks. We believe in nurturing not just students, but future leaders and contributors to our global society. As you embark on this academic adventure, remember that the entire UI community is here to support you. Embrace the opportunities for learning and personal development that come your way. Seize each moment with determination and curiosity, for it is through these experiences that you will shape a brighter future for yourself and others.

Dream big, work hard, and know that the journey you are about to undertake is not just about acquiring knowledge but also about discovering your true potential. The faculty and staff at UI are here to guide, mentor, and inspire you every step of the way.

On behalf of the entire UI family, I extend an invitation to join us in advancing towards a future filled with success, achievements, and meaningful contributions. Together, let's make your time at UI a chapter of personal and academic excellence. Welcome to the University of Irvine – where your success is our success. Best wishes for an inspiring and successful journey ahead.

Warm regards,
Pauline Kim

MESSAGE FROM THE CHIEF ACADEMIC OFFICER

We are pleased and honored to invite you here at the University of Irvine. Under the ideology of globalization, digitalization, and practicality of education, our mission is committed to developing the best aptitude for the super-competitive era. Modern technological innovations and changes in the world enable top-notch knowledge transmission and mutual communication that has conspicuous new-fangled. Correspondingly the direction of higher education is facing a significant turning point.

We, the University of Irvine, want to reflect these trends and try our best to free up time and space constraints and produce creative intellectuals more flexibly and conveniently. To this end, we ignite to break down the boundaries of the traditional university system with the following three initiatives: Seeking to create multi-disciplinary expertise by pursuing multiple degrees that break the barriers of major. Seeking to foster multi-national competence by pursuing joint degrees with the world's leading universities that break the boundaries of borders. Trying to develop a hybrid learning environment by establishing an online-offline convergence system that breaks the barriers of delivery media.

I hope all of you, who are welcoming to the University of Irvine, will join the mission of an era that yearns for drastic changes in university education. I wish your family good health and good luck.

Thank you.
Yu Hua An, Ph.D.

ABOUT UI

CONTACT

University of Irvine (UI)
Address: 17801 Cartwright Rd. #203, Irvine, CA 92614
Phone: (949) 490-2297
Email: info@universityofirvine.org
Website: https://universityirvine.org

OFFICE HOURS

Monday - Friday
10:00 AM - 5:00 PM
Pacific Time

HOLIDAYS

Campus is closed on federal holidays:
1. New Year's Day (January 1)
2. Martin Luther King, Jr. Day (third Monday of January)
3. Presidents' Day (third Monday of February)
4. Memorial Day (last Monday of May)
5. Juneteenth (June 19)
6. Independence Day (July 4)
7. Labor Day (first Monday of September)
8. Indigenous Peoples' Day (second Monday of October)
9. Veterans Day (November 11)
10. Thanksgiving Day (fourth Thursday–Friday of November)
11. Christmas Day (December 25)

SEMESTER SYSTEM

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

ACADEMIC CALENDAR

2023 SPRING SEMESTER	JANUARY - APRIL
Application Review	January 3, 2023
Enrollment Period	March 13, 2023 – March 17, 2023
Orientation	March 24, 2023
Course Registration	March 20, 2023 – March 27, 2023

Start of the Semester	March 27, 2023	
Course Add/Drop Period	March 27, 2023 – March 31, 2023	
Course Withdrawal Deadline	April 14, 2023	
Final Examination	June 19, 2023 – June 23, 2023	
End of the Semester	June 23, 2023	
Grade Due	June 30, 2023	
2023 FALL SEMESTER	**SEPTEMBER - DECEMBER**	
Registration Opens	August 28, 2023	Monday
Registration Ends	September 4, 2023	Monday
New Student Orientation	September 1, 2023	Friday
Classes Begin	September 4, 2023	Monday
Last Day to Add-Drop Classes	September 8, 2023	Friday
Last Day to Withdraw (Receive W)	September 22, 2023	Friday
Classes End	December 15, 2023	Friday
2024 SPRING SEMESTER	**JANUARY - APRIL**	
Holiday - Closed: New Year's Day	January 1, 2023	Sunday
Registration Opens	December 18, 2023	Monday
Application Deadline	January 9, 2023	Monday
Registration Ends	January 12, 2024	Friday
Holiday - Closed: Martin Luther King's Day	January 15, 2024	Monday
Classes Begin	January 14, 2024	Sunday
Last Day to Add-Drop Classes	January 19, 2024	Friday
Last Day to Withdraw (Receive W)	February 2, 2024	Friday
Holiday - Closed: President's Day	February 19, 2024	Monday
Classes End	April 27, 2024	Saturday
Grades Due	May 1, 2024	Wednesday
Spring Break	April 28 - May 4, 2024	
2024 SUMMER SEMESTER	**MAY - AUGUST**	
Registration Opens	April 15, 2024	Monday
Registration Ends	May 3, 2024	Friday
Classes Begin	May 5, 2024	Sunday
Last Day to Add-Drop Classes	May 11, 2024	Saturday
Holiday - Closed: Memorial Day	May 27, 2024	Monday
Last Day to Withdraw (Receive W)	May 24, 2024	Friday
Holiday - Closed: Juneteenth	June 19, 2027	Wednesday

Holiday - Closed: Independence Day	July 4, 2024	Thursday
Classes End	August 17, 2024	Saturday
Grades Due	August 21, 2024	Wednesday
Summer Break	August 18-24, 2024	

CAMPUS AND EQUIPMENT

University of Irvine is located in Irvine, CA which is known for its beautiful parks, friendly people, low crime, and great schools. For 16 years in a row, it's been ranked as the safest U.S. city with a population of over 250,000, based on FBI data. Irvine is a city in Orange County. Orange County is home to entertainment and shopping attractions such as the Irvine Spectrum, South Coast Plaza, and The District at Tustin Legacy. The John Wayne Airport is conveniently less than three miles away.

Parking is abundant and free on a first come, first serve basis. An ADA-compliant ramp can be found in the parking garage. This leads to an elevator that can take individuals to the 1st or 2nd floor. On the 1st floor, there is a reception area, administrative offices, and a conference room. A kitchen break room is available for staff and students with standard kitchen appliances, such as a microwave, refrigerator, and freezer. Vending machines that dispense snacks and beverages are available for students. Around the corner, a student break area is available for students to sit, eat, study, relax, and socialize. Near the student break area is a classroom that can comfortably accommodate 20 students. The classroom technology is also set up to deliver instruction virtually. On the 2nd floor, there are three classrooms that can reasonably accommodate 6, 20, and 40 occupants, respectively. All classrooms provide a standard learning environment for students, which includes a whiteboard, an instructor's computer that is connected to the internet, and a large, flat screen TV, which serves as the projection screen. The classroom technology is also set up to deliver instruction virtually. In the open area, there are study tables for students that can fit 12 students comfortably. There is a student lounge area with comfortable seating where students can sit, study, relax, and socialize. The faculty office has two desks for faculty to prepare for class, meet with students, etc. The faculty lounge has seating and provides a quiet place for faculty to sit, study, relax, and socialize. WiFi is available throughout the facility. UI purchased and owns all the furniture and equipment that are necessary, included is a copy of the invoice. UI also makes use of a shared common area and equipment in collaboration with neighboring tenants.

MISSION

University of Irvine (UI) is committed to educating students to be superb professionals and leaders in a global society. Our mission is to promote practical knowledge leading to deep understanding for their own sake and to educate global citizens who have the skills and motivation for the flourishing of individuals and communities. A community of passionate experts, we gather to learn, to discover, to create—to make the world better.

FAITH STATEMENT

University of Irvine (UI) holds fast to the timeless truths of Christianity, our Faith Statement reflects both the enduring wisdom of historic creeds and the contemporary convictions set forth by our Board and administration.

I. God
We believe in the triune God—Father, Son, and Holy Spirit—eternally existing in perfect unity. Our faith is grounded in the authority of the Holy Scriptures, the inspired Word of God, as the ultimate guide for all matters of faith and practice.

II. Jesus Christ
We confess Jesus Christ as Lord and Savior, fully God and fully human, the incarnate Word through whom all things were created and in whom all things find their ultimate purpose. We affirm His atoning sacrifice, resurrection, and imminent return.

III. The Holy Spirit
We embrace the transformative work of the Holy Spirit, empowering believers for righteous living and equipping the Church for service and witness. We seek His guidance in all aspects of life and learning, acknowledging His role in illuminating the Scriptures and convicting hearts.

IV. Humanity
We affirm the inherent dignity of every individual, created in the image of God, yet marred by sin. Through faith in Christ, humanity finds redemption and restoration, enabling us to reflect God's love and pursue justice in our interactions with one another.

V. Salvation
We declare salvation as a free gift of God's grace. This salvation calls us to a life of discipleship, characterized by obedience to God's Word, compassion for others, and a commitment to the holistic well-being of individuals and communities.

As an academic community, University of Irvine (UI) remains steadfast in its commitment to providing an education that integrates faith and learning, nurturing the intellectual, spiritual, and ethical development of our students. This Faith Statement serves as a guidepost for our journey, ensuring that our institution continues to shine as a beacon of Christian values in higher education.

VALUES

At University of Irvine, we are steadfastly committed to creating an ethical and trustworthy environment that fosters the success of our institution and the well-being of our community. This commitment is rooted in our core values, which serve as guiding principles for every member of our institution. We believe that integrity is the foundation of trust, accountability, and excellence.

1. Honesty: We value honesty in all communications and actions. We are committed to transparency, openness, and truthfulness in our dealings.

2. Respect: We recognize and appreciate the dignity of every individual. We promote a culture of respect, treating others with courtesy, empathy, and consideration.

3. Responsibility: We hold ourselves accountable for our actions and decisions. Taking responsibility means acknowledging our mistakes, learning from them, and continually striving for improvement.

4. Fairness: We are dedicated to fairness and justice in all our practices. Our policies and procedures are designed to be equitable, ensuring that everyone is treated impartially and without bias.

5. Compliance: We adhere to all applicable laws, regulations, and ethical standards. Compliance is non-negotiable, and we actively work to stay informed about legal and regulatory requirements relevant to our operations.

6. Confidentiality: We safeguard confidential information entrusted to us. Protecting the privacy and confidentiality of individuals and sensitive data is paramount in maintaining trust.

7. Professionalism: We conduct ourselves with professionalism in all aspects of our work. This includes maintaining a high level of competence and delivering quality services.

INSTITUTIONAL OBJECTIVES

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

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

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

STATE OF CALIFORNIA APPROVAL AND AUTHORIZATION

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

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. "Approved to operate" or "approved" means that an institution has received authorization, pursuant to the California Private Postsecondary Education Act, to offer the public and to provide postsecondary educational programs. This does not imply that the Bureau endorses programs or that Bureau approval means the institution exceeds minimum state standards [CEC §94909(a)(2) and §94897(I)].

University of Irvine or any of its degree programs are not accredited by an accrediting agency recognized by the United States Department of Education. The University's educational programs will not be eligible to sit for the applicable licensure exam in California and other states. The University's degree programs are not recognized for some employment positions, including, but not limited to, positions with the State of California. The University's educational programs are not

designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the state of California.

SCHOOL PERFORMANCE FACT SHEET

As a prospective student, students are encouraged to review the School Performance Fact Sheet that includes student achievement data, which must be provided prior to signing an enrollment agreement. Applicants must sign and date the first page and initial the rest of the pages of the School Performance Fact Sheet and submit it with the application.

CATALOG

Before enrollment, University of Irvine provides a prospective student, either in writing or electronically, with a school catalog.

NON-DISCRIMINATION STATEMENT

University of Irvine states that students of any race, gender, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students are equal to have the right to admission. Everyone has equal opportunity and access to UI's educational programs, administration, and activities. UI also hires staff and faculty without discrimination regarding the above.

LANGUAGE INSTRUCTION

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

BANKRUPTCY

University of Irvine does *not* have a pending petition in bankruptcy; is *not* operating as a debtor in possession; has not filed a petition within the preceding five years; and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

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

STUDENT AND EXCHANGE VISITOR PROGRAM (SEVP)

The University does not accept Student and Exchange Visitor Program (SEVP) international students. Accordingly, the institution does not provide visa services nor vouch for student status.

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

The transferability of credits you earn at University of Irvine is at the discretion of the institution to which you may seek to transfer. Acceptance of the credits, degree, or certificate you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate you earn at this institution is 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 sure that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending University of Irvine to determine if your credits, degree, or certificate will transfer.

LEADERSHIP

BOARD OF DIRECTORS

Hong Doan
Jay Chung
Jing Hui Wen
Kwang Young Kim
Pauline Kim
Yuhua An

ADMINISTRATION

President / Chief Executive Officer (CEO):
Chief Academic Officer (CAO): AN, Yu Hua
Chief Financial Officer (CFO):
Chief Operations Officer (COO):
Librarian:

FACULTY

AN, Yu Hua
Professor at Yonsei University, S. Korea
Ph.D. Business Administration Specialized in Finance, Korea University

AMAREEN, Omar
Ph.D. in Economic Planning; Plekhanov Russian University of Economics; Moscow, Russia
M.S. in Economic Planning; Plekhanov Russian University of Economics; Moscow, Russia
B.S. in Economics; Plekhanov Russian University of Economics; Moscow, Russia

CHOI, Kanghwa
Professor in Business School of Hansung University, S. Korea
Ph. D in Operations Management, Seoul National University

GHORAISHI, Seyed
D.B.A.; Argosy University; Orange, CA

M.B.A.; Argosy University; Orange, CA
B.S. in Civil Engineering; Middle East Technical University; Ankara, Turkey

KANG, Yoon-Sig
CEO of Dreamize co. Ltd.
Ph.D. Computer Science: 3D Graphics, Yonsei University

LEE, Jaehyung
B.S. Statistics, Seoul National University
M.S. Statistics, Seoul National University
Ph.D. Statistics, Iowa State University

LEE, Seongback
B.S. Industrial Engineering, Seoul National University
M.S. Industrial Engineering, KAIST
Ph.D. Industrial Engineering, KAIST

MOON, Jong Beom
B.S. Business Administration, Boston University, Boston, MA
M.B.A. Seoul National University, Seoul, S. Korea
Ph.D. Business Administration, Seoul National University, Seoul, S. Korea

PARK, Jeong Soo
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M.B.A. Seoul National University, Seoul, S. Korea
Ph.D. Business Administration, Seoul National University, Seoul, S. Korea

SHERM, Alex
D.B.A.; Westcliff University; Irvine, CA
M.S. in Economics; Academy of Government Administration Under the President of the Republic of Uzbekistan; Tashkent, Uzbekistan

SHIN, Kil Ho
Bachelor of Engineering in Computer Science, Yonsei University, Seoul, South Korea
M.S. in Cognitive Science, Yonsei University, Seoul, South Korea
Ph.D. in Research and Experimental Psychology, University of Southern California, Los Angeles, CA

SIEGMUND, Joseph
A.A. in Business Administration, American Intercontinental University, Hoffman Hills Estates, IL
Bachelor of Business Administration, American Intercontinental University, Hoffman Estates, IL
M.B.A., Saint Leo University, Saint Leo, FL
Ph.D. in Organizational Leadership; Northcentral University; San Diego, CA

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

UGAS, Luz

B.A. Economics/International Area Studies with Accounting & Computer Emphasis, University of California, Los Angeles (UCLA)
M.B.A. with Finance Emphasis, Pepperdine University, Malibu, CA

WILKINS, PENNY
Doctor of Management in Leadership, University of Phoenix, Arizona
Master of Science Education-Online Teaching & Learning, California State University, Hayward
Master of Arts Organizational Management, University of Phoenix, Arizona
Bachelor of Arts Management, University of Phoenix, Arizona

YOUN, Seokjin
B.A. Business Administration, Yonsei University, Seoul, S. Korea
M.B.A. Yonsei University, Seoul, S. Korea
D.B.A. Yonsei University, Seoul, S. Korea

YUN, Seokyong
B.S., in Metallurgical Engineering, Yonsei University, Seoul, S. Korea
Master of Information Industry, Soongsil University, Seoul, S. Korea
Doctor of Engineering in IT Policy and Management, Soongsil University, Seoul, S. Korea

ACADEMIC PROGRAMS

GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION (GCBA)

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

Admission Requirements
1. Evidence of an earned high school diploma, General Educational Development (GED) test, or the successful completion of 12 semester units earned at an appropriately accredited postsecondary institution or foreign equivalent. Exceptions may be made on a case-by-case basis.
2. Possess computer and internet skills sufficient to effectively participate in an online learning environment and conduct research at the undergraduate level.
3. Demonstrate English proficiency.

Maximum Total Transfer Credit Awarded
0 units

Components of the Program and Time Limit for Completion
The program is an 18 semester unit program. The course of study usually spans one year. Students must complete their studies within two years, beginning on their first registration for the program.

Course Sequencing
CGBA students may take their required courses in any order.

Program Learning Objectives (PLO)
Upon successful completion of the program, the graduate will be able to:
1. Exhibit continuous development in knowledge, skills, and competence.
2. Demonstrate the ability to communicate effectively.
3. Apply critical thinking skills.
4. Integrate learning by connecting subjects and experiences to effectively address situations, challenges, or opportunities.

Curriculum

Category	Course	Semester Units
Required	BUS 590 Business Strategy	3
Required	ECN 500 Managerial Economics	3
Required	FIN 500 Financial Management	3
Required	MGT 810 Leading Innovation and Change	3
Required	MKT 500 Marketing Management	3

Required	MKT 520 Strategic Brand Management	3
	Total Units	**18**

Graduation Requirements

1. Complete 18 semester units of prescribed curriculum.
2. Complete all required coursework with a minimum 2.0 grade point average (GPA).
3. Meet all financial obligations.
4. Apply for graduation.

Licensure

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

Occupation and Job Titles

Students who graduate are prepared to seek employment in the following fields: Marketing Managers (11-2021); Sales Managers (11.2022.00); Administrative Services Managers (11-3012.00) [2018]; Cost Estimators (13-1051.00); Accountants (113-2011.01) [from the United States Department of Labor's Standard Occupational Classification Codes]

ADMISSIONS

ADMISSIONS PROCEDURES
Certificate Program Application Procedures

Step 1: Review Program Requirements
Before starting the application process, carefully review the specific requirements for the certificate program. Ensure that you meet all eligibility criteria, including educational background, work experience (if applicable), and any other prerequisites.

Step 2: Gather Required Documents
Collect all necessary documents for your application. Common requirements may include:
1. A completed application form.
2. Evidence of an earned high school diploma, General Educational Development (GED) test, or the successful completion of 12 semester units earned at an appropriately accredited postsecondary institution or foreign equivalent. Exceptions may be made on a case-by-case basis.
3. Candidates whose high school instruction was not conducted in English must demonstrate their ability to read, write, and speak English.
4. A signed School Performance Fact Sheet (SPFS).
5. A digital headshot photo.
6. A digital copy of a Government issued ID card.

Step 3: Online Application Submission
Complete the online application form. Ensure that you provide accurate and up-to-date information. Pay the required application fee, if applicable. The fee amount and payment methods will be specified in the application guidelines. Some institutions may offer fee waivers or discounts, so check for any available options.

Step 4: Admission Decision
Once the review process is complete, you will receive an admission decision. If accepted, follow any additional instructions provided to secure your spot in the program. If denied, a notice will be sent to the applicant informing the applicant of the decision.

Step 5: Accept/Refuse Admission Offer
If the applicant wishes to refuse the offer of admissions, they should simply notify UI. If the applicant wishes to accept the offer of admissions, the applicant will be required to sign and submit the admissions enrollment documents provided upon acceptance.

Step 6: Official Enrollment
Once the admissions enrollment documents are received, applicant will be issued an official enrollment letter and student identification number (SID#).

Step 7: Register For Classes
Students are required to register for classes. UI staff will assist with this process. Registration requires choosing the appropriate classes for the term.

Step 8: Tuition Payment

Payment for tuition will be due prior the class start date.

ADMISSIONS APPLICATION PACKAGE ITEMS
The admissions application package is a collection of documents and information submitted by prospective students seeking enrollment at UI. See descriptions of each item required.

1. **Application Form**
Complete all items on the Application Form. Type on the form ensuring that the details are legible. Make sure the Application is submitted before the deadline.

   The application also includes the **Computer and Internet Skills Self-Assessment.** UI recommends computer and internet skills sufficient to effectively participate in UI's learning model and conduct research at the appropriate level. Applicants must complete the Computer and Internet Skills Self-Assessment in the Application Form.

2. **Previous Education - Certificate Program**
UI shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. Evidence of one of the following must be provided:
   a. High school diploma. A copy is acceptable. Must be translated in English;
   b. General education diploma (GED);
   c. Academic credentials (original transcripts and/or foreign credential evaluation) of successful completion of 12 semester units earned at an appropriately accredited postsecondary institution or foreign equivalent. Exceptions may be made on a case-by-case basis.

3. **English Proficiency**
Proficiency in reading, writing, speaking, and understanding English is essential to the student's success at UI. Since classes are taught in English, an applicant must demonstrate their ability to read, write, and speak English. If English is not the applicant's native language, they will be required to provide proof of English Proficiency through one of the following ways:
   a. Standardized Exam Score (Certificate, Associate, Bachelor Level Program)
      i. TOEFL iBT: 61+
      ii. TOEFL: 500+
      iii. TOEIC: 670+
      iv. GRE (Old / New): 400 / 140
      v. IELTS: 5.5+
      vi. iTEP: 3.5+
      vii. PTE: 50-53
      viii. Duolingo English Test: 90+
      ix. LanguageCert: 60-64
   b. A High School Diploma: For undergraduate applicants only, provide evidence of a high school or secondary diploma where the medium of instruction is English.
   c. Credit Hours in English: For undergraduate applicants, provide a transcript indicating completion of at least 12 semester, or 18 quarter hours of credit, or 180 contact hours. For graduate applicants, provide a transcript indicating completion of at least 9 semesters, or 13.5 quarter hours of credit, or 135 contact hours. Credits must be

from an appropriately accredited institution or foreign equivalent where the language of instruction was English with an average grade of "C" or higher. If credits are from a foreign institution where the language of instruction is not evident, the applicant must include a mode of instruction (MOI) letter. Units from English language training institutions do not count towards this requirement.

d. Degree from an English Speaking Institution: Provide a transcript indicating completion of a degree from an appropriately accredited institution or foreign equivalent where English was the language of instruction. If the degree is from a foreign institution where the language of instruction is not evident, the applicant must include a mode of instruction (MOI) letter.

4. **School Performance Fact Sheet (SPFS)**
   As a prospective student, students are encouraged to review the School Performance Fact Sheet that includes student achievement data, which must be provided prior to signing an enrollment agreement. Applicants must sign and date the first page and initial the rest of the pages of the School Performance Fact Sheet and submit it with the Application Form.

5. **Headshot Photo**
   A current photo that is no older than 6 months is required. The photo shall be used for the student identification card and uploaded to the student's profile. Photo should be facing straight forward in front of a white background, like a passport photo. NO SELFIE's. Remove accessories, such as a hat, scarf, hoodie, or handkerchief. Glasses are OK. Photo must be in JPEG, PNG, PDF.

6. **Government-Issued Identification Card**
   Acceptable forms of Identification can be:
   a. Passport
   b. Permanent resident card
   c. Driver's licenses or other state photo identity cards issued by Department of Motor Vehicles

7. **Application Fee**
   Submitting the Application Form requires a non-refundable application fee. See current Fees List.

TRANSFER OF CREDIT

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

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

1. Credits earned from state-approved, accredited, or foreign equivalent institutions can be

accepted.

2. UI reserves the right to deny credit for specific courses.
3. Credits accepted in transfer must be at a 'C' or higher grade level.

Maximum Transfer Credits Awarded

1. Certificate Level. No transfer credit will be awarded at the certificate level.
2. Undergraduate Level. A maximum of 90 credits may be awarded for a combination of transfer credit.
3. Master Level. No more than 6 units of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree.
4. Doctorate Level. No more than 30 units of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Doctoral degree.

TYPES OF CREDIT AWARDED

Evaluation of Transfer Credit (TRC)

UI will consider awarding credit from other institutions. An applicant must file an application for admission, satisfy all admission requirements, and submit original transcripts from all post secondary institutions attended. Credit earned for courses for which a grade of "C" or higher will be considered for transfer. UI considers the accredited status of the transferring institution as a major factor, but not the sole determinant of the transfer decision. There is no age limit to the academic credit which has been completed. The Admissions Office has the sole discretion to award transfer credits. If a student wishes to ask for reconsideration of this decision, they may contact the Admissions Office. The maximum amount of transfer credit that may be granted for each program level is detailed below:

Program	Maximum TRC Units Awarded
Certificate	0
Associate Degree	45
Bachelor Degree	90
Master Degree	6
Doctor Degree	30

Reasons for refusal of transfer credits:
1. The course is not comparable to the academic objectives of UI.
2. The course level is not the same level to apply toward the degree. For example, a student is trying to apply credit from a lower division course (100-499) toward an upper division course (500+).
3. Students are trying to transfer duplicate content.

Appeal the decision to reject transfer credits:
If the student decides to appeal the transfer credit denial decision, their first step is to reach out to the admissions representative. The admissions representative will assist the student by providing a

timeline and instructions for submitting the documentation necessary to evaluate the student's decision and begin the appeal process. Students should contact a representative via admissions@irvineuniversity.org and include "TRC Appeal" in the subject line. Be sure to include the following in the body of the email:

1. Student's full name
2. Date of birth
3. Phone

ADMISSIONS TERMS

Applications for admission are accepted throughout the year. There are two (2) enrollment terms per calendar year. Applicants are urged to apply in a timely manner for the desired enrollment term. Admissions Applications should be submitted 30 days prior to the term of enrollment to ensure timely processing.

1. Spring Semester (January-April)
2. Fall Semester (September-December)

GRADUATION REQUIREMENTS

Graduation is a significant accomplishment and tells a great deal about a student's dedication and willingness to finish what they started. The challenge to earn a degree in any of the University's programs is exciting, but reaching their academic goals is something of which they will always be proud. A student is awarded the degree when they:

1. Successfully completed all academic requirements in the program of study.
2. Has an overall grade point average of 2.0 at the undergraduate level and 3.0 at the graduate level.
3. Meet all academic and financial requirements.
4. Apply for graduation.

Allow 8 weeks to receive the Graduation Package; international students please allow up to 12 weeks, which includes shipping.

ADMISSIONS NOTIFICATION AND REGISTRATION

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

SIGNING ENROLLMENT AGREEMENT

All students are required to sign an Enrollment Agreement outlining the entire course of study, tuition and fees, and a statement that University of Irvine reserves the right to raise tuition at any time. The enrollment agreement signed by a prospective student will not become valid and binding until the student visits UI or attends the first instruction class. Prospective students are encouraged

to visit the campus before the first day of class for a tour of campus facilities, to ask questions about the program, and to obtain other information that may affect the student's decision to enroll.

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

WITHDRAWAL FROM THE INSTITUTION

Those students who want to withdraw temporarily from UI but intend to remain as continuing students should obtain a Leave of Absence approval. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Students who fail to register for one (1) mandatory semester without approval will be considered withdrawn from UI. Such students must apply for re-admission to complete their program of study at UI. Non-attendance of classes or stopping a check for payment does not constitute withdrawal from UI. Notification must be in writing. The following must take place for any student to withdraw from UI:

- Notify UI of your withdrawal intent by completing a Withdrawal Notice Form.
- Clear all outstanding debt with UI.

READMISSION POLICY

Students who are administratively withdrawn due to academic probation or suspension are advised to show evidence of positive life change and academic progress in support of their application at which time they will be considered for readmission.

Students who are administratively withdrawn due to financial delinquency are required to pay off their current account balance at which time they will be considered for readmission.

Former students who have exceeded their leave of absence must reapply for admission.

No one will be permitted to register for classes until officially readmitted or reinstated to UI. Students are subject to degree requirements in the catalog of the re-entry year.

METHOD OF INSTRUCTION

UI offers offline, online, and hybrid methods of instruction.

- **Offline (On Campus):** This delivery method allows faculty and learners to meet in person or as a group for regularly scheduled class sessions on campus. The face-to-face format can bring about synchronous student-instructor and student-student interaction.
- **Online:** Instruction is provided via the internet, and no in person attendance is required. This format is a virtual classroom where course instruction, course content, and external resources such as academic links are provided to learners physically separated from instructors. Instructions are provided electronically and asynchronously. Students in online courses watch and listen to lectures and complete assignments electronically. Students

participate in discussion boards or chat sessions.
- **Hybrid:** The hybrid program involves both face-to-face and distance delivery formats.

ONLINE DISTANCE LEARNING

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

Nature and Method

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

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

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

Technical Facilities and Security of Systems for Distance Learning

University of Irvine maintains adequate facilities and equipment to ensure quality online education programs. Facilities/equipment are maintained for quality education. Distance learning facilities/equipment include two (2) computers, two (2) High Definition Video Cameras, two (2) highly sensitive microphones, and lecture recording/editing software. In addition, the University's comprehensive annual survey of operational and educational effectiveness includes students' evaluation of the adequacy of technical/physical plant facilities and technical assistance services.

Technical Assistance and Training

UI may provide technology training sessions for students, faculty, and staff during the first week of each semester to equip them with essential concepts and skills for using hardware, software, the internet, and online educational programs. This training session is also provided electronically to online students and faculty at the University's website. UI's tech support will respond to individual technical needs and inquiries.

Ensuring the Capability of Involving Online Learning Environment

To ensure students learn successfully online, the University requires them to conduct

self-assessment on their computer/internet skills before enrolling in online courses.

New students must complete an orientation before entering the course. In this regard, students are required to attend an online course workshop posted at https://ui.populiweb.com/. Through this workshop and/or tutorial, students will ascertain the nature, structure, components, and academic requirements of the online courses, a delivery system, and technological skills.

Course instructors are expected to reply to students' course and academic inquiries within less than 48 hours. The UI student support team will provide advising services and assist students with questions concerning technical support and delivery methods.

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

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

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

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

Upon a security breach being noticed, UI will immediately notify students of such a breach by email, text, phone call, website, and/or campus bulletin board. UI's technical support team will seek to identify the cause of any breach and provide a proper resolution, including requesting that students change their login IDs and passwords.

Faculty Participation in Distance Learning Program Oversight
The faculty of University of Irvine is actively involved in the evaluation and oversight of distance education, ensuring both the rigor of the programs and the quality of instruction. During each semester, faculty members report any problems or suggestions. The faculty's feedback and suggestions are taken seriously and reflected upon for the next semester and long-term planning.

ACADEMIC POLICIES

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

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

COMPLETION TIME

Minimum Completion Time: Students must be enrolled for a minimum of two academic semesters to complete a certificate, undergraduate degree, or master degree program. Doctoral programs must be completed in no less than three years from the date of initial enrollment.

Maximum Completion Time: Students are required to complete a degree program within 150% of the standard time of completion from the date of initial enrollment.

Degree Program	Standard (Years)		150% (Years)	
	Full-Time	**Part-Time**	**Full-Time**	**Part-Time**
Certificate	1	2	1	2
Associate	2.5	5	3.75	7.5
Bachelor	5	10	7.5	15
Master	2	2	3	3
Doctoral	4	4	6	6

CONTINUING REGISTRATION

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

COURSE REGISTRATION REQUIREMENTS

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

LATE REGISTRATION

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

ADDING AND DROPPING COURSES

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

- All add/drop courses are subject to the approval.
- For dropped courses, refunds are calculated from the date the Course Change Form is received.
- A grade of W (Withdrawal) will be placed on the student's transcript for a course officially dropped after the start of the second week.

COURSE WITHDRAWAL

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

UNITS OF CREDIT

UI uses the Carnegie unit to measure semester credit hours awarded to students for course work. A semester credit hour is measured by the number of hours of academic engagement and preparation (homework). A semester credit hour is defined as 15 hours of academic engagement and 30 hours of preparation—totaling 45 hours of student work for an academic semester credit hour.

Student work includes direct or indirect faculty instruction. Academic engagement may include, but is not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, an interactive tutorial, computer-assisted instruction, attending a study group that is assigned by the institution, contributing to an academic online discussion, initiating contact with a faculty member to ask a question about the academic subject studied in the course, laboratory work, externship, or internship. Preparation is typically homework, such as reading and study time and completing assignments and projects.

GRADING SYSTEM

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

Letter Grade	Percentile	Grade Points	Quality of Performance
A	90–100%	4.0	Outstanding
B	80–89%	3.0	Good
C	70–79%	2.0	Satisfactory
D	60–69%	1.0	Very Poor
F	59% or lower	0	Failure

A	Work of the highest quality in all areas; mastery of facts and concepts; creativity; ability to evaluate data and trends.
B	Adequate mastery of facts and concepts; creativity and analytical ability, but with some weaknesses and room for improvement.
C	Sufficient grasp of facts and general competence of the subject.
D	Insufficient grasp of facts and competence of subject. Students who do not demonstrate improvement are subject to dismissal.
F	Failure to achieve minimum quality or production of work.
W	Withdrawal from a class.
I	Incomplete work at the end of the course. This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an "F."
P	Pass

SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) involves maintaining a required CGPA of 2.0 for undergraduate students and 3.0 for graduate students, completing 67% of attempted courses per term, and finishing a program within 100% of the approved duration. Failure to meet SAP leads to Academic Probation. If not rectified in two consecutive semesters, it may result in administrative withdrawal. A third consecutive failure results in automatic withdrawal. Students facing withdrawal can petition for re-eligibility by resolving issues and seeking approval from the Chief Academic Officer or Director, evaluated case-by-case.

REPEATING COURSES

Students may repeat only the courses in which D, F, or W grade was given. Whenever a course is repeated for credit, only the highest grade earned will be the official grade and will be used for computing the grade point average. However, original grades will also be shown in the student's transcript. Grades of F (failure), W (withdrawn), R (repeat), and I (incomplete) are counted as hours attempted. Grades of F (failure) and W (withdrawn) are not counted as hours successfully completed. The student must repeat any required course in which a grade of F or W is received.

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

GRADE CHANGE

Students who have questions regarding their grade and believe the grade awarded is demonstrably improper by reason of capricious or arbitrary grading should confer directly with the instructor of the course within two weeks of receiving the Final Grade. Students who are unable to arrive at a mutually agreeable solution may file a Final Appeal with the Chief Academic Officer (CAO). The student must submit the Change of Grade Form to the CAO and provide appropriate reasons and evidence for the grade change. The CAO has the final decision to either change the grade or keep the grade "as is. Complaints received after two weeks are not entertained.

COURSE LOAD

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

INCOMPLETE GRADES

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

ATTENDANCE POLICY

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

LEAVE OF ABSENCE (LOA)

A leave of absence must be approved to avoid withdrawal status. The duration of an approved leave of absence will not be included in calculating a student's maximum allowed time frame to

complete the degree program. A student who wishes to take a leave of absence must make a request by completing the Request for Leave of Absence form. A leave of absence is valid for up to 4 months (1 semester), except for medical necessity, military, or incarceration LOA which are extendable for 3 semesters. The leave of absence is effective only when the request is granted permission. A student who has taken a leave of absence without approval will not be considered a continuing student without persuasive reason(s) and evidence to substantiate such absence. Suppose a student anticipates being unable to enroll for one or more semesters. In that case, he or she must file a Leave of Absence form. Specific dates and signatures must be provided, and specific conditions for the resumption of the study will be prescribed. A student who does not file a leave of absence and fails to register for the following semester is considered to have unofficially withdrawn from the program and may be subject to readmission provisions.

ACADEMIC DISHONESTY

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

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

ACADEMIC HONORS

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

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

ACADEMIC PROBATION AND DISMISSAL

Students will be placed on academic probation if a 2.0 graduate grade point average is not maintained. A student on academic probation may only enroll for a maximum of 9 hours until their GPAs reach the minimum requirement of 2.0. Failure to achieve a minimum GPA after two consecutive semesters result in dismissal.

EVALUATION OF COURSE AND INSTRUCTOR

At the end of each semester, students are asked to complete an evaluation of their instructors. Evaluations are one of several tools the administration uses to assess the effectiveness of

instruction. Instructors will also receive summaries of the results.

STUDENT RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment of FERPA, and California Education Code: 67100 ff, provide generally, that (1) the student shall have the right of access to their educational records, and (2) educational institutions shall not release educational records to non-school employees without consent of the student. "Students" as used in this notice include former students.

DISCLOSURE OF STUDENT RECORDS

With several exceptions provided by law, UI cannot release information concerning students to prospective employers, government agencies, credit bureaus, etc., without the written consent of the student. Students and alumni applying for jobs, credit, graduate school, etc., can expedite their applications by providing UI with written permission to release their records, specifying which records and to whom the release should be made.

AVAILABILITY OF STUDENT RECORDS

Student records are maintained for five (5) years after departing UI. Students have access to their own personal records during regular business hours upon reasonable notice, but access can only be had in the presence of a duty-authorized University representative. Transcripts are kept permanently.

RIGHTS AND ACCESS BY OTHERS

The law provides that the right of access to student records is available to authorized officials of State or Federal agencies when such access is necessary for audit or evaluation of educational programs supported by such agencies.

RULES OF CONDUCT

DRUG-FREE CAMPUS POLICY

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

SEXUAL HARASSMENT POLICY

UI does not tolerate sexual harassment and seeks freedom from all forms of harassment for students, faculty, staff, and applicants who seek to join UI. Any person violating UI policy on sexual

harassment is subject to disciplinary action such as reprimand, suspension, or termination of employment or enrollment. The type of disciplinary action imposed will depend on the severity of the offense. Harassment based on race, color, national origin, ancestry, religion, physical conduct or mental disability, marital status, sexual orientation, or age includes behavior that is expressly prohibited by this policy and is in accordance with applicable state and federal law and will not be tolerated.

STUDENT CODE OF CONDUCT

Each student is expected to observe all institutional policies established for academic and non-academic matters while enrolled at UI. Students are expected to maintain a professional appearance and demonstrate a cooperative and respectful attitude toward all they encounter. Students should strive to develop their ethical and moral character, high professional competence, a sense of composure, and, above all, compassion. This includes the student's attitudes, actions, appearance, and attire. Students are expected to abide by these guidelines.

1. **Respect for Others:** Students are expected to treat others with respect, kindness, and consideration. This includes refraining from bullying, harassment, discrimination, or any behavior that interferes with the rights of others to feel safe and respected.
2. **Academic Integrity:** Students are expected to uphold academic integrity by submitting their own work, giving proper credit to sources, and refraining from cheating, plagiarism, or other forms of academic dishonesty.
3. **Attendance and Punctuality**: Students are expected to attend classes regularly and arrive on time. Chronic tardiness or unexcused absences may result in disciplinary action.
4. **Compliance with Rules and Policies:** Students are expected to follow all school rules, policies, and regulations, both in and out of the classroom. This includes rules related to dress code, technology use, and behavior on school grounds.
5. **Prohibited Behaviors:** Students are prohibited from engaging in certain behaviors, such as vandalism, theft, possession or use of drugs or alcohol, violence, or threats of violence.

Students can be dismissed from UI for disruptive behavior that goes against its educational mission, including but not limited to the following:

1. Forgery, alteration, or misuse of institutional documents, records, or identification, or providing false information to UI.
2. Misrepresentation of oneself or an organization as an agent of UI.
3. Obstruction or disruption of the educational or administrative process, or other campus functions.
4. Physical abuse, or threats of such abuse, to any member of the campus community or their family, on or off campus.
5. Possession of firearms or weapons.
6. Theft or intentional damage to UI property or property owned by a member of UI.
7. Unauthorized entry, use, or misuse of UI property.
8. Sale, possession, or use of alcoholic beverages, dangerous drugs, restricted dangerous drugs, or narcotics, except as lawfully prescribed or permitted.
9. Lewd, indecent, or obscene behavior on UI property.
10. Abusive behavior toward a member of the UI community.
11. Soliciting or assisting in any act that would subject a student to dismissal, suspension, or

probation.

12. Cheating, bribery, or plagiarism.

In the event of a violation of the student conduct expectations, disciplinary procedures will be followed. This may include a verbal warning, written warning, detention, suspension, or expulsion, depending on the severity of the offense. Students facing disciplinary action have the right to due process, including the opportunity to present their side of the story, have a fair and impartial hearing, and appeal any disciplinary decisions. Clear communication of these expectations and fair enforcement are vital for fostering a safe and positive learning environment.

COMPLAINTS

UI desires to resolve fairly and promptly any complaints which may arise. Students, faculty, and employees should try to work out the problem by discussing it with those closest to it. Suppose the problem is unable to be resolved at the interpersonal level, a Complaint Form may be submitted. A committee may be formed to look into the matter to determine the validity, and oversee the process in its entirety.

The Inquiry and Formal Investigation may include questioning the accuser, the accused, persons with pertinent information, and examining any pertinent materials. Most complaints are resolved informally through discussions during the Inquiry stage. If the Inquiry reveals evidence of a Code of Conduct violation, UI will launch a Formal Investigation in order to determine the factual details of the incident and the appropriate course of action in reaching a resolution.

If the complaint is anonymous, investigation will be hampered in responding in a meaningful way. As with all concerns raised, the best approach is to actively listen, document the complaint, and respond with an appropriate level of urgency based on all the information available. To make a formal grievance, use the [Complaint Form](#).

CONTACTING THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Any questions a student may have regarding this catalog have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Website: www.bppe.ca.gov
Telephone: (888) 370-7589 or (916) 574-8900
Fax: (916) 263-1897 or (916) 263-1897

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

STUDENT SERVICES

ACADEMIC ADVISING AND COUNSELING

Students are encouraged to seek academic advising each semester to ensure proper class registration. It's the student's responsibility to consult with their assigned advisor for course scheduling and degree requirements. If facing academic difficulties beyond course material, advising can help identify and address issues like anxiety or study skills. UI offers a supportive environment for students to address personal, academic, or career concerns.

HOUSING

UI does not offer on-campus or off-campus student housing. Housing is the student's responsibility. However, the surrounding area provides ample housing options for students. Various private housing agencies are available to assist students in locating suitable accommodations. Additionally, local newspapers and free publications offer comprehensive listings of available housing in the area, providing students with a wide range of choices.

PARKING

Parking is free at the Irvine, CA campus in the back of the building. The recommended parking structures are not affiliated with UI. UI cannot and does not assume liability or responsibility for vehicles or its contents while it is in the parking lot.

CAREER PLANNING & PLACEMENT

UI programs do not prepare graduates for a specific occupation or employment and do not provide formal career planning services. All students are encouraged to speak with the staff, faculty, and instructors regarding career and professional planning.

STUDENT ACTIVITIES

Student activities are important for students to develop personally and professionally. UI-sponsored activities introduce students to the campus environment and allow students to engage in dialogue and leadership development outside course-specific discussions. Student activities are available to all enrolled students. They are required to be structured as inclusive of all members of the UI student community. They may not restrict membership or establish membership criteria that discriminate based on race, religion, age, national origin, gender, sexual orientation, or handicap. The student activities program strengthens student socialization, leadership, and collaborative skills. It offers encouragement to those who are transitioning to the UI life and introduces students to many diverse social and cultural events.

LIBRARY AND LEARNING RESOURCES

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

regarding research needs and information literacy, via telephone or email, seven days a week.

The Librarian supports and assists instructional and educational needs for students and faculty as follows:
- Develop and administer policies, rules and regulations regarding learning resource and instructional technology services.
- Coordinate learning resource services with administration, faculty, and students.
- Support faculty in curriculum matters and actively serve as student resource guides.
- Plan and develop learning resources and instructional technological support.
- Prepare reports, surveys, studies and analysis of learning resources and technological support.
- Assist the Chief Academic Officer with special assignments.
- All library services are inclusive of the tuition fees paid by students. Library hours are open during normal business hours. The library is closed on federal holidays.

Description of Library Service and Holdings
The library assists students, faculty, and staff in attaining their educational and informational goals in a supportive library environment. They have access to resources in the library.
- Total Number of Volumes: about 4,000
- Volumes on business: about 1,400
- Volumes on social studies: about 1,200
- Volumes on humanity: about 200
- Volumes on Science: about 1,200
- Periodicals: 8 (4 on Business, 4 on Data Science & Engineering)

Bibliographic Search System and Online Databases
Students can do a bibliographic search and access digital texts for online learning resources using the following search engines.
1. Directory of Open Access Journals – Name of Database System: Research Library, ProQuest (Multidisciplinary coverage, 150 subject areas, over 6,400 periodical titles).

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

- Social sciences
  - Engineering and technology
  - Women's studies
2. Open Library for business and economics:
   https://openlibrary.org/subjects/business__economics
3. Open Access Journal for business magazines – Business: https://doaj.org/subjects
4. Cornell Univ. Articles about labor and employment statistics
   http://guides.library.cornell.edu/c.php?g=31400&p=207469
5. Entrepreneurship for research and statistics
   https://eiexchange.com/search?search=Research,
   http://www.oecd.org/industry/business-stats/
6. General encyclopedia – Columbia Encyclopedia, 6th edition
   https://www.factmonster.com/encyclopedia
7. Google Scholar – This index provides the bibliographical information of roughly 160,000,000 titles. Many of these titles are open-access in PDF, HTML, and DOC formats.

GRADUATION

Graduation from UI is a significant accomplishment and tells a great deal about a student's dedication and willingness to finish what they started. The challenge to earn a degree in any of the University's programs is exciting, but reaching their academic goals is something of which they will always be proud.

A student is awarded the degree when they:
- Successfully completed all academic requirements in the program of study.
- Has an overall grade point average of 2.0 at the undergraduate level and 3.0 at the graduate level.
- Meet all academic and financial requirements.
- Apply for graduation.

Graduation does not occur automatically. Students must submit a Graduation Petition Form along with payment before the specified deadline.

Allow 4-6 weeks to receive the Graduation Package; international students please allow up to 8 weeks, which includes shipping.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition and fees may be paid online. UI accepts cash, check, bank wire or credit card payments.

Billing for tuition and fees is done on a semester basis. However, the student may make one payment in full for the entire academic year. Instructions for payment are available to students at the time of registration. It is the student's responsibility to obtain and pay bills on time. Students who fail to do so are charged a late registration fee.

Tuition (per semester hour)

- Certificate in Business Administration: $300

Fees
  - Application Fee (one-time non-refundable): $100
  - Student Tuition Recovery Fund (non-refundable): $0
  - Registration Fee (per semester): $20
  - Late Registration Fee: $20
  - Drop/Add Fee (per course): $10
  - Library Fee (per semester): $20
  - Transcript (per copy): $10
  - Enrollment Verification: $10
  - Certification Fee (per copy): $10
  - Transfer Credit Fee (per credit): $10
  - Graduation Petition Fee (non-refundable): $50
  - Late Graduation Petition Fee: $25
  - Graduation Fee – GCBA: $300
  - Returned Check Fee: $20

TUITION CHARGES

Tuition Charges for the Entire Program	Units	Per Unit	Tuition	App*	STRF*	Total
Graduate Certificate in Business Administration (GCBA)	18	$300	$5,400	$100	$0	$5,500

Tuition Charges for a Full-Time Semester (4 months)	Units	Per Unit	Tuition
Graduate Certificate in Business Administration (GCBA)	9	$300	$2,700

* Non-refundable

NON-TUITION FEES

Tuition does not cover application fees, optional service fees, textbook costs, material fees, late penalties, or any other additional charges beyond the tuition fee.

TEXTBOOKS

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

FINANCIAL HOLD

UI may withhold permission to register, take the final examination, use campus facilities, and receive services if the student fails to make payments owed to UI until the debt is paid or a suitable payment

arrangement has been made with the Financial Officer.

FINANCIAL SUSPENSION

A student may be placed on Financial Suspension for failure to pay the tuition and fees as agreed to in the Enrollment Agreement or payment plan. A student who is placed on Financial Suspension for more than 60 days may be administratively withdrawn.

CANCELLATION OR WITHDRAWAL PROCEDURE

A student who wishes to withdraw from their program of study, must complete and submit the Program Withdrawal Form. The notice of cancellation and withdrawal is effective when delivered, postmarked, or emailed.

CANCELLATION, WITHDRAWAL, AND REFUND POLICY

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

The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250) if notice of cancellation is made through attendance at the first-class session or the seventh day after enrollment, whichever is later. The institution shall also provide a pro-rata refund paid for institutional charges for students who have completed 60 percent or less of the period of attendance. No refund is made after 60 percent of the attendance period is complete. In order to cancel this enrollment agreement with UI, the student shall mail or deliver a signed and dated form of "Leave of Absence" or "Withdrawal Notice" along with a "Refund Application" to the Academic affair office. Then, the refund shall be made to the student within 45 days following UI's receipt of the cancellation notice. The refund excludes non-refundable application and registration fees.

The refund excludes non-refundable registration fees. Suppose a student obtains a loan to pay for an educational program. In that case, the student will be responsible for repaying the total loan amount, less any refund amount. Suppose the student has received federal student financial aid funds. In that case, the student is entitled to a refund of the money not paid from federal student financial aid program funds. Suppose the student is eligible for a loan guaranteed by the federal or state government, and the student defaults. In that case, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on loan. (2) The student may not be eligible for any other federal student financial aid at another institution or government assistance until the loan is repaid.

FEDERAL AND STATE FINANCIAL AID PROGRAMS

UI does not participate in federal or state financial aid programs. Financial assistance may come in the form of private scholarships or UI Scholarships.

FINANCIAL ASSISTANCE

UI awards a limited number of partial tuition scholarships to the truly needy and deserving students who meet the following qualifications:

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

All financial assistance is awarded on a year-to-year basis. Students admitted on a provisional basis will not be eligible to receive any financial assistance. Apply at least six weeks before the beginning of the semester.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution who is or was a California resident while enrolled or was enrolled in a residency program if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program.

It is essential that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone (888) 370-7589 or (916) 574-8900, fax (916) 263-1897.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued. You did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location within the 120 days before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 days before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the

institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary awards by an arbitrator or court based on a violation of this chapter by an institution or representative of an institution but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and has an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

COURSE DESCRIPTIONS

BUS 590 Business Strategy
This course delves into both the theoretical foundations and real-world applications of business strategies and policy decision-making. It explores various business concepts, theories, and tools to equip students with the necessary skills. Through case study analysis, students engage with contemporary business challenges and developments.

ECN 500 Managerial Economics
This course aims to empower students to make ethical decisions within a business framework. It delves into the ethical dilemmas and decision-making challenges encountered by today's leaders. The focus is on ethical methodologies for problem-solving, communication, and effective people management. Additionally, it explores how different leadership styles can influence both organizations and communities.

FIN 500 Financial Management
This course provides a comprehensive understanding of financial control within corporate management, focusing on the policies and practices necessary for planning and managing a firm's funds. Special attention is given to working capital management, the selection of investment opportunities, acquiring funds, determining dividend policies, optimizing debt-equity ratios, and utilizing budgetary procedures. These fundamental tools furnish management with essential data for effective decision-making.

MGT 810 Leading Innovation and Change
This course integrates theory and practical applications to familiarize students with key concepts surrounding innovation and change. It examines the significant roles that innovation and change play in individuals, organizations, and the entrepreneurial journey. Students will gain insights into fostering creativity in themselves and others, implementing processes to enhance innovation, contributing effectively to creative teams, managing innovation initiatives, and cultivating a culture of creativity and innovation within organizations.

MKT 500 Marketing Management

This course adopts a managerial perspective in exploring marketing principles. It focuses on delineating the responsibilities of marketing managers and analyzing the decision-making processes integral to marketing strategies.

MKT 520 Strategic Brand Management

This dynamic course offers an immersive, experiential journey into the realms of product, service, and enterprise-wide brand establishment and administration. Modeled after the daily tasks and obstacles encountered by active brand/marketing managers, it equips students with hands-on experience in implementing successful brand-building strategies within competitive markets. Participants will gain insights into the decisions and choices confronting brand managers, along with the tools necessary for adept brand management. (Prerequisite: MKT 500 Marketing Management)